

Terms of Use for the Core Facility Histology at the Center for Skin Diseases at the University Hospital Bonn

1. Scope of application

These regulations govern the use of services provided by the Core Facility “Histology” (hereinafter referred to as the “Core Facility”) at the Center for Skin Diseases at the University Hospital Bonn (UKB). The Core Facility is part of the Faculty of Medicine and is available to all research groups at the University of Bonn as well as to external users. The terms of use apply to all users.

2. Organization of the Core Facility

The Core Facility is co-managed by Vanessa Barabasch and Simone Glees, who are both equal Core Managers and hold technical management positions. Prof. Jennifer Landsberg and Prof. Natalija Novak are responsible for overall operations and scientific management towards the Faculty of Medicine. All employees of the Core Facility are bound by professional confidentiality in accordance with §203 of the Criminal Code.

3. Scope of services

The Histology Core Facility operates as a service-oriented facility and is not intended for independent use. The following services are offered:

- Embedding of tissue samples in paraffin or cryoembedding medium.
- Preparation of paraffin sections using a microtome and cryosections using a cryostat
- Automated and manual histological staining of sections
Generally, all histological stainings can be performed. A list of standard staining methods is available on the Core Facility website. If there is interest in staining methods not listed, please contact the technical management.
- Immunohistochemical (IHC) staining (DAB, AP), including antibody establishment
For IHCs the semi-automatic immunohistostainer IntelliPATH FLX from Zytomed is used. Antibodies must always be provided by the user. A list of previously established antibodies is available on the website. If the desired antibody is not listed, it will need to be established first, and this establishment must be ordered separately. IHC staining can only be requested after the corresponding antibody has been successfully established. Please note that antibody establishment is a complex process, and successful completion cannot be guaranteed. The Core Facility reserves the right to discontinue the establishment process after exhausting all available options. Fees will still be charged.

4. Target groups and prioritization

The Core Facility provides its services to all interested working groups both within and outside the University of Bonn. Sample processing is conducted in the order of sample receipt, as long as full capacity permits. When capacity is reached, processing will follow this priority order:

- 1) Users from the working groups at Bonn University Hospital and the University of Bonn
- 2) Users from external academic working groups
- 3) Users from non-academic working groups

However, priority may be granted to urgent projects in exceptional cases that are justified. Such requests should be directed to the technical management of the Core Facility.

External users can gain access to the Core Facility services through contractual agreements, such as cooperation or service contracts, as long as this does not negatively impact internal users. The terms outlined in these Terms of Use are an integral part of any contractual agreements and admissions notifications. Service provision to external users will always be secondary to internal use. The extent of services provided to external users will be determined by the technical and scientific directors of the Core Facility, who coordinate this with the respective Advisory Board and submit the necessary contracts to the Dean's Office.

5. Terms of use

5.1 General information

To use the Core Facility, customers must register once in PPMS (<https://ppms.eu/uni-bonn/start/>). This tool is essential for managing service bookings and billing for any incurred costs. For new working groups that have not previously made a booking with PPMS, the group leader must first register. After the registration, additional working group members can be added.

5.1.1 Contact information

The contact persons are the heads of the Core Facility, Vanessa Barabasch and Simone Glees. Before handing over the samples, you can contact them by email or phone to clarify any questions. The Core Facility staff treat user information as confidential. Users must take note of the latest information on sample preparation and sample processing, which is available on the website.

E-Mail: Histolabor.derma@ukbonn.de

Phone: 0228-287 15820

Homepage: <https://www.medfak.uni-bonn.de/en/research/infrastructure/histology/home>

PPMS: <https://ppms.eu/uni-bonn/start/>

5.1.2 Sample types

The Core Facility processes samples from a wide variety of tissue types. These include murine and human samples, as well as samples from any other species. Parts or whole organs, biopsies, punches, organoids, cell pellets, and other sample types can be processed. If there are any questions, the Core Facility can be contacted at any time.

5.1.3 Booking process

The application form must be downloaded and completed through PPMS. The services summarised in the application form are then booked in PPMS, and the completed application

form has to be uploaded during the booking process. All requested information in the PPMS booking must be provided, and the required documents must be uploaded. The booking will be confirmed by Core Facility staff in PPMS, and only then may the samples be handed over on the specified date. More detailed information about the exact booking process and sample handover can be found on the Core Facility homepage under the 'Getting started' tab. All necessary documents are available for download on both the Core Facility website and on PPMS.

5.2 Sample preparation

The samples submitted must not pose biological or any other kind of danger. It must be ensured that the samples do not carry any risk of infection.

All samples must be pseudonymised to ensure that Core Facility staff cannot identify them with a specific patient.

