

Center for Children’s Surgery Basic Science Research Guide

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This reference guide is designed to help faculty and research staff navigate various processes and procedures related to laboratory management requirements at the University of Colorado Anschutz Medical Campus. While not fully comprehensive, this guide is meant to provide an overview of the central departments and units responsible for various aspects laboratory management and to provide quick reference information, with links to key resources. **This guide is not intended to replace, or override policies as issued by individual Departments, Divisions, or overarching research governing bodies.** Please check with your unit’s Administrator and the contacts provided in this guide for additional questions or concerns you may have.

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COVID-19 regulations on campus

Policies and procedures change frequently given the fluid COVID-19 situation. The most recent regulations and procedures related to COVID-19 can be found [here](#) and should be checked frequently.

In order to be allowed on campus during **Fall 2020** you must follow the following steps:

1. **You must be invited to and approved to return by leadership** (Contact your supervisor or unit head for more information – COVID officials are assigned to each building/floor to help with adding/approving personnel return)
2. **[Take required, one-time Skillssoft training](#)**

Daily: Every morning before coming to campus, you have to complete a [daily health attestation](#). You will receive an approval confirmation email, which you should be prepared to show at a health check-in station. Bring and wear your CU Denver ID badge and a [face covering](#) at all times, indoors and outdoors. The only exception for face coverings is when working alone in a closed workspace. **Those who pass the health check-in will be issued a color-coded wrist band allowing them to be on campus for that day only.**

If a health check-in station is closed, please proceed to a nearby health check-in station. If it is *after-hours, on the weekend, or on a holiday*, please complete [daily health attestation](#), save your approval email and proceed to the after-hours self-service check in at Hensel-Phelps Lobby.

Health check-in station locations and hours are listed below:

- *Campus Services Entrance:* main west entrance - follow signage to station outside T36-113. Hours: 5 a.m. - 9 a.m. & 2 p.m. - 5 p.m. M-F
- *Fulginiti Pavilion*
Hours 7 a.m. - 3 p.m. M-F
- *Strauss Health Sciences Library*
Hours: 7 a.m. - 10 a.m. & 1 p.m. - 3 p.m. M-F
- *Hensel-Phelps Entrance:* main west RC1N entrance - follow signage to station in hallway outside of P18-1004.
Hours: 7 a.m. - 5 p.m. M-F
- *Hensel-Phelps Lobby*
After Hours Self-Service Check-In
- *Barbara Davis Center:* main entrance. Hours: 7am-5pm. M-F

All faculty and staff who have not been designated as “critical” or invited to return to campus for in-person activity are to **work remotely until further notice**. Clinical faculty and staff should consult with their clinical supervisors.

Complete the required remote work registration form and find resources below:

- [Register here.](#)
- View interim remote/alternative [work arrangement guidance](#).
- Learn about [HIPAA and remote work](#).

REQUIRED LAB TRAINING

The University of Colorado Denver uses Skillsoft within the MyCU portal for many training requirements required for performance of roles and responsibilities.

Accessing Skillsoft courses for CU employees:

- i. Log on to your campus portal (my.cu.edu)
- ii. Select the **Skillsoft** tile on the home page
- iii. Select **Library** from the top of the screen
- iv. Select your campus folder
- v. Select a topic from **Categories**
- vi. Select a course and click **LAUNCH**

In order to be able to perform work in the laboratory setting, the following training **must** be completed in Skillsoft:

- Lab Safety
- Chemical Waste Management.

If your work will involve animal/human specimens (blood, tissue etc.) the following training **must** also be completed in Skillsoft

Blood borne pathogens and Regulated Medical waste

Researchers are responsible for conducting all work in a safe manner at all times. NIH Grants Policy has specific Health and Safety Public Policy Requirements for all Principal Investigators. The university has specific examples of these requirements for laboratory supervisors and PIs in the [Supervisor/PI Responsibilities](#) informational document.

Upon completion of required training, [On the job safety training form](#) must be filled out and acknowledged by lab manager/supervisor before starting any lab work.

This form is kept in the lab and available for inspection.

ENVIROMENTAL HEALTH AND SAFETY (EHS)

New labs must be registered using the [Laboratory Registration Form](#).

EHS main [webpage](#) offers additional support and information regarding biological safety, hazardous materials, radiation safety, research safety, industrial hygiene, and occupational health.

Those working with rDNA, transgenic animals or infectious or potential infectious material must contact the [Institutional Biosafety Committee](#) to determine registration requirements (ibc@ucdenver.edu) to coordinate an IBC protocol application for your research. Your lab will be assigned a specific IBC protocol number once approved.

If your research requires [Biosafety Cabinet](#) certification prior to work being performed - contact biosafety.program@ucdenver.edu regarding certification and registration requirements.

If you have additional questions or concerns, contact them at [303-724-0345](tel:303-724-0345). A [staff directory](#) is also available for specific questions.

EHS assistant/Chemical inventory

Each lab must keep an **online chemical inventory**. This system is required by EHS to keep an active up to date inventory of all chemicals in your/lab's possession up to date.

[Email EHS assistant support](#) a request to establish a new account (**principal investigators only**), as well as gain access as an **authorized user** to an existing account, in the [EHS Assistant online chemical inventory system](#). Include in the email the applicant's name and the name of the PI. [Login to system with your UCD credentials](#).

For further information, [email EHS assistant support](#) or call 303-724-0345.

