

CCDR Behavioural Core Facility User Agreement

The following guidelines are set in place to ensure that multiple labs can have equitable access to the core and that we can maintain a collegial working environment for everyone. Before using the core facility, each user and principal investigator must review and sign the user agreement. Access to the core facility can be limited or denied if these guidelines are not followed.

The core facility is managed by Marija Milenkovic and she should be consulted if there are questions about this user agreement and daily operations of the core facility. Questions can be emailed to Marija at ccdr.behaviour.core@gmail.com.

List of Available Equipment

Equipment	Location
1 Elevated Plus Maze (mouse, San Diego Instruments)	DCM 39
1 Radial 8-arm Maze (mouse, San Diego Instruments)	DCM 39
1 Morris Water Maze (mouse, San Diego Instruments)	DCM 39
Biobserve Viewer ³ Software with Plug-ins for Elevated Plus, Radial, and Water Maze (Biobserve)	DCM 39
Biobserve Automated Forced Swim software and camera system	DCM 39
2 Light/Dark Boxes (mouse, Toronto Plastics)	DCM 39
1 Light/Dark Box (rat, Toronto Plastics)	DCM 39
1 Exer 3/6 Treadmill, Treadmill Controller and Software (Columbus Instruments)	DCM 40
1 Avisoft-Recorder and SAS Lab Pro Software (Avisoft Bioacoustics)	DCM 40
4 SR-Lab Startle Response Systems and SR-Lab Software (San Diego Instruments)	DCM 40
4 Superflex Open Field Systems and Fusion v4 Software (Omnitech Electronics, Inc.)	DCM 40

TRAINING

There is a mandatory orientation training session that every user must attend. This includes current users of the core facility. Users must contact Marija to arrange for this training. During this training, the procedures for the general use of the core facility will be explained. Once a user has attended this orientation session and has signed the user agreement, they will be given access to the booking sheet.

In addition, new users must be trained by Marija to use the specific pieces of equipment for their experiment. This is true even for new members of a lab that routinely uses the equipment.

SCHEDULING BEHAVIOURAL EXPERIMENTS

Marija will give all users the link to the online booking system, which uses Google Drive spreadsheets. There are separate sheets for the two behaviour rooms (Rm 39 and 40), and rooms can be reserved up to two months in advance. If your experiment requires substantial room usage (more than 20 hours in a week), please let Marija know in advance. This will allow us to prevent scheduling conflicts that may arise.

The room must be booked with the online system. “Drop-in” usage is not allowed, and you will be asked to leave if you are using the room without an online reservation. If you make arrangements to use the room at the same time as another user, you must list both names on the reservation sheet.

Notify Marija if you would like to use a behavioural room for a new type of experiment (one that is not listed on the room booking sheet). It is important to do this before reserving the room so that we are aware of the types of experiments that are being conducted.

The reservation system is intended to provide the participating labs with equal access to the core equipment. To achieve this, we may ask a frequent user of the facility (200 hours or more) to defer an experiment and give other labs access.

CANCELLATION

If you reserve a room and then need to cancel for any reason, delete your name from the online system. In addition, please email the CCDR core facility to notify the core. This will ensure that you are not charged, and can make the room available for other users. As a courtesy, delete your name as soon as possible to give other users a chance to book.

FEE STRUCTURE

The core facility is only available to members of the Centre for Collaborative Drug Research (CCDR). If the principal investigator is not yet a member of the CCDR, they can become one by contacting ccdr@utoronto.ca.

User fees are billed in September and March for the previous six months. User fees are calculated based on the number of hours. The table lists the user fee calculation effective **October 1, 2016**.

Usage	Fee
≤ 24 hours of usage	\$25 per hour
> 24 hours of usage	\$600

Fees are collected by Lan Tran, the accountant for the Department of Pharmacology and Toxicology. Questions about prior usage should be directed to Marija Milenkovic.

CARE AND USE OF ROOM AND EQUIPMENT

Lab-specific storage. You must make arrangements in advance with Marija if you need to leave specific equipment or reagents (clean bedding, arenas, et cetera) in room 39 or 40 in the DCM.

You must have explicit written consent from Marija before video cameras are moved or repositioned. Any change to the focus or positioning of the video cameras will affect all of the other users' settings. Do not touch the cameras.

You must have explicit written consent from Marija to move or reposition any piece of equipment or to remove an arena that is in the core facility.

HOUSEKEEPING (at the end of every session)

The arenas must be washed with water and virox after each use. Flooring, table surfaces, and shelves should be cleared of all debris (especially mouse chow, bedding, and mouse droppings). There are waste buckets in each room to place debris. Surfaces should be wiped with virox.

Virox bottles should be refilled if they are less than ¼ full. Virox is located in room 1293 in the DCM.

Paper towels should be replaced if they are running low. Paper towels are located in the diet kitchen room of the DCM. If there are no paper towels in the diet kitchen, ask the DCM staff for more.

Waste buckets should be emptied if they are more than half full. Buckets can be emptied in the large waste bin in the diet kitchen of the DCM.

DATA MANAGEMENT

Create a lab folder if one does not exist. Files may be stored on the hard drive if they are moved to the lab-designated folder. It is recommended that data files are stored remotely on USB drives or online storage systems. The core facility will delete files on a semi-annual basis, and will send an email one week prior to remind users to backup their data.

ANIMAL CARE AND USE

It is the responsibility of each user and principal investigator to ensure that the care and use of their animals is covered by an animal protocol.

Facility User Name

Signature

Date

Principal Investigator Name

Signature

Date