

IOWA

Research Park

Tenant Handbook

BioVentures Center

2500 Crosspark Road
Coralville, IA 52241

University of Iowa Research Park Office
2500 Crosspark Road E156
Coralville, IA 52241
(319) 335-4063
research-park@uiowa.edu

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Welcome Memo

To: BioVentures Center Tenants

From: Stephanie Dengler, Director of Operations, IOWA Research Park

Re: Welcome

Welcome to the IOWA Research Park's BioVentures Center. There are several amenities that are available to the tenants. This manual is designed to help acquaint new tenants with the buildings and services.

If you need further information, please call the IOWA Research Park office at (319) 335-4063 or email stephanie-dengler@uiowa.edu or research-park@uiowa.edu.

Facilities Contact Information

Stephanie Dengler

Director of Operations

stephanie-dengler@uiowa.edu

(319) 334-2741

Amber Cardona

Administrative Service Specialist

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(319) 335-4067

Abby Wagner

Student Assistant

research-park@uiowa.edu

(319) 335-4063

IOWA Research Park Amenities

Business Support and Amenities:

- Access to student interns
- Support in obtaining Iowa financial support
- Media and communications assistance
- JPEC business development support
- SBDC business support
- SBIR/STTR support
- Seminars and educational sessions
- Networking opportunities
- Complimentary Hawk ID, which provides tenant with access to UI Libraries, UI stores, core facilities, and vendor discounts
- Hazardous waste management services
- Shared laboratory equipment
- Executive board room and conference rooms
- Multi-purpose room – seating up to 70
- High-speed wired and wireless internet
- Shared copier/fax machine
- Emergency backup generator
- Shipping/receiving area and mail/package handling
- Daycare services just offsite
- Paved bicycle/hiking trail throughout park
- Nearby dining, hotels, conference facilities, shopping, recreation, and fitness

Shared Laboratory Equipment located in the BioVentures Center:

- (2) -80 freezers
- Darkroom with film processor
- (2) autoclaves
- RO/DI water system
- Laboratory glassware washer/dryer
- Ice machine
- Class III Type A biological safety cabinet, Vertical Laminar Flow Bench Model w/ UV light
- Thermo scientific incubator
- Thermo scientific centrifuge
- -20 Frigidare freezer
- Lab-line floor incubator shaker
- Light contrast bi-ocular microscope
- Inverted microscope
- Liquid nitrogen tank w/ castor rack and inserts

Building Maintenance

Hours of Operation:

Monday – Friday: 8am – 5pm*

Saturday – Sunday: Closed

*Excluding University holidays

A list of university holidays can be found at

<http://registrar.uiowa.edu/five-year-calendar>

Maintenance Requests:

Please submit maintenance requests through the IOWA Research Park website:

research-park@uiowa.edu under the Tenant’s Hub Section.

After Hours Emergencies:

BioVentures Center

After hour emergencies should be addressed by calling (319) 398-9040. Calling this number will expedite immediate assistance. Please call the University of Iowa Research Park office at (319) 335-4063 to inform of the situation and/or leave a voice message.

Building Security System & Keys

BioVentures Center

The University of Iowa Research Park uses Simplex Security to secure the BioVentures Center. The system controls the door locks and the fire alarm/sprinkler systems. The main entrance of the BioVentures Center will be unlocked from 7:00am to 5:30pm, Monday through Friday. During these hours, visitors and tenants can come and go without an access card. Access cards are obtained from the office manager, and each employee can be assigned their own card. The University of Iowa Research Park offices will be closed during weekends and holidays. The doors will remain locked during these instances. Tenants will be provided individual suite keys. It is the responsibility of the tenant to lock the suites.

It is highly recommended that tenants make sure that their suites are secured while tenants are not in their suites, and that the main doors close behind them when leaving the building.

Housekeeping & Trash Disposal

BioVentures Center

Tenants are responsible for the care of their office or lab suite. Many tenants opt to do their own cleaning, while other tenants hire the cleaning service that is already in place in the building. CR Janitorial Service is the company that is contracted to service the common areas of the BioVentures Center building on a nightly basis. If you notice something that needs housekeeping attention, please notify. Trash and recycling receptacles are located at several locations in the building. Please place your cleaned recyclables in the appropriate containers.