Chemical waste

Satellite Accumulation Area (SAA): Chemical waste containers **must be closed at all times** unless waste is being added and stored in Satellite accumulation area (SAA). Containers must be compatible with waste, in good condition and not overfilled. Secondary containment is required for incompatible wastes, and waste stored outside a cabinet. **Do not exceed 10 gallons per SAA with no more than 1 quart of acutely toxic waste. No more than 2 gallons of flammable waste can be stored outside of a flammables cabinet.** Inspect each SAA weekly, and record the results on the [SAA inspection log](#). Deficiencies must be noted and immediately corrected. Retain completed SAA Inspection Logs for 3 years.

Chemical waste pick up: Fill out a [Chemical waste pick up form](#) and contact ehs.hazmat@ucdenver.edu to establish chemical waste pickup service.

Biological safety

Biological Safety works to ensure compliance with all federal, state, and local regulations, and provides guidance for activities at the university employing:

- Recombinant nucleic acids
- Infectious agents
- Potentially infectious materials
- Select agents or toxins
- Other biological hazards

Biological Safety personnel sit on both the [Institutional Biosafety Committee \(IBC\)](#), which reviews and approves research protocols that use these materials, as well as the [Institutional](#)

[Animal Care and Use Committee \(IACUC\)](#), which reviews and approves research protocols involving the care and use of animals in research.

Biological safety cabinet

A biological safety cabinet (BSC) is an enclosed, ventilated laboratory workspace for safely working with materials contaminated or potentially contaminated with pathogens. BSCs use high efficiency particulate air (HEPA) filters in the exhaust and supply systems, and are designed to provide personnel, environmental and product protection when appropriate practices and procedures are followed.

All BSCs on the Anschutz campus should have on the front an orange sticker with a unique inventory number, and a card identifying the users of the BSC. [Contact Biological Safety](#) to have stickers applied to new BSCs.

Biological Safety offers in-person training on the use of BSCs. Contact the [Biosafety Program](#) to schedule a training session or with questions.

To **schedule a service or to certify BSC** contact Kristi Mancini from [TSS](#) at kmancini@techsafety.com or (720) 981-4965

Additional Resources:

- [Biological Safety Cabinets: Selection, Installation and Field Certification](#)
- [Biological Safety Cabinet User Requirements](#)
- Eagleson Institute offers [BSC training](#) to CU personnel through this link
- [This page](#) from the Baker Company website discusses BSC classes.
- The U.S. Department of Health and Human Services provides guidance on the different types of BSC, differentiated by the degree of containment required, on page 290 of "[Biosafety in Microbiological and Biomedical Laboratories](#)."
- "[Institutional Biosafety Committee Policy, Biological Safety Cabinets Requirements for Certification Vendors](#)"

Biological spills and exposures

Having a readily available spill kit in the lab is strongly recommended. Items contained in the spill kit may vary depending on the type of research or clinical activities being performed.

- [Biological Spill Kit Contents BSL2 Lab](#)
- [Biological Spill Caution Sign](#)

Environmental Health & Safety (EHS) has developed some guidance for the proper way to clean-up spills involving hazardous biological materials and the proper selection and use of disinfectants and sterilization methods on the CU Denver | Anschutz Medical Campuses.

- [Specific Hazardous Substances Spill Response Procedures: Biological](#)
- [Exposure Control Program for BBP](#)
- [Disinfectants And Sterilization Methods](#)

Reporting Spills and/or exposures:

ALL spills of biohazardous materials, inside or outside of containment equipment, shall be reported to the EHS Biosafety Officer, 303-724-0345 and complete an [Incident Report Form for Biological Hazards](#)

EHS Biological Safety must immediately report any spill involving material containing recombinant DNA or synthetic nucleic acids to the NIH Office of Science Policy.

In any case of a **personal injury**, the PI/supervisor must ensure an incident report is filed with University Risk Management. [File an incident report.](#)

Biowaste

Laboratory personnel must know how to separate Regulated Medical Waste from trash and how to properly prepare it for disposal. Regulated Medical waste is trash that meets the following criteria:

- animal or human tissues or cell cultures
- recombinant nucleic acids
- infectious agents or pathogens
- viral vectors
- sharps (i.e. needles, scalpels, microscope slides)
- chemotherapeutic chemicals/drugs
- toxins

Select Agents and Toxins

University policy requires all toxins on the Select Agents and Toxins lists to be registered with the Institutional Biosafety Committee. Certain [threshold limits](#) are allowed under the regulations without full registration with the CDC.

To work with Select Agents or regulated quantities of Select Toxins, contact [Biological Safety](#).

Additional Resources:

- The USDA Federal Select Agent Program includes [Select Agents and Toxins List](#).
- [University Select Agents and Toxins Policy](#)

Radiation safety

[Radiation Safety](#) provides services to campus laboratories regarding radioactive material (RAM) compliance, radioactive waste management, procurement of radioactive materials, and radiation safety training. Radiation Safety works in conjunction with other EHS divisions to maintain and provide services for all biomedical research needs.

Two-part training is **required** to obtain Radiation Worker certification:

- CU: Radiation Safety Initial Training (Part I), in Skillssoft
 - Radiation Worker Training - Part II, in person
- It is highly recommended to complete this two-part sequentially.*

To maintain Radiation Worker certification, the Radiation Safety Refresher training must be completed annually in Skillssoft. For more information and to register visit the [Radiation safety training](#) website.

Certain employees who work in radiation areas or handle radioactive materials **must wear dosimeters to monitor exposure**. Refer to the [Dosimetry Issuance Guidelines](#) to determine need.

- Submit the [Dosimetry Service Request](#) to establish service.
- Submit the [Dosimetry Service Change Request](#) to cancel service.

Radioactive material ordering

To request approval to place an order, email [RAM Purchase Approval Request](#) to radpurch@ucdenver.edu.

