



Center for the Advancement
of Laboratory Science

Center for the Advancement of Laboratory Science

Facility Information and Policy and Procedure Manual

State Hygienic Laboratory
at the University of Iowa



Overview

The Center for the Advancement of Laboratory Science (CALs) is a unique space and resource available for community, state, regional and national partners to use for meetings, conferences, workshops, training events and beyond. It brings together students, educators, researchers and other members of our scientific and geographic communities who share our commitment to advancing the future of laboratory science. This education center includes three key components: a classroom/meeting space, a conference center and a learning laboratory.

This state-of-the-art facility is primarily intended to provide educational experiences and to facilitate interaction among multiple disciplines and interest groups within the public health arena. It is available to the University of Iowa research communities and will enable the State Hygienic Laboratory to provide training and support for researchers and laboratory staff at the University and throughout the state. The CALs provides space for working with educational programs to offer real world experience to students of all ages. It serves as a supplemental laboratory training space for government agencies such as the Department of Homeland Security and CDC and provides critical surge capacity testing space during emergency events that occur in Iowa or the Midwest, such as a pandemic influenza outbreak.

Reservation Contacts

Rick Bonar
CALs Scheduling Coordinator and STEM Coordinator
319.335.4099
richard-bonar@uiowa.edu

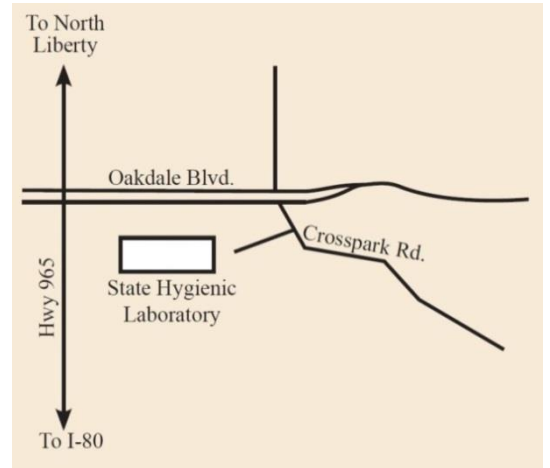
Beth Hochstedler
State Hygienic Laboratory Training and Outreach Director
319.335.4303
beth-hochstedler@uiowa.edu

Facility Information

Location

The CALS is located within the State Hygienic Lab (Hygienic Lab) on the University of Iowa Research Park. The Hygienic Lab is located on the southeast corner of the intersection of Iowa Highway 965/Coral Ridge Avenue and Oakdale Boulevard in Coralville, Iowa.

Center for the Advancement of Laboratory Science
State Hygienic Laboratory
University of Iowa Research Park
2490 Crosspark Road
Coralville, Iowa 52241-4721
Phone: 319.335.4500 or 1.800.421.IOWA



When You Arrive

Free visitor parking is available near the visitor entrance at the northeast corner of the Hygienic Lab building. Free overflow parking is also available at the BioVentures Center just to the north across Oakdale Boulevard if required. Once inside the Hygienic Lab, CALS users should proceed directly ahead and down the stairs. For elevator access, look for the signage inside the Atrium for directions.

Hours

Standard operating hours for the CALS are Monday-Friday 8AM-5PM. At an increased rate of fees, other hours may be arranged.

Amenities

Conference and Meeting Center

Conference Center (Rooms 167 & 169)

- Seats up to 150 people
- Can be rearranged and divided into two separate spaces seating 70-75 each
- Video conferencing capabilities
- Audiovisual equipment available
- Sink and counter space (Room 169 only)

Meeting Room (Room 163)

- Seats up to 25-30 people
- Can be rearranged to accommodate a variety of small meeting configurations.
- Audiovisual equipment available
- Dry erase board

Training Laboratory

BSL2 Laboratory Classroom (Room 166)

- Seats 24 people
- In-house gas supply includes hydrogen, helium, nitrogen, carbon dioxide and atmospheric air
- In-house vacuum system
- Atmospheric and CO₂ incubators
- Two 4° C refrigerators
- One -80° C freezer

- In-house deionized water supply
- Autoclave
- Open wet bench space for students to practice techniques
- Classroom-style arrangement with instructor wet bench and desk at front of room
- Video conferencing capabilities
- Audiovisual equipment available
- Dry erase board

BSL3 Laboratories (Rooms 166A and 166B)

- Two negative-pressure BSL3 suites for higher precaution wet lab training and demonstrations
- Each suite seats 2-3 people with limited additional standing room
- One biosafety cabinet is housed in each suite for additional safety when working with infectious agents
- Open bench space provides area to perform procedures not requiring a biosafety cabinet
- In-house carbon dioxide supply

Environmental Chemistry Suite (Room 166D)

- Seats 3-4 people with limited standing room
- In-house gas supply includes hydrogen, helium, nitrogen and atmospheric air
- In-house vacuum system
- Contains one chemical fume hood for working with volatile chemicals
- Open bench space provides space to perform procedures not requiring a fume hood

Technology

- Wireless internet is available to all visitors.
- Conference rooms and BSL2 laboratory classroom have a podium equipped with computer, laptop connection, Blue-Ray player, document camera and HD projector all controlled by touchscreen controls or iPad.
- Video conferencing capabilities are available with multi-site connections via the Polycom network.
- Conference rooms can also view the on-screen display in the laboratory, including all video cameras.
- Hearing loop system provides hearing assistance to headphones available upon request, or to those individuals with enabled hearing aids.

