**Faculty of Land and Food Systems Teaching Labs**

**Non-Undergraduate Teaching Use Contract**

**Effective Date: Feb 1, 2025**

**Non-Undergraduate Teaching Use Information**

* Principal Investigator/Program Director Name: Click or tap here to enter text.
* Principal Investigator/Program Director Email: Click or tap here to enter text.
* Research Grant/Program Work tag for fees: Click or tap here to enter text.
* List of Potential Users (only one user per any given time allowed, unless special permission has been granted by the lab managers):

|  |  |  |
| --- | --- | --- |
| Name | Email Address | Role (E.g. PhD, PostDoc, etc.) |
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**Teaching Lab Details**

* Lab rooms: MCML 102, 220, 230, 240
* Lab address: 2357 Main Mall, Vancouver, V6T 1Z4
* **Lab managers: Lewis Fausak and Imelda Cheung**

**1. Purpose**

This contract outlines the terms and conditions for the use of the teaching lab facilities as listed in the Teaching Lab Details. By signing this contract, the Principal Investigator, the Program Director, their researchers, and/or students (i.e. all names documented in the List of Potential Users) agree to abide by the rules set forth herein.

**2. User Responsibilities**

* Users must complete all training requirements for the teaching labs.
	+ New Work Safety Orientation
	+ Preventing and Addressing Workplace Bullying and Harassment
	+ Workplace Violence Prevention Training
	+ Privacy & Information Security – Fundamentals Part 1 Online
	+ Privacy & Information Security – Fundamentals Part 2 Online
	+ Preventing and Responding to Sexual Misconduct
	+ LFS General Guide
	+ LFS Lab Guide – MCML 102, 220, 230, 240 specific
	+ Chemical Safety Training
* Users must obey all safety rules in the teaching lab facilities, including **no drinking and eating** at any time at the facilities.
* Users must **make prior arrangement** with the lab manager(s) for any work at the teaching labs, **at least 3 business days in advance**. Urgent requests can only be arranged if lab manager(s) can accommodate.
* Users must acknowledge that the **priority of use** of teaching labs **go to undergraduate courses and undergraduate projects** and that non-teaching use can only be accommodated by decision of the lab manager(s).
* Users must follow all safety and operational procedures, **be properly trained** prior to using any teaching lab supplies, glassware and/or equipment.
* Users are responsible for any equipment or materials they utilize and **if any misuse that has caused damage to any equipment or materials, the repair and/or replacement cost will be the responsibility of the Principal Investigator/Program Director.**
* Users must report any accidents or equipment malfunctions immediately to the lab manager(s).
* Users **must clean up** after themselves and **return all equipment** to its designated storage location **each and every day**, unless prior permission has been obtained from the lab manager(s) to not interfere with undergraduate course uses.
* Users must fully understand that teaching lab facilities and resources are only meant to be **temporary and sporadic**, and for access to equipment not available in the specific research space. Prolonged and/or frequent research use of teaching labs (e.g. 3 days a week over a month; daily use for 3 weeks, etc.) is not allowed. Special circumstances can be discussed with the lab manager(s). An example can be projects during the summer months, where teaching lab facilities and resources may be more available.
* Users must fully understand that usage of teaching lab resources must be conducted on site. Any moving of teaching lab resources to research space will **incur additional rental fee**, not covered by the general fee covered in this user contract and will require special permission by the teaching lab manager(s).
	+ In circumstances where lab resources have been agreed to leave the teaching labs, user must fill out [online Equipment Loan Form](https://ubc.ca1.qualtrics.com/jfe/form/SV_cTr6EniP4qBibfU) in order for lab managers to track whereabout the lab resources have gone and for how long.

**3. Fees**

The following fee structure applies to the use of the teaching labs and non-consumable resources, and will be charged to the research/program work tag provided in the Non-Undergraduate Teaching Use Information **prior to** the pre-arranged usage type.

| **Usage Type** | **Fee Structure** |
| --- | --- |
| Daily Rate | $20  |
| Weekly Rate | $50 |
| Monthly Rate | $150 |
| Per Semester | $450 |
| Annually | $800 |

**Special Notes:** The listed fee should support **one user at any given day/time** from the Principal Investigator/Program Director. If multiple users utilize the teaching lab resources frequently and continuously, the lab manager(s) reserve the rights to charge the fee per user. The listed fee only includes commonly used equipment and resources (see Section 8 for more details).

