



**UF** | Sid Martin  
Biotechnology Incubator  
UNIVERSITY *of* FLORIDA

# Handbook

[www.biotech.ufl.org](http://www.biotech.ufl.org)

6/7/2010

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## Overview

The Sid Martin Biotechnology Incubator is one of the few bio-business incubators in the United States. This highly specialized program provides business development services, facilities and equipment to startup life science companies with the goal of commercializing UF's early stage life science technology.

The Associate Director reports to the Director of the Sid Martin Biotechnology Incubator who is also the Director of the Office of Technology Licensing. The Director reports to the Vice President for Research. A fifteen person Biotechnology Advisory Committee (BAC), appointed by the VP for Research, is a key element in the management of the Incubation Program. Drawn from leading entrepreneurs and venture capitalists around the Southeast, as well as UF faculty, the BAC screens applicant companies to determine their suitability for admission, and participates in an annual review process for each company to determine if they should be approved for another one year term.

Main Incubator Phone: .....386.462.0880

Main Incubator Fax: .....386.462.0875

Director.....David L. Day ..... (352) 392-8929.....[dlday@ufl.edu](mailto:dlday@ufl.edu)

Associate Director .....Patti Breedlove .....386.462.0880 ..... [pbreedlove@biotech.ufl.org](mailto:pbreedlove@biotech.ufl.org)

Operations Manager .....Merrie Shaw.....386.462.0880 .....[mshaw@biotech.ufl.org](mailto:mshaw@biotech.ufl.org)

Secretary.....Shannon Hester.....386.462.0880 ..... [shester@biotech.ufl.org](mailto:shester@biotech.ufl.org)

Senior Fiscal Assistant .....Lynda Graves .....386.462.0880 .....[lgraves@biotech.ufl.org](mailto:lgraves@biotech.ufl.org)

Building Superintendent.....Jim Highsmith.....386.462.0880.....[jhighsmith@biotech.ufl.org](mailto:jhighsmith@biotech.ufl.org)

IT Administrator .....Bryan Almira.....Contact front office

Fermentation Technician.....Vern Smith.....386.462.0880

**Director:** Reports to Vice President for Research. Responsible for all activities related to UF's business incubation program. Identifies, develops, and recruits resources and relationships to support the incubation program and the success of UF-related startup companies.

**Associate Director:** Responsible for all aspects of Incubator program including policy recommendations, staffing, budget, operations, equipment purchases, public relations and program evaluation. Works with UF, local, state and regional entities to further UF's commercialization efforts. Oversees business support services. Facilitates company compliance with university regulations. Oversees contracts and amendments. Handles admission and renewal process.

**Operations Manager:** Assists Associate Director with all aspects of daily operations. Oversees front office staff, maintains licensee contracts and files and oversees fiscal activities including your company's monthly invoice. Tracks and arranges company reviews, assists with admission process. Organizes monthly networking socials and other special events.

**Secretary:** Answers phone, greets and screens visitors. Assists you with use of office equipment, schedules conference rooms, checks out parking passes. Keeps supplies stocked and kitchen cleaned.

**Building Superintendent:** Responsible for the functioning of the building and installed equipment. Oversees Hazardous Waste pickup, coordinates with campus Physical Plant Division, distributes keys, is familiar with much of the equipment in the building. Incubator on call. Work orders can be expedited by using forms provided on the Incubator intranet at <http://www.biotech.ufl.org/>.

**Senior Fiscal Assistant:** Handles all aspects of Incubator purchasing including accounts payable, accounts receivable, and the preparation of financial statements.

**Fermentation Technician:** Schedules and supervises all fermentation runs. Assists with setup and cleanup of fermentation equipment. Contact him through the Building Superintendent.

**IT Administrator:** Responsible for maintaining the server, software installation, troubleshooting accounts, and assisting staff with computer problems. Please see Operations Manager if you are having a networking problem. Companies are responsible for their own IT needs.

**Graphic Design Consultant:** Neill BioMedical Art is a graphic design firm specializing in scientific/medical illustration. The Incubator will underwrite a limited amount of excellent graphic design and illustration work, including consultation and limited preparation of brochures, publication illustrations, logos, signs and presentation materials to encourage a professional image from the outset. The first year (term) of the company, the Incubator will pay the first \$600 incurred; the second year the Incubator will pay up to \$300. All other expenses will be the company's responsibility. Contact Debra Neill-Mareci at 352.262.3569 or neillmareci.art@gmail.com.

## *Our Community*

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Respect your neighbors. You are a member of a special cooperative community.

If you do not know how to operate certain common use equipment, ask for help. This building is a community; there is always someone to help.

Always use the instrument logbooks in the common labs. We need this information to keep tabs on the use and maintenance of equipment.

Do not leave your biowaste in the common instrument rooms. Dispose of it properly.

Clean up after yourself in the common instrument rooms. Leave the instruments the way you want to find them when you need them next. This also goes for the break room and kitchen.

NEVER lend your keys to your lab to anyone. This compromises the level of building security we seek to maintain.

There is no smoking allowed inside the Incubator. There is a receptacle located at the west side loading dock in the rear of the building for your convenience.

## *Upon Moving In*

**Keys:** Check with the Building Superintendent for keys (two per lab or office) and proper forms and regulations for storage of hazardous materials within the Incubator. See below.

**Registering Your Computer:** Prior to using a computer at the Incubator you must register it by going to [www.biotech.ufl.org/Services/comregistr.html](http://www.biotech.ufl.org/Services/comregistr.html). This is a security measure that protects everyone on our intranet, which is a sub-net of the university. We have both a wired and wireless environment.

**Personnel Form:** Please have each employee go to [www.biotech.ufl.org/Intranet/Personnel.html](http://www.biotech.ufl.org/Intranet/Personnel.html) to fill out and send us a brief form with name, title, email address, emergency contact, etc. This will allow us to add you to our Incubator email list, our online Incubator Directory, etc.

**Gator-One card:** See the Secretary. You will need this card for after-hours access.

Let us take your picture for our employee board. See our Secretary to make arrangements.

**Lab Inspection:** Shortly after moving in, call UF's EH&S at 352.392.1591 to arrange a lab inspection. Visit their web site at [www.ehs.ufl.edu/](http://www.ehs.ufl.edu/) regarding submission of hazardous chemical substance and a bio-hazardous substance lists, animal and radio-isotope use and compliance forms, etc.

