

Procedure Room Reservation

1. Introduction

Researchers can reserve procedure rooms in LAMS facilities for experiments or surgeries on the Animal Operations (AOPS) area of the Research Administration Portal (RAP) website. This document will guide you through this process.

2. Important Guidelines for Room Reservation

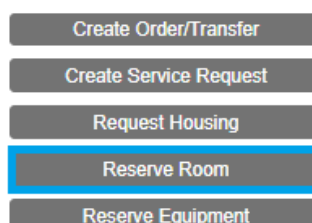
- Reserve your procedure room at least 3 business days in advance.
- Email LAMS Veterinary Staff (lams-veterinary@uc.edu) to edit or cancel your reservation.
- Additional veterinary requests (e.g. equipment rental, LAMS-assisted procedures) must be requested separately via service request.

3. Available LAMS Procedure Rooms

LAMS Facility	Species	Room Number	Room Equipment
MSB	Mouse	R157A	Chemical Fume Hood, Table, Workbench, CO ₂
		R158	Workbench
		R260	Workbench
		R261A	Biosafety Cabinet, Table, Workbench
		R262	Chemical Fume Hood, Table, Workbench, CO ₂
		R263A	Biosafety Cabinet, Table, Workbench
MSB	Rat	R362	3 Tables
		R364	Recovery Warm Room, CO ₂
		R557	Table
Vontz	Mouse	0221A	Overhead Surgery Light, 2 Tables, CO ₂
		0222	Overhead Surgery Light, 2 Tables, CO ₂
		0264	Table
Reading	Mouse & Rat	D022	Table
		B001	Table, Workbench
		B002	Table
		B003	Table
		B011	Table, Workbench, CO ₂

4. Creating a Room Reservation

1. Login to the Research Administration Portal (RAP) [website](https://rap.uc.edu/AOPS/): <https://rap.uc.edu/AOPS/>
2. Select the **Animal Operations** tab, and select the **Reserve Room** button (left side of screen).



Make New Reservation

This form allows the reservation of procedure or a surgery room.

- 1. * Select Procedure/Surgery Room**

R157A

Select Facility Project

Filter by Name

Total Selected: 1 << 1-1 of 1 >>

Name	Species	Floor	Building
<input checked="" type="radio"/> R157A	Mice		Medical Sciences Building

- 2. * Start Date:**

8/29/2019 9:00 AM

Aug 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Time:
 Hour:
 Minute:

- 3. * Select Duration**

- 4. Reservation Notes:**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

1. **Select Procedure/Surgery Room:** click the button to generate a popup window containing a list of rooms. Filter by **Name** using the room number to display 1 result. Select the room, and click **OK** to close the window. Your screen will update to display the availability calendar for that room.
2. **Start Date:** click the button to generate a popup window. Select the date you want to reserve the room. In the **Time** field, type the time you want to begin your reservation. The **Hour** and **Minute** fields will automatically update to reflect the time. When the date and time are correct, click **Done** to close the window.
3. **Select Duration:** select the best option for your experiment, and be sure to include preparation and cleanup time.
4. **Reservation Notes:** you may enter comments in this area. Additional veterinary requests (e.g. equipment rental, LAMS-assisted procedures) must be requested separately via service request.
5. When all of the information on your screen is correct, press the **OK** button in the top right corner of your screen to submit the reservation to LAMS for approval. Your screen will update; the Room Reservation button is now replaced with a **Submitted Successfully** message.

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