5.2.1 Paraffin

The tissue must be adequately fixed. Fixation with 4% buffered formalin is recommended. After fixation, the tissue should be transferred to phosphate-buffered saline (PBS) and delivered to the Core Facility for further processing within 2 weeks. Both under- and over-fixation can lead to reduced section quality and staining.

The tissue sample must not exceed 2.0 x 2.0 cm and must have a maximum height of 0.4 cm. Larger samples will be cut to size by the Core Facility staff, and the excess tissue will be discarded.

5.2.2 Cryo

The tissue should not be fixed. Samples originating from a laboratory with a safety level of 1 or higher must be fixed to minimize safety risks for Core Facility staff. Ideally, the user should embed the tissue in cryomolds with freezing medium, ensuring that the tissue is entirely surrounded by the embedding medium. The cutting site is the bottom of the cryomold. Any variations must be discussed with the Core Facility.

If needed, embedding in freezing medium can be performed by Core Facility staff. In this case, the tissue should be brought to the Core Facility in PBS or NaCl as soon as possible after removal.

5.3 sample submission

The samples must be delivered to the Core Facility on the selected date. In addition, sufficient containers for the finished blocks and slide boxes, in accordance with the requested number of slides, must be provided.

5.3.1 Antibodies for IHC

Antibodies for immunohistochemistry must be provided as 10 µL aliquots.

5.4 Handling discrepancies in the application

Invoicing is based on the services booked in the PPMS system.

Any samples listed on the application form that are not submitted must still be paid for.

Conversely, samples that are submitted but not listed on the application form will not be processed and will be returned to the user.

Samples that cannot be clearly identified, e.g., due to incorrect or unreadable labelling, will not be processed and will be returned to the user. If the user is also unable to assign the samples, all booked services must still be paid for.

If the accepted order is not submitted at all the order fee of the booking will be charged as a no-show fee.

5.5 completion

Once processing is complete, the user will receive a pickup notification with the assignment of the sample IDs to the Core Facility's internal numbers. Upon receipt of the message, the samples should be picked up within five business days at the Core Facility.

6. Data backup and data processing

The Core Facility ensures the confidential handling and storage of the collected data. Only the information provided in the application form will be stored for processing purposes. This data will be stored for 2 years. Additionally, a table containing all sample data and the corresponding internal numbers will be kept for 5 years. Users are responsible for ensuring that data stored on their systems complies with legal and audit requirements. The collected and processed data can be made available to users upon request. Processing takes place on computers of the Center for Skin Diseases. Users must also ensure that there is a legal basis (e.g., consent) for any samples and data submitted to the Core Facility.

7. Fees

Fees are charged as a contribution to the costs of use. The same binding fee schedule applies to all users at the University of Bonn. The latest version can be found on the Core Facility website. Services are available for external scientific users and commercial companies, but different fee rates apply to these groups. These rates are contractually agreed upon before the start of the project.

By submitting samples, users acknowledge that fees are payable. The costs will be invoiced quarterly in the quarter following the delivery of the results, and invoices will be forwarded to the UKB's finance department. The UKB's finance department coordinates the debiting of the specified cost center for all users at the UKB and the University of Bonn. Other users will receive an invoice from the UKB's finance department and are responsible for settling it directly.

8. Publications

When publishing results that involved the services of the Core Facility, it is essential to properly document the Core Facility's contribution in the publication. In this case, a mention in the acknowledgements with the following wording is intended:

„ We would like to thank the Histology Core Facility of the Medical Faculty at the University of Bonn.”

„Wir danken der Histology Core Facility der Medizinischen Fakultät der Universität Bonn für Ihre Unterstützung.”

After successful publication, a copy of the publication must be sent electronically to the Core Facility. This ensures that contributions to the scientific process are publicly recognized and allows for external evaluation of the Core Facility. Upon request, users are obliged to provide the Core Facility manager with details of any publications in which histological data have been used or third-party funding applications in which histological examinations were carried out. The requests

are made to document the services provided in external evaluations and for reporting to the DFG regarding large-scale equipment applications.

9. Consequences of disregarding the terms of use

Disregarding the terms of use may result in exclusion from using the services.

Bonn, January 1, 2026

*Univ.-Prof. Dr. Jennifer Landsberg,
Scientific Director
Director of the Clinic for
Dermatoonkology & Phlebology*

*Univ.-Prof. Dr. Natalija Novak
Scientific Director
Managing Director of the Clinic for
Dermatology & Allergology*

*Vanessa Barabasch
Core Manager*

*Simone Glees
Core Manager*

I read and accept the terms of use of the Histology Core Facility.

Place, date

Signature