Vending

Soda, bottled water and snacks are available for purchase from vending machines located within the CALS.

Water Fountains

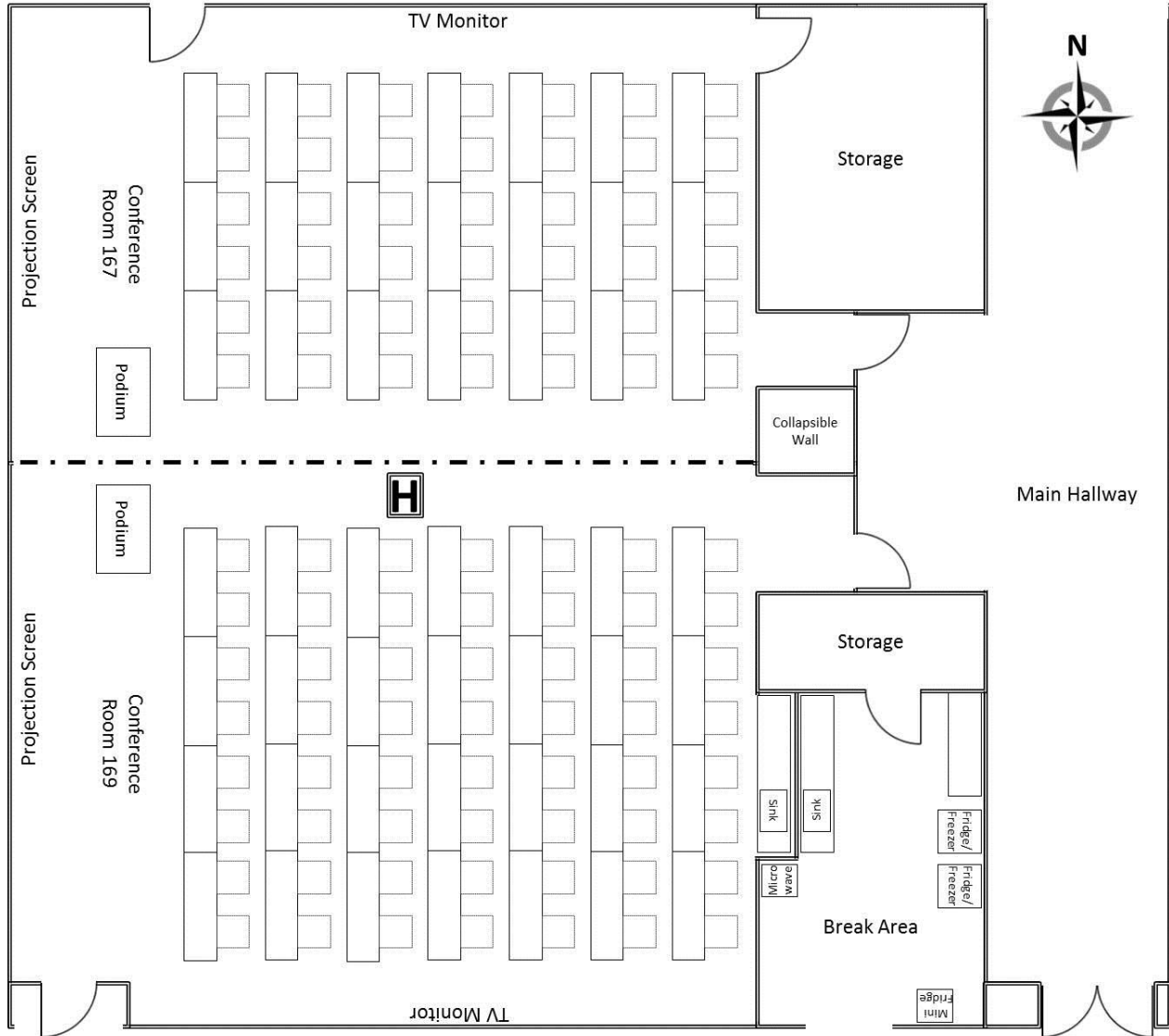
A convenient hydration station, including a bottle filling station and water fountains, is located in the main hallway of the CALS. The bottle filling station is ADA compliant, economical and environmentally friendly as it reduces dependence on plastic bottles. Its no-touch sensor also results in improved sanitation.

