

# BACCHUS INTERNAL DATA PROTOCOL

## (BACCHUS DP)

(Final version, as of 10 February 2015 – updated 06 September 2016)

The BACCHUS Internal Data Protocol aims to uphold the rights of individual scientists while encouraging the rapid dissemination of the scientific results, by regulating data delivery, data exchange and storage, and the interaction between measuring participants. This protocol is additive to the BACCHUS Consortium Agreement (CA) signed July 4<sup>th</sup>, 2013, and no regulation in this protocol may contradict the rules set forth in the CA.

### 1. General

- i. The ultimate owner of measurement data is the data originator, even after the end of the BACCHUS project.
- ii. Unauthorised redistribution of measurement data to non-approved users is not allowed.
- iii. Documentation of the measurement data must be described in specific metadata files at the BACCHUS wiki, but the BACCHUS users are highly recommended to consult the data PIs on the specifics of their use of the data.
- iv. It is the responsibility of the lead author on all publications and presentations to have the explicit agreement of all co-authors and data contributors prior to submission. The data owner explicitly retains the right to veto the appearance of their data in a publication, including to delay publication until his/her own dissemination of that work.
- v. It is the lead author's responsibility to ensure that the data used in publications are the best available at that time, and BACCHUS users are strongly recommended to consult the data PIs on the specifics of their use of the data.
- vi. During active phases (e. g. field campaigns) of BACCHUS, each PI involved is obliged to submit a weekly report of half to one page length to the Coordinator and the Project Management Office (PMO) describing activities carried out during the last week. This report will be made available at the BACCHUS wiki.
- vii. Any disputes about the use of other Partners' or external data stored by BACCHUS, particularly with respect to publications of any kind, are to be resolved by the BACCHUS Steering Committee or failing that by the General Assembly.
- viii. A registry of the BACCHUS data users will be kept at the internal project wiki [wiki.bacchus-env.eu](http://wiki.bacchus-env.eu). BACCHUS scientists will formally get access to data from the BACCHUS project when they have signed and submitted the BACCHUS Data Protocol.
- ix. Following Sec 8.3 of the CA, prior notice of any planned peer-review publication must be given to the other BACCHUS Parties at least 30 days before submission of the manuscript as stated in the CA. The lead author must send the proposal to the PMO including the Coordinator. The PMO will disseminate the publication plan to the other Parties and make the proposal available at the project wiki in the folder "PublicationsforApproval". All Partners have the right to raise objections within 20 days after receipt of notice. Any objection to the planned publication shall be made in writing to the Coordinator, the PMO and to any Party concerned. If no objection is made within the time limit stated above, the publication is permitted by the Parties, and at the wiki, the proposal is moved to the folder "Approved Publications".
- x. All BACCHUS publications must acknowledge funding from the EU: "EU FP7 project BACCHUS (project number 603445) is acknowledged for financial support."

## 2. BACCHUS-related field campaign data

These recommendations concern BACCHUS related field campaigns, including those which are not financed by BACCHUS but the results of which are used in BACCHUS. Where data are created through additional funding sources (e.g., national funding agencies), additional rules may apply that will be specified in the documentation of the individual datasets.

- i. During active BACCHUS field campaigns the PI(s) of the involved BACCHUS partner(s) is (are) obliged to submit a short weekly report to the Coordinator and the Project Management Office (PMO) describing activities carried out during the last week. This report will be made available at the BACCHUS wiki.
- ii. All datasets must be documented. Documentation is at the responsibility of the work package leader and is to be placed at the BACCHUS wiki.
- iii. Preliminary data (quality-control (QC) level 0) should be made available to other BACCHUS scientists. During field campaigns, QC level 0 data should be made available within three months after campaign end.
- iv. Any corrections / amendments to the preliminary data should be made as soon as possible (QC level 1).
- v. Data which have undergone final quality-control (QC level 2) should be submitted to the appropriate database within 12 months. Specifically, CCN and aerosol data should be submitted to the ACTRIS database notifying GASSP. IN data should be submitted to the BACCHUS IN database (to be set up). The appropriate data protocols for external databases should also be accepted (GASSP: [gassp.org.uk](http://gassp.org.uk); ACTRIS: <http://actris.nilu.no/Content/Documents/DataPolicy.pdf>).
- vi. Involvement in BACCHUS must not conflict with other commitments or the use of existing data networks. Data from such networks stored in BACCHUS file spaces will be subject to the BACCHUS DP in addition to any Data Protocol specified by these networks. Any data from external networks must be clearly delineated from data obtained for BACCHUS. Data produced as part of BACCHUS intended for an external network in the future that resides in the BACCHUS data space before provision (e.g., during QC - process) is covered by the BACCHUS DP before provision, and both the BACCHUS and external Protocols after provision. In case of a conflict between the BACCHUS DP and the Protocol of an external network, the external network Data Protocol will take precedence. The Coordinator of BACCHUS must be informed about the conflict.

