Research Innovation Center

Incubator Tenant Handbook
Directors of the IDRC

Hank Gardner, MSPH, DrPH
Interim Director
Hank.Gardner@colostate.edu

Dr. Henry (Hank) Gardner currently serves as the Associate Vice President for Research at Colorado State University (CSU). His responsibilities at CSU include promoting interdisciplinary research in the university’s strategic areas of research excellence, promoting internal and external research partnerships, serving as the University patent officer and facilitating the interface between CSU and economic development and technology transfer activities. Prior to joining CSU in 2001, Hank served a brief period with a not for profit cancer research center in Denver after serving 25 years with the US Army Medical Department. His Army career included 11 years on active duty in the Medical Service Corps followed by 14 years as a Department of the Army civilian with the US Army Medical Research and Materiel Command. He was the founding Director of the US Army Center for Environmental Health Research (USACEHR) and he ended his Army career as the Scientific Director of USACEHR. Hank’s academic credentials include a Bachelor of Arts in environmental biology from the University of Montana, a Master of Science in Public Health in environmental health from the Tulane University School of Public Health and Tropical Medicine, and a Doctor of Public Health in environmental health from the Johns Hopkins University School of Public Health. His awards include an Army ROTC undergraduate scholarship, an Army Graduate fellowship, a Kellogg doctoral fellowship, the NASA Space Shuttle Achievement awards (STS-1 and 3), military decorations including the Meritorious Service Medal and Expert Field Medical Badge and a number of Federal civilian awards to include the Defense Meritorious Civilian Service Award.

Debra Horensky, MD
Associate Director
Debra.Horensky@colostate.edu

Dr. Debra Horensky serves as the Associate Director of the Infectious Disease Research Center at Colorado State University. As a board certified Clinical Pathologist completing her residency at Brigham and Women’s Hospital, Boston, Massachusetts and her Infectious Diseases fellowship at Harvard Medical School’s Channing Lab, her expertise includes EPA, FDA, and CDC Select Agent compliance oversight for medical, veterinary and food testing laboratories, in addition to expertise as both a CLIA clinical and technical consultant. She is a former CDC EID Fellow, and prior to joining CSU in 2012, Dr. Horensky served as the Chief of Biological Sciences at the New Mexico State Laboratory for 11 years and worked on CDC projects for category A and B agents for the Emerging Infectious Pathogens, Epidemiology and Lab Capacity, and the Public Health Preparedness efforts.
IDRC Staff Contact Information

*Incubator Fax Line: (970) 492-4375

RIC RECEPTIONIST
(970) 491-8822
RIC ground floor lobby
idrc-coordinator@colostate.edu

- conference room reservations, copy machine help and printer codes
- Receives and distributes incoming mail and packages
- Point of contact for IDRC Operations, facilities issues and general inquiries

Tom McCorkendale,
Equipment Service Coordinator
A169 RIC;
Thomas.McCorkendale@colostate.edu

- Equipment repair

Tom Keene, Operations
(970) 491-8614 or (970) 213-1750
RIC D173
Thomas.Keene@colostate.edu

- Assists with equipment moving

Gabriel Garcia, Facility Safety
(970) 491-4149 or (970) 213-9427
RIC D169
Gabriel.Garcia@colostate.edu

- General facility safety
- Keycard access and physical keys

TBD, Business Manager
(970) 491-8167
Stephanie Starck, Assistant to Directors
(970) 492-4300
RBL A111
Stephanie.Starck@colostate.edu

- Executive Assistant to Directors
- IDRC HR Management

Melody Orso, Accounting
(970) 491-8180
RIC D170
Melody.Orso@colostate.edu

- Monthly billing, including telecom and printer usage
- IDRC’s departmental ordering
Research Innovation Center (RIC) Incubator Application Process

Complete and return Application for Occupancy found at the following website: www.csuric.org/docs/RIC_app.pdf

- Prospective company undergoes Evaluation Process by RIC Oversight Group.
- Presentation by prospective company scheduled to evaluate business model to determine Incubator fit.
- RIC Oversight Group begins informal discussion with prospective company. Space discussions, tours, complete Term Sheet, etc.
- If Application for Occupancy is approved, IDRC Business Office forwards application and specific lease terms to CSU Real Estate Office (REO).
- REO will prepare a lease and exhibits and will send to the Office of General Council (OGC) for approval.
- Once lease and exhibits have been approved by OGC, RIC Oversight Group will forward the lease to the prospective tenant for review.
- REO will finalize lease and will forward to RIC Oversight Group to route for signatures.
- REO forwards executed lease to RIC Oversight Group.
- RIC Oversight Group begins with the necessary space preparations for move-in to occur on the lease commencement date.
**Expectations of Tenancy upon Acceptance**

All Incubator tenants are expected to follow all CSU and IDRC policies and guidelines, not limited to those outlined in this handbook.