RAM purchases must not ship directly to the lab. All RAM purchases *must* be shipped to:

EHS Support Facility
13178 E. 19th Ave.
Aurora, CO 80045
EHS will deliver the package to the lab.

An approval request may be denied if:

- Any radiation worker in the lab is not up-to-date on required training
- The lab possession or annual limit has been exceeded.

Limit increases may be requested by submitting a completed [RAM Authorization Update](#) to radappNH@ucdenver.edu.

Radioactive waste pick-up

Submit a completed [RAM Waste Pickup Request](#) to waste.rad@ucdenver.edu. An EHS staff member will be in contact within 48 hours to schedule a pickup.

Additionally, for [mixed waste](#) submit a completed [RAM Mixed Waste Disposal](#) ***If immediate action is required***, contact EHS at 303-724-0109. Be prepared to provide:

- names of PI and requestor
- phone and email address
- location of waste
- types and number of waste containers

Lab Equipment Disposing, Moving or Servicing

Any lab equipment must be cleaned and disinfected by lab personnel, then inspected by EHS prior to disposal, moving, or servicing. This process **must also** be followed when a lab space is to be vacated. This ensures the equipment does not present an exposure hazard to new occupants, housekeeping staff, or maintenance personnel.

Cleaning Procedures for Laboratory Equipment

Contaminant Cleaning:

- To remove chemical contaminants, use a mild detergent solution such as Simple Green, Formula 409 or household bleach.
- To remove biological contaminants, use an EPA-registered disinfectant at the manufacturers recommended strength (*such as 10% Bleach or 70% Ethanol*).
- For ***radiological contamination***, contact EHS Radiation Safety for assistance, 303-724-0109.

Additional Requirements for Specific Laboratory Equipment:

Follow these additional guidelines for managing specific laboratory equipment before maintenance service or disposal. All items and samples must be disposed of via the appropriate waste stream:

- Refrigerator / Freezer –Remove all items.
- Incubator –Remove all samples and thermometers; drain water.
- Centrifuge –Remove all tubes and samples.
- Water bath –Remove all samples and thermometers; drain water.
- High Performance Liquid Chromatography (HPLC) –Drain solvents from columns and waste lines.
- Tissue dehydrating unit –Remove all items; drain solvents from storage tank.
- Colorimeter –Remove cuvettes.

- Spectrophotometer –Remove sample containers or standards

Fill out a [Green Tag Form \(form for items to be disposed\)](#) and submit to

ehs.greentag@ucdenver.edu Green tag requests will be processed within 2-4 business days following receipt by EHS. A 24-48 hour service response can be arranged by making a note on the Green tag form. Click here for more information about [Green tagging](#).

DEA Controlled Substances

Controlled substances induce stimulant, depressive, or hallucinogenic effects in users, and may promote substance abuse and psychological/physical dependence.

The U.S. Drug Enforcement Administration (DEA) regulates these materials under the Controlled Substances Act. The [DEA website](#) contains a complete listing of controlled substances.

All researchers wishing to purchase a controlled substance **must obtain** a valid DEA Certificate of Registration from the local DEA office **before** making their initial purchase. This registration number must then be provided to the Hazardous Materials Reverse Distributor Program

Contact carrie.parinandi@cuanschutz.edu with any DEA related questions.

Click here for [Application tips; Registration process; University specific requirements; Recordkeeping; Lost, spilled, or stolen controlled substances; Disposal or leaving the University](#).

The following information is **required when applying for DEA license**:

- Controlled Substances to be Used (ie Buprenorphine)
- Max Quantity (Volume) of Controlled Substance on Hand
- Vendors for Controlled Substance Purchases for Animal Research (approved vendors: MWI Veterinary Supply, Zoopharm/Wildlife Pharmaceuticals)
- How Controlled Substances will be used in Research (manage pain etc.)
- Current Research Funding
- Length of Research
- Personnel with Access to Control Substance (Name, role, home address, home phone, date of birth, SSN)
- Laboratory security summary (see below for requirements)

Security Requirements

Local DEA officials have stipulated these requirements for controlled substance cabinet security. A cabinet:

- May be used only for storage of controlled substances issued under a single license
- Must be non-transportable and physically secured (contact Facilities to initiate a work order)
- Must be lockable
- Must be “substantially constructed,” which excludes use of cabinets with glass doors

The DEA diversion investigator conducting the pre-registration review has sole discretion to determine whether the security requirements have been met.

Controlled substances may be stored **only** at the location indicated on the registration. A controlled substance may be transported to a different location for research purposes only, with these stipulations:

- May only be carried by the researcher or his/her agent
- May only be transported during business hours
- May not be in the registrant's/agent's possession while off-duty

DEA Control substances ordering

Controlled substances must be ordered from approved vendors only. Additional paperwork is required when ordering Schedule II drugs.

MWI: Contact [Brandon Witt](#) (866-355-8212) to set up an account and refer to the following department account: 228472

OLAR: Contact [Holly Goold](#) to place an order through the OLAR.

Inventory/Use log

DEA requires that inventory is maintained for every controlled substance in the lab and made readily available for inspection. Inventories must be maintained to ensure that the controlled substance is not lost, stolen or misused. All controlled substance use must be recorded and should be checked monthly. Biennial reports must be conducted by the registration holder and maintained with the inventory.

DEA controlled substances inventories and use logs **must be kept up to date**. The following use logs must be maintained and made readily available

- [Initial-biennial Inventory](#) form
- [DEA controlled substances log](#)

ANIMAL RESEARCH

All research work requiring the use of animal models must first have an approved IACUC animal protocol prior to beginning. Protocol submissions are initiated, completed, and submitted using the 'eSirius' system.