Smoking

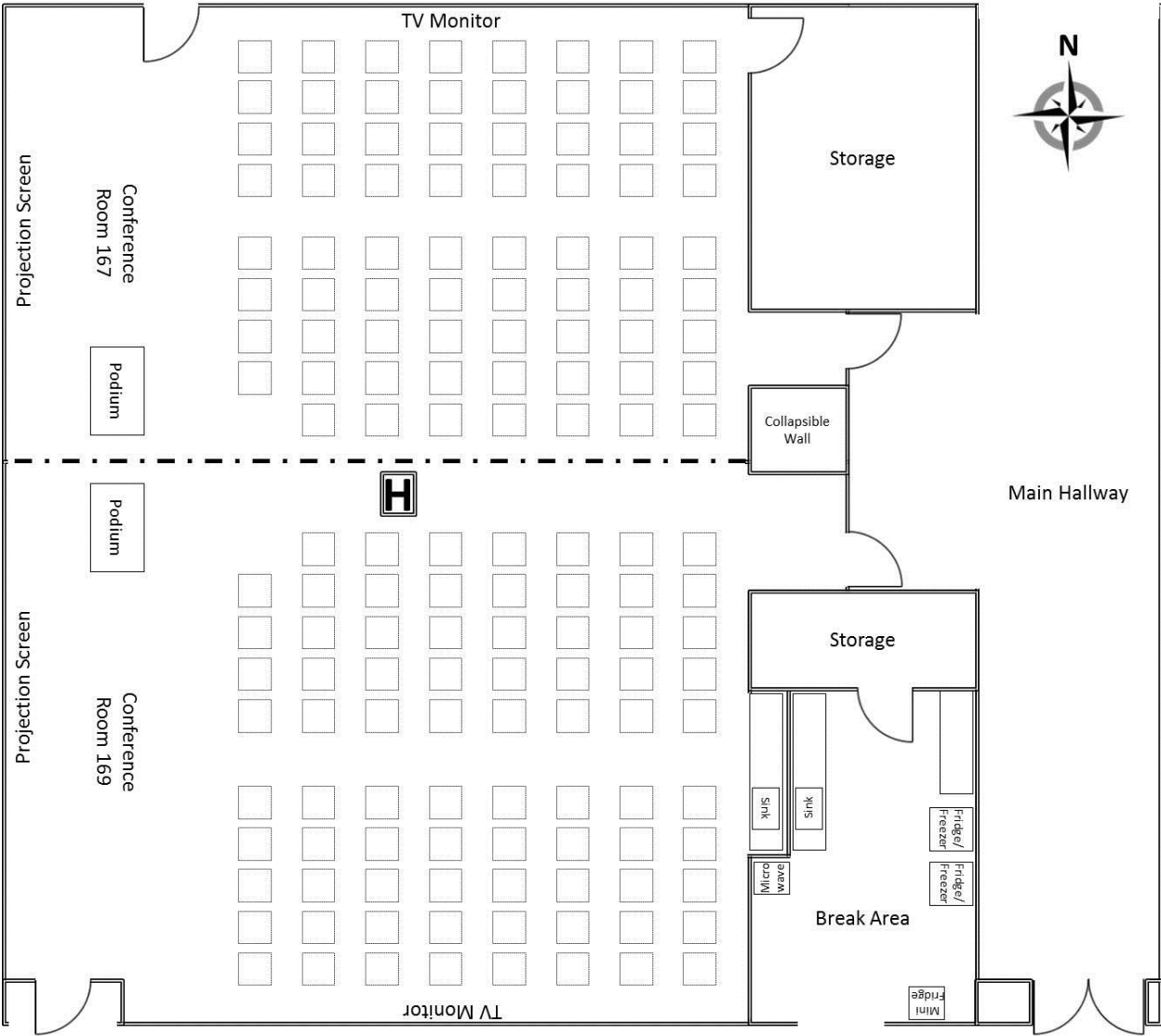
Pursuant to the Iowa Smokefree Air Act, The University of Iowa and all of its facilities are smoke-free. Smoking of any type is prohibited in any building, vehicle, or outdoor area owned, leased, or controlled by the University. Violators of this policy will be asked to leave the premises and will not be readmitted to that event.

