

Research Space – Program of Requirements for Startup

This is a preliminary outline of requirements for planning your research environment and facility needs. Be as specific as possible at this stage in planning to ensure all your research space needs are satisfied in a timely manner.

General Project Information			
Project Reference		Date Completed	
Department		Anticipated Deadline	
Completed by			
Assigned Research Area			
Assigned room number:		Office	Lab
Additional assigned room(s):			

Section 1 – General Facilities Information

Consider the following Biosafety Levels as you plan research space and related equipment. The Biosafety Level will dictate a protocol for specialized equipment and facility capabilities.

Biosafety Levels (BSL)

	BSL-1 Defined and characterized strains of viable microorganisms not known to cause disease in healthy adult humans
	BSL-2 The broad spectrum of indigenous moderate-risk agents present in the community and associated with human disease of varying severity
	BSL-3 Indigenous or exotic agents with a potential for respiratory transmission and which may cause serious and potentially lethal infection
*Limited BSL-3 Texas Tech University Availability	
	BSL-4 Dangerous and exotic agents that pose a high individual risk of life-threatening disease, that may be transmitted via the aerosol route, and for which there is no available vaccine or therapy
*BSL-4 is not available at Texas Tech University	

	Security (Check all of the following that apply to your research project.)
	Card/ID access control lock systems
	Security cameras
	Emergency phone will be required in the lab space (Blue Phone)
	Other:

Section 2 – Environmental Characteristics

Check all of the following that apply to your research project.

Heating, Air Conditioning and Ventilation			
Standard for building (Typically 8AM-5PM M-F)		Must be air-conditioned (24x7)	Defined temperature control required
Accurate humidity control required			
Special exhaust is required for equipment			
Special exhaust is required for the entire room			

Section 3 – Equipment

Check all of the following that apply to your research project.

Will any equipment require
Plumbing (water, drains, etc.)
Deionized Water
Natural Gas
Vibration Sensitivity
Additional Power Requirements (Including battery backup, fixed equipment, additional load, etc.)
Special floor loading capacity
Other – What specifically?

Receipt Confirmation

When a grant is awarded for a specific research project (internally or externally funded), this Program of Requirements must be completed and forwarded to the ODPa within two weeks of grant notification to ensure that all facility requirements can be addressed and prepared in a timely manner.

Signature
Department Chair

Date

Signature
Director, Operations Division Planning & Administration
(Receipt)

Date

Signature
Assistant Vice President, Operations Division
(Receipt)

Date

Contact Information

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