**Compliance Forms:** If you are doing any work in the Incubator with animals, human agents and pathogens, or using hazardous chemicals or radioisotopes etc., which require special UF, state, or Federal approval, please make sure that you have completed and submitted all required forms and registration with the appropriate agency or department on campus and furnished a copy for your ILA record.

**Blood Borne Pathogens:** If working with blood borne pathogens, see page 23.

**Email Account:** We typically send notices by email rather than through your mailbox.

As you update your business plan periodically, provide the Incubator with a copy. The Incubator Staff can supply you with excellent PricewaterhouseCoopers Material on business plans.

The building specs that your company will need for your insurance are on the Incubator's website: [www.biotech.ufl.org](http://www.biotech.ufl.org)

Commonly used telephone numbers:

Alachua Police Dispatch.....	386.462.1396
Chemical Conservation Corp .....	407.859.4441
<a href="http://www.permafex.com/orlando">www.permafex.com/orlando</a>	
Neill BioMedical Art .....	352.262.3569
UF Animal Care Services.....	352.846.0970
<a href="http://www.health.ufl.edu/acs/index.htm">www.health.ufl.edu/acs/index.htm</a>	
UF Blood Borne Pathogens.....	352.392.0008
<a href="http://www.ehs.ufl.edu/bio/BBP/bbp99.htm">www.ehs.ufl.edu/bio/BBP/bbp99.htm</a>	
UF Bookstore (for ID's).....	352.392.8343
<a href="http://www.bsd.ufl.edu/idcard?default.htm">www.bsd.ufl.edu/idcard?default.htm</a>	
UF Environmental Health & Safety .....	352.392.1591
<a href="http://www.ehs.ufl.edu/">www.ehs.ufl.edu/</a>	
UF Fire Prevention.....	352.392.1591
<a href="http://www.ehs.ufl.edu//Fire/default.asp">www.ehs.ufl.edu//Fire/default.asp</a>	
UF Hazardous Material Management .....	352.392.8400
<a href="http://www.ehs.ufl.edu/HMM/default.asp">www.ehs.ufl.edu/HMM/default.asp</a>	
UF IACUC.....	352.846.0970
<a href="http://iacuc.ufl.edu/">http://iacuc.ufl.edu/</a>	
UF Office of Technology Licensing.....	352.392.8929
<a href="http://web.otl.ufl.edu">http://web.otl.ufl.edu</a>	
UF Radiation Control.....	352.392.1589
<a href="http://www.ehs.ufl.edu/Rad/default.asp">www.ehs.ufl.edu/Rad/default.asp</a>	

**Keys**

Swipe cards are used for building access but keys are issued for all licensed labs and offices. Keys will be distributed once your ILA is signed, we have proof of liability and property insurance, your first month's invoice is paid, and a key card from the Building Superintendent has been completed. Keys are provided for specific licensed space only. Each licensee may receive two keys per lock. Additional keys are \$10.00 each. Lost keys must be reported immediately. You will be subject to a lost key fee of \$100.00, which will be used to cover cost of replacement of key and lock. Collect keys when an employee leaves and return to the Building Superintendent. All keys must be turned in when your company exits the Incubator. We are all responsible for the common security of the building so please keep control of your keys.

***Employee Training and Lab Certification***

Soon after moving in, you must contact Environmental Health and Safety to arrange training for your lab employees for handling of toxic substances, biohazardous/biomedical waste, or radiation. You can go to the EH&S web site at: [www.ehs.ufl.edu/lab/chp](http://www.ehs.ufl.edu/lab/chp) for information and forms. Please call:

Coordinator for Clinical and Laboratory Safety Programs  
Environmental Health and Safety  
University of Florida  
PO Box 112190 Building 1079  
Gainesville, FL 32611  
Off: 352.392.1591  
Fax: 352.392.3647

EH&S will provide necessary materials, onsite training, make sure staff has necessary immunizations,

certify your lab, and put those all-important stickers on your lab door. They know what forms must be maintained on site for compliance with the Chemical Hygiene Plan (formerly Right-to-Know), etc. Going forward, our Building Superintendent acts as an intermediary for EH&S whenever new paperwork needs to be filled out. Periodically he will pass out forms for you to complete.

For forms dealing with the use of Blood borne Pathogens download from website <http://www.ehs.ufl.edu/bio/BBP/forms.htm>. For Animal Use approval forms see the IACUC website at <http://IACUC.ufl.edu>.

### ***Visitors and Guests***

We welcome visitors and ask them to sign in at the front desk. For security reasons you must come to the lobby to escort visitors to your office. If you have a visitor who will be at the Incubator over an extended period, tell the front desk receptionist.

Don't hesitate to stop someone you don't know in the halls and inquire about their business if they are not in Physical Plant Division (PPD) shirt. The worst that could happen is that you will be introduced to one of your neighbors, and at best you will help to restrict access to the building to those who are supposed to be here.

### ***Vendor Calls***

We screen drop-in vendor representatives. Sales personnel may NOT wander the halls. If you have contacted a vendor, they should make an appointment. Sales personnel must sign in at the reception desk then we will call you while they wait to be escorted to their prearranged meeting by one of your employees. Vendors at the Incubator frequently extend discounts for products and reduced rates for services (based on the rates extended to University labs and personnel), although they are under NO obligation to do so. The Operations Manager has a letter that can be given to vendors to clarify your relationship with the University.

## ***Informational Resources***

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Staff can provide you with lists of service providers, campus and regional maps, caterer recommendations for your meetings, and information about UF's ICBR laboratory services.

### ***Security***

You have access to the Incubator 24/7. In the interest of security, entryways are locked at all times, with the exception of the lobby entrance. This entrance will be open from 8:00 a.m. to 5:00 p.m. weekdays except University of Florida holidays. Incubator staff monitors the lobby entrance during these hours to provide controlled access to the facility. You may open other Incubator entryways to accept deliveries as long as you maintain continuous visual oversight of that entrance and insure that it is closed and locked when they are through. At no time should any Incubator entrance be propped open without being physically monitored, and the installed locking mechanism should never be tampered with. All Incubator employees and licensee staff are issued Gator One Cards that will open outside doors.

