



**University of Massachusetts
Amherst**
Institute for Applied Life Sciences
S360 Life Science Laboratories
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Dear Prospective Living Science Core User,

The purpose of this agreement is to outline the general practices and expectations of users of instruments in [the Living Science Core](#).

1. All users of the core must be certified by the core director.
 - a. Certifications are for general use of instruments, done on an instrument-by-instrument basis, (e.g. Oxycon mobile metabolic system, Noldus Viso and Observer observation system, Actigraph and activPAL activity monitors) and general laboratory procedures.
 - b. In general, this can be accomplished in one (1) training session (training rates apply), per instrument.
 - c. Users will only be provided access to rooms/instruments that they have been certified in. Certifications are based on the Environmental Health & Safety approved [Standard Operating Procedures \(SOP\)](#).
2. All users must schedule facility time through the Facilities Online Management (FOM) software.
 - a. User accounts should be established for each individual user in FOM
 - b. An appropriate speedtype must be identified for projects to be conducted in the core.
 - c. Users must activate (log in) and deactivate (log off) the 'locks' for instruments (where appropriate), the failure to deactivate will result in charges being applied to the account until the end of the scheduled time.
 - d. These instruments can be activated/deactivated either through a phone, laptop or the computer at the front desk of the Human Testing Center, they are not able to be unlocked at the workstation.
 - e. Billing will be based on the scheduled or active time on the instrument (rounded up to the nearest scheduling unit), where appropriate.
 - f. A list of billable and non-billable space uses can be found on the attached sheet.
3. All consumable items (e.g. food, blood draw) are the responsibility of the PI. Calibration gas for the Oxycon Metabolic Cart is included in the use of the instrument.
4. If meals are served the research group is responsible for the cleaning of the dishes and returning them to their appropriate cupboard.
5. Any equipment malfunctions should be reported to the Core Director immediately.
6. When taking Activity Monitors (Actigraph/activPAL) outside of the Human Testing Center researchers are responsible for loss or damage.
7. All users are expected to put away equipment such that it is ready for reuse and leave the space clean upon completing their experiment. PI owned equipment is expected to be removed from the Core unless other prior arrangements have been made
8. Prior to a user being granted access they must provide copies of the relevant additional certifications that are required for the Core, these are outlined in the [SOPs](#). It is the responsibility of the PI to make sure that these are kept up to date. Accounts can be audited for compliance by the core staff.
9. In consideration for other users in this shared space, if users consistently do not put away their materials or do not clean up after their experiment, cleaning fees or suspension of access may occur.
10. All work performed in the Living Science Core, along with IALS, should be acknowledged in scholarly reports, presentations, posters, papers, and publications. Additionally, if a staff member has made a significant intellectual contribution, acknowledgement of staff member contributions or co-authorship should be considered.

Michael Busa, Ph.D.

Print name

Sign

Date

Billable vs. Non-Billable uses for Living Science Core Space

Living Room

| Billable | Non-Billable* |
|---|---|
| Set up of equipment | Waiting area for individuals who accompany participants (e.g. parents waiting for a child who is a participant in a sleep study). |
| Any testing of participants: with or without additional core equipment ** | |

Kitchen***

| Billable | Non-Billable |
|---|---|
| Use of kitchen in study of behavior/activity monitoring** | The storage of food/drink in the refrigerator that is to be handed out during a study, but requires no preparation. |
| Preparation of meals for use in conjunction with Room Calorimeter | |
| Preparation of meals for other long term stays | |

* In case of conflict with a billable case, the billable use will be given preferential use of the space.

**Additional core equipment is billed in addition to Core space use.

*** A break room with kitchen facilities is available at the north end of the 3rd floor. Staff food is to be kept in that location.

Effective Date _____

Institute for Applied Life Sciences Authorization for Recharges

According to our records the speed type that was provided has expired. An Authorization Form must be on file with IALS before the use of research equipment. Please complete this form and return it to:

Attn: Charlene Coleman
Institute for Applied Sciences
S309 Life Sciences Laboratories
577-4578

Name of Principal Investigator: _____

Department: _____

Core: Living Science Core

Please indicate the speed type, including the expiration date if applicable, that you would like charged for the use of IALS research equipment.

Speed Type: _____ **Expiration Date:** _____

Project Name (Should match FOM) _____

Total Project Expiration Date: _____

(If the current year expiration date will be extended for another year or more.)

Signature: _____

**Principal Investigator or
Individual with Spending Authority**

The Institute for Applied Life Sciences will send monthly invoices via email that will include all individuals and their usages of equipment. The invoice will include the total amount during that period to be charged to this speed type above. You will have 10 business days to respond if you prefer to use a different speed type for that month's billing, otherwise, this speed type will be automatically charged.