

CONDITIONS OF COMMON SERVICE OF CHEMICAL ANALYSIS FOR ECOLOGY (CS CAE)

I- Localization, purpose and mission of CS CAE

The IMBE's Common Service of Chemical Analysis for Ecology (CS CAE) is located on the "campus de l'étoile" (Saint Jérôme, 13013). He was created in 2018 in order to bring a technical support to researcher for biologicals analysis and physiochemistry characterization in studied organisms' environment. He provides mutualized rooms and devices for research project in IMBE.

II- CS CAE's Team

Scientific Head: Bombarda Isabelle

Technical Head: Cagnacci Loris

Technical Staff: Foli Lisa, Martinez Martine

Email: ace@imbe.fr

Time Slot: 9h-17h

III- Request Possibilities

a. Analysis and/or Preparation Request of sample

Requestors will have to fill the form of **SAMPLE ANALYSIS AND/OR PREPATION REQUEST** of CS CAE and send it back at ace@imbe.fr as early as possible of the project's beginning. Analyzed sample will be conserved by CS CAE during **4 WEEKS** after results 'delivery. After this, sample will be eliminated.

For all analysis and/or preparation request following a specific protocol, the requestor will be invited to contact the Technical Head upstream in order to discuss about the feasibility of the request. The detailed protocol has to be supplied to the CS CAE in order that the request can be realized.

b. Analytical Cost

CS CAE's budget is only used for maintenance and currant upkeep of analytical devices and basic supplies purchase (gloves, tips, solvent for analysis, acids, unspecific media, ...). **Only specific supplies are chargeable to the requestor** (ie: column for IC or HPLC, specific media, ...). The fees will be fixed as agreed with the requestor and before analysis.

c. Involvement in a new project

As early as possible, the requestor will have to contact the CS CAE by email at ace@imbe.fr in order to schedule work think about doing it (sample numbers, date or period of sampling, preparation and kind of analysis to do) in order to be suitable for analytical costs in the project. If the project is taking on, contacts the CS in order to schedule requests.

IV- Request of provision of CS CAE's devices

Advisors of internship (bachelor to master, BTS or PhD) have to inform one month ahead of time the CS CAE about their student intern coming. Moreover, we remind the advisor are responsible of their intern training and not the CS CAE's technical staff, except if a specific technical request is making with this mind. Advisors have to ensure their intern will not be alone during their internship and specially during staff vacation.

It's belonged to the advisor to guarantee of the project's feasibility: manner of human (staff availability), project's cost estimation for the CS CAE, bench availability. Advisor will also be responsible of equipment's deterioration of his student. Activities carry out by the CS CAE with equipment and devices provide for users are detailed on the website (<https://www.imbe.fr/sc-analyses-biologiques-et.html>).

Only a trained person and qualified on a request device by the CS staff can work in self-sufficiency. All uses will have to do after a training in order to learn the instructions of use.

All new user has to follow:

- 1) A short training qualification on the device
- 2) A remind about CS CAE rules
 - a. Book the device
 - b. Fill a device following notebook in (number of analysis, used parameters, time of analysis, ...).
 - c. Clean the device, the bench and all equipment and glassware used.

End procedure:

At the end of use and before user leaving, a review will have to be done between the advisor, the student and the technical head for:

- Leave only samples, products, reactive for common used and/or required for the project and distinctly identify and dated.
- Throw out all samples, products, reactive non-useful for the service or other users.

During the departure, make sure that you not leave useless in common space, as well as in fridge, freezer and cold-room. The CS CAE will authorize itself to throw away all samples, products or reactive find without asking the permission to the old advisor if nothing was put into order.

All new user **HAS to commit to do respecting of CS CAE functioning during all the time of its stay in the laboratory. It asks at ALL USERS to participate at the common task in order to insure the good working. Cleaning bench and tidying used equipment (after washing) are part of the procedure.**

In case of bad practical or negligence of functioning rule, technical staff of CS CAE will be authorized to remind the good practice. Moreover, the CS CAE authorize itself to forbidden access to the service, especially in case of isolated work or nightwork, deterioration or robbery of equipment/product, non-respect of health and safety rules and will communicate to the advisor and the direction the failure of the rules.

V- Acknowledgement and quotation of CS CAE

It's reminded that the IMBE's direction demands that CS CAE clearly appear in all Acknowledgement for all publication having requested the CS CAE (rooms or devises) or any technical staff of the service.

English: **Data used in this work were (partly) produced through the technical facilities of the SC CAE (IMBE, Marseille)**

French : **Les données utilisées dans ce travail ont été (en partie) produites au sein du SC ACE (IMBE, Marseille)**

Moreover, a technical staff involved in a project can, according to its implication, either be mentioned as co-author for the publication or be named in the acknowledgement.

Commitment of RESPECT of the CS CAE Charter *

(*have to fill in and return signed to the responsible of CS CAE)

Hereby, I, the undersigned, _____

Recognize be user of CS CAE from ____/____/____ to ____/____/____

Under the responsibility of Mrs. or Mr. _____ .

And commit myself to respect the charter during all the period in the service.

Do in Marseille, _____

Signature