### ***Campus Parking Passes***

The Incubator has three *coveted* temporary UF campus parking passes that allow you to park ALMOST anywhere on campus if you have official business to conduct. You may not park on the grass, in the shrubbery, on top of students or in the "pink ladies" (hospital volunteer) spots. You may park in Orange and Blue designated spots all day and in Service Drives for up to 1 hour. See the Front Desk Secretary to sign out a parking pass on a first-come first-served basis. Please return them immediately after each use so that others may use them. Parking tickets are your responsibility.

### ***Billing, Invoices and Late Fees***

Your cash license fee is due on the first of the month. We send out invoices the middle of the proceeding month. There is a \$25 late charge for payments received after the 5<sup>th</sup> of the month. Please pay license fees on time. Make check payable to UFRF and deliver to the Operations Manager. If you are experiencing any problems with payment of your fee, talk to the Operations Manager or Associate Director as soon as possible. Reminder: Internet, Janitorial, electrical, water and sewer services are provided at no additional cost.

### ***Biotechnology Advisory Committee Reviews***

Your company has been granted a one-year renewable term. Prior to the end of your term, a formal review will be conducted by Incubator management in conjunction with a subcommittee of the BAC. You will be asked to provide certain documents and prepare a PowerPoint presentation of your progress and plans for the upcoming year. The BAC subcommittee will advise Incubator management as to whether your company should be granted a one-year renewal term. Their recommendation will be based primarily on your business and scientific progress and achievement of stated milestones. Incubator management will, in its sole discretion, approve or disapprove a renewal term. Cash payments for the space may increase with the length of stay. Evidence of an on-going research relationship with the University of Florida must be provided.

### ***Conflicts of Interest***

Licensees, and/or any of their employees with an established relationship (e.g. consulting, ownership, employment, etc.) with UF must have an Outside Activities Report filed and approved by the employee's Department Chair and Dean. The form is at [www.generalcounsel.ufl.edu/downloads/Appendices/appendixB1.pdf](http://www.generalcounsel.ufl.edu/downloads/Appendices/appendixB1.pdf) If appropriate, file the Request for an Exemption at [www.generalcounsel.ufl.edu/downloads/Appendices/AppendixB5.doc](http://www.generalcounsel.ufl.edu/downloads/Appendices/AppendixB5.doc).

If using University equipment, facilities, and/or services other than those at the Incubator, the "Request to Use University Equipment, Facilities, and Services" form must be filed and approved. The form is at <http://rgp.ufl.edu/pdf/research/appendixB4.pdf>. You should also review "Guidelines, Policies and Procedures on Conflict of Interest and Outside Activities, Including Financial Interests" which can be found at [www.generalcounsel.ufl.edu/downloads/COI.pdf](http://www.generalcounsel.ufl.edu/downloads/COI.pdf). More detailed information is available from the Office of Technology Licensing at 352-392-8929.

### ***University Gator-One Identification Card***

You can receive a UF courtesy affiliation status, entitling you to a UFID all-in-one card. This card is used for Incubator swipe card access for external doors. It also provides access to recreation and entertainment facilities such as Lake Wauburg and other UF facilities. See the Secretary for information on obtaining a card. The cost is \$15.00 and it will require a trip to campus. If you already have a UFID, please give the number to the Secretary so we can "relate" you to the Incubator and also set up your swipe card access.

### ***Courtesy Faculty Appointment***

In addition to University ID cards, some licensees with an advanced degree may have an opportunity to acquire a UF faculty courtesy appointment under the Biotechnology Program. Form 270-Academic Staff Biographical Information Sheet can be obtained from the University at [www.aa.ufl.edu/aa/forms/AAForm270.pdf](http://www.aa.ufl.edu/aa/forms/AAForm270.pdf). Submit this and a current CV to the Associate Director. After a review and discussion with you, if necessary, we will prepare a letter of nomination. The materials will be reviewed, and must be approved by UF Academic Personnel.

### ***Networking***

The Incubator will assist you with meeting various service providers including IP attorneys, corporate attorneys, venture capitalists, as well as vendors providing liability insurance, lab equipment and

services, IT support, etc. through personal introductions, luncheons and special programs. Companies are also urged to consider joining BioFlorida, the statewide chapter of the national BIO organization. Forms are in the lobby.

### ***Business Development Services***

Our program provides introductions to capital and management talent. Our Biotechnology Advisory Committee (BAC), a highly qualified regional group comprised of VC's, biotech entrepreneurs and service partners, assesses company needs and provides guidance at the time of admission and at the annual review held for each company. Business development support is also delivered through inter-company mentoring, monthly networking lunches and a self-initiated CEO support group and many other networking activities. The Associate Director has periodic meetings with CEOs. Management steers companies to service partners with biotech expertise and also uses them in our many business seminars.

### ***Member Companies***

Member companies are not resident companies. They are external companies, with a paid, contractual relationship with the Incubator that can be renewed annually. We allow these Associate, Affiliate, and Graduate Member companies limited access to the incubator to further their research and development. The conditions of access are spelled out in their contract. Resident companies have priority over Member companies.

## ***Communications***

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### ***Telephone System***

Incubator telephones operate on a Centrex system provided by ALLTEL in Alachua. Arranging installation and billing for your company telephones is your responsibility. Call 1.800.843.9214 to establish your telephone service. If you elect to purchase Centrex service from Alltel, you will be connected to the rest of the Incubator with 4 digit dialing. Otherwise you will have to dial 9 followed by the phone number to place internal calls to the Incubator, just as you will with local or long distance calls. There is a voice mail system for the administration, but entrepreneurs must provide their own Centrex voice mail service or make use of an answering machine. Routine call forwarding to the front desk is not an option; we will of course make special arrangements when needed.

An emergency telephone list is available at the front desk for weekend/after-hours. Please provide an after-hours emergency number for your company. If you are away from the Incubator for an extended period of time, please leave an itinerary and an emergency contact number with the Operations Manager. A telephone list of personnel of every company at the Incubator is available online at [www.biotech.ufl.org/Intranet/comp-dir.pdf](http://www.biotech.ufl.org/Intranet/comp-dir.pdf).

