

EXTERNAL LAB USE AGREEMENT

This UC facility, referred to as _____ located in _____ (list rooms/building) is also being used by _____ (list external user(s)). Although UC may in some circumstances permit external user access to this UC facility, a firm requirement by UC is that external users do not negatively impact the primary UC purpose for this UC facility (e.g. education, research, internal UC services, etc.). The following survey will be given to users of this UC facility at least twice annually while any external users are accessing this UC facility. The survey results shall be saved, and immediately made available to UC upon request.

Significant negative impacts to UC users of this UC facility, may include and are not limited to: inadequate time of access on key equipment, excessive use of general lab consumables, poor lab usage which requires cleanup or which reduces the effectiveness of the lab facility, unusual occurrence of breakage of equipment, poor safety procedures by external users, simply a space that is too crowded for efficient and or comfortable use, interruption of an appropriate working environment (noise, interruptions, etc.), inappropriate personal behavior, etc.

The PI _____ (name here) hereby acknowledges that if any significant negative impacts are uncovered that cannot be immediately remedied, the PI will immediately notify UC.

Signed: _____ Date: _____

The following survey should be administered anonymously (e.g. software tools such as Survey Monkey).

Question 1 – in what ways, if any, do the external users negatively impact your own use of this UC facility (please list and identify them as significant, or insignificant to your work performed in this UC facility).

Question 2 – if you provided any answers to question 1, please note any of the significant issues which you have previously reported to the PI and which are still ongoing issues with external users.

Question 3 – in what ways, if any, do the external users positively impact your own use of this UC facility (list all, and identify them as significant, or insignificant to your work performed in this UC facility).

Question 4 – overall, do you find that the external users are a net positive impact or a net negative impact to your work performed in this UC facility.

If you as a user of this UC facility, feel uncomfortable in any way about sharing your responses even anonymously with the lab PI, you may instead send them in confidence to: _____ (name, phone number... list someone, similar to COI plans, for my lab I will list my dept. head). This person will serve as an unbiased 3rd party to address any such issues that require attention.