

VI4 Microbiome Resource Rules of Use

Location: A-5103 MCN

VI4 has prepared a BSL2 space for researchers to utilize an anaerobic chamber work flow. The facility is equipped with a Coy anaerobic chamber, a biosafety level 2 cabinet, a stationary incubator, a shaking incubator, and a CO2 incubator. The anaerobic chamber is equipped with a plate reader and an incubator. The resource is intended for users who do not otherwise have access to equipment of this kind, and is for occasional use only.

Access to the Resource

- Those interested must email a member of VI4 administration (Eric Skaar, Megan Schladt, Jamie Phillips) to be added to the approved user list
 - Training video available on the VI4 website (vumc.org/viii/member-resources) must be viewed prior to approval
- Upon VI4 approval, users must register their work for the space with biosafety. This can be done by emailing biosafety@vumc.org to update or register user's project
- Once approved, users will be able to reserve the resource.
 - For VUMC Users: Create a new Meeting Request in Outlook. The "subject" should include your name. Enter the time and date requested. Under time/date, click either "location" or "room finder" and search for "VI4 A5103 MCN". You may then send the meeting request and a member of VI4 administration will review and approve (see screen shot below)
 - You will receive a confirmation email once your request has been approved. If you are unsure whether your appointment is confirmed, you may open the shared room calendar in Outlook. If the appointment has diagonal lines across it, it is still pending approval
 - For VU Users: If possible, follow the instructions for VUMC users above. If this does not work, please email megan.schladt@vumc.org
- Please allow 1 full business day for request approval
- Access to the space is restricted to one user at a time
- You will need a key to access the space. Prior to your reservation, please enter the VI4 Administrative Suite (A-5300) to check out the key. You will need to sign it out and will sign it back in after your reservation.

The image shows a meeting booking form with the following fields and options:

- Title:** A text input field.
- Required:** A button to add required attendees.
- Optional:** A button to add optional attendees.
- Start time:** A date and time selector set to "Fri 7/24/2020" at "9:00 AM".
- End time:** A date and time selector set to "Fri 7/24/2020" at "9:30 AM".
- Time zones:** Two dropdown menus, both set to "Central Time (US & Canac)".
- Options:** Checkboxes for "All day" (unchecked) and "Time zones" (checked).
- Buttons:** "Make Recurring" (with a refresh icon) and "Room Finder" (with a magnifying glass icon).
- Location:** A text input field with a yellow highlight.

Using the Resource

- Because this is a shared space, all organisms and hazards used in this facility will be listed for all researchers to be informed
- Every researcher will be expected to clean their work space upon arrival and clean the space when their work is complete
- All research consumables that each researcher needs will need to be brought into the space and removed when done
- Per biosafety regulations, using a sealable tote for transportation of necessary equipment and reagents is required
- All trash generated will need to be removed by the researcher that generates it. A biohazard trash area is located close to the space
- For questions about use of the space, please contact Nichole Lobdell at nichole.a.lobdell@vumc.org

VI4 Administration

Eric Skaar – VI4 Director

Megan Schladt – VI4 Senior Program Manager

Jamie Phillips – VI4 Associate Program Manager