### ***Computing Services and Email Accounts***

**Internet:** All offices and labs have access to our network, which is a sub-net of the University network. We have both hard wire and wireless access. This gives you internet connection through a 10MB line to campus and gives you access to UF libraries among other things. You need to have your computer registered for wireless or hardwire- go to [www.biotech.ufl.org/Services/compregistr.html](http://www.biotech.ufl.org/Services/compregistr.html) and fill out the form. We can provide you with a network login for each employee. We provide and maintain a network connection to the wall; from the wall on is your responsibility. You will want to hire IT support. Any special cables, software, hookups to the computer, hardware, etc. are your responsibility.

**Email:** Our primary means of communicating with you for announcements will be email. All Incubator residents are eligible to receive a free email account. Your account will be in the format of [username@biotech.ufl.org](mailto:username@biotech.ufl.org). We recommend you also get a UF Gatorlink email account as a Departmental Affiliate of the Incubator. You can have your Gatorlink email forwarded to your Incubator account, but having a Gatorlink account has many advantages, including the ability to use

a UF wireless network while on campus or access the UF Libraries from outside the Incubator. Go to [www.gatorlink.ufl.edu/](http://www.gatorlink.ufl.edu/) To do this you will first need a UFID. See the Secretary for information on getting an Incubator email account or a UFID.

**Website hosting:** All Incubator companies are eligible to receive free Website hosting on our Web server. Your address would be [www.biotech.ufl.org/yourcompanyname](http://www.biotech.ufl.org/yourcompanyname). To arrange this please contact the Operations Manager.

### ***PC Security, Registration and Maintenance***

The Incubator maintains its own email server onsite to protect your privacy. Your emails are not stored on University servers on campus. UF does, however, greatly enhance your security by continually monitoring our network for compromised computers e.g. ones that have been accessed by hackers. If they detect an insecure or compromised computer it must be disconnected from our network immediately. This protects all other computers on our system. To make sure we know the location of any compromised computer, all Incubator computers MUST be registered. Registration is a quick process that begins with a registration form located at [www.biotech.ufl.org/Services/compregistr.html](http://www.biotech.ufl.org/Services/compregistr.html). Without being registered, your computer cannot access the local network.

**Notification of Server Services:** If you are running a computer server, you must notify us of it and its services (FTP, HTTP, SQL, Telnet).

We are not responsible for the health of your computers. Virus protection, OS and software patches are a normal part of computer maintenance that you should regularly attend to. The Incubator IT administrator does not provide PC support for company computers. He is happy to assist you with learning how to do this for your company.

UF's Acceptable Use Policy (AUP), is available at <http://www.cio.ufl.edu/aupolicy.html>. All users must comply with these rules. Access to our resources is a privilege, which may be revoked if used in violation of these policies. All companies must assign an employee or consultant as their computer liaison with the Incubator. This is the person we will call if there are problems.

If you have problems with the system, contact the front desk.

### ***Receiving Deliveries at the Loading Docks***

There are two loading docks located at the rear of the Incubator. The loading dock located on the left side of the greenhouse facility, (facing our building from the outside), has a push-button operated intercom system. Please inform the driver of the delivery vehicle that your bulk or large order should be delivered to the rear of the building and NOT through the front entrance.

When a large package or bulk item (equipment, bulk chemicals, animals, etc.) arrives at the Incubator, the delivery person will call the front desk via intercom.

The secretary will then call you so you may check your own delivery. There are a number of carts, dollies, and hand-trucks provided by the Incubator for you to use. See the Building Superintendent if you have any special needs with the transportation of large shipments back to your lab.

If you are unavailable on a day that you will be receiving a delivery, please let us know. We will accept your delivery for you. However, we cannot be responsible for the contents or their condition.

### ***Mail Delivery and Pick-up***

Each company has a mailbox at the Incubator in the administrative area, Room 101. Check your box routinely for mail, messages, faxes and memos.

### ***U.S. Postal Service***

The U.S. Postal Service delivers to and picks up from the Incubator once a day, mid-morning. We strongly recommend that you use an extension as part of your official company address, as in: 12085 Research Drive, Suite 108, or Suite G (speak to Incubator front desk staff regarding the best extension – since you may change space during your occupancy, your room number is not always the

best choice). This will make it possible for the U.S. Postal Service to forward your mail when you move out. Otherwise they will not recognize your company as a separate entity from the Incubator and will not provide forwarding services. The Incubator does not provide or sell stamps.

### ***Outgoing Overnight Mail***

There are packaging supplies, labels, and a set of scales in the mailroom to help you prepare your outgoing overnight mail. Overnight mail is placed in a designated area of the mailroom for pickup. Federal Express picks up Monday through Friday but you must establish your own account number. For other carriers, pickups must be called in.

Carrier and Telephone Number	Web Tracking Page	Approximate Pick-up Time at Incubator
Federal Express: 1-800-463-3339	FedEx Tracking Page: <a href="http://www.fedex.com/track">www.fedex.com/track</a>	M – F 4:00 PM
UPS: 1-800-742-5877		On call
DHL: 1-800-225-5345		On call

## ***Business Equipment & Facilities***

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### ***Copiers & Printers***

Networked copiers and printers are available to licensees 24/7 in the administrative area, Room 101. The Incubator supplies paper. Charges are billed monthly and will appear on your invoice. See the the Secretary to get your pin number.

### ***Fax***

A fax machine is available 24/7 in the administrative area, Room 101. The fax number is (386) 462-0875.

### ***Typewriters***

For those pesky forms requiring a typewriter, one is available to use in the administrative area or, for longer projects, one is available for checkout from the Secretary.

### ***Audio-Visual***

Two of our conference rooms have installed LCD projectors and drop-down screens. A portable LCD projector is also available. In addition we have a 30" TV with VCR, slide projectors, overhead projectors, and a screen. You can also borrow our table top display with the following dimensions: The three panels are 22" W x 33.5" H. The title panel is 8.5" H x 22" W. To reserve equipment, see the Secretary.

### ***Conferencing***

High quality conference speakerphones are available upon request at the Front Desk. Check with the Secretary about using this equipment. In addition, please notify the Incubator staff prior to placing a long distance call from the conference rooms, so that they can make a record of the call. Please provide the staff with the name of the party you are calling and their phone number PRIOR to making

the call, and you will be billed for the long distance charges on your next billing invoice. NOTE: The machine has wiring galore. Please be kind and leave it in good order for the next person.

### ***Dollies, Carts, Etc.***

Dollies, carts, etc. are available to help you move large boxes to your lab. If you don't see one in the hall, ask the Building Superintendent.

