

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, magnetotelluric and geodetic recording instruments, 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 Instruments

Sensors, recording instruments and accessories for seismic, seismological, magnetotelluric and geodetic 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 Instrument Pool

3.1 Instrument Pool Manager

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

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

3.2 Steering Committee³

The steering committee reviews the applications for instruments from the instrument 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 instrument 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), each a person responsible for Magnetotellurics and Geodesy 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-staff-of-the-executive-board-administration/executive-board-1>

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 instrument pool using a form by email or web form, usually 12 - 18 months before the planned use of the instrument.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 Instrument pool services

5.1 Basic services

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

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

The instruments will be made available to the user for collection at the GFZ in Potsdam or Niemegk at the agreed time. The instruments are also returned to the GFZ in Potsdam or Niemegk. The instrument lists (packing list; pro forma invoice) will be made available in good time before collection. Information on export control aspects of the instruments (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 instrument 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 instruments.

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

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>

The person responsible for the instrument pool will send the approval letters and a usage agreement for the users to countersign shortly after the decision of the GFZ Board of Directors. The usage agreement specifically describes the instruments 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 instruments are functional at the time of delivery. Use of the instruments is at your own risk. The GFZ assumes no liability for the general suitability of instruments for a specific purpose. The GFZ is not liable for damage of any kind resulting from the use of the instruments 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, at GEOFON or public data repositories.

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 instrument 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 instruments, the user must actively contact the person responsible for the instrument 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 instruments.

Before handing over the instruments

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

Otherwise, the instruments cannot be provided.

In the case of measurements in Germany, users are responsible for the timely registration/notification of the measurements to the responsible authority in accordance with the Geology Data Act (GeolDG).

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

The instruments 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 instruments. In the event of significant changes, the GFZ reserves the right to immediately terminate the user agreement.

6.2 Handling the instruments

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

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

The user bears the costs associated with the use of the instruments as his/her own contribution, e.g. for project-related consumables (e.g. solar panels, batteries, antennae, 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 instruments and losses. Ensuring the instruments 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 instruments x remaining useful life / normal operational life.

The compensation shall amount to at least 10% of the price if bought new. The user is free to prove that no or less damage has occurred; GFZ is free to prove greater damage.

6.4 Data

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

In the case of measurements in Germany, users are responsible for the timely transfer of geological data to the responsible authority in accordance with the Geology Data Act (GeolDG).

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

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

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, instrument 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 instruments from the GFZ instrument pool were used, the use must be mentioned, stating the GIPP grant number (in the acknowledgments or grants).

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

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 Marco Kupzig (provisionally),

Board of Directors of the German Research Center for Geosciences (GFZ); 28.10.2024