Room Floor Plans and Some Potential Layouts

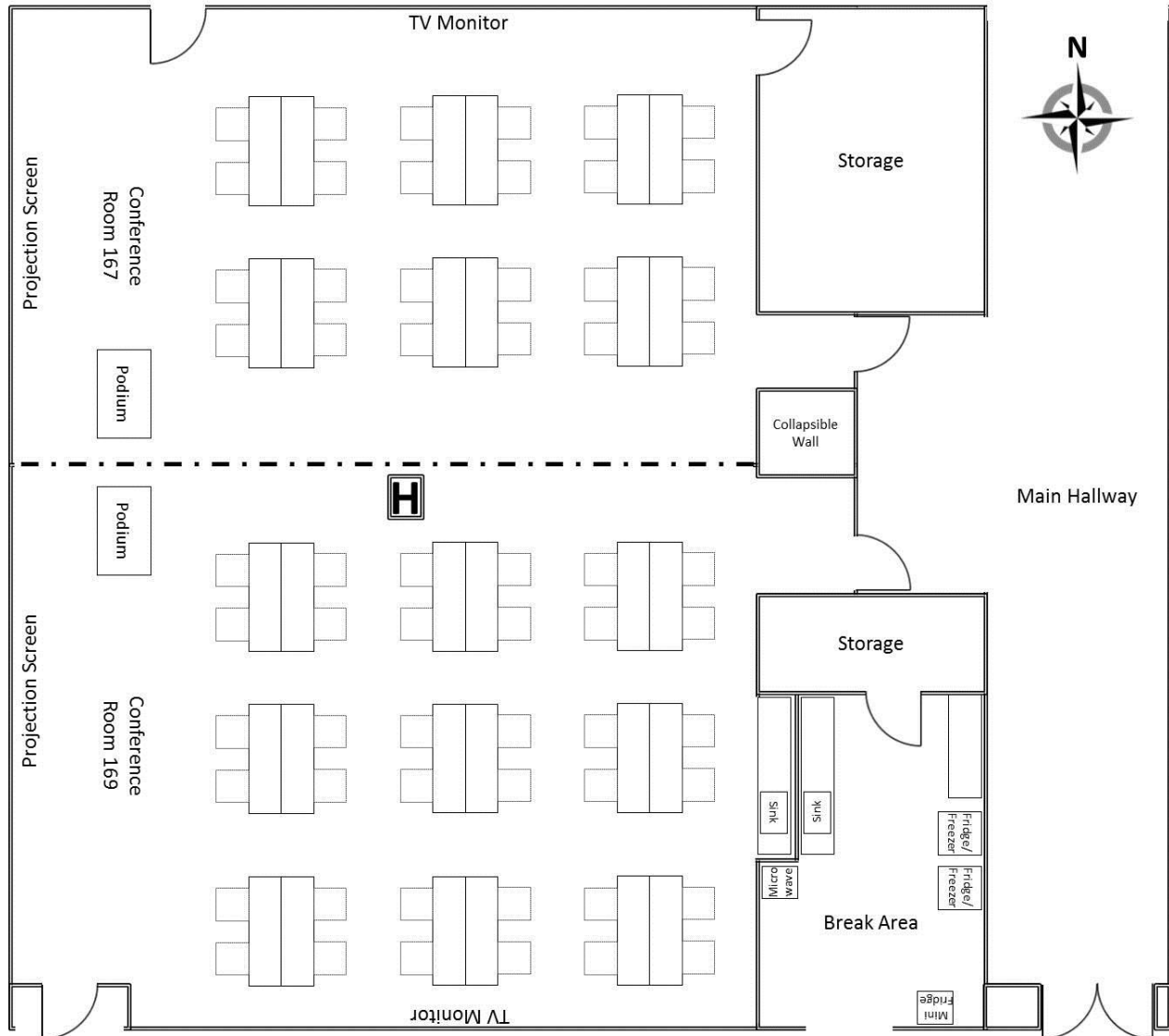
Conference Center (Rooms 167 & 169)
Classroom Layout with Tables (Capacity ~90-100 total)



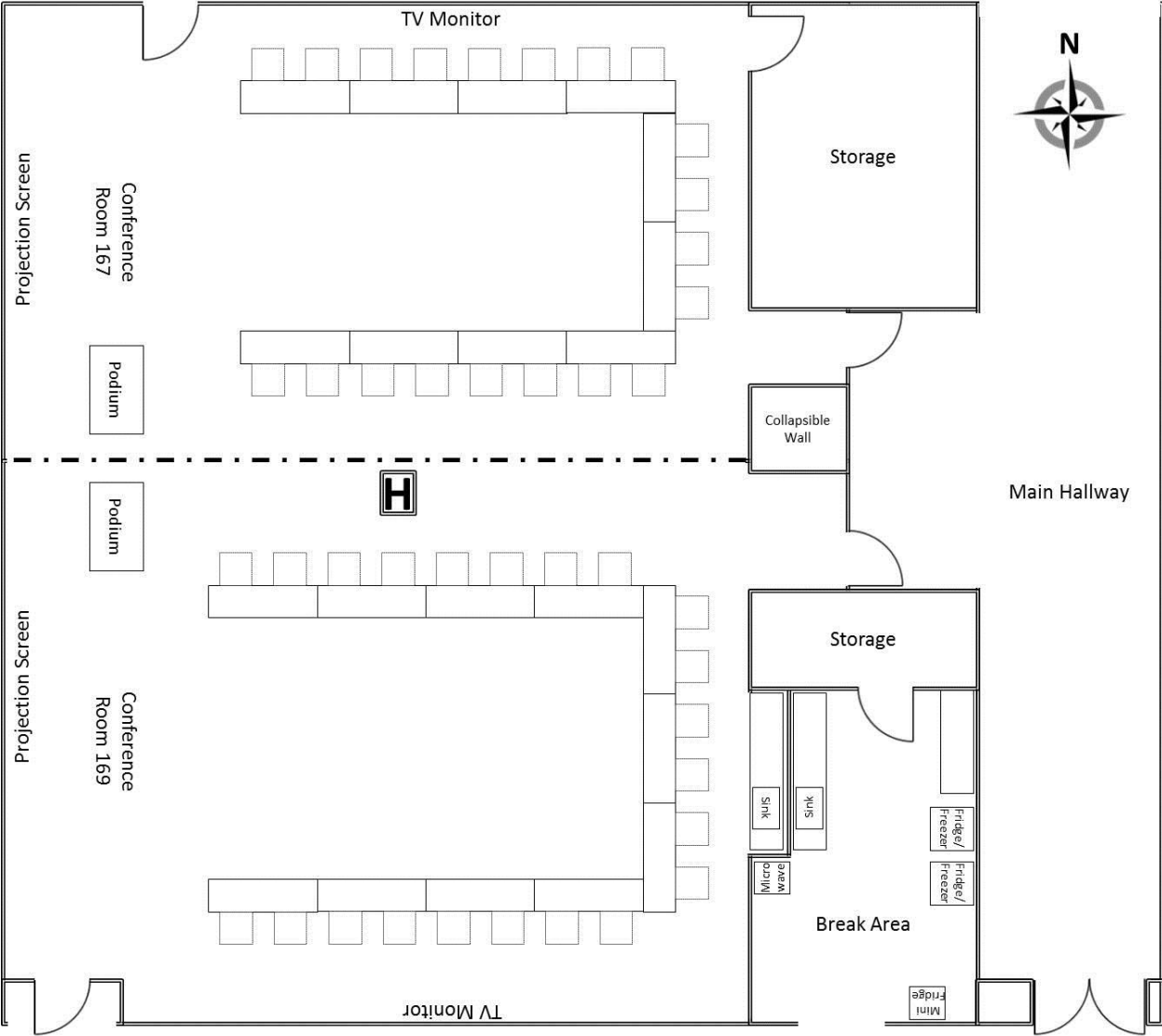
Conference Center (Rooms 167 & 169)
Conference Layout without Tables (Capacity ~140-150 total)