All the resources you need for animal related research and creating/submitted new animal protocol or amending an existing one can be found on [IACUC Website](#).

Creating and submitting animal protocol

To create or amend an animal protocol Log-in to [eSirius](#) with your UCD credentials. (CU VPN required)

Points of Consideration when writing animal protocol

- Provide scientific merit for your proposal. This can be achieved by providing evidence your project is supported by a grant **OR** provider a letter of support from your chair certifying merit of your proposal
- Goals section of your protocol should be written at an 8th grade level using lay language as is preferred to not refer to animal models.
- Narrative section:
 - should be composed similar to that of a scientific journal
 - always include a few sentences explaining background/rationale of the experiments proposed
 - focus of this section is on the animal procedures themselves. Make sure animal numbers, detailed animal manipulations, description of drugs being used (ie: why a particular drug, name, route of administration, dose, and frequency)
 - Describe use of experimental reagents
 - avoid using symbols (spell them out), jargon, and define any abbreviations
- Provide a statistical method for determining how many animals you are proposing to use; most popular method is a **power analysis**
- Include a list of experimental reagents as well any obtain approval (IBC) for biohazardous materials
- Assign all animals a single stress category
- Make sure the dates of required database searches for alternatives to painful distressful procedures are current

A [PQ form](#) needs to be submitted for **all people associated with the animal protocol**, including administrative personnel. An updated PQ form also needs to be submitted to iacuc@ucdenver.edu when adding new personnel to animal protocol

Contact [Jori Leszczynski](#) to help with pre-review of your protocol to help with approval suggestions. ***If you are requesting survival surgery in your protocol, it is encouraged you consult with the veterinary staff***

Need ESirius Help? Call 303-724-9215 with any additional questions

Animal Facility Access

Required training

You will need to complete the following training requirements to get access to the animal facility and to be able to work with animals:

- Skillssoft Training: *Animal Program Orientation, Disease Prevention and Control in the Animal Housing Facilities, Standard Operating Procedures* You can also access them from here: [OLAR courses](#)
- Occupational Health Appointment. The occupational office can be reached 303-724-9145
- Fill out this [Access form](#) and schedule a Vivarium tour with [Lorraine Bell](#)

Access to both animal facilities in RC1 and RC2 needs additional approval from OLAR. Fill out this [Dual access questionnaire](#) and send to [Jori Leszczynski](#).

All animal research related forms can be found here: [OLAR forms](#)

Other animal research related resources

[OLAR website](#)

[OLAR room/equipment reservation](#)

[Veterinary services/training offered by the OLAR](#)

[Animal ordering](#)

BADGE ACCESS

Sponsoring departments must complete the initial badge request process as part of the onboarding process. Access to specific lab space requires a [Badge access form](#) and email approval sent to security badging office from your department's approver **to receive access to buildings on campus and lab floor access.**

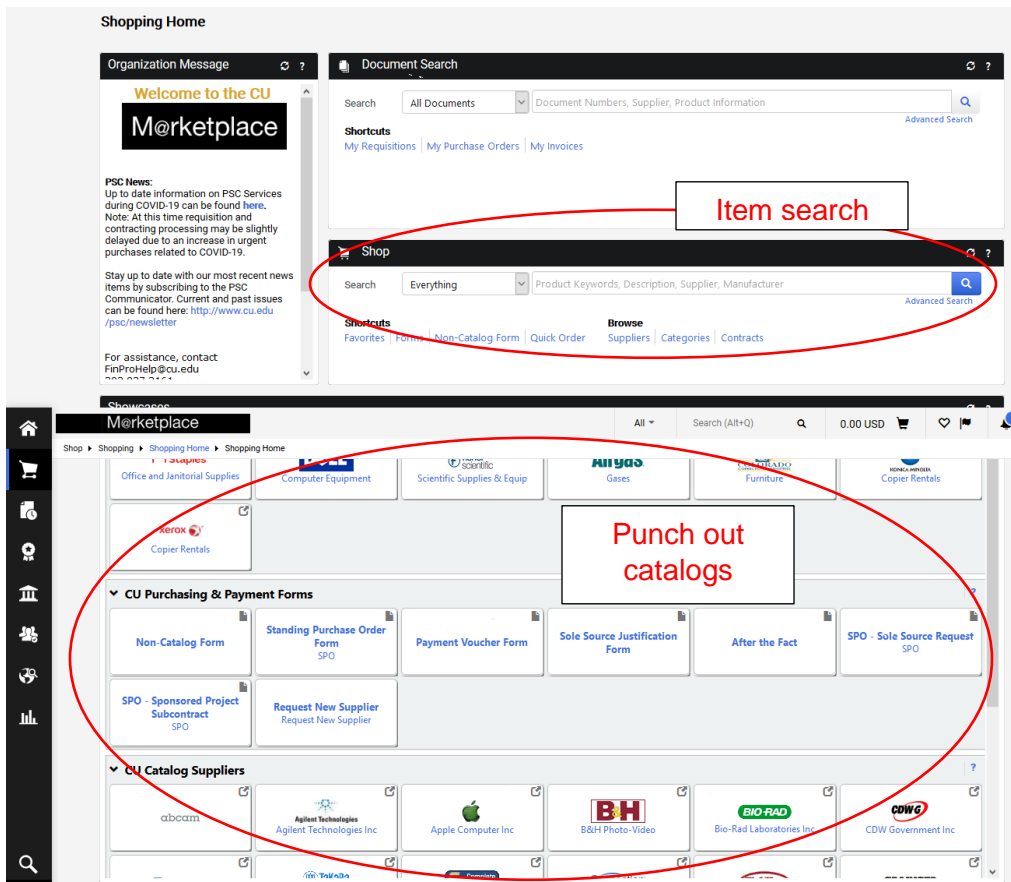
ORDERING

Coordinate with your Department's Research Management to determine who is responsible for placing orders and/or to inquire about the type of access your role may require for laboratory orders