Please follow the general guidelines for trash and recycling:

- Garbage placed in outdoor dumpsters
- Broken down cardboard placed in the cardboard dumpster
- Single-sort recycling placed in the recycling dumpster
- Disposal areas are to be kept free of all debris because these are designated for deliveries
- Dumpster covers must be closed when not in use
- For biohazard waste, please refer to “Hazardous Waste Removal” on page 22 of this manual

LABS: The cleaning staff will not clean each individual lab on a nightly basis; nor will they enter the laboratories. If you have trash/recyclables that need to be disposed of, please set those outside your lab door and the cleaning staff will discard them. If you need specific cleaning done in your lab, the sinks or countertops cleaned or the floors mopped, etc. please let the Office Manager know and we schedule those on an as needed basis.

Conference Room Reservation

BioVentures Center

The BioVentures Center offers eight conference rooms capable of accommodating 6 – 70 occupants. An online program, IncuTrack, is used to reserve the multi-purpose room and conference rooms on the east side of the building. The web address is <http://uiowa.incutrack.net>. The office manager will provide the account information to log in and book these rooms. Conference rooms on the west side of the building are booked through Outlook and can be reserved in person at the front office (room E156) or via email request to research-park@uiowa.edu. Rooms are reserved on a first-come, first-served basis. All conference rooms have the following equipment available:

- Computer (except W215)
- Projector or television monitor
- Keyboard/mouse (except W215)
- Conference call phone (except the multi-purpose room)
- Whiteboard
- Skype and Zoom capabilities

BVC West Conference Rooms

First Floor Conference Rooms:

W111 Conference Room
Capacity: 20



W119 Conference Room
Capacity: 14



Second Floor Conference Rooms:

W215 Conference Room
Capacity: 10



W219 Conference Room
Capacity: 14



BVC East Conference Rooms

First Floor Conference Rooms:

E140 Board Room
Capacity: 10



E136 Conference Room
Capacity: 6



Second Floor Conference Room

E242
Capacity: 10



Multi-Purpose Conference Room

Capacity: 40 seated & up to 70 for receptions/special events



Community Break Area

BioVentures Center

The BioVentures Center offers three break areas with full kitchenettes and vending machines. The east and west sides of the building each have a kitchen/break area on the second floor, and the main floor has a separated kitchen and break area. Please be respectful and tidy up after yourself as these are shared common areas. Please remove refrigerated items within a week. There is one dishwasher located in the main floor kitchen available for use. Additionally, a coffee machine is available to you and is located in the main floor break area.



Campus Mail, USPS, UPS, Fed Ex

Campus Mail:

BioVentures Center

Campus Mail picks up and delivers mail twice daily. Once in the morning (~9:00am) and once in the afternoon (~12:00pm). Campus mail is delivered and picked up in the shared mail room, E154.

United States Postal Service:

BioVentures Center

USPS picks up and delivers mail daily. USPS mailboxes are located inside the building near the west side elevator. At your request, the University of Iowa Research Park office staff will assign you a USPS mailbox and two post office box keys. Please remember the University of Iowa Research Park staff does not keep an extra set of keys for your USPS mailbox, so if you misplace or lose your keys, it will be your responsibility to obtain access to your post office box and obtain new keys.

UPS and Federal Express:

BioVentures Center

UPS and Federal Express make daily deliveries to the BioVentures Center. All FedEx and UPS packages are delivered to the first floor mail/copy room. It is your responsibility to remove your packages daily and in a timely manner. FedEx has a scheduled daily pick up for Federal Express Overnight packages, these packages are picked up daily from the mail/copy room at 3:30pm. UPS does not have a scheduled pick up at the BVC. You can leave prepaid UPS ground/express and FedEx ground/express in the BioVentures mail/copy room and they will be sent out through the UI mail system.

Those packages must be in the mail room before 11:45am. There is no pickup or delivery on weekends or holidays.

Addresses:

It is important that you include your companies name and your suite number in your address when sending and receiving mail or other deliveries.

Copy/Fax Machines

BioVentures Center

The BioVentures Center two copy/fax machines available for tenant use. The first-floor machine has features including color copying, color scanning, color printing, faxing, and printing and copying via a USB. To reach an outside fax line, 9 must be dialed first. One machine is located in the mail room on the east side of the first floor. The second machine is located on the second floor outside of the secured lab area on the east side.

