

Comparative Medicine and Laboratory Animal Facilities Room Loan Agreement

The Laboratory Animal Facilities (LAF) space is intended for the exclusive purpose of housing animals used in research. The Animal Facility space is the most expensive space on campus to build and maintain at ~\$400/sf. This is due primarily to the extensive ventilation (HVAC) systems, and finishes required by regulatory agencies. Occasionally PIs may need to conduct experiments that exceed the 12 hour limit of time that animals can be housed in their lab. In these cases, space in the LAF can be allotted to specific research projects on an as needed basis. Space is subject to availability and animal housing needs of LAF.

Please note; this policy applies only to the BEB, and Hochstetter locations. RIA and Park Hall have dedicated testing rooms within the animal facilities for PI use.

The following are the conditions under which space will be allocated. The following Loan Agreement must be completed by the PI, and approved by the LAF Director.

- Room assignment will be at the discretion of the LAF
- Room assignment agreement will be for a 1 year term.
- Room assignment will be re-evaluated annually and renewed pending continued need by PI based on ongoing live animal work
- Rooms will be loaned to PIs for **live animal** research purposes only
 - Not for office space, bench top lab work, storage, or other non-live animal work
- Room cleanliness and maintenance will be provided by LAF at a cost of \$50/month and will consist of:
 - Flushing drains to prevent sewer gas and treating drains for cockroaches
 - Emptying garbage cans weekly
 - Sweeping and mopping floors regularly
 - Removing dirty cages from the corridor and discarding all uneaten chow
 - Cleaning filters in exhaust registers
- The PI is responsible for:
 - Securing and maintaining gas cylinders
 - Correctly storing drugs in safety cabinets
 - Keeping sinks and countertops clean
 - Placing dirty cages and uneaten food in corridor outside of room for processing by LAF
 - Placing garbage in bins with lids
 - Disposing and processing sharps containers, and other hazardous material
 - Maintaining room in an orderly and clean standard
- No permanent modifications are allowed to the room, unless approved by LAF.
 - Modifications must be paid for by the PI
 - Storage cabinets and other equipment must be free standing
 - Use of space must meet electrical, safety (OSHA), and fire regulations.

- Deficiencies noted on regulatory, IACUC, and LAF inspections must be rectified immediately
- Room temperatures are adjusted to suit the species housed in the surrounding bank of rooms and unfortunately cannot be changed to suit the lab
- To maintain humidity and temperature (HVAC) conditions, doors to rooms must be kept closed.
- At completion of study, the room must be vacated of all testing equipment within 60 days and before the end of the agreement
- The room will not be held until the next study.
- New room/space can be assigned and a new loan agreement made, if and when research projects resume.
- Room # allocation is subject to change during the agreement term at the discretion of the LAF, based on animal housing needs.

I hereby have read and agreed to the above terms. The loan of my room # _____ will commence on _____ (date), and terminate on _____ (date).

PI name _____ Signature: _____ Date: _____

LAFs Director's Signature _____ Date: _____

Annual Renewals:

Date	Date	Date	Date	Date	Date
Signature	Signature	Signature	Signature	Signature	Signature