Complete required semi-annual reviews to be presented to RIC Oversight Group.

It is the tenant’s responsibility to notify the RIC Front Desk as soon as an established Associate (employee, contractor or board member) of the tenant’s company is either no longer employed or affiliated with the RIC Incubator.
New Tenant Onboarding Process Checklist

Meet with the RIC Front Desk in order to obtain the necessary paper work required to obtain CSU ID # as an Associate Affiliate of Colorado State University.

- **Biographical Data Form**
  - Sign and return completed form to RIC Front Desk; 
    [idrc-coordinator@colostate.edu](mailto:idrc-coordinator@colostate.edu)
  - Within 2-3 business days you will be notified that your CSU ID # is ready.
  - To establish your CSU eID and colostate.edu email address at the following website: [https://eid.colostate.edu/](https://eid.colostate.edu/)
    - A CSU eID will need to be established along with a secure password in order to access electronic resources such as internet access, VPN and email.

- **Research Innovation Center Business Incubator New Tenant Information Form**
  - *Incubator Service Elections*:
    - Requests for telephone service and voicemail can be send via email to [kathleen.landon@colostate.edu](mailto:kathleen.landon@colostate.edu) & the IDRC Business Office. The data jack request can be made to RIC Front Desk who will work with CVMBS IT.
    - A printer authorization code will be issued by the RIC Front Desk for the Sharp printer on the RIC 2nd floor in the mailroom area.
    - Complete the physical key request and return to Facility Safety, Gabriel Garcia. [gabriel.garcia@colostate.edu](mailto:gabriel.garcia@colostate.edu) (CSU ID # required)
      - Note: A CSU eID will need to be established along with CSU ID # in order to receive a key card.
      - Return the completed Long-distance code request form to [melody.orso@colostate.edu](mailto:melody.orso@colostate.edu) of the IDRC Business Office, located in the RIC Link.

- **Complete the Unit 1a training**
  - This training can be completed online once CSU ID # is generated. It outlines the basic safety and emergency procedures of the facility and is **required before an IDRC Key card can be obtained**.
  - Please email [gabriel.garcia@colostate.edu](mailto:gabriel.garcia@colostate.edu) for the link. He will work with you on the process, training and forms needed.

- **See page 27 for Facilities, Equipment, IT and Operations information**
Biographical Data Form
New Associate

HR Liaison: When data entry is complete, please shred this form or return it to the associate.

Name __________________________________________

SSN* ___________________________ Birthdate ______________________

Gender
☐ Male
☐ Female

Home Address
________________________________________________________

________________________________________________________

Phone ____________________________

Emergency Contact

Name __________________________________________

Phone ____________________________

Relation __________________________

Additional Information

Current Employer/Organization ___________________________

Phone ____________________________

CSU Sponsor/Requestor __________________________

* A substitute SSN can be provided by HRS Data Systems or HRS Records. Please include the associate’s full name in your request.
Research Innovation Center Business Incubator
New Tenant Information Form

Personal Information

FIRST NAME
LAST NAME
DATE OF BIRTH
COMPANY NAME
HOME PHONE
WORK PHONE
DRIVER’S LICENSE OR PASSPORT #
ADDRESS
CITY, ST, ZIP CODE
EMAIL ADDRESS

Incubator Service Elections

Office #  Lab #

☐ Access to CSU’s network & computing resources including email account, VPN and Library (included)

☐ Basic Telephone Service ($11.13/month, $56.00 Activation Fee)

☐ Voice Mail ($3.00/month, $10.00 Activation Fee)

☐ Associate voice mail with CSU Exchange account (set up when establishing CSU eID)

☐ Associate voice mail with off campus e mail (specify)

☐ Activation of Data Jack (included)

Data Jack #

☐ Long Distance Code (Domestic and International Rates apply)

☐ Copier/Printer Authorization Code ($0.02/copy Black & White, $0.15/copy Color)

General Building, Safety and Operating Procedures

Security

• Report any unknown personnel or suspicious activity to the IDRC staff immediately.
• Do not block or prop open any entry, exit, or fire doors; do not obstruct exit routes, doors, or stairwells.
• Do not use elevators in the event of an emergency.
• Ensure that all doors and gates are closed completely before leaving area.

