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I. Preamble

This charter sets out the obligations that apply to users of the ASGARD high-throughput sequencing platform (Advanced Sequencing solutions and Genomic Analyses for Research and Diagnosis).

For the purposes of this charter, a user is defined as:

- Any person (member, collaborator, academic or industrial) using the services of the platform;
- Any person working on a platform instrument, even occasionally.

II. Presentation

The ASGARD platform is a joint facility that handles both high-throughput sequencing activities for the medical diagnostics of Rouen University Hospital (CHU de Rouen) and research activities carried out on behalf of University of Rouen Normandy (Université Rouen Normandie) and Rouen University Hospital. The platform also provides research services and collaborations with partners external to University of Rouen Normandy.

The ASGARD platform supports you in building your project, from sample quality control through to the sequencing of the molecules of interest. A sequencing-only service is also available. Primary bioinformatics analyses are also available (sequencing quality report, demultiplexing, delivery of .bcl or .fastq files). The platform's equipment can be made available to users once they have been authorized.

The platform is located on the “UFR Santé” site in Rouen, at the following address:

ASGARD Platform
UFR Santé
22 boulevard Gambetta
CRRIS Research Building, 2nd floor, Block B
76000 Rouen, France

The administrative office is located at the following address:

Ms. Nathalie Porchet
UFR Santé
Inserm UMR 1245
22 boulevard Gambetta
CRRIS Research Building, 1st floor
76000 Rouen, France

III. Team composition

Scientific Director:	Prof. Gaël Nicolas
Technical Manager:	Céline Derambure
Technical Engineers:	Françoise Charbonnier Céline Derambure Corentin Levacher Myriam Vezain
Bioinformatics Engineers:	Sophie Coutant Steeve Fourneaux Olivier Quenez
Administrator:	Nathalie Porchet

IV. Area of activity

The platform's mission is to support your projects involving high-throughput short-read sequencing (Illumina) and/or long-read sequencing (PacBio, Oxford Nanopore Technologies).

DNA sequencing activities: amplicon sequencing, capture-based sequencing of gene panels (including design panel if needed) or exomes, and whole-genome sequencing.

RNA sequencing activities: bulk RNA-Seq (poly(A) selection or rRNA depletion) and single-cell RNA-Seq.

Any other activities not mentioned above can be developed collaboratively following discussions between the platform and the project-leading team to assess feasibility.

V. Access hours

Platform staff are available for technical advice or troubleshooting of equipment during the following hours: 9:30 a.m. to 4:30 p.m., Monday to Friday.

For sequencer troubleshooting, an on-call schedule is displayed on the premises so that users can contact the relevant platform staff member, who will assist them in resolving the issue.

VI. Platform equipment

Sequencers:

- 2 [MiSeq](#), Illumina
- 1 [NextSeq 550](#), Illumina
- 1 [NovaSeq 6000](#), Illumina
- 1 [Revio](#), PacBio
- 1 [PromethION P2 Solo](#), Oxford Nanopore Technologies

Automated equipment:

- Fluent 780 – DreamPrep, Tecan: NGS library preparation x96
- Magnis, Agilent: NGS library preparation x8

Additional equipment:

- Megaruptor 3, Diagenode
- S220 Focused-ultrasonicator, Covaris
- Qubit 3, Thermo Fisher Scientific
- Qubit Flex, Thermo Fisher Scientific
- Fluoroskan, Thermo Fisher Scientific
- TapeStation 4200, Agilent
- Femto Pulse, Agilent

VII. Services provided by the platform

Four types of services are offered by the platform in order to best support your project:

P1 – USER TRAINING

The user designated by the project manager or department head is trained in various techniques and in the use of the equipment required for technological implementation. Training is provided either by a designated referent within their team or by platform staff. Once authorized, the user undertakes to comply with the standard procedures and good laboratory practices defined by the platform staff. In the event of non-compliance with these requirements, the user may be denied access to the platform. This training enables the user to operate independently (P2).

P2 – INDEPENDENT USE

The user, designated by the project manager or department head and trained by platform staff, independently performs experiments using the platform's equipment, in compliance with the platform's terms and conditions of use.

P3 – COLLABORATION

The project leader, whether internal or external to the University of Rouen Normandy and from either the public or private sector, wishes to have part or all of their project carried out by the platform, or by a member of their team accompanied by a platform staff member. In the first case, the platform will take responsibility for the technological implementation, as defined by the parties, and will provide results in accordance with the expectations established in advance. In the second case, the platform will support the designated person throughout the project, from technological implementation through to validation of the quality of the results. In both cases, the platform supports the project by providing its expertise. Platform activities carried out under P3 must be appropriately acknowledged: see the section entitled "Intellectual property and acknowledgement".

P4 – SERVICE PROVISION

The project leader, whether internal or external to the University of Rouen Normandy and from either the public or private sector, calls upon the platform to implement their project. The platform will take responsibility for the technological implementation, as defined by the parties, and will provide results in accordance with the expectations established in advance. Platform activities carried out under P4 must be appropriately acknowledged. See the section entitled “Intellectual property and acknowledgement”.

VIII. Procedure prior to the implementation of scientific projects on the platform

Prior to any new collaborative project or service provision, a consultation meeting is scheduled between the members of the ASGARD Steering Committee and the project leader.

The technical and analytical feasibility of the project will be discussed, as well as the financial aspects, schedule and timeframe for delivery of the results.