Adding a print queue:

To add the printer to your computer, you will need to open File Explorer. Once in File Explorer, **paste iowaprint04.iowa.uiowa.edu** into the address bar. This may take a moment, but it will install the printer automatically. If you are not on the University of Iowa Wi-Fi, you may need to paste **[\\iowaprint04.iowa.uiowa.edu\uirp-bvc154-mfd](http://iowaprint04.iowa.uiowa.edu\uirp-bvc154-mfd)**.

For a Mac (using a HawkID): Select "System Preferences" → Printers & Scanners → Add Printer (+button) → Switch from "default" tab to "IP" tab → input "172.30.88.66" into address → Select "add" → Select "duplex printing unit" → Select "ok"

If you need additional help, please contact ITS Help Desk at its-helpdesk@uiowa.edu at (319) 384-4357

Telephone & Internet Service

BioVentures Center

Each individual company will be able to choose from University of Iowa or South Slope to provide telephone and/or internet service. If South Slope is chosen as the primary provider, it is the responsibility of the company to call and set up the services. South Slope can be reached at (319) 626-2211. If University of Iowa is chosen, please contact the Office Manager to arrange hook up.

Technology Innovation Center

Each individual company can choose to use University of Iowa telephone services or an existing cell phone. Internet service is provided by the University of Iowa.

University of Iowa Service pricing as of June 2015:

Data Services

Data Service	One Time Charge	Monthly Recurring Charge
Basic Ethernet (on existing cable)(10/100/1000Mb based on location)	\$200 (If room already has data services available. Otherwise time and materials)	\$21.00 (No Direct Charge to GEF or Research*)
Gigabit Ethernet (Limited Availability)	Where available, \$200 (same as basic) Otherwise, Time and Materials	\$21.00 (No Direct Charge to GEF or Research*)
Custom Data Solutions	Time and Materials	Varies
Moves or Changes to Existing Service	\$75	N/A
Assign IP Address or Domain Name	No Charge	No Charge

Telephone and Related Services and Equipment

Telephone Services	One Time Charge	Monthly Recurring Charge
New Telephone Service (on existing cable)	\$150 plus price of phone set (If room already has telephone services available. Otherwise time and materials)	\$17.50 (No Direct Charge to GEF or Research*)
Other Third Party Charges	Pass through cost from vendor	Pass through cost from vendor
Directory Assistance	65 Cents Per Call	N/A
Telephone Equipment	One Time Charge	Monthly Recurring Charge
Analog Feature Phone (Speaker, 10 Speed Dials, Hold, Redial)	\$70	No Charge
Analog Telematrix Phone (where available)	\$70	No Charge
Digital - Series E & i, 16 buttons	\$200	No Charge
Digital - Series E & i 32 Buttons	\$275	No Charge
Any Changes Made After Initial Install	\$75 plus equipment, if any	N/A
Repair Replacement of Phone	Price of New phone (no other charge)	N/A

Voice Mail/Automated Call Distribution (ACD)

Voice Mail / ACD Service	One Time Charge	Monthly Recurring Charge
Basic Voice Mail	Included With New Service	No Charge
VM Paging Feature	\$25 if ordered with New Service	No Charge
Broadcast Mailbox Feature	\$25 if ordered with New Service	No Charge
Changes Made After Initial Install	\$50	N/A
ACD and Voicemail Trees	Need Estimate	Varies (No Direct Charge to GEF or Research*)
If new phone needed for VM light	Price of phone (waive \$75 change charge)	N/A

MFK Account Number

As a tenant of the BioVentures Center, you will sometimes have a need to purchase expendable goods and services from various departments at the University. For this purpose, we have set up a MFK account for you with the University's business office. You can use your MFK account for the purchase of expendable goods and services items such as office supplies from General Stores, services from ITS, etc. You may obtain the MFK number by request to the office manager.

Laundry Service

Setting up a new account:

Please fill out the inter-departmental requisition form at the following web address to begin the setup of your laundry service:

<http://www.uiowa.edu/eforms/files/eforms/files/idreq.pdf>

Two signatures of approval are required under “processing and approvals,” and one of the signatures must be from someone who has spending approval.

Scheduling:

Unless otherwise noted, laundry service picks up items on Mondays and returns items the following Monday. The pickup time is before 8:00am at the west loading dock.

Forms:

Once you have submitted your inter-departmental requisition and your account has been created, a check list (3 part form) will be sent to you in Campus Mail. When sending items in to be laundered, please fill out the following information on the check list:

- Departmental ID
- Lab name and building
- MFK (Please note if it changes from the original that was provided)
- Department contact and phone number
- Quantity of items to be washed

Send in the White and Yellow copies with your order and keep the pink copy for your records. The yellow copy will be returned with your clean delivery the following week. The white copy will be kept for our records. If you do not receive your order back the following week, please call (319) 335-4940 and ask to speak to a supervisor. Every attempt will be made to notify you of any foreseeable delay in advance.

