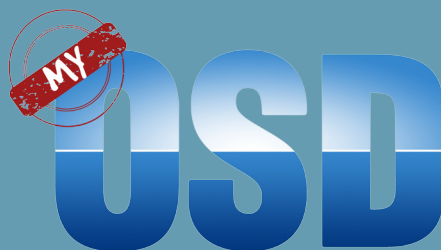




SAMMELN. FORSCHEN. MEER ENTDECKEN.



Ocean Sampling Day

MyOSD hub guidelines for Germany

Eine Initiative des Bundesministeriums
für Bildung und Forschung

Wissenschaftsjahr 2016 * 17

MEERE
UND OZEANE

Thank you for your participation and valuable contribution!!

If you are reading this, we assume you are participating in “My Ocean Sampling Day” (MyOSD) and you want to contribute your time as MyOSD hub!

We appreciate your involvement very much! Thanks :-)

Now you are part of the global scientific Ocean Sampling Day (OSD) campaign to analyse marine microbial biodiversity and function, taking place on the solstice on June 21st.

You are involved through the MyOSD initiative, by supporting citizen scientists to collect microbes and important environmental data which will help to get a better understanding of the world's ocean.

For more information please visit www.my-osd.org and check the MyOSD Video tutorial (www.my-osd.org/mitmachen)



Enjoy the next MyOSD!



Kindly supported by:



What is a MyOSD hub

A MyOSD hub refers to a number of people from an institution/university or an institution/university itself who want to support the citizen science project of the Ocean Sampling Day.

The following information is for german MyOSD hubs only, as international shipping of microbial DNA samples must comply with the Nagoya protocol.

Every MyOSD hub will be responsible for:

- **Registration of own contact details and number of required sampling kits**
- **Promoting the MyOSD initiative locally**
- **Assembling sampling kits**
- **Training citizen scientists**
- **Distributing sampling kits to citizen scientists**
- **Collecting samples from citizen scientists**
- **Sending the received samples to Max Planck Institute for Marine Microbiology (MPI) in Bremen, Germany**
- **Media involvement and press releases during and after the event**

1) Register contact details including number of required sampling kits for your MyOSD hub

Please send the following information about the person acting as the main contact of your hub to myosd-contact@microb3.eu:

- Full name of the contact person.
- Name of your institution (if assigned: please indicate your OSD ID).
- E-mail address and geographic coordinates of your institution (please be aware that this e-mail address and the location of your institution will be made public on the MyOSD webpage to allow citizen scientists to contact you directly).
- Number of sampling kits you need.
- Shipping address and phone number where the kits should be delivered.

**Deadline to order sampling kits is:
June 10, 2016**



2) Advertise the event

- Advertise the event, e.g. by using the MyOSD flyers or poster (available at www.my-osd.org).
- You can combine the advertisement activities with in-house events or a local aquarium.
- Ask your friends.
- Advertise it in schools etc. (educational material for schools is available at www.my-osd.org).
- Be creative about it and tell us :-)

3) Assemble sampling kits

- You should be familiar with the sampling kit and the sampling procedure, so that you can easily explain all necessary details to the citizen scientists.
- The first step is to assemble the kits when they arrive at your hub.
- Check the content for completeness.
- Check if the tubes filled with RNAlater are still in good shape and not leaky.



Overview of one sampling kit with full content

4) Train the citizen scientists

Meet with the citizen scientists e.g. when they pick up the sampling kit or organize a special event one week before OSD and explain them:

- How the sampling kit works (you can use the tutorial on our website for this purpose).
- Safety: Ethanol and RNA later should not be handled by kids. They should not be swallowed and avoid eye contact.
- Timeline: Make them aware that the sequence analysis results will not be available before spring 2017; The status can be monitored on the www.my-osd.org/status page. Science simply takes some time.
- OSD Citizen App: Show them the smartphone App and where they can find the online results (www.my-osd.org/status).
- EyeOnWater-Colour App: Show them the second smartphone App, how to use it and where to find a first display of data (www.EyeOnWater.org/color).
- Provide them with a contact person/e-mail address in case of problems.



Please get familiar with the Apps and encourage citizens to upload and test them before the OSD

- The OSD Citizen App serves as official electronic log-sheet and upload of images.
- The EyeOnWater-Colour App is providing additional contextual information.

5) Distribute the kits

- Provide citizen scientists with their personal sampling kit.
- Please make sure that they register themselves and their kit number on www.my-osd.org/registrierung. Preferably do the registration immediately when handing out the kits.
- Provide a clear deadline when they need to return the samples to the hub. Latest one week after the event.

6) Collect the samples

- Check that the log sheet has been correctly filled out and that the filters have been labeled properly (e.g. stickers might have been fallen off).
- Filters and log sheet should be packed together in the plastic bag.
- Measure salinity and add the data to the log sheet. If this is not possible, send the water together with the filters and log sheet to MPI.
- Store the plastic bag with all filters at 4°C (IMPORTANT: NOT IN FREEZER!) until shipping to MPI. Ship the complete plastic bags back to MPI.

7) Send us the samples

- Please send the samples to Bremen. Reply-paid receipts are in the sampling kits.
- Please ship the samples at room temperature. RNAlater preserves the sample. NO need for cool packs.
- You can also send us the remaining RNAlater, packaging material, etc. for waste disposal.

Shipping Address:

Max Planck Institute for Marine Microbiology
Sandra Nowack
Celsiusstrasse 1
28357 Bremen, Germany

Deadline: July 10, 2016



Example of a complete sample with:

- two properly labeled filters
- one log sheet
- one salinity water sample

8) Press releases and social media involvement

The extent of press and social media involvement is under the responsibility of individual hubs. Press releases, blogs, Twitter, Facebook, etc. You can find some material on our website www.my-osd.org.

Our official hashtags are: #myosd #oceansamplingday #citizenscience.

Share your outreach activities with us! Please upload pictures and videos here: <https://owncloud.mpi-bremen.de/index.php/s/EYdCgvoNS4WUbNK>.

9) Further information

Information material, flyers, and poster are available at www.my-osd.org. Please, feel free to print and distribute them!

If you have questions: contact us at myosd-contact@microb3.eu.

www.my-osd.org