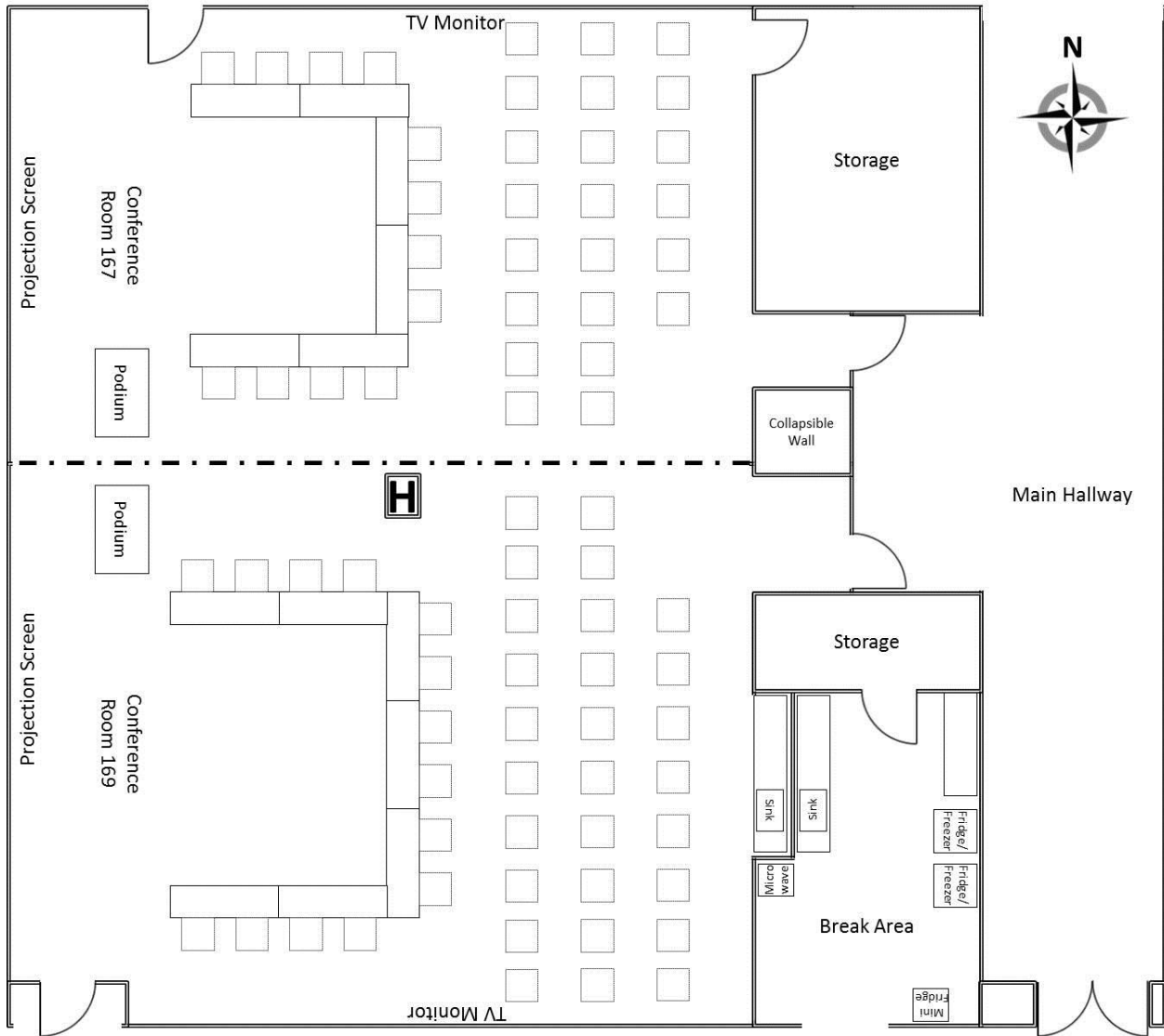
Conference Center (Rooms 167 & 169) Workgroups Layout with Tables (Capacity ~60-70 total)



