

NGI OpenLab User Agreement

As a user of NGI OpenLab, I agree to the following guidelines and responsibilities to ensure a safe and productive environment for everyone.

General Rules for the Lab

- 1. Booking & Access:**
 - I will book the lab in advance and only use equipment that the NGI staff has trained me on.
 - I will not allow unauthorized people into the lab.
- 2. Handling Materials:**
 - I will not bring biohazardous samples or dangerous chemicals into the lab without prior discussion with the NGI staff.
- 3. Preparation & Clean-up:**
 - Before starting, I will ensure that everything needed for my work is available in the lab. A list of equipment and reagents available can be found here: <https://ngisweden.scilifelab.se/ngi-openlab/>
 - Before leaving for the day, I will:
 - Clean my workstation
 - Register the consumables and reagents I used
 - Return the keycard
- 4. Reporting Issues:**
 - I will promptly inform the NGI staff if anything is broken or malfunctioning.

Additional Responsibilities for Users of the Open Lab

- **Financial Transparency:**
 - I will keep the person responsible for payments (e.g., my PI) updated on any costs incurred through my work at NGI OpenLab. Invoices will be sent out on a regular basis.
- **Use of Services:**
 - If I use NGI OpenLab for sample quality control, library preparation, etc., I will ensure that subsequent analyses (e.g., sequencing, SNP-genotyping) are also conducted at NGI.
- **Acknowledgments:**
 - I will acknowledge NGI OpenLab when presenting or publishing any results derived from my work in the lab. In addition to the text for acknowledging NGI found in the report delivered with your data the following sentence should be included: *This project was supported by the NGI OpenLab.*

NGI:s Responsibilities

I understand that NGI OpenLab provides guidance and advice to help optimize library preparation and sequencing workflows; however, NGI cannot guarantee that these processes will perform optimally in every case. Additionally, NGI OpenLab cannot take responsibility for the reagents provided by users or stored in the common lab, as we cannot verify the handling or storage of these materials between users.

Signatures

By signing this agreement, I confirm that I have read and understood the information above. I understand that NGI OpenLab operates on trust, mutual respect, and a commitment to taking care of shared equipment. I am aware that violating these guidelines may result in a suspension of lab access.

Name in print

Name in print

Date and signature, User of the OpenLab

Date and signature, PI and financially responsible