**Mouse Neurobehavioral Lab User Agreement Form**

Before using the Mouse Neurobehavioral Lab, you must read the following documents that are available at [www.vandymouse.org](http://www.vandymouse.org)

1. Core Policy
2. Preparation of Subjects
3. Core Services
4. Cleaning SOP

Then, READ and fill out the information on this page and return it to the Core Manager, Dr. John Allison.

1. The facility is located on the 9th floor of MCN3 and may only be used when reserved. **Reservations are made via the Core's web calendar**. Use of the facility without a reservation results in financial penalties. No-shows are charged the full amount of the reservation. With less than 24 hr advance notice, the lesser amount of $20 or the amount of time reserved is applied. Repeatedly missing reserved time without appropriate cancellation will result in notification of the PI and may lead to suspension of privileges in the core.
2. Before using the facility, you must provide a center number(s) to be charged (see page 2). The fee is **$12/hr**/room reserved. Video analyses of home cage behavior, circadian monitoring, or EEG analyses are billed at **$60/day**. Rodent incubators may also be reserved for a weekly rate of **$64/week or $256/month**. Long term operant tasks max out at $900/month. Time is billed in 0.5 hr increments with a minimum charge of 1 hr per session. Users with more than one center number are responsible for choosing the correct number for each reservation. Charges will be uploaded to CORES at the end of the month. Once the upload is done, it is the user and PI’s responsibility, along with their business manager, to resolve any issues resulting from using incorrect center numbers.
3. The Core Manager can assist with any timing conflicts between laboratories or users.
4. The Director and/or Associate Director are available to meet with investigators and staff to assist with design, analysis, and/or data interpretation upon request. The Core Manager provides general orientation to the facility. There are no charges for these services.
5. **Sign-up is also required for the procedure (AA9101B) and surgery/necropsy (AA9113A) rooms**, which are billed at **$12/hr** for normal use. Prolonged reservation for long-lasting surgery (i.e. cannula placement, microdialysis) is billed at **$30/half day** (4 hr block of time; 9am-1pm or 1pm-5pm). Users must receive training from a qualified animal care technician or DAC supervisor before using the anesthesia equipment. Report empty O2 tanks to the Core Manager.
6. The Core Manager trains new personnel. **Training is required for ALL new personnel, is task-specific, and is by scheduled appointment only**. Laboratories are not permitted to avoid this by having one member of the laboratory train one another – of course, they should help each other, but the Core Manager still needs to qualify each person before they use any equipment.
7. **You are responsible for cleaning the room after your session**, according to our SOP**.** If Core staff must clean the room as a result of your failure to do so, your lab will be assessed a **$60 cleaning fee**. Repeated violations will result in notification of the PI and possible loss of facility privileges. The facility may be inspected on a daily basis to ensure that each user has cleaned up after using the rooms. Also, please remove any items you bring with you (e.g., glassware).
8. **You must accept responsibility for using the equipment.** Damage to the equipment as a result of neglect or misuse will be charged to the Principal Investigator. You must report any damaged equipment to the Core Manager.
9. **New Assay Development:** The Director and/or Associate Director will meet with investigators at no charge to discuss needs and novel assays. Core Personnel will then work with investigators to establish new paradigms at a cost recovery rate to be negotiated between the Investigator and Director/Associate Director. This will typically range between $15-$25/hr depending on the nature of the assay development. Co-authorship may be requested in situations where core personnel make essential contributions (and ONLY in such situations).
10. **The Vanderbilt Division of Animal Care provides animal transfers to our acclimation housing room, AA9103 MCN3**. Requests for transfers are initiated using the DAC “[Non-USDA Transfer Form](http://vacup.us/dac/sites/all/files/u1/non-USDA_Xfer_Form.doc)” and carried out **every Monday afternoon**. The transfer form must be completed and emailed to [DAC.procurement@vanderbilt.edu](mailto:DAC.procurement@vanderbilt.edu) and copied to [carlotta.brooks@vanderbilt.edu](mailto:carlotta.brooks@vanderbilt.edu). It must be received by DAC no later than 4:30 pm on the preceding Tuesday for the transfer to occur. The only testing that occurs is parasitology; however, if a positive pinworm test is obtained the transfer will not occur until the mice are treated. In this event DAC will immediately contact the investigator to form a plan. **Transfers to other institutions are not possible once mice are moved to AA9103 MCN3.**
11. AA9103 is intended for housing during acclimation and testing only. Needs to transfer breeding colonies into this room (e.g. for a developmental study) require prior approval by the Director. Because mice are transferred in from rooms of varying pathogen status, this facility is always considered “dirty” and transfer back to any other housing area on campus is not allowed. **In case of certain pathogen outbreak(s) within the facility, DAC veterinary staff may require rapid depopulation of this facility;** thus under no circumstances should you transfer an entire colony to this housing room. Furthermore, research personnel entering these rooms **must not re-enter any other animal rooms within the Vanderbilt facilities on the same day**.
12. Allentown XJ cages may NOT be removed from the facility. To bring animals to your laboratory for a terminal procedure, **you must use the disposable transfer buckets.** Conversely, animal cages from other Vanderbilt facilities cannot be returned to MCN3.
13. **Users are responsible for backing up their own data**. The core provides networked drives that can be used for data transfer and the Core Manager can assist you with setting up links to use them.
14. Use of the facility must be **acknowledged** in any publication including data collected in the facility. The most up-to-date language for this acknowledgment is listed on our web site.

By signing this document, you agree to the core policies referenced above:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VUNETID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (please give best number(s) to reach you): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator (Printed and Signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Center Number(s) for Billing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Business Admin email and phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_