## 3. BACCHUS IN Database

- i. The BACCHUS IN database will be based upon the structure of the Global Aerosol Synthesis and Science Project (GASSP) and will be hosted at ETH Zürich.
- ii. All scientists involved in the use of the BACCHUS IN database are to have equal and complete access to the IN measurement data, produced or collected during the BACCHUS project, and stored in the BACCHUS IN database.
- iii. As a condition for complete access, all BACCHUS users of the BACCHUS IN database must agree upon and sign data protocols for the external data used within the project where existing.
- iv. Accuracies, uncertainties, detection limits and other special comments or caveats are described in the MetaData Matrix Array (MDMA) tags of any data stored in the BACCHUS IN database, but the BACCHUS users are strongly recommended to consult the data PIs on the specifics of their use of the data.
- v. All external scientists who use BACCHUS IN data have to sign the BACCHUS IN Database Protocol, which is attached as Appendix 1 to the BACCHUS DP, and abide by its conditions. In addition, all external scientists wishing to use IN data stored in the BACCHUS IN database are to provide a short written description of what they wish to do. The appropriate work package leaders will consider this proposal, and the SC will make a final decision. A registry of any such database users will be kept at the BACCHUS wiki.

## Appendix 1

# BACCHUS IN DATABASE PROTOCOL FOR EXTERNAL USERS

(Final version 1, as of 10 February 2015 – updated 06 September 2016)

The BACCHUS (Impact of Biogenic versus Anthropogenic emissions on Clouds and Climate: towards a Holistic UnderStanding) project is a collaborative project under the EU FP7, coordinated by Ulrike Lohmann at ETH Zürich ([ulrike.lohmann@env.ethz.ch](mailto:ulrike.lohmann@env.ethz.ch)). The project is described at [www.bacchus-env.eu](http://www.bacchus-env.eu). One aim of BACCHUS is to create a database of global Ice Nuclei (IN) observations to facilitate the understanding of ice nucleation processes.

The aims of the BACCHUS IN Database Protocol are (a) to define the acceptable use of data by external users; (b) to protect the data ownership of the contributing scientists; (c) recognise the contribution made by other scientists in terms of data processing (data synthesis, merging, etc); (d) define and regulate how the datasets will be managed and stored. This protocol may be superseded by existing data protocols of the data providers, which the users of the data will sign.

The undersigned of the BACCHUS IN Database Protocol agrees to the following rules:

- i. Data will be stored at ETH Zürich where it will be subject to the data disclosure rules of this agreement. Data submission to the BACCHUS IN database will be performed by staff at ETH Zürich.
- ii. Data ownership remains with the data originator, also after the end of the BACCHUS project.
- iii. Data access is limited to the BACCHUS project and external users, who have signed the data protocol. Any transfer of data stored in the database to scientists not signatory to this BACCHUS IN database must be approved by the data providers on a case-by-case basis.
- iv. A list of approved BACCHUS IN database scientists will be maintained at the BACCHUS wiki (<https://wiki.bacchus-env.eu/>).
- v. When data are used in publications, joint authorship must be offered and intellectual input must be discussed with the data owner and scientists who have contributed substantially to data processing (such as synthesis or merging of datasets in addition to that carried out by the data provider). This implies that the lead author should inform the data owner and other relevant scientists about planned publications early in their preparation, but at least 30 calendar days before submission.
- vi. Each data owner has the right to refuse to allow his/her work to be used in a publication, until he has protected or published it.
- vii. Users of data must not redistribute these data to third parties without explicit written permission of the data owner.

**The undersigned agrees to the conditions of the BACCHUS IN Database Protocol:**

Name :.....

Address :.....

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E-mail :.....

Place, Date :.....

Signature :.....

**Please submit the BACCHUS IN Database Protocol (filled in and signed) to:**

ETH Zurich  
Institute for Atmospheric and Climate Science  
BACCHUS Project Management Office  
Monika Burkert  
CHN P11  
Universitätstrasse 16  
8092 Zurich  
Switzerland