

## Instruction for the remote access to MBI facilities and equipment

For the remote access of external companies to MBI properties and equipment the following rules apply:

- (1) The access of the external company must be restricted EXACTLY to the system under maintenance. That means no access to other facilities of the MBI.
- (2) ALL maintenance works must be carried out under the supervision of the responsible scientist (PI).
- (3) During the course of maintenance works the lab responsible MUST be present in the lab / at the apparatus. Unattended remote control of lasers is STRICTLY forbidden and has to be avoided in ANY case.
- (4) The duration of the remote access is limited to the period of the service contract.
- (5) The external company is obliged to sign a regulatory statement on adherence to the German data protection law ("Bundesdatenschutzgesetz", BDSG) prior to access.
- (6) The division director must agree.

Date \_\_\_\_\_ Signature PI: \_\_\_\_\_

Date \_\_\_\_\_ Signature Director \_\_\_\_\_