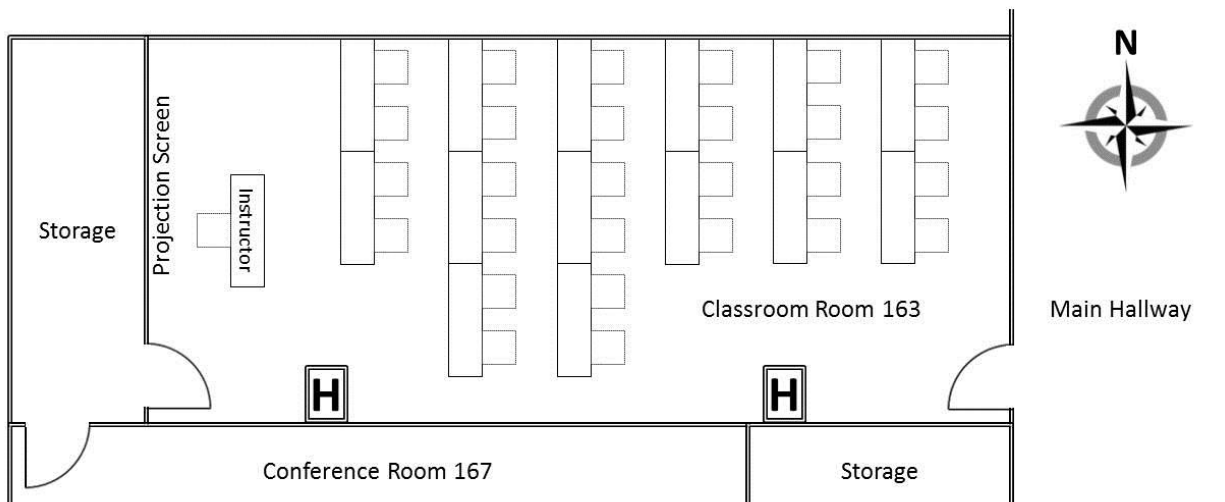
Conference Center (Rooms 167 & 169)
Board Meeting Layout (Capacity ~20-30 per room)



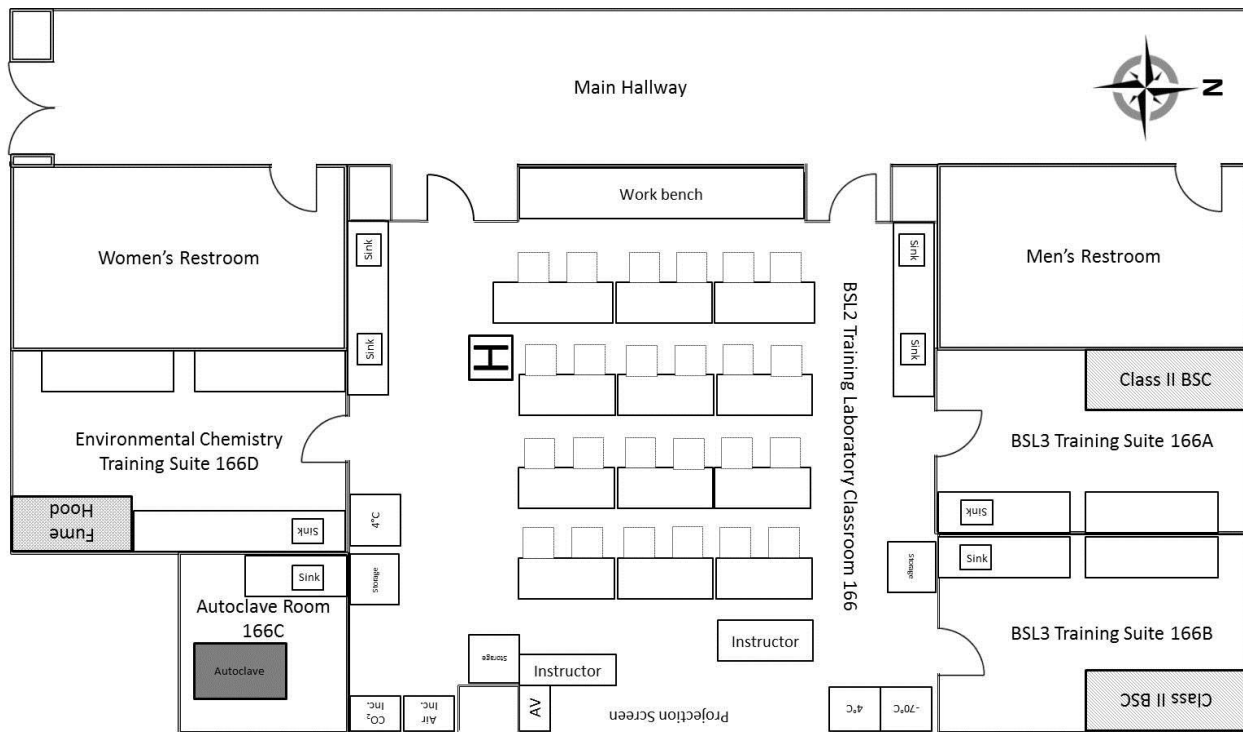
Conference Center (Rooms 167 & 169) Public Board Meeting Layout (Capacity ~35-50 per room)