### ***Entrepreneurial Offices and Laboratory/Office Suites***

Your entrepreneurial office and laboratory/office suite are furnished as itemized in schedule A of your ILA. Typically your offices will have a desk, chair, bookcase and file cabinet. You may add additional furniture for additional staff at your own expense.

### ***Conference Rooms***

You are encouraged to use any of three well-furnished conference rooms, (Rooms 104, 109 and 114), which can accommodate meetings ranging from 8 to 25 individuals. All rooms have white boards and Rooms 109 and 114 have installed projectors.

### ***Scheduling a Conference Room***

Clients can now see the availability of all three Conference Rooms and request booking via the following website:

<http://63.168.121.244/resourcebooking/> All requests will be sent to and confirmed by the Incubator staff. We try to avoid letting one company dominate most of the space on any given day or timeslot. If your plans change, please call the front desk and release the room for someone else's use.

On a weekly basis, Incubator staff will fill in a scheduler on each conference room door. If there is a mistake or a change in itinerary, please let us know. Please do not change the sign on the door. When your time is up, please have the courtesy to move on if there is another meeting scheduled after you!

### ***Cleaning Up a Conference Room***

Please clean up after yourselves, as the next user deserves the same conditions you enjoyed. Those of you using unscheduled conference rooms as a lunchroom are welcome to do so, as long as you clean it up afterwards. Remove any materials used for demonstration.

### ***Cleaning Crew***

From 5:00 a.m. to 1:00 p.m., common areas are cleaned routinely and all wastebaskets in entrepreneurial & lab offices emptied. Rugs are vacuumed. Your entrepreneurial office can also be routinely cleaned if you wish. Lab offices and lab floors are cleaned by special request. No lab countertops are cleaned.

### ***Kitchen Areas***

The kitchen/lounge area (116 and 116A) attached to conference room 114 is available at all times for licensee clients to relax and eat. We make a pot of coffee there each morning and provide supplies for you to make coffee anytime. You will also find Culligan drinking water in the lounge for your use (there is a second Culligan located in the common equipment area. Incubator administration uses a smaller kitchen area near the administrative area. Please clean up your mess if you use the sink area, microwave, or toaster oven.

### ***Cleaning Out Refrigerators***

On Fridays, please remove any food that you have stored in the refrigerators, since they are routinely purged. Cleanliness is important not only as common courtesy but also because frequent visitors tour the Incubator. Cleaning crews only clean at night.

## ***Library***

If you are registered on our network, you can access the UF libraries. This is a valuable special privilege available only to our resident client companies. In addition, the Incubator maintains a small library of print resources for entrepreneurs in room 109 and selected journals and newspapers in the lobby.

## ***Library Checkout Procedure***

Materials may be signed-out *to be used elsewhere in the building*. Please do not remove items from the building. (The “Incubator Library, Do Not Remove” stamp refers to the building, not the library.) Fill out a large, orange OUT card and insert it on the shelf where the removed item was located. When returning the item, cross out your name and remove the card.

## ***Incubator Computers***

For those company employees without their own computers onsite, a laptop is available for use.

## ***Requests for New Resources:***

We gladly entertain requests for new print media and software for computers. If you have a publication that you would like to see at the Incubator, please contact the Associate Director.

## ***Scientific Equipment & Facilities***

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### ***Overview***

The common equipment rooms (Rooms 149,167, and 169) contain three quarters of a million dollars worth of state-of-the-art scientific equipment. There is also a common use darkroom with automatic film developer, two autoclaves, three common use cold rooms, a walk-in incubator, and a fermentation/ bioprocessing pilot facility with a 14 and 80 liter total capacity. Licensee labs have dedicated type I de-ionized water hookup, and room 169 has type II . There is also a greenhouse and seedling/transgenic plant growth chamber. For a complete list of Incubator equipment resources follow the link on the main Incubator web page at [www.biotech.ufl.org/Facilities/EquipList.html](http://www.biotech.ufl.org/Facilities/EquipList.html).

### ***Use of Common Equipment***

We ask that you observe common courtesy regarding the common usage equipment areas. Observe all safety rules, leave the work areas surrounding the equipment that you use in the same (or better) condition than you found them in, and ask for help if there is something you don't understand. The care and feeding of certain pieces of equipment has been assigned to designated individuals who use them frequently. The Building Superintendent will refer you to those people if you need help using the equipment.

Do not operate the equipment if you do not know how. As members of the Incubator community, it is your responsibility to assist the Incubator administration with the oversight, coordination, and maintenance of shared equipment. Please report installation, use, and maintenance problems to the Building Superintendent. The Superintendent is also your contact for information on using the equipment, repair requests, consumable supply, and organization of the common use equipment. Stop by his office, Room 159, call him at 462-0880, or e-mail him at [jhighsmith@biotech.ufl.org](mailto:jhighsmith@biotech.ufl.org).

### ***Single user equipment***

All of the equipment in the Incubator and decalated by the University of Florida is shared equipment. The majority of the University equipment housed at the Incubator is located in the common equipment rooms. Some of the equipment is small, single-user equipment not suitable for a multi-user environment. Others are highly specialized pieces of equipment that require constant

supervision by knowledgeable operators. The Associate Director may elect to assign these types of equipment to the licensed space of a particular company subject to the following conditions:

The licensee receiving the equipment is aware that the equipment is the property of the University of Florida and subject to reassignment at any time, and that the equipment must not be removed from the Incubator. All University equipment will be returned to the Incubator Building Superintendent prior to the licensees' termination from the Incubator.

The licensee is responsible for the maintenance cost of all university equipment housed in their licensed space and will return the equipment to the Incubator Building Superintendent on request and in working condition.

Single user equipment is meant to assist NEW licensees with laboratory operations during their critical set-up and initial proof of concept work. As the companies develop, and move into their second year of operations, they are expected to return Incubator assigned equipment to the Building Superintendent for reassignment to incoming companies.

The Incubator will not purchase additional single user equipment.

### ***Specialized Equipment***

Specialized equipment may be assigned to a licensee for their exclusive use. Such *exclusive assignment* will be for a defined time period and the *company will assume maintenance costs* for the equipment during that time period.

Equipment requiring high levels of operator oversight and/or maintenance may be assigned to an individual company's licensed space. The equipment remains a *shared resource* and the company agrees to provide reasonable access to their assigned space by the other licensees of the Incubator so that they may use the equipment. The licensee receiving the equipment agrees to be responsible for supervision, oversight, training, and operator maintenance of the equipment. The *Incubator will be responsible for the cost of maintenance* of the equipment.

