

**School of LLLC
Lab Director Policy**

Proposal: Laboratory spaces within the SLLLC will be designated as either “directed” or “shared” lab spaces. Shared lab spaces will include those lab spaces under the auspices of the LRC (currently on the 4th floor of Craigie Hall D (CHD412 + CHD432)). All other lab spaces will be directed lab spaces.

Each directed laboratory space within the SLLLC will have an appointed Lab Director. Lab Directors will be the custodians of the space, materials, furniture and equipment housed within that lab, and will also have priority access to their appointed lab space.

Lab Directors will be appointed by the SLLLC Director, who is ultimately responsible for all facilities assigned by the Faculty of Arts to the SLLLC. However, under normal circumstances, labs which house equipment and materials that have been primarily (or exclusively) provided for by funds from a single researcher will have that researcher as their Lab Director. This does not preclude cases where labs may house research materials or equipment provided by more than one researcher, in which case one of those researchers would serve as the director of that lab space.

Lab Directorships will be assigned by the SLLLC Director for three-year terms. If a Lab Director is temporarily unable to fulfill their Lab Director duties during part of that term, then the Lab Director should make a recommendation for a substitute Lab Director for that lab space to the School Director. It is the responsibility of the Lab Director to ensure that a substitute Lab Director has the requisite expertise for handling all lab equipment and materials, prior to taking on the responsibilities of the directorship of that lab.

Lab Directorships are renewable. Lab Director performance will be reviewed by the School Director within six months of the end of the Lab Director’s term, to ensure that the Lab Director has satisfactorily fulfilled the duties and responsibilities for a directorship listed below.

Lab Director duties and responsibilities will include:

- Setting access and scheduling policies for the relevant lab
 - Including: providing keys to lab users
- Ensuring maintenance and care of the equipment and materials in the lab
- Establishing regulations on the use of lab space and equipment
 - Including: training investigators how to use equipment specific to that lab space
- Ensuring that all investigators using that lab space have a valid and current ethics certificate
- Ensuring that ongoing research by students should continue until completed.

Although Lab Directors may prioritize their research and teaching activities in the lab space they direct over the access requests of other researchers, any reasonable and timely request for access

to lab spaces will not be denied to other researchers within the SLLLC, provided that the following conditions are met:

- Researchers request in writing and obtain permission for use of the lab space from the Lab Director.
- Researchers document a need to use the particular facilities and/or equipment within the requested lab space.
- Researchers adhere to all rules provided in writing by the Lab Director for the use of equipment and materials in that lab space.
- Researchers undergo any necessary training required to operate equipment or resources within that lab space.
- By agreeing to use lab facilities, researchers assume liability for any damaged equipment or the improper use of materials housed within that lab. In the case of student researchers, this responsibility will be shared by the student's supervisor.

Rationale:

- Much of the equipment in SLLLC labs is expensive, delicate, and requires special training for proper use. The University does not guarantee the maintenance or repair of such equipment—or even the insurance of such equipment. Lab Directors with the relevant expertise in the use of this lab equipment must ensure that lab users have assumed responsibility for the proper handling and maintenance of that equipment. Lab Directors must also be prepared to provide training to potential users of their lab space on the proper use of lab equipment. Documenting lab usage requests and grants of access also ensures that there is accountability as well as transparency in assigning responsibility for lab materials, space and equipment.
- Research needs to be conducted in a timely manner. Lab Directors need to have priority of access to their space and equipment so that lab activities and the running of experiments will not suffer unexpected and unnecessary delays.
- The data and information collected from the subjects in an experiment may be of a sensitive and personal nature, and lab space is often used to store such information in a secure manner, in either paper or electronic format. Controlled access to such lab space is required in order to conform to standard procedures for storing such data securely and may violate explicit conditions for granting ethics approval of research.
- Dividing SLLLC lab spaces into “shared” and “directed” lab spaces acknowledges and affirms the different lab cultures that were in place prior to the merger of multiple administrative units—with different programmatic traditions—into the current form of the SLLLC. Although many of the issues and day-to-day concerns of running a lab are the same across both types of lab spaces, shared lab spaces will not have priority users and will not include the storage of sensitive data and information. The LRC Director takes on the role of the caretaker of the materials and equipment housed in these labs, but individual lab users will assume any responsibility involved in using that equipment. Conflicts in the scheduling of such spaces will also be resolved by the LRC Director.
- Dividing up lab space into these two types of spaces will make School research facilities accessible to the greatest possible number of SLLLC researchers, while still maintaining efficiency of workflow and guaranteeing that lab security, safety and liability requirements will be met.