

BioSupraMol Facility Guide

Preamble. The workgroup managers of the BioSupraMol facilities coordinate the introduction of new workgroups or devices to the BCP BioSupraMol filesystem (BCPFS). They send necessary information for new user groups to the BCPFS managers at bcpfs-support@mi.fu-berlin.de.

How to add a workgroup?

A new workgroup must be approved, before the IMP-IT admins add it to the account management system. The workgroup owner and manager then take over and manage the ZEDAT accounts at <https://portal.mi.fu-berlin.de>.

To start the process, send an email to the BCPFS managers with the following information for each new workgroup:

- name and ZEDAT account of the owner
- name and ZEDAT account of the manager, if known

The owner of the workgroup is typically the head of a research lab. The workgroup manager is typically designated by the owner to manage the workgroup accounts.

Example for good user information:

Owner: Rainer Haag, ZEDAT account: haag

Manager: Katharina Achazi, ZEDAT account: kachazi

The BCPFS managers coordinate the creation of the corresponding user group at IMP and send an invitation mail to the owner and manager of the new group (with you in CC).

How to add a device?

A respective user group restricts the access to each individual device. These groups have an owner and manager, similar to workgroups. To get a user group for a new device, the owner and manager must be already registered in the IT management system. The process is similar as for workgroups. *Please note that user groups must not be used for onboarding of new ZEDAT accounts.*

Send an email to the BCPFS managers with the following information for each new device user group:

- user group name of the new device
- name and ZEDAT account of the owner
- name and ZEDAT account of the manager, if known

The owner of the user group is typically the head of a BioSupraMol provider. The name of the user group of the new device is typically composed of two parts: `<technology>-<model-name>`.

Example: `tem-arctica` for the Transmission Electron Microscope, Talos Arctica

The BCPFS managers coordinate the creation of the corresponding user group at IMP and send a confirmation email.

Provider-specific naming conventions

Provider names should be derived from the established name that is used on the BioSupraMol homepage. Long names should be abbreviated. Details should be added to avoid ambiguity.

There are two main approaches to organizing device data:

- a single directory `<unit>-data`, which is used for multiple devices.
- separate per-device directories.

If using per-device directories, a combination of some of the following elements constitute the names:

- a short name that identifies the provider,
- an abbreviation of the microscopy technique,
- the model name,
- a number to disambiguate multiple devices.

Units should use a consistent scheme where names are all lowercase with constituent segments separated by a dash.

List of unit names:

- **em**: Electron Microscopy Unit
- **om**: Optical Microscopy Unit
- **mf**: Microfluidics Unit
- **bioms**: Bio Mass Spectroscopy Unit
- **ba**: Bioanalytics Unit
- **suprams**: SupraMS Unit
- **sa**: Surface Analytics Unit
- **xrd**: X-Ray Diffraction Unit

Device naming conventions by unit group:

- electron microscopy: `<technique>-<model-name>`,
- optical microscopy: `<technique>-<model-name>-<number>`,
- microfluidics: `<technique>-<model-name>`,
- All others: The favored approach is a single directory `<unit>-data`.

List of device names, grouped by unit:

om:	em:	mf:	bioms:	suprams:	ba:	sa:	xrd:
clsm-sp8-1	rem-su8030	bf-primovort	bioms-data	suprams-data	ba-data	sa-data	xrd-data
clsm-sp8-2	tem-arctica	fluo-z1					
srm-vutara	tem-krios						
sted-expertline-1	tem-l120c						
	tem-tecnai						