Meeting Room (Room 163)
 Classroom Layout with Tables (Capacity ~25-30 seats)
 (May also be rearranged)



Training Lab (Rooms 166 and 166A-D)
 Classroom Layout with Lab Bench Tables (Capacity ~24 seats)



Policies and Procedures

Pricing

For information on pricing for your event, please contact Richard Bonar, CALS Scheduling Coordinator and STEM Coordinator at 319.335.4099 or richard-bonar@uiowa.edu.

Deposit Policy

A deposit is required upon reservation of the CALS spaces. The deposit structure is based on the total fees (including rental of space plus the total cost of materials requested) accrued at the time of reservation and is detailed below:

- Total fees are less than \$100.00: full payment is required upon reservation
- Total fees are greater than \$100.00, but less than \$400.00: \$100.00 deposit required upon reservation
- Total fees are greater than \$400.00: 25% deposit required upon reservation

Failure to pay the required deposit on time may result in loss of reservation. In the event of an event date change, the deposit may be applied to the new date, at the discretion of the CALS staff and with two (2) week's advanced notice prior to the original date of the event.

Cancellation Policy

In the event of cancellation by the renter, any deposit paid will be refunded, less the cost of materials specifically requested by the renter, as long as notice is given at least two (2) weeks prior to the date of the event. If an event is cancelled within two (2) weeks of its scheduled date by the renter, no refund will be provided, including any settlement fees that have been paid to date. Cancellation fees may be waived in extenuating circumstances by the Coordinator of the CALS or the Director of Training and Outreach at the Hygienic Lab. If an event must be cancelled by the CALS or the Hygienic Lab, all fees paid, including the deposit, will be applied to the rescheduled event, or be refunded in full.

Last Minute Reservations

Reservation requests that are received with less than two (2) weeks' notice prior to the requested event date are subject to a 20% surcharge on space and requested materials.

Priority Of Reservations

When a renter schedules a reservation and a deposit is paid, priority for that space on that date/time goes to the renter and holder of that agreement. If an event is cancelled by the renter for any reason, the agreement is null and void, and all priority for that space is lost. At that time, a second renter may reserve that space and pay the deposit, and priority is granted to the second party.

The Hygienic Lab and the CALS reserve the right to postpone, modify or cancel reservations in the event of unforeseen circumstances. These include, but are not limited to, the Hygienic Lab requires the CALS facility for surge capacity functions, the safety of CALS users is in jeopardy, the building is made off-limits for non-personnel, the building is closed due to emergency, or other unforeseen events not listed here.

Supplies/Materials

Laboratory supplies and materials for use during laboratory training can be supplied by the CALS at the time of reservation. Some examples of these items include, but are not limited to, gloves, goggles/glasses, lab coats,

pipet tips, tubes, buffers/solutions, media and other special scientific supplies. These items will be billed to the renter in addition to rental fees.

Procurement of non-scientific supplies and materials will generally be the responsibility of the renter. Exceptions to this rule include dry erase markers, audiovisual equipment, video conferencing equipment and cleaning supplies.

Food/Drink/Catering Policy

Food and beverages are allowed in the conference and meeting rooms within the CALS. Consistent with general laboratory safety, no food or beverages are allowed in the training laboratory or its accompanying suites under any circumstances. Violators of this policy will be asked to leave the CALS for the remainder of the event without refund.

The CALS and the Hygienic Lab do not provide catering or refreshments of any kind, nor do they make catering reservations on the behalf of any party. Catering is allowed in the conference and meeting rooms within the CALS, but must be arranged via an outside, licensed caterer. Soda, bottled water and snacks are available for purchase from vending machines located within the CALS.

Please direct caterers to enter the Hygienic Lab through the visitor entrance at the northeast corner of the building. Catering can be taken directly down the stairs or elevator from the atrium and delivered to the room where the event is being held.