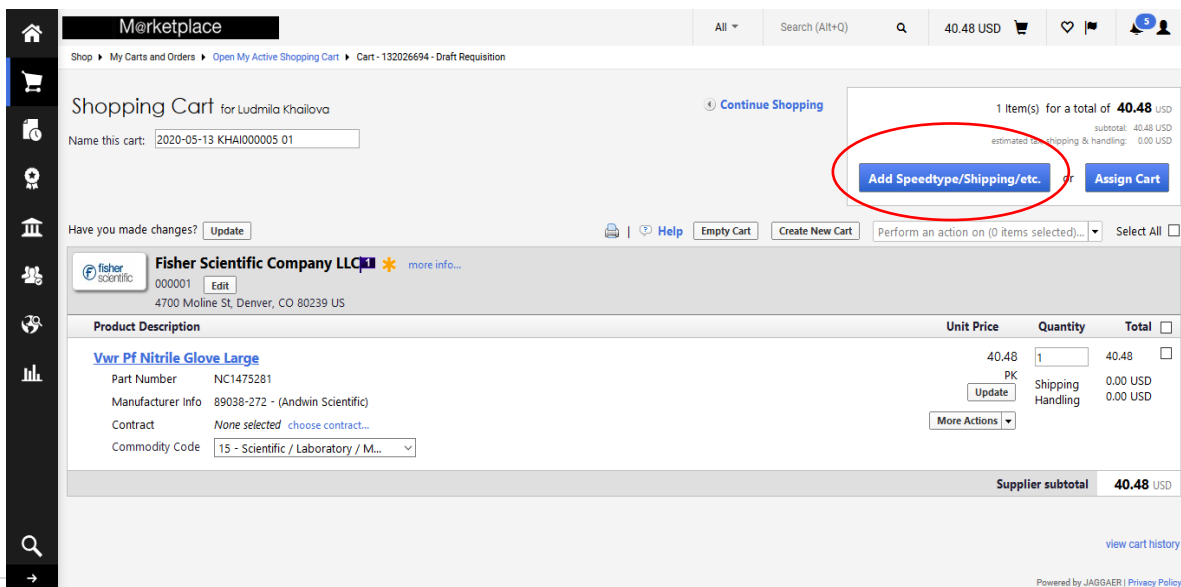
DOS Lab Members: Fill out an [Order form](#) and email to [Lida Khailova](#) if you don't have Marketplace access or if ordering from other vendors not in Marketplace.

Placing orders in Marketplace (Shopper Access):

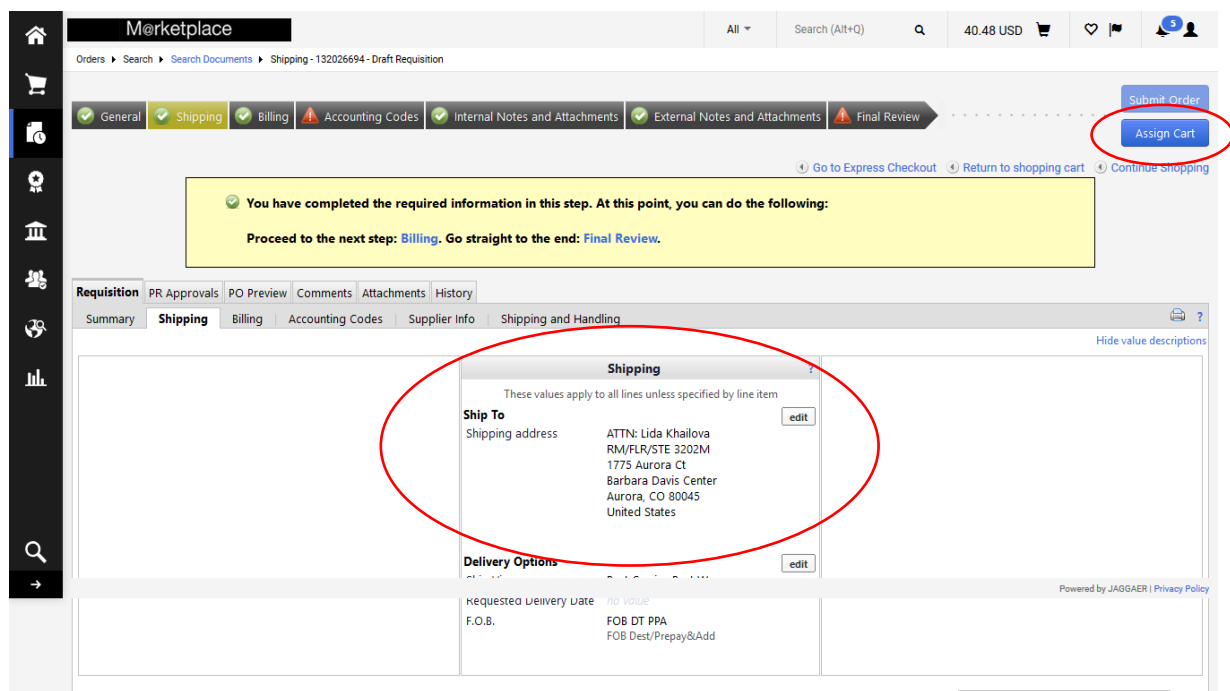
Search for items by catalog number on the **main shopping site** or go to **vendor's punch out catalog:**



Add items into your cart and click on **Add speedtype/shipping/etc** to check your shipping address.



