

# Geophysical Instrument Pool Potsdam (GIPP) Terms of use

## 1. Mission

The Geophysical Instrument Pool Potsdam (GIPP) of the Helmholtz-Zentrum Potsdam, Deutsches GeoForschungsZentrum (GFZ) provides geoscientific instruments, particularly seismic and magnetotelluric sensors and recorders. The provision of these instruments is based on the Helmholtz-Mission: "We investigate systems of great complexity with our large-scale facilities and scientific infrastructure, cooperating closely with national and international partners. "

## 2. Instruments

The GIPP provides instruments, sensors and equipment for seismological (both controlled source and earthquake seismology) as well as for magnetotelluric experiments. Instrument type and number are listed on our website<sup>1</sup>. Additional instruments for amphibian projects are provided by the "German Instrument Pool for Amphibian Seismology" (Deutscher Gerätepool für amphibische Seismologie; DEPAS).

## 3. Management of GIPP

### 3.1 GIPP Manager

The GIPP Manager<sup>2</sup> at GFZ is responsible for the operation of the instrument pool and the use of the instruments. He/She keeps lists with information which instruments are used where and for how long.

Twice a year the GIPP Manager informs the Steering Board of the GIPP and the GFZ Executive Board about the usage of the instruments. The GIPP Manager is the contact person concerning technical and administrative issues.

### 3.2 Steering Board<sup>3</sup>

The Steering Board of the GIPP evaluates the applications for instruments, sets up a priority list and makes recommendations to the GFZ Executive Board. The Steering Board advises the Executive Board regarding instrumental equipment of the GIPP, particularly in case of purchases.

The Steering Board is formed by leading scientists from universities as well as from other scientific research centers and the industry. All members are proposed by the Chairman of the Steering Board and appointed by the Executive Board of the GFZ<sup>4</sup>. The Steering Board elects one member as a Chairman. Participants from GFZ are: The Director of Department 2; the GIPP Manager; the heads of Sections 2.1 (Physics of Earthquakes and Volcanoes), 2.2 (Geophysical Deep Sounding), and 2.4 (Seismology); one person responsible for the magnetotelluric component. Furthermore, a representative of the marine part of DEPAS is invited to participate as a permanent guest. The Steering Board meets every 6 month

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<sup>1</sup> <http://www.gfz-potsdam.de/en/gipp> --> Instruments

<sup>2</sup> <http://www.gfz-potsdam.de/en/gipp> --> Contact – Working Group GIPP

<sup>3</sup> <http://www.gfz-potsdam.de/en/gipp> --> Documents/Steering Board

<sup>4</sup><http://www.gfz-potsdam.de/en/about-us/organisation/board-bodies-administration/executive-board/>

## **4. Application procedure**

### 4.1 Eligibility to file an application

All members of Universities as well as of all other scientific institutions (national and international) are entitled to apply for instruments. Joint projects with German partners are recommended.

Applications with industry involvement and commercial usage are possible; in this case specific conditions regarding data and publications (see below) can apply. Applications for commercial usage are set at lower priority.

### 4.2 Submission of application

Applicants need to fill out a web-form (or submit a form to the GIPP Manager) at least 12 – 18 month before the planned usage<sup>5</sup>.

Applications have to be handed in at least 4 weeks before the next meeting<sup>6</sup> of the Steering Board. In exceptional cases short term instrument provision might be possible (by email circulation among the Steering Board members).

### 4.3 Prioritization of project applications

The Steering Board discusses and evaluates the scientific content and feasibility of the project applications, sets up a priority list, and makes recommendations to the GFZ Executive Board. The GFZ Executive Board eventually makes decision based on the Steering Board recommendations. In addition to the scientific content, the following aspects are considered for the prioritization:

1. Projects with German participation
2. Projects of partners of the operators of European infrastructure networks
3. other projects

## **5. Services of GIPP**

### 5.1 Basic services

The instruments are provided free of charge in case of academic and non-profit projects. The provision to industry and commercial projects is subject of payment.

Seismic instruments are stored and maintained at the GFZ Potsdam, magnetotelluric instruments at the Geomagnetic Observatory in Niemegk.

Here, the instruments are handed over on the agreed dates. Instrument lists (packing list, pro forma invoice) are available well before collecting the instruments. The GIPP advises the user concerning operation, transportation, payment of duty and adequacy for special usage of the instruments.

The GIPP provides instrument training in Potsdam or Niemegk before instrument pick-up.

The GFZ is running an archive for raw data and offers assistance by archiving.

After approval of the application by the GFZ Executive Board the user will be informed promptly by the GIPP Manager. A rental contract listing the instruments and the period of supply will be signed by both parties. These "Terms of Usage" are part of the contract.

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<sup>5</sup> <http://www.gfz-potsdam.de/en/gipp> --> Application

<sup>6</sup> <http://www.gfz-potsdam.de/en/gipp>

## 5.2 Disclaimer of the GFZ

The approval is subject to general availability of the instruments. In case of unpredictable circumstances (such as theft or technical defects) the approval cannot be guaranteed. Nevertheless, the GIPP will take all steps necessary to ensure a proper functioning and high availability of the instruments.

The GFZ confirms the functioning of the instruments when handing them over. The use of the instruments is at users own risk. The GFZ does assume no liability of the general suitability of the instruments for the intended purposes. GFZ is not responsible for any kind of damages resulting from the use of the instruments. Furthermore, GFZ is not responsible for the accuracy and correctness of the data.

## 5.3 Special services

Special services are with costs and will be invoiced.

# 6. Users responsibilities

## 6.1 Information and cooperation responsibilities

The GIPP has to be informed as soon as possible if the project is canceled or instruments will not be needed. In case of changes in the schedule (i.e., date of pick-up and return) the GIPP should be informed as soon as possible. In case of delays of more than 6 months this approval expires, and a new applications has to be submitted (if applicable).

At least 2 months before the project starts the applicant has to contact the GIPP to confirm schedule and specifications of the planned experiment. At the same time, the applicant and the GIPP staff arrange a meeting in Potsdam to discuss the project details, and agree on the date of the mandatory instrument training/introduction. No instruments can be provided earlier than 2 months after this first contact. Instruments will handed over after the contract is signed and the training on the instruments is completed.

The instrument supply on loan is only possible if these requirements are fulfilled.

## 6.2 Handling of the instruments

The user is responsible for the instruments during the supply period. All instruments have to be returned as delivered, i.e., physically cleaned, data storage cleaned, and original software installed.

A list of all instruments failures should be handed over to the GIPP staff at instrument return. Instrument pick-up, training and return takes place at GFZ.

Costs related to the usage of the instruments such as consumables (solar panels, batteries etc.), transport, customs duties etc. are on the user as well as personal costs, especially for the installation and operation of the instruments.

## 6.3 Liability of the user

The user is liable for any damages and loss of the instruments. That is why an insurance particularly in case of operation abroad is highly recommended. Compensation will be calculated as follows: original prize x remaining life / usual expected lifetime

## 6.4 Data

Raw data acquired with GIPP instruments belong to the user. Data is reserved for the user up to 4 years after the completion of the experiment (embargo period).

Data as well as a report<sup>7</sup> have to be handed over to the GFZ within a year after completion of the experiment. Data and report (data description) are archived in the "GIPP Experiment and Data Archive" and in the GEOFON Data Center, respectively. During the embargo period the user is responsible to provide the information regarding access authorizations.

After the end of the embargo period, data and report (with DOI) will be made freely available (through the "GIPP experiment- and data archive" or the "seismological data archive (GEOFON)") under a Creative Common License (CC-BY) v. 4.0 or a similar later, potentially different open content license. Scientists involved in the experiment have to be listed as co-authors of the data publication. Different license agreements are only possible if the user is obligated to or bound by requirements of the funding organization.

## 6.5 Publication

Publications related to experiments with GIPP instruments have to acknowledge the GIPP stating the GIPP- Grant-Number.

The user sends electronic copies of these publications to the GIPP.

The Helmholtz Association, as one of the first signatories to the 'Berlin Declaration on Open Access to Knowledge in the Sciences', supports Open Access Publications. Publications related to measurements gathered with GIPP instruments shall be made freely available (through a freely accessible archive) 6 months after publication (exceptions may apply). The authors are informed about their right for secondary publication according to §38,4 of the German Copyright Act.

**Failure to obey these guidelines will have consequences for further supply.**

*Prof. Dr. Dr. h.c. R. Hüttl und Dr. Stefan Schwartze,*

*Vorstand des Deutschen GeoForschungsZentrums (GFZ); 5.10.2019*

**This translation only serves to help your understanding; the German version of these "Terms of use" is solely decisive.**

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<sup>7</sup> <http://www.gfz-potsdam.de/en/gipp> --> Documents/Template for Datareports