Alcohol Policy

Alcohol is permitted only when approved by the Hygienic Lab and The University of Iowa, and must be catered through the Iowa Memorial Union, as required by The University of Iowa. No other alcohol is permitted in the CALS at any time for any reason.

Cleanup After An Event

The Hygienic Lab and the CALS are fortunate to have a dedicated cleaning crew for general cleaning and upkeep of facilities. However, renters of the CALS are expected to leave the space the way they found it by ensuring all trash and recyclables are in appropriate containers, and all spaces used, including bathrooms, are in an organized state.

If, following an event, the CALS is found to be in a disorderly state, or if wear or damage is discovered that is deemed to be excessive or unusual, users may lose the right to use that space for future events, and additional charges may be assessed to pay for cleaning and/or repair.

Marketing

Renters are responsible for marketing their event unless co-sponsored by the Hygienic Lab and alternative arrangements are made. Promotional assistance can be provided for events co-sponsored by the CALS and the Hygienic Lab in the following ways:

- Display the event on the Hygienic Lab website;
- Announce the event to Hygienic Lab staff;
- Include the advertisement in the Hygienic Lab's Lab Link newsletter;
- Distribute announcement to Hygienic Lab partners.

Use Of The CALS and Hygienic Lab Logos

Electronic versions of the CALS and Hygienic Lab logo are available for use during advertisement for events. Renters are encouraged to use these logos on their marketing materials when practical. The logo must appear at a size no smaller than ¾ inch. Please share a draft of the piece incorporating the logo with the coordinator of the CALS for approval prior to printing. For more information, contact Rick Bonar, CALS Scheduling Coordinator and STEM Coordinator, 319.335.4099 or richard-bonar@uiowa.edu.

IT Support During An Event

IT issues that arise during an event should be reported to Rick Bonar, CALS Scheduling Coordinator and STEM Coordinator at 319.335.4099 or richard-bonar@uiowa.edu. Additionally, the Hygienic Lab has a dedicated ITS department that can provide assistance during regular operating hours.

Surge Capacity Functions

The CALS is a unique public access meeting and training space, but its design also allows its use as a functioning public and environmental health laboratory during times when surge capacity is needed. For that reason, as described above, the Hygienic Lab and the CALS reserve the right to postpone, modify or cancel reservations in the event the CALS facility is required for continuity of operations.

Security Policy

The CALS is located in the lower level of the Hygienic Lab, Iowa's Public and Environmental Health Laboratory. All areas of the building besides the first floor common space (visitor entryway, atrium, public corridor, restrooms and elevator) and the CALS itself are secure and monitored at all times. Individuals caught attempting to enter secure spaces without proper permission and an escort will be asked to leave immediately, and may be prosecuted according to law. Please direct further questions or concerns regarding this matter to Rick Bonar, CALS Scheduling Coordinator and STEM Coordinator at 319.335.4099 or richard-bonar@uiowa.edu.

Facility Emergency During Events

Any facility issues that arise during an event should be reported to Rick Bonar, CALS Scheduling Coordinator and STEM Coordinator at 319.335.4099 or richard-bonar@uiowa.edu. Additionally, University of Iowa facilities management work control can be reached in the event of an emergency at 319.335.5071. For life-threatening emergencies, please dial 911.

Severe Weather Procedure

In the event of severe weather, the conference rooms in the CALS serve as the emergency shelter for the entire building. If severe weather approaches, an event may be interrupted to ensure the safety of all building occupants. Overflow shelter may be sought in the CALS classroom/meeting room and in the Hygienic Lab archives. These procedures should be followed anytime severe weather is a threat or for any other shelter in place event.

Fire Evacuation And Emergency Egress Procedure

If for any reason, fire or otherwise, emergency egress should become necessary during an event, please proceed to the closest building exit and leave the building. In general, all occupants are asked to egress out the south side of the building. All attendees and staff should report to the employee parking lot on the south side of the building and wait there until a staff member releases you.

Supervision Of Children

All children under the age of eighteen (18) must be supervised at all times while in the CALS, whether they are present as a participant themselves or with an adult participant.

Animal Policy

Animals are not permitted in any University of Iowa building or structure, including the Hygienic Lab and the CALS, and if found are subject to impoundment. Exceptions from this general prohibition include service animals or certified therapy animals.

Lost And Found

Items left at the CALS will be held for a period of two (2) weeks, at which point they will be donated to a non-profit organization. If requested by phone, staff will look for a lost item as time permits. Lost and found items cannot be given to the person who found the item.

Nondiscrimination Statement

(The University of Iowa Operations Manual, Part II, Chapter 6)

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA, 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.

Accessibility Statement

(The University of Iowa Operations Manual, Part II, Chapter 7.2)

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact Rick Bonar, CALS Scheduling Coordinator and STEM Coordinator at 319.335.4099 or richard-bonar@uiowa.edu

Diversity Statement

(The University of Iowa Operations Manual, Part II, Chapter 8.2)

The University of Iowa values diversity among students, faculty, staff and community members, and regards Equal Employment Opportunity and Affirmative Action as tools to achieve diversity. The University believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at The University of Iowa.