Complimentary Appointments

By being a tenant in the BioVentures Center, you are able to receive complimentary appointments through the University of Iowa. Complimentary appointment defines an employment-related affiliation with the University through which the appointee typically provides a complimentary service and receives neither compensation nor fringe benefits. You may request complimentary appointments by sending an email request to IOWA Research Park email research-park@uiowa.edu. More information on complimentary appointments may be found at:

<http://hr.uiowa.edu/policies/complimentary-appointment>

Complimentary appointments may include:

- Hawk ID
- Self Service Website
- Campus email with “uiowa” address
- Campus wireless
- ProTrav
- ID card services
 - Library borrowing privileges
 - Access to recreational services at employee rates

More information on obtaining an ID card can be found at:

<https://idcard.uiowa.edu/> or by phone 319-335-2716

Office locations to obtain an ID card include:

UI Service Center: 2700 University Capitol Centre (Old Capitol Mall 2nd Floor above CVS)

UI Health Care Badge Center: UI Hospitals and Clinics- C110 General Hospital (Near elevator B- Go East at the Compass)

Hazardous Waste Removal

The University of Iowa contracts with Environmental Health and Safety (EHS) for the removal of hazardous waste. Hazardous waste removal is located in the east loading dock. If you wish to use the hazardous waste removal services, you must sign a hazardous waste agreement, which will be provided by the Economic Development Assistant Director. The hazardous waste pickup typically occurs on Mondays.

More information on hazardous waste and the pickup process can be found at the following website: <http://ehs.research.uiowa.edu/10-hazardous-waste>

Below are the hazardous waste removal rates as of 2017.

Waste Stream	Description	Labor Cost/kg	Supplies/Facility Cost/kg	Disposal Cost/kg	Total Cost/kg
CHEMICAL WASTE					
Bulk Labpack	Liquids and solutions that are not compatible with solvents. Includes a variety of materials such as photochemicals, azide solutions, oxidizer solutions, metal salt solutions, nitric acid, paints & paint-related material, formaldehyde/silver mixtures, aqueous solutions of toxic materials, and similar materials.	4.62	0.59	2.49	7.70
Bulk Other	Liquids and solutions compatible with solvents	4.62	0.59	1.27	6.48
Bulk Solvents	Solvents, halogenated and non-halogenated	4.62	0.59	0.72	5.93
Dioxins	Dioxin and dioxin-related materials	4.62	0.59		case-by-case
Gases	Gases, and materials shipped in cylinders, Sure-Paks or similar pressurized containers, excluding aerosol cans	4.62	0.59		case-by-case
Mercury	Mercury contaminated debris, and mercury containing instruments	4.62	0.59	49.40	54.61
Labpack	Labpacked waste. This includes a variety of solids and liquids such as lab debris, mercury and other heavy metal waste, reactives, corrosive materials, contaminated soils, oxidizers, aerosol cans, etc.	4.62	0.59	14.32	19.53
PCB	PCB and PCB contaminated waste	4.62	0.59	21.68	26.89
In-House	Simple acids, bases, non-RCRA chemicals disposed of in house	4.62	0.59	-	5.21
Miscellaneous	Disposal services required for regulatory or safety reasons	-	-	-	case-by-case
RADIATION WASTE					
Aqueous Liquid	Aqueous non-hazardous solutions disposed of in-house.	11.75	0.89		12.65
Long-lived Dry (Burial)	Non-incinerable radioactive dry waste containing isotopes with half-life >90 days. Also includes higher activity dry waste.	11.75	0.89	11.34	23.99
Long-lived Dry (Incinerables)	Incinerable radioactive dry waste containing isotopes with half-life >90 days.	11.75	0.89	11.20	23.85
Long-lived Sharps	Radioactively contaminated sharps containing isotopes with half-life >90 days.	11.75	0.89	17.37	30.02
LSC Vials (Hazardous)	LSC vials containing flammable scintillation cocktail or other hazardous waste.	11.75	0.89	5.85	18.50
LSC Vials (Non-hazardous)	LSC vials containing non-flammable scintillation cocktail.	11.75	0.89	3.29	15.94
Mixed Waste	Waste material that is both radioactive and hazardous waste.	11.75	0.89	27.94	40.59
Sealed Sources	Radioactive sources.	11.75	0.89		case-by-case
Short-lived Dry	Radioactive dry waste containing isotopes with half-life <90 days. Disposed of in-house.	11.75	0.89	-	12.65
Short-lived Sharps	Radioactive sharps containing isotopes with half-life <90 days. Disposed of in-house.	11.75	0.89	-	12.65