Emergency Preparedness

Pull the fire alarm if you see a fire or smell smoke. Do not use an extinguisher unless you have been properly trained.

In the Event of a Fire Alarm:

• Evacuate the building in an orderly manner using the closest available exit.
• Detailed evacuation maps are posted throughout the buildings.
• Gather outside the main gates; designated by a “rally point” sign.
• Stay at your rally point until further notice is given by one of the IDRC staff.
• Anyone wanting to leave the rally point area must check out with a IDRC staff member.

In the Event of a Tornado:

• All personnel are to proceed to the nearest basement area.
• Stay away from any doors or windows.
• Stay in the designated basement area until further notice from one of the IDRC staff.
• To see if the University has closed due to snow, dial 491-SNOW (7669).
• For emergencies dial 911; non-emergency 491-6425 (CSUPD).
• IDRC main office contact is 491-6522.

Safety

Every employee, contractor, renter, and visitor is responsible for their personal safety and has the responsibility and authority to stop unsafe behavior and fix or report unsafe conditions:

• Report all unsafe behavior, near misses, and incidents to the IDRC staff.
• Know where all fire extinguishers, first aid kits, eyewashes, showers and pull down stations are located.
• Automated External Defibrillators (AEDs) are located in the lobby area of each floor and by the offices in the GMP Building.
• Please recycle all plastic and glass bottles, aluminum cans, and paper in their appropriate containers.

REQUESTOR SIGNATURE

DATE

DEPARTMENTAL USE

CSUID #

PHYSICAL KEY: REQUESTED ROOM(S)

KEY CARD #
Key Request Form

<table>
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<tr>
<th>Department Name</th>
<th>Dept. Code</th>
<th>Key Manager</th>
<th>Phone #</th>
<th>Date</th>
<th>Reference #</th>
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<td>Key Holder’s CSU I.D. #</td>
<td>Key Holder’s Name</td>
<td>Lock I.D.</td>
<td>Bldg. #</td>
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Authorizing Signature: ____________________________________________

Date: __________ Keys Picked up by: ____________________________ Date: __________
LONG DISTANCE AUTHORIZATION CODE ACTION REQUEST
EMPLOYEE NAME

491-
Telephone Number                        Last Name                        First Name                        Middle Initial

ACTION REQUESTED

_____ New Authorization Code

Leave blank                        Department Number                        Account Number

_____ Delete Authorization Code

Leave blank                        Department Number                        Account Number

_____ Change Account Number

Leave blank                        Department Number                        Account Number

FORM INITIATED BY:

Name:______________________________

Department:________________________

Department #:_______________________

Telephone #:_______________________

MAIL CARD TO:

Name:______________________________

Department:________________________

Department #:_______________________

RETURN FORM TO:
Telecommunications, #1009
E-100 Glover Building
FAX #: 1-2179
(Visit our website: www.colostate.edu/depts/telecommunications)

AUTHORIZED SIGNATURE (for accounts listed above)______________________________

Revised 7/20/06
Rent and Bill Payment

Rent is due the first day of each month and is to be made payable to “Colorado State University” at:

CSURF
PO Box 483
Fort Collins, CO 80522

(Checks can be mailed free of charge through campus delivery from the IDRC) to:

CSURF Real Estate Office
Colorado State University
6009 Campus Delivery

A late fee of $25 per day will be assessed for rent that is not received by the 10th day of the month due.

Internal Billing

Please contact Melody Orso (Accounting Tech) at 491-8180 to confirm the billing account number at the commencement of your lease.

Telecom and printer usage billing will be distributed monthly to your designated mailbox in the 2nd floor copy room as is to be delivered to:

Melody Orso
Infectious Disease Research Center
2025 Campus Delivery
Fort Collins, CO 80523-2025

Or directly to:

Melody Orso
RIC office D170
Benefits of the Associate Affiliate Status with Colorado State University

- CSU Morgan Library access.
  - A CSU ID will need to be obtained at the Ram Card Center in the basement of the Lory Student Center on main campus prior to access to the library resources.
    http://www.map.colostate.edu/#b=80

- Access to CSU’s network and computing resources including an email account, VPN and internet access on both main and Foothills campuses.

- Access to Parking Permit for free parking in campus A and Z lots.  See RIC Front Desk.

