



Larner College of Medicine Research Swing Space Policy and Guidelines

I. Overview of Policies and Procedures

The Larner College of Medicine Research Swing Space on the 2nd floor of Given includes wet lab research space and adjoining offices. This space is designed for temporary use by new principal investigators, researchers requiring additional research space or for investigators in transition. Any person or group requesting use of the research swing space must complete a request form indicating the amount of space needed, timeline for use and available funding ([link to the form](#)). The agreement may be extended or shortened with notice.

II. Research Swing Space Principal Investigator's Responsibilities

Any investigator granted use of the space is considered a laboratory supervisor and must abide by all requirements per the University of Vermont Laboratory Health & Safety Policy (<http://www.uvm.edu/policies/riskmgm/labsafety.pdf>). The lab supervisor is considered the laboratory safety officer unless the tasks are delegated to a lab worker under their supervision.

III. Space Allocation and Use

The Research Swing Space Request Form ([link to the form](#)) must be completed and signed by the department chair and signed approval must be obtained from the LCOM Senior Associate Dean for Research prior to occupying any space in the Swing Space. Space provided will be based on needs, priorities, and availability.

The Research Swing Space is 1250 square feet of wet-bench space and 125 square feet tissue culture room. It is a traditional laboratory layout with four lab benches (1-18 foot, 2-20 foot, 1-12 foot) and a separate chemical fume hood and chemical storage area. There are four desks at the end of two of the lab benches as well as two private offices and one open office area in an adjacent space. Outside the lab space are seven combination access lockers for security of personal items. There is dedicated space for laboratory equipment as well as a small equipment room. A layout of the space is provided at the end of this document.

Equipment provided includes one vacuum. The chemical storage room contains a chemical fume hood, connected to the building exhaust ventilation, flammable storage cabinet, corrosive storage cabinet and wall shelving. There is also a large flammable storage cabinet located in the general lab space. The lab is connected to building gas and reverse osmosis water. Any other laboratory equipment will be provided by each lab group. Sharing of lab equipment is possible, however, an agreement on shared equipment will be determined between the lab groups.



In the same hallway, there is a shared cold room, autoclave, ice machine and break room kitchenette. All users of the shared equipment will cover a percentage of the costs for maintenance and repairs.

Any damage or problems with the vacuum or chemical fume hood will be reported to the LCOM Research Facility Coordinator as soon as possible. LCOM Dean's office will pay for repairs to the existing lab equipment that may occur from normal use. Should the vacuum pump need repairs due to user error or mis-use, the cost of repair will be shared between all users. Determination of normal use or user error will be determined by UVM's Technical Services Partnership technician.

The lab space will remain in its existing configuration. No major renovations will be approved by the LCOM Dean's Office. Any minor changes must be approved by the LCOM Research Facility Coordinator. All costs associated with the changes will be funded by the researcher. Any repairs needed in the space will be shared by all users of the Swing Space.

The researcher is responsible for any costs associated with the installation of laboratory equipment. The Research Facility Coordinator can assist in evaluating any equipment installation needs and costs.

It is the responsibility of each user to maintain equipment in working order. If equipment is damaged or broken, the equipment must be removed from service until repairs are completed or the equipment is disposed of through UVM's Surplus Equipment procedure. Equipment that will no longer be used and is broken, must be removed from the space through UVM's Surplus Equipment policy (<http://www.uvm.edu/policies/facil/surplusdisposal.pdf>). It cannot be stored in the laboratory space.

The lab and associated offices have data and phone connections. It is the responsibility of the researcher's home department to submit activation request through UVM Telecommunications. Any cost associated with port activation is the burden of each department. Phones will be provided by each department. Some wifi may be available.

Each user is responsible for appropriate actions leading to a safe, clean, clutter-free, and orderly work environment. Proper handling hazardous waste per RM&S procedures and reporting any broken or damaged equipment is expected.

UVM Custodial Services provides basic items like paper towels and soap. Custodial Services provides weekly cleaning of laboratory spaces; custodial services can be found on their website (http://www.uvm.edu/custodial/?Page=new_service_changes_research_labs.html).



IV. Laboratory and Office Access

The laboratory and offices are accessible by UVM identification swipe and key access. A key request form should be completed and signed by the home department administrator to obtain access for each user of the space.

An emergency contact door sticker must be completed and affixed to the laboratory door. All lab supervisors must be listed with their home or cellular phone number. Any designated laboratory safety officers may also be listed as a contact on the door.

V. Laboratory hazards

Each user is responsible for following all safety guidelines set by RM&S. This includes the use of chemicals, biological materials, radioactive materials and radiation producing devices, lasers, compressed and liquefied gases, and other physical hazards and hazardous equipment. Users must be familiar with and abide by campus policies and procedures for use of hazardous materials.

New and existing chemicals, reagents and samples must be labeled in accordance with RM&S procedures. Any materials found to be improperly labeled will be disposed at the discretion of the Research Facility Coordinator.

VI. Emergency Power

The Given Building has shared emergency power located in each hallway. There is not adequate power to accommodate all equipment within the building. Each lab is responsible for purchasing any extension cords necessary to connect equipment to the emergency power outlets in the hallway. It is the responsibility of each lab group upon commencement of research to work with all lab groups on the floor to identify available emergency outlets and determine a plan for usage of the outlets in the event of a building power loss. Many labs will plug in one piece of equipment for a period of time and then switch power to an alternate piece of equipment.

VII. Vacating the Space

Notice should be given to the Dean's Office and RM&S at least two weeks prior to vacating the space. Users should work with RM&S to complete the Lab Clearance Procedure and Checklist (<http://www.uvm.edu/safety/lab/laboratory-clearance>).

The key request form should be completed to terminate access when vacating the space.



Larner College of Medicine Research Swing Space

Given E215 and E217. Space available is high-lighted in yellow. E217B, E217C, E217D, and E217E are currently in use by another research group.

Assignable lab bench space includes:

- A1, A2: 18 feet
- B1, B2, C1, C2: 20 feet
- D1, D2: 12 feet