Lab Close-Out

Prior to moving out of lab space in the BioVentures Center, a lab close out form needs to be filled out and submitted to the EHS Coordinator. The form can be accessed here: <http://ehs.research.uiowa.edu/laboratory-close-out-notification>. More information about Laboratory Close-Out Procedures can be found here: <http://ehs.research.uiowa.edu/laboratory-close-out-procedure>.

Miscellaneous

Parking:

Parking in all lots of the IOWA Research Park are free of charge to tenants and their visitors. All unauthorized vehicles parking in handicapped spaces or in no parking zones will be reported to the Coralville Police Department, and a fine will be issued.

Signage:

Signage for each individual company is regulated by the University of Iowa Research Park. Each suite is allowed one sign outside the suite. A logo also needs to be provided to the research park staff for the building directory.

Notarization:

Certified notaries are:

Stephanie Dengler, Economic Development Assistant Director, located in the BioVentures Center. Inquiries can be directed to stephanie-dengler@uiowa.edu.

Amber Cardona, Administrative Services Specialist, located in the BioVentures Center. Inquiries can be directed to amber-cardona@uiowa.edu.

Alcohol Policy

Policy for events involving the service of alcohol:

BioVentures Center

University Policy:

The University of Iowa's policy for serving alcohol at events does not cover buildings owned by outside developers, such as the BioVentures Center, which is owned by BBQ Too LLC. To hold an event involving the service of alcohol, the tenant must hire a licensed catering company after receiving approval from the BioVentures Center.

BBQ Too LLC Company Policy:

The owner of the BioVentures Center (BVC) building does not have a specific policy for serving alcohol during events held in the BioVentures Center on the University of Iowa Research Park. University subtenants (i.e., Companies leasing space in the BVC) are responsible for all activities involved in events that they sponsor in the building.

Sub-Tenant Responsibility:

It is the responsibility of a tenant requesting approval for an event that includes serving alcohol that a licensed approved catering company is hired. The catering company must have a minimum of \$1,000,000 liability insurance that includes liquor liability. A request (via email) should be sent to the Economic Development Assistant Director two weeks in advance of the event.

Tobacco-Free Policy

The University of Iowa is a tobacco-free facility. Use of tobacco, as defined below, is prohibited in any building, vehicle, or outdoor area owned, leased, or controlled by the University.

- a. For the purpose of this policy, tobacco products are defined as including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any non-FDA-approved nicotine delivery device.
- b. Use of tobacco products is prohibited in all buildings and vehicles owned or leased by The University of Iowa, regardless of location. This includes Kinnick Stadium and the University of Iowa Hospitals & Clinics.
- c. Use of tobacco products is also prohibited on all University grounds and in any outdoor area controlled by the University. This includes all University parking lots and parking ramps, athletic fields, tennis courts, golf courses, and recreational areas. Use of tobacco products is prohibited inside any vehicle located on such University grounds.
- d. The University owns and maintains a limited number of streets within its campus borders. Use of tobacco products is prohibited on such streets and the adjacent sidewalks. See University of Iowa maps outlining the campus grounds where use of tobacco products is prohibited.
- e. When any person enters the grounds of the University, any tobacco products shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the grounds of the University.
- f. This policy does not apply to buildings and outdoor areas of the University of Iowa Research Park that are owned by or leased to private entities, except if those buildings or areas are used for University programs or University employees.

See also: <https://hr.uiowa.edu/tobacco-free-campus-policy>

Emergency Situations

It is the responsibility of the individual company to create an action plan for emergency situations. The University of Iowa Research Park does not endorse any specific plan but can make general suggestions.

BioVentures Center:

For normal business hours (M-F) 8AM – 5PM:

- Call Joanne Mauck at 319-350-3436

For emergencies after-hours:

- Call : 319-398-9040
- For additional resources, refer to the University of Iowa's Critical Incident Plan:

<http://www.uiowa.edu/critical-incident-plan/procedure>