A particular piece of common equipment may be designated to, and located in the laboratory of a particular company, if the company is the primary user, and if it does not impose a hardship on the other companies. The instrument remains University of Florida property. Access to the instrument by another company may be made by arrangements with the "host" company. Any instrument housed in a company lab will be returned to the common use area upon the company's termination from the Incubator.

### ***Logbooks***

There are logbooks beside many pieces of equipment. Log-in before each use! Please emphasize the importance of this to your employees. We must track frequency of use to determine the schedule for necessary maintenance and safety checks, and to gauge the need for equipment replacement or additions.

Order of Priority for Use of Equipment and Facilities:

- Licensed licensees of the Incubator and faculty and staff of the Biotechnology Program
- Faculty of the University of Florida
- Others by arrangement with the Associate Director or Operations Manager (Associate, Affiliate, and Graduate Members)
- Should there be a conflict, Incubator staff will make the final decision.

### ***Scheduling***

To avoid scheduling conflicts when using equipment for extended periods, we urge you to plan ahead. Speak to the individual assigned to the equipment in question. Schedule with as much lead-time as possible. If possible, give notice of a major experiment at least two weeks in advance, specifying which equipment you wish to use and how long the experiment will take. Let them know if there is a

possibility of the experiment or the study will run over the scheduled time. Accommodations can be made to allow your experiment or work to remain uninterrupted beyond the scheduled time.

Conflicts in scheduling should be resolved among users. If the conflict cannot be resolved among users, please check with the Operations Manager or Building Superintendent.

### ***Autoclaves***

The autoclaves in Rooms 139 and 179 are for the common use of licensees and are designed for sterilization of glassware and waste. To prevent a scheduling conflict, and to insure the proper use of the equipment, check the logbook. Allow a minimum of 45 minutes to "power up" the autoclave's steam generator. As always, check with the Building Superintendent if you have any questions on operations or procedures.

### ***Fermentation Units***

#### **Rules for use of Incubator 80 Liter Fermentation Unit**

Resident Incubator Licensee companies may use the program's fermentation equipment without charge. UF units and other companies may use the equipment for a fee. See current Fermentation Fee Schedule. When the 80 liter unit is used, the following rules apply:

#### **Supplies to be provided by user:**

1. pH probe
2. When applicable, O<sub>2</sub> or CO<sub>2</sub> tanks
3. Supplies (paper towels, isopropyl alcohol, Liqui-Nox, bleach, etc.)

#### **Technical Assistance:**

The Incubator's fermenter technician must be present to assist with the equipment during setup and cleanup as follows:

1. From initial setup to the point where media is added and sterilization begins

Technician will work with user to insure proper use of equipment, instruct, answer questions and assist with problems.

2. Harvesting

Technician will work with user to insure proper use of equipment, instruct, answer questions and assist with problems.

3. After the fermenter is emptied but prior to disassembly

Technician will handle the disassembly, cleaning and rebuilding of the centrifuge bearing assembly and will monitor equipment and room cleanup by user.

Technician:

Vern Smith  
H - (352) 376-8523  
(Leave a message)

### ***Greenhouse***

A fully furnished greenhouse, with irrigation and climate control monitoring, is available to Incubator companies. Talk to the Associate Director if you are interested in using this facility.

### ***Specific Pathogen-Free Small Animal Facility***

This 6500 sq. ft. specific Pathogen Free Facility is operated by Animal Care Services. Incubator companies can access animal services at faculty rates. You will need to have a UF faculty member as a PI on your animal protocol. The PI may be a consultant for the company. For guidelines on use of the facility and maintenance of animals contact UF Animal Resources, 846-0970 or you can go to their website <http://nersp.nerdc.ufl.edu/~iacuc>.

### ***BioHood Certification***

The lab hoods are certified annually.

### ***Glass Washers***

The Incubator has a glass washer and dryer in Room 179, across from the large autoclave. This device has the advantage of an acid wash bath that is capable of removing/washing PCR products out of glassware. Instructions are posted next to the washer.

### ***De-Ionized Water Systems***

All labs have a dedicated de-ionized Type I water faucet located at the sink area. Type II de-ionized water cabinets are available in Room 147.

### ***Cold Rooms & Minus 80° Freezers***

Cold Room 157 at the rear of the building and 147A in the Common Use Area can be used for storing anything safe and legal. Cold Room 138 located in the North Wing is reserved for non-biologicals only (no yeast, bacteria, fungi, animals). The cold rooms are monitored with an alarm system. Staff makes every effort to preserve reagents and samples from damage. Supplies critical to the ultimate success or failure of your research should be kept under your direct control. Also, please label and date anything you place in a common cold room so that we have some idea whom to contact if there is a problem.

The Incubator also has four minus 80° freezers located in common use instrument Room 169. If you would like a spot in the freezer, please contact the Building Superintendent. A shelf will be designated. Keep in mind that other companies are also using the freezers, so do not disturb their projects.

### ***Warm Rooms and Stand Alone Incubators***

There is a walk-in warm room and two stand-alone incubators in the greenhouse/work prep area, Room 187. Let us know if you want to use them.

### ***Sharing Common Storage (-80° Freezers, Cold Rooms, Chemical Storage)***

To share the common storage areas effectively and follow State and University guidelines, we need to know WHO is storing materials and how OLD they are. So...if you are storing materials in any of the common areas you must:

- Mark the *shelf* (or portion thereof) you are using with your company's name and room number
- Mark *each of the materials* with the name of your company
- Mark each *item* with the *date* it was stored
- Also include your name for your company's convenience

We have had failures of the cold rooms and/or freezers and we need to know who to contact about placement of the materials we rescue. Also, if UF's Department of Environmental Health and Safety cites us for storage practices, we must know which employee or company to "educate." Please remember that there are several companies sharing space at the Incubator and only a limited amount

of common storage. If you have special (and temporary) needs, please contact us, and as always we will make every effort to help.

### ***Centrifuges and Rotors***

After use, clean and return them to the cabinet. Clean up spills that may have occurred during your run. Centrifuge lids should be shut between runs to reduce condensation and the centrifuge turned off after every use. Remember that centrifuges can be very dangerous if you do not operate them correctly.

### ***Dry Ice***

Dry ice is available in room 147 for small users. Others must order their own.

## ***Building and Safety***

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### ***Building Modification***

While the Incubator offers premium lab space, slight improvements and modifications may be necessary to enhance your operations. Please observe the following before you make any changes to your lab:

Check first with the Building Superintendent to see if the requested modification is feasible and fair to others. Then put your request in writing to the Associate Director BEFORE any work is undertaken. The easiest way to do this is using the Work Order form on the Incubator website by going to [www.biotech.ufl.org](http://www.biotech.ufl.org) and selecting "Intranet" and then "Work Order". Or go directly to [www.biotech.ufl.org/Intranet/WorkOrder.html](http://www.biotech.ufl.org/Intranet/WorkOrder.html).

Upon the approval of the work request, the Building Superintendent will let you know whether the modification is the domain of UF's Physical Plant Division, who must perform the work exclusively, or whether an outside contractor is more appropriate. If an outside contractor is hired, you will be responsible for arranging the time and date to complete the job.

### ***Repairs You Request***

Please submit all repair requests to the Building Superintendent. Since the Incubator is a University of Florida owned facility, we depend on PPD to expedite work orders. If you cannot wait, request permission to conduct the repairs with an outside contractor. However, the cost of an outside contractor may not be borne by the Incubator. Check with the Associate Director or Building Superintendent.

### ***Repairs We Initiate***

If a piece of equipment is out of action or some type of work is scheduled that may disrupt your work, we will notify you by email. This may be generator testing, A/C shutdown, etc. Unfortunately, these disruptions cannot be avoided since they are part of routine maintenance, but they are minimal.

If there is a power shutdown and no one is in the building, or it is after hours, the building emergency power system will kick on. Therefore, make sure that your most crucial equipment, which cannot experience any power loss, is plugged into RED outlets in your lab.

### ***Space Changes***

As you experience growing pangs, you may need more space. All space change requests must be discussed with the Associate Director. Please keep in mind that the incubator is often at capacity. We may not be able to accommodate you right away; however, we will do everything possible to arrange additional space.

If you receive approval, an amendment to the ILA will be drawn up for you to sign indicating changes in space and license fee. It must be signed by you and UFRF prior to occupancy of new space. You may need to modify your insurance coverage.

## **Safety**

UF's Environmental Health and Safety (EH&S) has an excellent web page with contact numbers, regulations, and forms. You will find it at [www.ehs.ufl.edu/](http://www.ehs.ufl.edu/).

## **Radiation Safety Conduct**

The Incubator has devoted a specific area of the common instrument area for radiation usage. The University of Florida's EH&S works directly with your company to see that you comply with all regulations:

You are responsible for your own work and paperwork. Licensees who wish to conduct any radiation work in the building MUST have the appropriate permits or licenses (approved by EH&S Radiation Department) in place and appended to your ILA first BEFORE you begin your project. For inspection call Radiation Control at 352.392.1589.

All radioisotopes must be stored in the individual user/licensee's laboratory.

No isotopes may be stored in the common use cold rooms.

All radioactive waste must be kept in the individual user/licensee's lab and user/licensee must arrange his own radioactive waste pick-up through UF. Contact Hazardous Material Management at 352.392-8400.

Precise cleaning, wipe tests and swab tests should be conducted on a regular basis. This means thorough cleaning (under, around, and, if applicable, in rotors, in cracks, and all hard to reach places) to keep the lab contamination free.

EH&S forms may be sent through campus mail to UF's Hazardous Material Management office at Bldg. 831, PO Box 112725, Gainesville, FL, 32611-2725. Also give a copy to the Incubator Building Superintendent.

EH&S will conduct quarterly inspections of the radiation area and your weekly and monthly reports to determine compliance.

## **Hazardous Waste Disposal**

BFI picks up hazardous waste weekly from Room 187 at the Incubator. We orchestrate the contract and bill you, on a pass through basis, per box. We also supply your red bags and disposal boxes. The bags are free to you, but we bill you on your monthly invoice for the boxes. You must supply your own sharps containers.

Procedures for handling contaminated and hazardous waste products can be found in the Hazardous Materials Emergency Planning Community Right-to-Know Compliance Handbook and the Hazardous Waste Management Document for IFAS Laboratories (located in the Incubator library). Or you can go to Hazardous Waste Management website <http://www.ehs.ufl.edu/HMM>

## **Chemical Waste Disposal**

Each Incubator client company is responsible for arranging pickup of their chemical waste by a licensed chemical waste disposal company and paying all related costs. Companies must store and dispose of chemicals in U.S. Department of Transportation (DOT) approved shipping containers<sup>1</sup>.

The following restrictions apply to individual client company labs:

- Chemical waste should be stored in containers no larger than 30 gallons in size.
- All waste containers must be labeled "Hazardous Waste" and list of constituents.
- No more than a total volume of 55 gallons of chemical waste may be stored in a single lab at one time.

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<sup>1</sup> Review the hazardous waste management rules as defined in Title 40 of the code of Federal Regulations.

- Any mixing of different types of waste must follow OSHA lab standards.

It is recommended that a licensed disposal company be contacted for a free site visit at which protocols will be defined for each type of waste the company expects to produce.

Once waste is ready for pickup, the disposal company will apply appropriate labels. Full containers, with all required labels, can be picked up directly from the company's lab. Alternatively, chemical may be stored in the Incubator's central accumulation area, room 189, on the loading dock, subject to the restrictions below.

Disposal companies will bill client companies directly.

The following restrictions apply to waste in the Incubator's central accumulation room 189:

- Chemicals may not be moved to room 189 until the client company has scheduled a pickup date with a licensed disposal company.
- Chemical waste may not be added to or removed from waste containers. This includes transferring chemicals between containers in 189. Containers must be no larger than 30 gallons, closed, and clearly labeled "ready to ship" in DOT approved containers.
  - Incubator policy requires keeping the total volume of chemical waste in room 189 to less than 100kg per month to avoid being subject to the requirement for tracking of waste disposal and because a larger amount exceeds the capacity of our catch basin.

Chemical waste should be labeled/separated by hazard class (i.e. flammable, acid, base, oxidizer, reactive).

Incubator policy allows companies to store waste containers for a maximum of 30 days before pickup. Incubator staff controls access to the storage area at all times.