- Access to CSU Chem Store stock room on main campus.
  http://franklin.chm.colostate.edu/stockroom.html

- Under CSU's site license with Symantec, affiliates of Colorado State University may install Symantec Anti-Virus free of charge on their personal computers. You may download this software at http://www.acns.colostate.edu/Downloads  (Do not distribute this software to anyone who is not affiliated with Colorado State University)

- Specialized Facilities and Research Instrumentation
  http://vpr.colostate.edu/pages/specialize-core-facilities.asp
  - Proteomics and Metabolics Facility
  - DNA Sequencing
  - Infectious Disease Research Center
  - Lab Animal Resources
  - Chemistry Central Instrument Facility
  - Next Generation DNA Sequencing Facility
  - Flow Cytometry and Cell Sorting Facility
  - Animal Care Program
  - Microscope Imaging Network
  - Statistical Laboratory and Center for Applied Statistical Expertise
  - Nanoscale Science and Technology Fabrication and Characterization
  - Protein Purification and Characterization Facility

**Please note, all benefits and affiliation will expire upon lease expiration**
Greetings from CSU Ventures,

As a client of the Research Innovation Center (RIC) clients get access to premier facilities, university resources, and CSU scientists and faculty. Also located within the RIC is a CSU Ventures office (CSUV) where client companies can access the services that exist for CSU innovators.

CSU Ventures performs technology transfer and commercialization activities for CSU. All university intellectual property is managed by CSUV and our staff has expertise in intellectual property management, licensing, business development, and new venture formation.

While you are an RIC client you have access to these areas of expertise as well. Additionally, because CSUV manages IP across all technical departments at CSU, we can facilitate interactions with university scientists studying similar fields. Examples of services performed by CSUV that may be of particular interest to client companies:

- Prior art assistance – CSUV has experience performing cursory prior art searches and can demonstrate how to examine internal and competitors’ IP
- IP strategies and options – CSUV has experience filing for patent protection and can offer different options for consideration for patenting
- Contract language – CSUV negotiates IP-related contracts with university industry partners and can assist in understanding and evaluating contracts
- Business plan development and evaluation – CSUV and our partners at the Rocky Mountain Innosphere assist a large collection of start-ups and can help RIC clients develop business plans and investment pitches
- Connecting to CSU scientists and core facilities / services
- Connecting to service providers – CSUV utilizes many service providers that assist small businesses locally and nationally, we can provide options for client needs
- Your needs – just ask us!

I look forward to working with your company, please stop by D212, to discuss your particular needs.

Best Regards,

Rodman Tompkins,
Director of Licensing & Business Development
Rodman.Tompkins@colostate.edu
RIC D212
(970) 491-8316
www.csuventures.org
Rocky Mountain Innosphere

http://www.rmi2.org

The Research Innovation Center Incubator has a standing agreement with the Rocky Mountain Innosphere that allows Incubator tenants to have access as non-resident clients to Innosphere programs and services free of charge.

The Innosphere’s mission is to support the launch, growth, stabilization and long-term success of business enterprises in Northern Colorado. As a participant in the Innosphere, you will have access to management guidance, technical assistance and consulting tailored to young growing companies.

Programs:

- Social and Advisory Group for Entrepreneurs (SAGE)
- Advisors in Residence (AIR)
- Executives in Residence (EIR)
- Access to Capital
- FastTrac® TechVenture,™
- Innovation After Hours (IAH)
- Quarterly Cluster Events
- Lunch & Learns
- Monthly Client Luncheons

Services:

A number of additional services and resources to meet the needs of early-stage entrepreneurs, including, but not limited to:

- Market and Industry research
- Educational seminars
- Letters of Support
- PR and media guides
- Shared administrative support (additional cost)

Contact information:

Maggie Flanagan
Director of Entrepreneur Programs
maggie.flanagan@rmi2.org
(970) 818-7737

Mike Freeman
CEO, Rocky Mountain Innosphere
Mike.freeman@rmi2.org
(970) 221-1301
**Shared Equipment and Business Resources**

In addition to use of the premises, tenants shall have non-exclusive rights to use:

- Designated common laboratories (D259, D260, D261, D262 and D263)
- Laboratory support areas; Glass washer and Autoclave located in D266
- Shared glassware and assorted lab equipment located in D206 and common lab areas
- Office support and equipment located in D211

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**Use of Shared Resources**

- Use of shared resources is on a “first come first served basis”, although use can be scheduled in advance if necessary.
- Shared resources must be used in a safe and lawful manner that does not disrupt normal operations of the building.
- Do not use equipment that you are not properly trained to use. Always ask for help instead of guessing.
- Leave the work area and the equipment in the same (or better) condition than it was found in.
- Report installation, use and maintenance issues to the IDRC Operations as soon as possible at idrc-operations@colostate.edu.
Shared Equipment Resources