From there **assign** your cart for approval and order submission:



Select the **Assignee** from the drop-down menu (DOS: Ludmila Khailova) and add the speedtype you want to use to the **Note** box.

Self-served supplies centers

Several Supplies centers are located on campus that allow for easy and fast (no shipping charged) purchasing of lab supplies and reagents. P-Card is usually required to make these purchases (DOS: coordinate with [Lida Khailova](#)).

Building	Floor	Vendor name
RC1N		Fisher
RC1 North	5	Biorad
RC1 South	7	Promega
RC1 South	10	Invitrogen, Fisher
RC2		ThermoFisher Scientific
RC2	3	Promega
RC2	9	Qiagen
RC2	10	Thermo/Invitrogen
RC2		Sigma Aldrich
RC2		Invitrogen
Barbara Davis Center		Invitrogen, Life Technologies
School of Pharmacy		Invitrogen
School of Pharmacy		Promega
School of Pharmacy		ThermoFisher

Dry ice ordering

Register and fill out [Dry ice ordering form](#) to place an order.

Dry ice is delivered on **Mondays, Wednesdays, and Fridays**, excluding holidays. To ensure delivery, please place your order before **3:00pm on the day prior** to the required delivery day.

For a **one time, one day delivery**, enter the date in the appropriate "Start Date" box and either leave the "End Date" box blank or enter the same date as the "Start Date" (If left blank, the same date will automatically be entered).

For a "standing" order, enter the inclusive start and end dates. Please ensure the supplied Speed Type is valid for this date range. The "End Date" will be the last delivery date, so if an extension is required, please enter a new order or edit the standing order, confirming the supplied Speed Type and dates for validity.

Tax-free ethanol ordering

Tax free ethanol is available for purchase for researches on Anschutz and Denver campuses via this mechanism **to follow the state's policy to not pay tax on Ethanol**. Fill out a [Tax-free ethanol order form](#) and submit to ehs.hazmat@ucdenver.edu to place an order.

When and where: Tuesdays from 10 - 11 a.m. in Research 2, Room 1303 (next to the mail room at the loading dock)

Requirements:

- 1-time submission of [Tax-Free Ethanol Agreement](#)
- Person receiving purchase must:
 - Present a valid campus ID
 - Present a valid driver's license
 - Be at least 21-years-old
- Provide a valid speedtype at time of purchase

FREEZERS

For every **-80C freezer** complete [Equipment monitoring action form](#) regarding enrollment of equipment to be monitored, to notify regarding disconnections, relocations, or alarms being temporarily turned off. Send completed form by either emailing a saved copy of this form to equipment.monitoring@ucdenver.edu or faxing to 303-724-1352.

[Equipment monitoring action form](#) can be completed and submitted for any other equipment you wish to be monitored (-20C freezers, incubators etc.)

There are optional [Preventative maintenance plans](#) offered by the University for -80C freezers you can enroll to. These plans are a billable service.

A loaner freezer can be obtained in order to defrost your freezer. Contact Facilities for more information. Phone: (303) 724-1777; Email: Dispatch@ucdenver.edu

IT SERVICES AND HELP DESK

Visit the University [IT services](#) website or use any of these contact methods:

- 303-724-4357 (4-HELP)
- [Submit a ticket](#)- from on-campus
- Email the service desk oit-servicedesk@ucdenver.edu - from off-campus

Here are some [Software and applications](#) available for free or at a discounted rate to CU Denver and Anschutz Medical Campus. Search by keyword or filter by the categories listed on the bottom left to find what you are looking for. For software not listed, departments and individuals should make their purchases directly through the CU Marketplace.

Quick links to most requested services:

- [VPN and remote access](#)
- [Password reset](#)
- [Microsoft 365](#)
[Microsoft Outlook Email](#)

PRINT SERVICES

University of Colorado has a [Print Service Center](#) for business card, stationary (if needed), and research posters. For research posters, we recommend you take advantage of **PhdPoster.com** instead (see details below).

UCD Business Card Requests:

- 1) Navigate to the 'Stationary' tab of the [Printing Services homepage](#). Choose 'Business Card Digital Storefront'
- 2) Within the digital Storefront click 'Browse' stationary and choose single- or double-sided business card options. **NOTE-If you want the CHCO logo with the CU logo, use Children's Branding.** *CHCO Options can be found on CHCO Marketing Branding site located on CHCO intranet.*
- 3) Once you choose your business card style, click 'Buy'
- 4) The 'Business Card Template' will open as below. Fill out your information as seen below and click 'Update Preview' to view the proof when complete.
- 5) Once you approve the proof, click 'Add to Cart' and provide a CU speedtype for payment.

Questions? Contact the print center at 303-724-6410

Poster printing:

PhdPosters costs are more reasonable and have a quick turnaround time as well as campus delivery. Make sure you have the University Tax exempt number ready. Check out [PhDPosters website](#) for more details.

SHIPPING AND MAILING

UCD uses **FedEx** as its main shipping provider as well as **United States Postal Service (USPS)**. UCD does have **UPS** drop off locations located across campus, but UPS is **NOT** their preferred shipping provider.

