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GÉNOME TRANSCRIPTOME

Genome
Transcriptome
Facility of
Bordeaux

Terms and conditions of analysis and services

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The following general terms and conditions shall be applicable to all contracts which are accepted by PGTB. The user/project manager/company to which individual contracts are awarded shall be referred to hereinafter as the "Contractor".

Project progress

First contact, feasibility study and quotation

The contractor contacts the facility, specify the service, number and type of samples. After a feasibility study, the facility offers a solution accompanied by a prices in €, and provides the contractor the documents that should be known before the contract signature: **catalog of services, terms and conditions of analysis and services, and recommendations for samples storage and shipment.** Any quotation is valid for a period of ninety (90) days from the date of issue unless otherwise agreed in writing between PGTB and the contractor.

Contract validation

Once the type of collaboration has been defined (provision of equipment and/or workspaces only, provision of equipment and/or workspaces and technical staff, or any intermediate situation), the contractor and the facility validate the contract. **The facility will not carry out the work until the contract has been signed.**

Purchase order

The contractor sends the purchase order with the quotation to the secretary office of the facility, as mentioned on the quote. **The facility will not carry out the work until receiving the purchase order.**

Shipping and validation of the samples

The contractor ships the samples to the facility, accompanied by the shipping sample form, in the tubes and plates specified on the recommendation form for shipping material. **The facility will not carry out the work with samples shipped in non-compliant tubes or plates.** The contractor sends by email the proof of samples conformity with the quality specifications as indicated in the catalog of services. **The facility will not carry out the work until the proof of sample conformity has been received.** The facility can analyze samples that do not comply the quality specifications only after contractor request. In that case, the facility will be not responsible if the analysis fails. **After receipt of samples, the facility validates their quality within 15 days and only contacts the contractor in case of a problem.**

Analysis and result delivery

After receipt of samples, the facility will carry out the work within 2 months, and deliver the results to the contractor according to the specification listed in the catalog of services. Once final results have been delivered, without any objection from the contractor, the project is closed.

Terms and conditions

Mutual commitments

The PGTB facility is committed to: provide trained and qualified staff, provide high-performance and maintained equipment, provide technical assistance and expertise, as much as possible, perform analysis or train contractor to perform the analysis following the contract, keep you informed of the progress of your project, and support you to enhance the value of your data.

The contractor is committed to: meet the terms and conditions of the facility, provide all the information necessary to carry out the work, provide evidence that samples satisfy the quality criteria requested by the facility in the catalog of services, comply with the PGTB and equipment instructions for use, comply with the traceability and hygiene rules and with the safety regulations, and pay the amounts corresponding to the activities carried out.

The facility reserves the right to stop the project or deny access to it by all contractors that do not comply with general terms and conditions or if the project appears to be inconsistent with the law, or inadmissible from an ethical point of view.

Samples, reagents and results

The contractor ships the samples according to the recommendations for shipping samples, and provides the facility with the proof of samples conformity with the quality specifications. The facility can analyze samples that do not comply the quality specification only after contractor request. In that case the facility will be not responsible if the analysis fails.

In the case of samples damage in the facility, the contractor will be informed and the facility will cover the costs of a new aliquot shipment.

The facility stores DNA and PCR products at +4°C or -20°C and RNA at -80°C. If the project requires specific sample storage conditions, it must be described in the request form for analysis, and will be subjected to validation by the facility.

The facility stores samples, reagents relative to the project, as well as data throughout the duration of the project. **Once final results have been delivered, without any objection from the contractor, samples, reagents and data will no longer be stored,** unless specified in the request form for analysis.

The facility does not return samples or reagent relative to the project of the contractor.

Confidentiality

In order to guarantee projects and data confidentiality, the facility asks the contractor to not communicate about projects or results they could have seen or heard.

The facility recommends to the contractor to anonymize the project name, markers and samples to ensure the confidentiality.

The contractor can choose between two confidentiality procedures, they have a responsibility to report this choice to the facility in the request form. **If not, the « classic confidentiality » mode applies.**

The « **classic confidentiality** » procedure means that the facility is allowed to mention the contractor name, the kind of activity, and the project description (information contained in the request form) in meetings, web site or progress report. In the « **special request for confidentiality** » procedure, the contractor should specify in the specific request field whether the facility can communicate or not over the contractor name, the kind of activity, and the project description.

Intellectual property

Regarding the intellectual property of methods, markers and results, two procedures are available, for both service deliveries and R&D projects: « **PGTB owner of methods and Partners owners of results** » and « **PGTB and Partners owners of methods and results** », that have to be specified in the request form. **If not, the « PGTB owner of methods and Partners owners of results » procedure applies.**

The « **PGTB owner of methods and Partners owners of results** » procedure means that the PGTB is allowed to communicate over the methods, but not over the results, except in the case of prior request and written approval of the contractor. The « **PGTB and Partners owners of methods and results** » means that both PGTB and contractor are allowed to communicate over methods and results, with mutual agreement.

Publications

At the end of the project, the contractor and the facility will have to decide by mutual agreement if the facility involvement should be evaluated by including the facility staff in the authorship of scientific communications related to the project (publications, posters, etc).

The contractor should always mention the facility in acknowledgments of scientific communications related to the project (publications, oral communications, etc.) using the following affiliation: « BIOGECO, INRA, Univ. Bordeaux, 33610 Cestas, France »

Regarding publications, the suggested citation is: « *Part of the experiments (specify which ones) were performed at the Genome Transcriptome Facility of Bordeaux (Grants from Investissements d'Avenir, Convention attributive d'aide EquipEx Xyloforest ANR-10-EQPX-16-01).* »