Laboratory Use Policy  
USG Policy VI-4.10.3  |  Approved by the Executive Director, November 2018

I. Purpose and Applicability  
The purpose of this Policy is to define when and how laboratories at the Universities at Shady Grove (USG) may be used by faculty, students, staff and external users. This Policy mandates and ensures compliance with other USG policies and State law.

II. Definitions  
A. Laboratory: a highly specialized room equipped for scientific experiments, research or teaching. These may include, but are not limited to, the Biological Science labs, Marriott Teaching Kitchen, Fabrication Shop, Nursing Fundamentals labs and Innovation Wet/Dry Labs.

B. Institutional Partners: any institution that has signed an MOU with the Universities at Shady Grove to provide academic programs on the USG campus.

C. Campus User: students, faculty or staff from any USM Institutional partner with a valid USG ID card; affiliated business partners; USG Administrative staff, registered Student Organizations, ACES Students, and affiliated contractors such as the Bookstore, Food Service and Security personnel.

D. External User: Conference and Events clients participating in a contracted event at USG; alumni of the nine USG partner institutions; any member of the public that does not have a USG ID and is in no way affiliated with USG or its Institutional Partners.

III. Policy Statement  
A. Laboratories are for the exclusive use of faculty, students or registered Student Organizations. All users must have a confirmed reservation or a valid USG ID Card and produce it upon the request of a USG Official. Any individual without a confirmed reservation or valid USG ID card will be asked to relocate to a designated Public Space (see Public Access Policy VI 4.10.5).

B. Laboratories are only to be used for scheduled academic classes, approved open lab periods, maintenance and laboratory preparations. Laboratory use will be monitored at all times by an instructor or Lab Manager. Use outside of approved times is not permitted.

C. Safety  
1. Report all accidents, injuries, and broken glass or equipment to the instructor or Lab Manager immediately.
2. Close-toed and close-heeled footwear must be worn at all times while inside the laboratory. Loose clothing should be secured and long hair must be tied back. Additional gear such as a respirator or safety goggles may be required.

3. Keep pathways clear by placing extra items (books, bags, etc.) on the shelves, in cubbies, or under the work tables. If under the tables, make sure that these items can not be stepped on.

4. Users should learn the location of the fire extinguisher, eye wash station, first aid kit and safety shower. Additional safety training may be required by the instructor or Lab Manager before equipment can be used.

5. Horse play in the laboratory is forbidden. Students found in violation of this safety rule may be barred from participating in future labs or face other disciplinary action.

D. Equipment Purchase and Disposition

1. If USG purchases equipment or disposables with USG funds the equipment becomes the property of USG. USG will maintain an equipment inventory and be responsible for maintenance and repair.

2. If an Institutional Partner purchases equipment or disposables, it belongs to the respective University and should be labeled and maintained by that University.

   a) In situations where equipment purchased by an Institutional Partner becomes part of the building structure, and the removal of said equipment would significantly alter the building structure, it will be deemed USG property.

3. Ownership, maintenance and repair of jointly purchased equipment and disposables will be determined before the time of purchase. A record of the agreement will be maintained by the Office of Administration.

E. Fees will be assessed for the usage of all laboratories.