PermaFix is one licensed chemical disposal company. Their local phone number is 352-373-6066. PermaFix is also one source of DOT approved containers. Another licensed chemical disposal company is US Liquids at 727-415-0234. Containers are also available through Fisher Scientific and other vendors.

### ***Material Safety Data Sheets (MSDS)***

UF does an annual on-site survey of chemicals and you must have hard copies of all applicable MSDS for each toxic chemical used in your lab. You also need to maintain a "Toxic Substances Inventory" sheet.

### ***Compliance with Regulations***

You must, of course, comply with all applicable UFRF and University rules and policies (including policies relating to human and animal subjects, recombinant DNA/RNA practices, biohazards, and radiation safety, research use of controlled substances), and all federal, state, or local laws, ordinances, codes, rules, permits, licensing conditions, and regulations, including any amendments (See ILA, Section 14 a, b, c, and d for a listing of).

### ***Violations***

Be aware that the University of Florida has the right to conduct lab safety inspections and environmental and safety inspections of your licensed space, on a routine basis, to insure compliance with UF, Federal and State of Florida standards.

Controlled Substances: The UF policy on the teaching and research use of controlled substances can be found at [www.ehs.ufl.edu/lab/control.htm](http://www.ehs.ufl.edu/lab/control.htm) .

### ***Spills and Releases***

You must tell us right away (and put it in writing) if you have any spill or release of hazardous substances. Spills must be eliminated immediately. Let us know what you did about it and what

damage occurred (see ILA, Section 14(d) for more details). Caution and good sense must be foremost in the minds of those who handle hazardous or treated waste. If a spill should occur:

- Take all measure and steps to stop and contain the spill at its source or point of contamination.
- Obtain the proper equipment to protect yourself and others from the spill.
- Evacuate all unnecessary personnel from the contaminated or spill area.
- Contact the Building Superintendent or Operations Manager.

See <http://www.ehs.ufl.edu/> for more information.

### ***Biological Waste Policy***

You must inactivate all biohazardous/biomedical waste prior to disposal. Non-inactivated biohazardous waste must stay in your laboratory. It may not be stored for longer than 24 hours prior to inactivation. The preferred method is steam sterilization (autoclaving) although chemical inactivation is OK in some cases. We ask you to put inactivated waste in the red bags, which are kept in properly labeled BFI biohazard tubs and then set the tubs in the hall outside your lab door. The Building Superintendent collects these tubs routinely and takes them to the storage room. Extra biohazard bags are located in Room 175.

The above does not apply to animal or human tissue, which must be disposed of differently. The University of Florida Biological Waste Policy can be found in the EH&S Biohazardous Waste Manual placed in each lab.

### ***In Case of Fire***

If an alarm has sounded use the fire extinguisher to douse the flames; if the fire is out of control, evacuate the building and wait for the fire department.

If NO alarm has sounded, use the fire extinguisher to put out the flames, or if the fire is out of control, pull the handle at the safest Fire Station and then evacuate the building.

If the situation permits, dial 911 and report / verify fire alarm.

Notify the following personnel after hours:

Incubator Staff: (Emergency numbers posted on all lab doors).

University Fire Prevention Officer – 352.392.1591

Alachua Police Dispatch—386.462.1396

You should also familiarize yourself with the building exits to implement an emergency evacuation route from the building.

### ***Accident Handling, First Aid Kits and Notification***

There are first-aid kits stored throughout the building and labs. Please familiarize yourself with their locations. You can find kits in all the labs as well as break rooms and kitchens. The Building Superintendent checks their contents monthly.

In case of an after-hours emergency regarding the building contact call using the emergency contact list posted on your lab door or window.

## ***Support & Facilities***

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### ***Interdisciplinary Center for Biotechnology Research***

You may use the research and scientific services run by the campus-based Interdisciplinary Center for Biotechnology Research (ICBR). Having direct access to one of the most comprehensive core programs in the United States is a benefit that you can exploit to move critical R&D projects forward at a rapid pace.

Services from these cores are available on a fee-for-services basis at subsidized university rates. Go to [www.biotech.ufl.edu](http://www.biotech.ufl.edu) for information on services and prices. A brochure and a directory of the ICBR divisions and their services are available at the front desk.

ICBR is located in the South Wing of the Cancer and Genetics Research Complex on Mowry Road:

Proteomics: 352.273.8050

Genomics: 352.273.8060

Cellomics: 352.273.8039

Bioinformatics: 352.273.8064

Education and Training: 352.273.8048

### ***Center of Excellence for Regenerative Health Biotechnology***

Strategically located in Alachua's Progress Corporate Park, the Center of Excellence in Regenerative Health Biotechnology (CERHB) activities encompass biopharmaceutical manufacturing and workforce education.

<http://cerhb.rgp.ufl.edu>



## ***Commonly Used Acronyms at Incubator***

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Below is a list of commonly used acronyms that you, as a licensee, should be familiar with:

**BAC:** Biotechnology Advisory Committee

**Incubator:** Sid Martin Biotech Incubator

**BDI:** Sid Martin Biotechnology Development Incubator (prior common name)

**BDI:** Sid Martin Biotechnology Development Institute (legal name of Incubator)

**BSL:** Biological Safety Level

**CFR:** Code of Federal Regulations

**CHP:** Chemical Hygiene Plan

**CRADA:** Cooperative Research and Development Agreement

**EH&S:** Environmental Health & Safety

**IACUC:** Institute of Animal Care Use Committee

**ICBR:** Interdisciplinary Center for Biotechnology Research, University of Florida

**IFAS:** Institute for Food and Agriculture Sciences

**ILA:** Incubator License Agreement

**LCD:** Liquid Crystal Display

**MSDS:** Material Safety Data Safety Sheet

**PPD:** Physical Plant Division (Building grounds maintenance)

**PPP:** Point-to-Point Protocol

**RTK:** Right to Know

**SMBI:** Sid Martin Biotech Incubator

**SBIR:** Small Business Innovation Research

**STTR:** Small Business Technology Transfer

**SPF:** Specific Pathogen Free (refers to the small animal facility)

**UF:** University of Florida

**UFBPT:** University of Florida Blood Borne Pathogen Training

**UFID:** University of Florida Identification Card

**UFRF:** University of Florida Research Foundation

**USDA:** United States Department of Agriculture