**Payment Terms:**

* Payment is due prior to lab use, according to the usage type requested (See Figure 1 for a sample invoice template).
* In the event that usage term has to be extended, the difference in fees will be charged prior to the extension of usage.
	+ For example, A requests to use teaching lab space and resources for 2 weeks beginning Jan 15, 2025, A will be charged $100 on Jan 14, 2025 through WorkDay. On Jan 29, 2025, A requests to extend the use till Feb 12(1 month total); A will be further charged $50 on Jan 29, 2025 to extend use till Feb 12.
* Accepted payment method will only be via research/program work tag (listed in Non-Undergraduate Teaching Use Information) transfer through WorkDay.

**4. Cancellations and Refunds**

* Users may cancel their teaching lab use up to 72 hours in advance of the pre-arranged start date.
* No refunds will be issued once payment has been processed through WorkDay.
	+ Alternative arrangement can be made under special circumstances with the teaching lab manager(s). For example, if the user becomes ill during the pre-arranged usage period, hindering the completion of work.
* No refunds will be issued for no-shows.

**5. Liability**

* The user agrees to hold the lab and their staff harmless from any liability arising from their use of the teaching lab facilities.
* User should always check any equipment for damage or malfunction prior to each use and report to the teaching lab manager(s). **If any equipment is damaged or becomes not operational during use, the Principal Investigator/Program Director is fully responsible for repair fee and/or replacement cost.**
* Any volunteer must be accompanied by a trained personnel at all times.

**6. Termination**

* This contract **must be renewed annually** according to the initial contract sign date.
* At any time during the contract period, new user can be added to the contract by amendments to the List of Potential Users, and renewed with new signature of the Principal Investigator/Program Director and the teaching lab manager(s).
* Users that have **repeatedly** (i.e. more than once) broken safety and equipment operational rules will be immediately prohibited from access to teaching lab facilities and resources.
	+ A written warning will be issued to both the specific user AND the Principal Investigator/Program Director on first violation of rules.
	+ A termination of use of a particular user in the user contract will be communicated to both the specific user AND the Principal Investigator/Program Director when second violation of rules is cited.

**Special Note**: Any damage to the specific equipment (if any) will be the responsibility of the Principal Investigator/Program Director as described in Section 5.

* Violation of any terms outlined in this contract may result in immediate termination of teaching lab facility and resource uses.

**7. Agreement**

By signing below, the Principal Investigator/Program Director acknowledges that they (Principal Investigator/Program Director and all users listed in this contract) have read and understood the terms of this contract and agree to abide by them.

**Principal Investigator**

Printed Name: Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.

**Teaching Lab Manager**

Printed Name:Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.

**Contact Information for Questions or Concerns:** lfs.facilities@ubc.ca

**8. Supplementary Information**

* Principal Investigator/Program Director and users must understand that there are a variety of equipment and resources at the teaching lab facilities and that **not all of them will be included in the fee structure of this particular user contract**.
* To ensure clarity, we have compiled a list of equipment and resources that can be included in the user contract, given they are used on site with appropriate training AND does not interfere with undergraduate lab activities.
	+ General glassware and non-consumables
	+ Surplus chemicals (please consult with Lab Manager(s); or use will be pro-rated by amount used)
	+ Tecan platereader
	+ General teaching lab bench space (given that this has been consulted with the Lab Managers)
	+ Incubators
	+ Ovens
	+ Vacuum Microwave Oven
	+ Autoclave
	+ Microscopes
	+ Biorad Thermal Cycler
	+ Incubator Shaker
	+ Agera Colorimeter
	+ Aqualab water activity meter
	+ Microcentrifuge
	+ Texture Analyzer
	+ Viscometer
	+ pH meter and probe
	+ Balances
	+ Floor Centrifuge
	+ Distilled and deionized water
	+ Stir and heat plate
	+ Water bath
	+ Pipetteman
	+ Vortex
	+ Stomacher
	+ Bunsen burner
* For sophisticated equipment that incurs usage cost, please email lfs.facilities@ubc.ca for fee structure. Several of these instruments are:
	+ ICP-OES
	+ Kjeldahl Digestion and Distillation Unit

Figure 1. An example Invoice Template for Documentation Purpose.