Following this meeting, the platform will provide the project leader with a “Project Sheet” summarizing the requirements, techniques to be implemented, timeframe, output files to be provided, as well as a quotation for the services. This project sheet will be signed by the project leader, the platform manager, and the technical manager responsible for supervising and monitoring the project. This charter must also be signed by the project leader and the user(s).

By signing the charter, users undertake:

- To comply with the platform's rules of use;
- To provide the material as described and within the specified timeframe. Failure to do so may affect the timeframe for delivery of the results;
- To pay the full amount for the services performed, in accordance with the quotation provided;
- To acknowledge the activities performed by the platform in scientific communications and publications. See the section entitled “Intellectual property and acknowledgement”.

By signing the project sheet, the platform undertakes:

- To carry out all services described in the Project Sheet;
- To comply with the agreed schedule for delivery of the results, except in the event of equipment failure or exceptional circumstances.

For every project, both the platform and the users undertake to use the relevant equipment and biological samples in compliance with applicable legislation, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – GDPR), as well as French law No. 2021-1017 of 2 August 2021 relating to bioethics.

IX. Material provided by the user

Biological samples remain the property of the user. Any risks inherent in the biological nature of the samples must be disclosed. Quality criteria and a minimum sample quantity will be required by the platform before any project is initiated. The platform reserves the right not to carry out the project if these requirements are not met. Once the project has been completed, the user may retrieve their samples at their own expense, or request in writing that the platform destroy them.

If reagents have been ordered by the user and sent to the platform, the user must collect them at their own expense no later than three months after delivery of the results. The platform reserves the right to dispose of unused reagents if they are not collected within the specified timeframe.

X. Delivery of results

Once the experiments have been completed, the output files listed in the Project Sheet will be transferred to the project leader according to the arrangements agreed upon.

A project completion meeting will be scheduled to support the delivery of the results. A project closure report will be issued and must be signed by the parties concerned before the invoice can be issued.

XI. Bioinformatics analysis

Bioinformatics analysis may be requested by the user during the preliminary phase of the project. Such analysis may be performed by the platform provided that the necessary expertise and technical resources are already available.

The analysis procedures and arrangements for delivering the results (files) must be clearly specified in the project sheet.

The platform reserves the right to decline to perform the bioinformatics analysis if it considers that the human and technical resources are insufficient.

Special case: University of Rouen Normandy:

The ASGARD platform works in conjunction with the [SequAna](#) bioinformatics platform of the [HeRacleS](#) support unit, which provides bioinformatics analysis solutions dedicated to research projects. ASGARD recommends that research laboratories at the University of Rouen Normandy contact this platform for the performance of their bioinformatics analyses.

XII. Data storage and retention

Data generated and obtained by the ASGARD platform remain the exclusive property of the user conducting the experiment (NB: user as defined in the preamble).

As such, the user is solely responsible for the storage and retention of their data. It is therefore essential that the user retrieves their data upon completion of the project.

The platform undertakes to retain raw and, where applicable, analyzed data throughout the duration of the experiment and for a maximum period of six months after delivery of the sequencing results.

After this period, the platform will no longer be able to provide the data to the user. The platform shall in no event be held liable for any potential loss of data resulting from the user's delayed retrieval of the data.

XIII. Intellectual property and acknowledgement

Scientific data generated by the platform remain the exclusive property of the research laboratory, user or external service provider. The platform may under no circumstances use the data unless an explicit agreement has been established.

Under the collaborative mode (P3), the platform must be included as an author in any publication or written or oral communication, in proportion to the involvement of platform staff in the project for which the platform was requested. The user undertakes to identify the platform staff member(s) involved in the project as co-author(s) of publications using results generated by the platform.

The technological or technical contribution of the platform must be acknowledged. The ASGARD platform shall be acknowledged in the acknowledgements section of any publication or written or oral communication when platform equipment is used or when the platform is requested to provide services under P4.

Suggested acknowledgement:

Platform ASGARD (Advanced Sequencing solutions and Genomic Analyses for Research and Diagnosis), Inserm UMR 1245, University of Rouen Normandy, Rouen

A copy of the communication or publication must be sent to the platform's technical manager.

XIV. Financial terms and invoicing

The purchase order must be sent to Ms Nathalie Porchet, platform administrator (in-serm.u1245@univ-rouen.fr), and issued in the name of:

ASGARD Platform
UFR Santé
22 boulevard Gambetta
Research Building, 1st floor
76000 Rouen

SIRET: 19761904200017

EU VAT number: FR25197619042

An invoice will be issued once the service has been completed and must be paid within 30 days. The platform's rates are updated according to changes in supplier costs. Any project for which the purchase order has been signed and sent to the platform will not be affected by subsequent changes to the rates.

XV. Updates

Any amendment to the charter must be unanimously approved by the team and formalized through a written update.

XVI. Acceptance of the charter

This Charter must be signed by each user before accessing the platform, whether operating independently or with assistance, as well as by the project leader, all of whom undertake to comply with the access, working and safety conditions and, more generally, with all the rules set out in this charter. It must then be forwarded to the platform's technical manager.

Any person who fails to comply with the commitments set out in this document, with the protocols in force on the platform, or with any other health and safety recommendations may be denied access to the platform by the platform manager.

Laboratory, organization or company stamp:

Full name of user 1:

Date:

Signature:

Full name of user 2:

Date:

Signature:

Full name of project leader:

Date:

Signature: