

Terms of Use of the GFZ Geophysical Instrument Pool Potsdam (GIPP)

1 Mission

The Geophysical Instrument Pool (GIPP) of the Helmholtz Center Potsdam German Research Center for Geosciences (GFZ) provides geoscientific equipment, in particular seismic and magnetotelluric recording devices, for research. This task is derived from the mission of the Helmholtz Association: "We research systems of high complexity using large-scale equipment and scientific infrastructure together with national and international partners."

2 Devices

Sensors, recording devices and accessories for seismic, seismological and magnetotelluric experiments are provided. Type and number are listed on the website.¹ In addition, further instruments for amphibious projects are made available via the "German Equipment Pool for Amphibious Seismology" (DEPAS).

3 Management of the device pool

3.1 Device pool manager

The device pool manager² appointed by the GFZ is responsible for the operation of the device pool and the proper processing of device deployments. They publish and update the overview of the times and locations of the devices as well as the users.

The person responsible for the device pool informs the steering committee and the board of the GFZ every six months about the use of the devices as well as the current status of the device pool and is the contact person for users for technical and administrative questions.

3.2 Steering Committee³

The steering committee reviews the applications for devices from the device pool, develops a priority list and makes its recommendations to the board for the implementation of the applied projects. The SC also advises the board on questions regarding the equipment of the device pool, especially when purchasing new and replacement items.

The steering committee consists of leading geoscientists from university and non-university research institutions and, if applicable, from industry, who are proposed by the chair of the steering committee and appointed by the GFZ board.⁴ The members of the steering committee elect a chairperson from among their ranks.

The SC meetings, which occur twice a year, are attended by the director of Department 2 for the GFZ, the person responsible for the equipment pool, the heads of sections 2.1 (Physics of Earthquakes and Volcanoes), 2.2 (Geophysical Imaging) and 2.4 (Seismology), a person responsible for Magnetotellurics as well as a representative of the scientific board. In addition, a representative of DEPAS (marine) takes part in the meetings as a permanent guest.

¹ <https://www.gfz-potsdam.de/en/geophysical-instrument-pool-potsdam-gipp> → Instruments

² <https://www.gfz-potsdam.de/en/geophysical-instrument-pool-potsdam-gipp> → Contacts

³ <https://www.gfz-potsdam.de/en/geophysical-instrument-pool-potsdam-gipp> → Documents, Steering Committee

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

4 Application Procedures

4.1 Eligibility to apply

Members of universities and non-university research institutions at home and abroad are eligible to apply. Collaboration with German partner institutions is recommended.

Applications with industrial participation and for commercial use are generally possible, although different regulations regarding data and publications (see 6.4 and 6.5) can be agreed. However, requests for commercial use will be considered with lower priority.

4.2 Application submission

The applications are submitted to the person responsible for the device pool using a form by email or web form, usually 12 - 18 months before the planned use of the device.⁵ The planned area of application and purpose must be stated in the application.

The application must be received at least four weeks before the SC's regular meeting dates⁶, which are scheduled twice a year, so that they can be taken into account at the respective meeting. In justified exceptions, the SC can make a recommendation via email for short-term project applications.

4.3 Prioritization of project applications

The SC discusses and assesses the scientific content and feasibility of the project applications, develops a list of priorities and makes recommendations to the GFZ board. The GFZ board then decides on the prioritization of the project applications recommended by the SC. In addition to scientific quality, the following aspects are taken into account when prioritizing:

1. Projects with participation of German partners.
2. Projects from partners of European infrastructure network operators.
3. Other projects.

5 Device pool services

5.1 Basic services

The devices are provided to users free of charge. Use by industry and for commercial projects is subject to payment. The devices are provided exclusively for the purpose agreed in the approved project application.

The seismic devices are stored and maintained at the GFZ's main location in Potsdam, the magnetotelluric devices at the Geomagnetic Observatory in Niemegk.

The devices will be made available to the user for collection at the GFZ in Potsdam or Niemegk at the agreed time. The devices are also returned to the GFZ in Potsdam or Niemegk. The device lists (packing list; pro forma invoice) will be made available in good time before collection. Information on export control aspects of the devices (e.g. dual-use status, embargo information) is also provided by the GIPP. The GIPP advises users and, if necessary, provides assistance and recommendations with regard to operation, transport, customs clearance and suitability of the device for a specific purpose. The responsibility for assessing and complying with customs and foreign trade regulations lies exclusively with the user (see 6.1).

The users are instructed in Potsdam or Niemegk before using the devices.

The GFZ operates an archive for the raw data and offers users support with archiving.

The person responsible for the device pool will send the approval letters and a usage agreement for the users to countersign shortly after the decision of the GFZ Board of

⁵ <https://www.gfz-potsdam.de/en/geophysical-instrument-pool-potsdam-gipp> → Right to Apply

⁶ <https://www.gfz-potsdam.de/en/geophysical-instrument-pool-potsdam-gipp>

Directors. The usage agreement specifically describes the devices and specifies the duration of the loan and responsibilities. The terms of use are part of this user agreement as an appendix.

5.2 GFZ disclaimer of liability

Approval of the requested use is subject to availability. Availability cannot be guaranteed in the event of unforeseeable events such as theft or technical defects. However, GIPP will take all necessary measures to ensure functionality and thus high availability.

The GFZ confirms that the devices are functional at the time of delivery. Use of the devices is at your own risk. The GFZ assumes no liability for the general suitability of devices for a specific purpose. The GFZ is not liable for damage of any kind resulting from the use of the devices or the lack of possibility of use. In particular, the GFZ is not liable for the accuracy of the measured data or for the availability of the transmitted data in the GIPP data archive or at GEOFON.

5.3 Special services

Services that go beyond the basic services are subject to a charge and will be invoiced.

6 User Responsibilities

6.1 Information and cooperation obligations

If the financing of a project that has already been applied for fails or the project does not come about for other reasons, the lead scientist will immediately inform the person responsible for the equipment pool. Postponements of up to 6 months can be coordinated with the person responsible for the device pool; If the project is postponed for more than 6 months, the approval expires and the project application must be resubmitted.

At least two months before the planned collection of the devices, the user must actively contact the person responsible for the device pool

- confirm the schedule,
- clarify the specifics of the respective project in detail and
- to arrange a binding appointment to instruct users on how to operate the devices.

Before handing over the devices

- the user contract must be concluded and
- users must have been instructed in how to operate the devices.

Otherwise, the devices cannot be provided.

The devices are provided under the condition that any foreign trade regulations, in their current version, do not conflict with these.

The devices may contain technologies and software that are subject to the applicable export control regulations of the Federal Republic of Germany, the European Union, as well as the export control regulations of the United States of America or the countries to which the products are delivered or in which they are used.

The responsibility for assessing and complying with customs and foreign trade regulations lies solely with the user.

If, in exceptional cases, the GFZ has to act as an "exporter" in the context of an equipment export i.e., in particular if it has to make and provide corresponding export declarations on its behalf, this requires a separate agreement and consent from the GFZ. The GFZ must be informed of the necessary information as well as other circumstances relevant to export control in individual cases.

Regardless of this, the user is solely responsible for legally compliant customs clearance. The coordinating user is liable for damages and omissions resulting from improper customs clearance (e.g., in the case of export/re-importation).

The user(s) are obliged to inform the GFZ immediately of any significant changes to the approved project applications. This applies, for example, to a change in the target countries of the devices. In the event of significant changes, the GFZ reserves the right to immediately terminate the user agreement.

6.2 Handling the devices

The user is responsible for the devices during the period of use. The user undertakes to only use the devices in accordance with the approved project application. If the device is not used as requested, the GFZ can demand the immediate return of the devices.

The user is obliged to return the devices in proper (original) condition (i.e., cleaned, data carrier reset and recorder in its original software state). When the devices are returned, a handover protocol must be prepared. The handover, instruction and return of the devices after the end of the deployment period usually takes place at the GFZ.

The user bears the costs associated with the use of the devices as his/her own contribution, e.g. for project-related consumables (e.g. solar panels, batteries, etc.), transport and customs fees. He also provides the personnel to carry out the project, in particular to set up and operate the equipment.

6.3 User liability

Users are liable for damage to the devices and losses. Insuring the devices is therefore strongly recommended, especially when used abroad. The compensation to be paid by users in the event of loss is calculated as follows:

New price of the devices x remaining useful life / normal operational life.

6.4 Data

The raw data recorded with devices in the device pool belongs to the users. Data use is generally reserved for users until 4 years after the field measurements have been completed (embargo period).

The users are obliged to hand over the data and a report to the GFZ within one year⁷ after completion of the field measurements so that they can be stored by the GFZ in the "GIPP experiment and data archive (GIPP data archive)" or in the "seismological data archive (GEOFON)". During the embargo period, the user is responsible for storing any restricted access authorizations at the GIPP data archive or for GEOFON.

After the embargo period has expired, the data and the report, each provided with a DOI, will be made available to the public (open user group) by the GFZ via the "GIPP data archive" or "GEOFON" under the Creative Commons License (CC-BY) v. 4.0 or a comparable later version or a comparable, other open content license. The scientists involved in the experiment must be named as authors. Different license conditions are only possible if the user is obliged to do so by contract with third parties or by the specifications of their donors.

The project metadata (project name, short summary, time period, device type and number, etc.) including the name and email address of the project manager are recorded in the GIPP database and published on the GIPP website.

6.5 Publications

In publications that result entirely or in part from measurement campaigns in which devices from the GFZ device pool were used, the use must be mentioned, stating the GIPP grant number (in the acknowledgments or grants).

The user sends the device pool manager an electronic copy of the publication.

⁷ <https://www.gfz-potsdam.de/en/geophysical-instrument-pool-potsdam-gipp> → Documents, templates for data reports

As the first signatory of the 'Berlin Declaration on Open Access to Scientific Knowledge', the Helmholtz Association is committed to promoting open access. Publications resulting from measurement campaigns should be made openly accessible via a freely accessible archive (repository) after 6 months at the latest. If there are important reasons, open access publication can be omitted. The authors' attention is also drawn to the right of secondary publication in accordance with Section 38 Paragraph 4 of the Copyright Act.

In order to ensure that the equipment pool works optimally, observing and adhering to the points listed here will have an impact on future procurement practices.

Prof. Dr. Susanne Buitter and Dr. Stefan Schwartze,

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