[Mail services \(USPS\)](#) website provides detailed information about services offered on campus. All mail being sent via USPS must be sent to the Mail Center with a 'Mail Center Postage Meter Charge' form. These forms are available at the mail center (PN 11798) for \$3.00 for 50 forms. This form will require a speedtype to charge you mail service to. Mail can be dropped off at one of the drop box locations on campus. For locations call: X40102

FedEx- To create your group's own FedEx number, fill out the 'FedEx New Account Set-up Request form'. Upon submitting your request form, UCD's FedEx account representative will provide you with your own unique FedEx shipping account that is linked to the UCD's pricing. Once you receive your unique account number you can register your account at [FedEx website](#). Through the website you can request shipping supplies free of charge be sent to your location. When using your FedEx account, it is important to include your speedtype you wish to use for shipping in the 'Your Reference' field of your shipment. Example of correct format is:

Online Air bill:

The screenshot shows the 'Create a Shipment' interface. The '4. Billing Details' section is expanded, showing a dropdown for 'Bill transportation to' set to 'Third Party', an empty 'Account no.' field, and 'Your reference' set to '12345678'. A red circle highlights the reference number. Other sections include '1. From' (Janet Klass, 1380 Lawrence St, Suite 800, Denver, Colorado, 80204, United States) and '2. To' (Country/Location).

Domestic Air:

The screenshot shows a FedEx US Airbill. The 'Your Internal Billing Reference' field is circled in red and contains the number '12345678'. The airbill includes fields for 'From' (Date, Sender's Name, Company, Address, City, ZIP), 'Sender's FedEx Account Number' (9999-9999-9), 'To' (Address, City, ZIP), and service options like 'Express Package Service', 'Express Freight Service', 'Packaging', and 'Special Handling'. The tracking number '1234 5678 9010' is visible at the top.

DO NOT use 'ST' in front of your speedtype number in the reference field

Drop Off Locations:

Fed Ex drop-off locations are located at most of the buildings on campus. RC1 N has the latest pick up time of 3pm. For pick up times later than 3pm you will need to drop off your package at a FedEx location.

FedEX Locations on Campus:

CHCO – Located in mail room in the lower level of Admin Pavilion. **Pick up at 3pm**

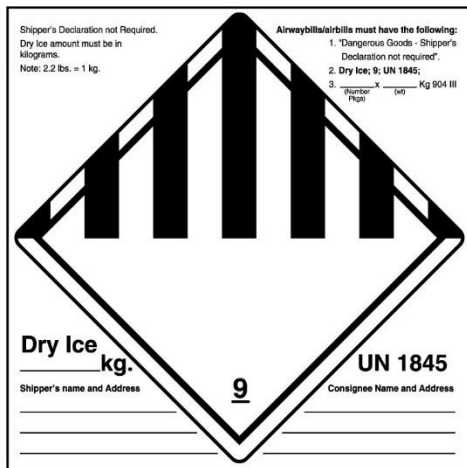
UCD – RC1N and RC2 in shipping and receiving dock. **RC1N pick up at 3pm RC2 pick up at 3pm**

UPS Locations on Campus:

CHCO – Located in mail room in lower level of Admin Pavilion. **Pick up at 3pm**

UCD – RC2 in shipping and receiving doorway by elevators. **Pick up at 3pm**

If shipping packages with **dry ice** or **biohazard** material, please don't forget to use appropriate labels:



Shipping of Biological materials

Those responsible for shipment of biological materials must complete CU: **Shipping Biological Materials** in [Skillssoft](#). This training is required biennially.

The U.S. Department of Transportation reference guide, "[Transporting Infectious Substances Safely](#)," may be used for review.

Additionally, **research-related transfers** are subject to other criteria and may require completion of a [Materials Transfer Agreement](#).

[Biological Safety](#) and the Office of Regulatory Compliance must both be notified before biological materials are shipped outside the United States to ensure compliance with any export control regulations.

An import permit from the [CDC](#) or the [USDA](#) may be required to receive biological materials from outside the U.S. [Notify Biological Safety](#) for assistance with the permit process.

[Contact Biological Safety](#) for questions regarding shipping biological materials or permits, or to request shipping labels.

OTHER RESOURCES

Facilities management

The facilities management provides Facilities Projects process, managing and maintaining Facilities Operations Programs.

For a comprehensive searchable list of services provided by Facilities Management, please visit [List of services - Facilities management](#) . Some services are billable and require speedtype information.

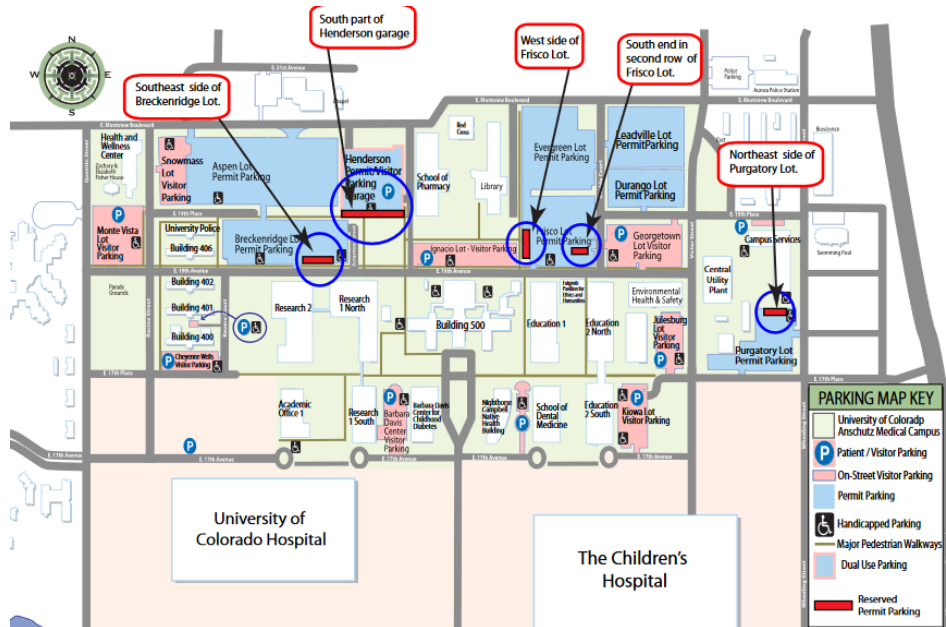
Submit a [Work request](#) in order to receive a service. (CU VPN required)

