<u>User Rules</u>

Users of the experimental NeuroCure Animal Outcome Core Facility - Behavioral Phenotyping (AOCF) must agree to the following rules via a signature:

- Scheduling of projects in the AOCF must follow our Project Initiation Protocol:

    1. Complete the AOCF Project Initiation Form
    2. Submit all LaGeSO, S1 and other relevant documentation for animal care
    3. Meet with AOCF personnel to coordinate resource and personnel utilization, calendar, and budget
    4. Approve and sign the AOCF contract agreement form.

- Only FELASA trained personnel who have been appropriately trained with specific apparati are authorized to work in the AOCF.

- When performing specific tests, users must read and follow all safety protocols for the facility. Furthermore, users must follow individual 'Manuals' and 'SOP' that have been drafted by the AOCF. Any changes in the protocol must be discussed with AOCF management and agreed upon prior to commencing work.

- Authorized users of the AOCF will receive transponder access to the necessary AOCF rooms. This must be performed through the Charite Key Office (Schlüsseldienst). It is not permitted to share this transponder with unauthorized personnel.

- External users of the AOCF will receive a tablet computer to perform all data acquisition while in our facility. These data can be transferred to a USB stick for analysis. Data analysis should be performed on your own system. The tablet computers belong to the AOCF and have to be daily returned the AOCF management upon use.

- While raw data can be copied to an external drive, all data should remain on the acquisition systems of the AOCF. All data will be archived to ensure data validity and Good Lab Practice.

- Users of the AOCF must attend an annual AOCF safety briefing.

- The AOCF equipment shall be kept in proper condition. Faults and defects must be reported immediately to the AOCF management.

- After completing an investigation, the AOCF rooms must be thoroughly cleaned by the user, and any trash disposed of properly.

- The User confirms with his or her signature that the complete User Rules of the AOCF have been delivered and understood.

Name:_____   Date:_____

Sign:_____