

# TERMS OF AGREEMENT

## Terminology:

- SGF - Sequencing and Genotyping Facility
- USER OR CLIENT REFERS TO EVERY RESEARCHER REQUESTING SERVICES FROM SGF.
- SGF REFERS TO SGF SCIENTIFIC INSTRUMENTATION SPECIALISTS OR SGF DIRECTOR, UNLESS OTHERWISE INDICATED.
- SGF Personnel:
  - Riccardo Papa, PhD - INBRE SGF Director/Professor at University of Puerto Rico, Rio Piedras
  - Dania M. Rodríguez, MSc - INBRE Scientific Instrumentation Specialist
  - Silvia Planas, MSc - Scientific Instrumentation Specialist

## Terms of Use:

FIRST: Equipment used at SGF is intended for research use only.

SECOND: SGF staff has complete autonomy and authority over main equipment and only approved individuals may use said equipment without supervision. Main equipment includes: FLX+ Titanium System, MiSeq Illumina, and ABI 3130xl Genetic Analyzer. Approval is given by the facility director.

THIRD: SGF general equipment must be reserved by contacting SGF staff, via phone or e-mail, or signing the log sheets located by equipment prior use. General equipment includes: Thermocyclers, NanoDrop, SpeedVac, ultra centrifuges and water system. General equipment is available during normal business hours, holidays, weekends and nights and may be used without supervision by approved Users only. For reservations: User logs and sign-up sheets must be filled without exceptions. A period of at least one hour in advance is required for any reservation cancellations. A one-hour period of grace will be given to any reservations for which the User does not show. SGF staff has priority over Thermocyclers to maintain services offered to a maximum. Special rules apply for NanoDrop Spectrophotometer; please see SGF personnel. No SGF materials may be taken out of facility.

FOURTH: Users will be officially trained and certified by SGF staff through workshops. Other training opportunities will be available and open for discussion and written agreements. Certifications do not authorize Users to use the main equipment at the SGF. Workshops and trainings are offered upon request. Training/workshop fees will be calculated according to subject and length. Fees are not refundable.

FIFTH: Service fee information:

Fees are non-refundable and project specific and Pre-Payment is mandatory. Quoted amounts will reflect services requested by client. The fees are calculated by SGF and include cost of materials and reagents necessary for the completion of the data generation, and fees associated with the maintenance of the equipment. These fees are negotiable with SGF. Clients MUST make a formal meeting with SGF Director and SGF Scientific Instrumentation Specialists to discuss, in detail, the services requested and the cost. Client may solicit a long-term quote for services that will cover a long period of time, given the nature of the experiments. Any money left in the MCC accounts, for a specific client, will be considered as a credit for that client and client has the right to further use this money for future services without the necessity of quoting services again.

Account statuses will be sent every three months: Clients are given a 15-day period for any discrepancies. User is responsible for making all P.O. transactions and service payments to MCC (see below). Each client is responsible for the payment of any shipping, handling and insurance fees, when applicable. Rush considerations that fall outside these requirements will be considered on each invoice. Payments are made to the Materials Characterization Center, Inc. 247 Facundo Bueso, Universidad de Puerto Rico, Río Piedras, PO Box 21972, San Juan, Puerto Rico 00931-1972.

For ABI 3130xl: For Sequencing and Genotyping Services, every client is considered to fully agree with these terms. Complete sample submission requirements must be met prior sample submission. Requirements include 1) a completed sample submission form and samples provided, and 2) Service Meeting with SGF Scientific Instrumentation Specialists. Services commence after the quotation is processed in part or in full. Samples will be

stored in the facility for one (1) month; after this, samples are discarded. Samples are processed in the order in which they are received, considering they have met all criteria for sample submission. Immediate e-mail notification of sample status and results' estimated times are sent after services commence, depending on queue and considering all sample submission requirements are met. Data generated is, currently, delivered via e-mail. Turn-around time starts when service is approved and depending on queue (provided all sample submission requirements are met) within a 24-72 hour period. \*\*Every injection involves 16 wells (16 reactions). Thus, we charge for full 16-well injections or by multiples of 16. Partial submissions will be charged as full 16-well injections. For example, if sending 10 reactions, user will be charged for 16 reactions; if sending 20 reactions, user will be charged for 32 reactions. User is responsible for leaving a well for our positive control. Both for sequencing and genotyping services, the SGF provides a free-of-charge 16-well injection trial for new Users. During this trial, each new User and SGF personnel will meet to personalize procedures and discuss any special requirements (technical or time-wise), charges, and/or procedure inquiries.

For Illumina MiSeq and Roche 454 FLX+ Titanium System: For Next-Generation Sequencing Services using the applications provided by the MiSeq System and/or the Roche 454 FLX+ Titanium System, clients must meet with the Facility Director and SGF Scientific Instrumentation Specialists in a formal reunion discussing the application needed, the project to be analyzed, and the fees.

#### SIXTH: TROUBLESHOOTING:

ABI 3130xl: Both for sequencing and genotyping services, the SGF will re-run a sample injection and analysis if the first sequencing injections fails due to processing or equipment problems. This run will be free of charge. If the second injection should fail, the client will receive a detailed report of events. Also, the SGF will meet with the client to discuss possibilities of failure.

Illumina MiSeq and Roche 454 FLX+ Titanium System: services will be troubleshooted for any problems related with sample preparation and equipment malfunction. Client is responsible for the data analysis.

SEVENTH: SGF requires that any publication, poster and/or presentation resulting from direct or indirect use of facility main services and general equipment use be recognized with the following statement: Sequencing and Genotyping facility, University of Puerto Rico-Río Piedras is supported in part by NCRR AABRE Grant #P20 RR16470, NIH-SCORE Grant #S06GM08102, University of Puerto Rico Biology Department, NSF-CREST Grant #0206200, NINDS-SNRP U54 NS39405.

EIGHTH: User admission and security: SGF will reserve the right of admission to any person not included in the official list of personnel provided by the building's administration office (Julio García Díaz Room 118), unless updated verbally or through written agreements. Outside Users visiting the facility must provide SGF with a list of official Users. SGF will reserve the right of admission of any person with questionable behavior. Questionable behavior includes harassment and any other hostile behavior towards another User, student, researcher, visiting professor/researcher or SGF staff, including such behavior reported outside regular business hours. For specific rules and requirements regarding questionable behavior, please refer to the Human Resources office of the University of Puerto Rico, 787-764-0000 ext. 1-5471. The principal investigator will be held completely accountable for any Users, students or researchers involved in any unusual events within the facility and involving any of the equipment. Visiting researchers or professors will be held accountable for their own actions. The SGF and SGF staff will not be held accountable for any situation derived from breaking any terms stated herein.

#### NINTH: Clause of Agreement Termination

If there is an understanding of existing interests adverse to these Terms, the SGF will notify in writing of any proof of its findings and intention of terminating these Terms of Agreement within thirty (30) days. Through this time, The User may solicit a conciliatory reunion with SGF to expose any arguments against said termination of conflict. If The User does not solicit said reunion to SGF or if the conflict is not resolved during the meet, these Terms of Agreement will be resolved. The same procedure will apply when The User understands there are or have been interests adverse to these Terms. SGF will have a period of thirty (30) days to expose any arguments and evaluate the conflict during the conciliatory reunion.

TENTH: Any User requesting and/or submitting samples for SGF Services is considered to have read and fully agrees with the terms mentioned above.