



OFFICE OF AUDIT AND COMPLIANCE SERVICES
UVM.EDU/POLICIES



POLICY

Title: Use of University Research Facilities and Equipment by External Users

About This Policy

Responsible Official:	Vice President for Research	Approval Authority:	President
Policy Number:	V.6.7.2	Effective Date:	December 10, 2018
Revision History:	V.6.7.1 approved May 04, 2006		
Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):			
Title(s)/Department(s):		Contact Information:	
Office of the Vice President for Research		353 Waterman (802) 656-2918 https://www.uvm.edu/ovpr	

Policy Statement

The University may, when appropriate, make its research facilities and equipment available for use by external entities or persons as long as the use does not disrupt regular academic, laboratory, or research programs of the University and the facility or equipment is not needed by University faculty, students, or other employees at the requested time. The University reserves the right in its sole discretion to refuse use of its research facilities or equipment.

Reason for the Policy

Permitting the use of research facilities by outside groups has the potential to strengthen the University's research through enhanced collaboration as well as provide enhanced public service. This policy is intended to clarify the circumstances in which external entities or persons may responsibly utilize the University's research facilities without hindering the primary educational and research missions of the University.

Applicability of the Policy

This policy applies to requests for use of all or part of a University research facility or equipment. The Office of the Vice President for Research (OVPR) is responsible for administering these use requests, except as stated herein. Department Chairs or their designee is responsible to ensure the external user's compliance with this Policy and with the terms of the Research Facility and Equipment Use Agreement.

Definitions

None

Procedures

- A. External users may apply to use University facilities or equipment by submitting a request to the chair of the academic department responsible for the facilities or equipment. The department chair or designee will ensure the external user's compliance with this Policy.
- B. The requester must specify if any hazardous materials, controlled substances, biological select agents or toxins, and/or genetically altered materials will be used. If so, the requester must submit an acceptable plan for the control of the materials and compliance with state and federal law before the University will approve the use.
- C. The requester must agree to enter into and agree to comply with the requirements specified in the Research Facility and Equipment Use Agreement.
- D. The department chair will recommend approval or disapproval to the Dean and to the Vice President for Research (or designee). Upon approval, the parties will enter into an appropriate Research Facilities and Equipment Use Agreement prior to granting access. Any modifications to the standard form agreement will require the approval of the Vice President for Research (or designee).
- E. An approved external user or the user's host must schedule use through the appropriate individual responsible for the facility.
- F. If an external user's needs include not just research facilities and equipment but also classrooms, meeting rooms, or other general-purpose space, the external user shall follow the general (non-research related) procedures identified in the University's Facilities and Grounds Use Policy. Requests for classrooms, meeting rooms, or other general-purpose space must be directed to the Director of University Event Services.
- G. The University will not subsidize any individual or business with University funds. The fees charged for use, and the collection of those fees, will be determined and managed through the offices of the Vice President for Research in coordination with the Division of Finance. Assessed fees will cover both the direct and indirect costs of the facility or equipment and will be used to reimburse the accounts that cover those costs. If the facilities or equipment use is covered by a University Income/Expense approved rate agreement, that agreement will govern. The Research Facility and Equipment Use Agreement will identify fees assessed.
- H. External users performing research in a University of Vermont facility are subject to the University's Facilities and Grounds Use Policy as well as other University of Vermont policies and procedures that govern the conduct of research.

- I. Any misrepresentations contained in the request or agreement, any use of the facilities for purposes other than those stated, or any failure to comply with University policies and procedures or the terms of the Research and Equipment Use Agreement will be grounds for immediate cancellation of the agreement.
- J. The requester must agree to:
 1. Maintain liability insurance to cover the user's activities on campus in an amount not less than one million dollars, unless a lesser amount of insurance is approved by the University's Department of Risk Management;
 2. Indemnify and hold the University harmless for all expenses and liability arising from the user's activities; and
 3. Reimburse the University for any property damage and clean-up or hazardous waste related expenses, including disposal, shipping, and penalties, caused by or imposed as a result of the external user's activities.

Forms/Flowcharts/Diagrams

- [Research Facilities and Equipment Use Agreement](#)

Related Documents/Policies

- [Conflict of Interest and Conflict of Commitment Policy](#)
- [Facilities and Grounds Use](#)
- [Income/Expense Activity: Policies and Procedures Manual](#)
- [Research Facility and Equipment Use Agreement Template](#)

Regulatory References/Citations

- [Occupational Safety and Health Act \(OSHA\)](#)
- [The OSHA Laboratory Safety Guidance](#)
- [Title 21 Code of Federal Regulations, PART 1300-END – Controlled Substances Act](#)

Training/Education

Training/education related to this policy is as follows:

Training Topic:	Lab Safety Training: Depending on the use agreement, laboratory safety and hazardous waste management trainings specific to UVM may be required and provided at https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel .		
Training Audience:	External Users	Delivered By:	Environmental Health & Safety
Method of Delivery:	On-Line	Frequency:	Prior to Approving Use

Additional lab-specific training is required and will be specified in the Research Facility and Equipment Use Agreement. Use of the lab by an external user will not be permitted until training required under the agreement has been successfully completed.

Effective Date

Approved by the President December 10, 2018