USCMann

Alfred E. Mann School of Pharmacy
and Pharmaceutical Sciences

Request for TRLab Access

Date of Request: **School/Department:**

Name of User: **Name of PI/Responsible Party:**

Contact Information

Phone: Email:

Address:

USC ID: Security ID (first 6-digit on backside of USC ID):

Requirements for TRLab Access Important note: Per EH&S regulations, researchers need to add TRLab room number to their BUAs and IACUC protocols. Please consult with the TRLab Director for more information.

1. Inclusion in BUA protocol BUA ID: Date:

2. Completion of individual training on lab safety and policies by PI or PI's designee

    Trainer Name: Date:

3. FBS Account – Worktag or PayAlias:

4. Estimated Duration of Research: Start Date: Stop Date:

5. Please carefully read TRLab policies and sign   Date:

6. **(Only SoP members)** Upon completing first-time user training, user will be given access to PSC B2 (autoclave), B3 (water system), 402B, 510 and 527.

Citation Reminder: For any publications, presentations, abstracts or other works resulting from the utilization of TRLab or USC Mann School of Pharmacy and Pharmaceutical Sciences resources, we ask that you acknowledge the Translational Research Laboratory Core. This helps ensure continued support of the lab and lab personnel.

Citation Language: Please feel free to use this template language to acknowledge the Translational Research Laboratory.

"This work made use of the [name of equipment/service] in the Translational Research Laboratory Core in the University of Southern California Mann School of Pharmacy and Pharmaceutical Sciences."

By signing below, the Principal Investigator agrees to assume responsibility for the proper use of equipment and to be fully liable for the cost of repairs/replacement due to damage resulting from improper use by his/her research personnel.

_____   _____   _____

Name of PI   Signature   Date

For TRLab use only

Completion of TRLab First-Time User Training   Date: _____

_____   _____   _____

Name of TRLab Director   Signature   Date

TRLab –Access Request Form v1.5 04/19/2023

Please check the box as you understand TRLab policies.

	TRLab operational hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.
	TRLab is BSL-2 facility. Individual user is required to be properly trained and certified for BSL-2 lab practices by EHS and their respective labs. • Users are mandated to bring their own PPEs (e.g. lab coats) and wear them at all times in the TRLab. • Any users who do not comply with safe practices may be asked to leave the facility, followed by written notification to user, PI, and research office detailing non-compliance. • Repeat non-compliance may lead to suspension of user access to TRLab.
	Prior to access to TRLab, user must be included on their respective PI's BUA and/or IACUC protocols.
	Use of instrument is scheduled and charged through the FBS system. All USC users are required to access to USC FBS scheduling system.
	User respects for TRLab shared equipment. • User will clean up equipment before and after use. • User will immediately report equipment issue (e.g. system error, stuck sample, damage) to TRLab
	Training is required for use of any TRLab equipment. There are three categories of TRLab equipment Class I, II and III. A complete list of equipment in each category can be found on FBS. Please refer to the training procedure to request equipment training with an equipment-specific trainer or TRLab.
	USC ID is required to access the TRLab card access system. Access is granted after user has completed required equipment training and assessment procedures. • Sharing USC ID is prohibited. • Escorting unauthorized personnel without permission is prohibited.
	Reservation for 8 hours or longer must be made at least 24 hours before the reservation.
	Reservations for individual instrument usage must be made in advance. Any changes or cancellations must be made at least 2 hours before the reservation in order to avoid penalty fees.
	A no-show without cancellation will be charged for the time scheduled
	If users are found operating instruments without a reservation, the PI(s) will be notified and their accounts will be charged accordingly
	It is the user's responsibility to use lab resources in a responsible manner. Users should contact TRLab if technical assistance is needed. Damage from misuse will result in charges for repair costs.
	It is the user's responsibility to save their data generated from instrument use. Any data saved on the hard drives may be deleted as necessary to ensure adequate space for the computer to run properly.
	Any non-compliance of TRLab policies will be documented and shared with user, PI and RO. Corrective action will include refresher training with an acknowledgment of policies and procedures.

By typing your name below, you agree with the TRLab policies to tightly follow them.

_____   _____   _____

Name of User   Signature   Date

_____   _____   _____

Name of PI   Signature   Date

EMAIL COMPLETED FORMS TO:
Gabriela Lopez, galopez@usc.edu
Zhang-Xu Liu, MD, PhD: zxliu@usc.edu

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