For after-hours emergencies call: **(303) 724-1777**

Conference rooms reservations

To reserve a conference room on Anschutz campus log in with your UC credentials and submit a [Room reservation](#) request. (CU VPN required)

Parking on Campus



For more information visit [Parking and transportation](#) website.

Barbara Davis Center also has a paid short-term parking and daily code must be obtained from the front desk.

Key requests

To obtain keys to your office or to replace lost key:

- fill out the [Key request](#) form
- obtain the Department's head signature
- send approved request to lockshop@ucdenver.edu
- PI is **REQUIRED** to pick up key; lost key will result in a \$200 charge

MOVING SERVICES ON CAMPUS

Moving at the University if handled by CU moving group. There are two resources for relocation services that the University of Colorado Denver and Anschutz Medical Campus supports:

- Facilities Projects – Transition Project Management Program
- Facilities Management – Facilities Construction Services

[The Transition Project Management Program](#) provides a streamlined process that includes: moving phones, addressing IT needs, changing locks, issuing keys, activating electronic access, transferring mail, setting up housekeeping services, providing packing materials and offering assistance with

furniture planning for existing furniture. For lab moves we provide assistance with electrical and utilities work orders related to lab equipment placement.

In addition to providing moving services, the Transition Project Management Program must be advised of any incoming or outgoing research laboratories on our campuses. Please email [Transition Project Management](#) for any incoming and outgoing research laboratories.

Any moves not utilizing the Transition Project Management Program or Facilities Construction Services must obtain prior approval from the Transition Project Manager and University Risk Management to ensure proper insurance coverage and communication to the campus. Failure to do so may result in damage that is not covered by insurance.

Facilities Management Construction Services can also be used for small-scope moves within designated space and can be the cost efficient choice for having just one or a few pieces moved, including new equipment.

Who Do I Call for What Type of Move?

TYPE OF MOVE	PROVIDER/COORDINATOR
All move types from one piece to an entire new building occupation project	Transition Project Management Program
All staff-driven relocations requiring transition coordination	Transition Project Management Program
Relocation services in any location including off campus, but must be UNIVERSITY OF COLORADO programs	Transition Project Management Program
Assists with communication and logistics for incoming and outgoing laboratories	Transition Project Management Program
Move items such as boxes, furniture and equipment within the same building and floor or new equipment from docks to requester's space, only within University owned buildings on campus	Facilities Management Construction Services

How to Obtain Relocation Services?

Transition Project Management Program	<ol style="list-style-type: none"> 1. Email: 4Move@ucdenver.edu 2. Office: 303-724-6683 (4-MOVE)
Facilities Management	<ol style="list-style-type: none"> 1. Submit a Work Order at http://www.ucdenver.edu/about/departments/FacilitiesManagement/Services/Pages/Services.aspx 2. Call Facilities Dispatch at Ext. 41777

Notice is considered given when a Move Request Packet has been completed and submitted to the Transition Project Management Program or a Work Order has been submitted to Facilities Management.

	Less than 10 staff:	11 or more staff	New building/ renovation projects	No staff moved; only furniture, boxes, etc	Lab equipment from dock	Lab moves	Notice of Incoming/ outgoing laboratories
Transition Management Program	2 weeks	3-5 weeks	Minimum 8 weeks	1 week	1 week	4-6 weeks	2 weeks
Facilities Management	N/A	N/A	N/A	3-5 days minimum	3-5 days minimum	N/A	N/A

For additional information or questions, please contact Roxanna Winslow or Lara Gano, Roxanna.Winslow@ucdenver.edu or 303.724.1158 or Lara.Gano@ucdenver.edu or 303-724-5272.

CORE FACILITIES ON CAMPUS

See facilities website below for contact and access information.

[Cell & Developmental Biology Core Facility](#)

[Colorado Clinical and Translational Sciences Institute \(CCTSI\)](#)

[ClinImmune Labs - Flow cytometry core](#)

[ClinImmune Labs - Histocompatibility](#)

[Biological Mass Spectrometry Facility \(proteomics, metabolomics\)](#)

[Structural Biology and Biochemistry shared facilities](#)

[Gates Center for Regenerative medicine core facilities](#)

[Tissue Biobanking and Histology](#)

FAQs

[What training is required to work in the lab?](#)

[How do I get badge access to the lab?](#)

[What training is required to do animal research?](#)

[How do I get access to animal facility?](#)

[Where do I submit animal protocol for approval?](#)

[How do I order lab supplies?](#)

[What to do with chemical waste?](#)

[What to do with biological waste?](#)

[What if I need to order and work with radioactive material?](#)

[What to do with radioactive waste?](#)

[How do I obtain controlled substances?](#)

[Who do I contact with IT questions?](#)

[Where do I print posters?](#)

[How do I ship biological materials?](#)

[Can I reserve a conference room?](#)

[Who do I contact with work request/repair?](#)

[How do I obtain room keys?](#)

[What if our lab is moving?](#)

[What core facilities are available on campus?](#)