Incubator Copy room resources

- Fax machine: (970) 492-4375
  - Enter user code, select “ok”
  - Select “Image Send”
  - Select “Speaker”
  - Dial number using keypad; use the same dialing process as your CSU desk phone
  - If necessary enter a long distance authorization code

- Paper shredder
- Sharp MX-4101N Printer, Copier and Scanner
  - Printer code must be generated by RIC Front Desk for use
    (Service charge applies)
**Printer Installation**

Sharp MX-4101N Printer Installation Instructions

- The printer driver will need to be installed for this printer prior to installation. Please visit the Sharp website:
  
  
  ➢ Download and save the appropriate driver yourself or contact idrc-coordinator@colostate.edu (491-8822)
  
  ➢ Select Devices and Printers from the Start Menu.

- Select Add a Printer then Add Local Printer.

- Click on Create a new port and select Standard TCP/IP Port from the drop down menu then press Next

- Type 129.82.27.111 into Hostname, uncheck Query the printer and press Next.

- On the next screen select ‘Have Disk’ and Browse to where you have saved the appropriate driver.

  ➢ Open the driver destination and select the printer (Sharp MX-4101N PCL6) from the drop down list:

- Select Do not share this printer on the following screen and Next then Finish.

- Once the printer is installed, right click on the new icon and select Printer Properties

- From the Configuration tab select Auto Configuration, then select each button next to the “pointing finger” and select Ok then Apply.
**Printer Authorization Code Instructions**

In order to enable printing from a PC, the assigned authorization code will need to be populated into your printer settings using the following instructions:

** If you do not have a printer authorization code, please contact the RIC Front Desk @ 491-8822 or idrc-coordinator@colostate.edu **

- Select **Devices and Printers** from the start menu.
- Right click on the SHARP MX-4101N printer and select **Printer Preferences**
- Select **Job Handling** on the next screen and enter your assigned authorization code under **User Number** (be sure that this is checked as well) and select **Apply**.
Incubator Conference Rooms

Scheduling Contacts:

idrc-coordinator@colostate.edu

1. **RIC D200 (Rotunda)**
   - Phone Number: (970) 492-4305
   - Capacity: 12 People
   - Details: speaker phone, projector (PC and laptop connection), wireless keyboard/ mouse, and window shades.

2. **RIC D201 (Boardroom)**
   - Phone Number: (970) 492-4320
   - Capacity: 18 People
   - Details: speaker phone, Smart Board, projector (PC and laptop connection), wireless keyboard/ mouse, window shades.
3. **RIC D234 (Small Conference Room)**  
   Phone Number: (970) 492-4322  
   Capacity: 10 People  
   Details: speaker phone, projector (PC and laptop connection), wireless keyboard/ mouse, window shades, sink and mini fridge.

**Additional Seminar Room: Great for conferences and annual meetings!**

**RIC D100, Seminar Room**  
Located in first floor lobby  
Phone Number: (970) 492-4304  
Capacity: 80 people in a seminar setting  
   14 tables available for classroom settings  
Details: speaker phone, microphone, projector (PC and laptop connection), wireless keyboard/ mouse, dedicated PC, window shades, Adobe Connect capabilities.
Event Planning and Hosting

The scenic location of the IDRC facility can be an ideal location to host any number of events including:

- Board and advisory meetings
- Vendor shows
- Guest speakers
- Investor meetings
- Meet and Greet/Receptions

Please contact the RIC Front Desk for assistance with the any of the following:

- Catering recommendations
- Meeting space reservations and arrangements
- CSU events policy assistance
- Adobe Connect webinars (recording available)
Conference Lines and Guest Logins

The IDRC offers conference lines that are available free of charge to easily allow several callers to join a teleconference, using a dedicated phone number and access PIN code.

- Contact the RIC Front Desk at idrc-coordinator@colostate.edu or 491-8822 to schedule a conference line reservation.

Internet access is restricted to CSU users, but guests may login at:

Guest Wi-Fi
1) Under Wi-Fi connection options select ‘csu-guest’
2) Open any web browser and accept agreement

Or:
Stop by the RIC Front Desk to pick up a business card with connection and sign-on information
**Smart Board**

**Located in Board Rooms D201 and A114**

- The Smart Board can be used to work with any program or application on your computer. Open files, websites or programs to write digital notes that can be captured and saved.

- It is recommended that you save the file you would like to work with on a USB drive, as there is not a lap top connection for the pc associated with the Smart Board. Contact the RIC Front Desk if you need a USB drive.

- For a 2 minute tutorial on basic functions:
  - [http://downloads01.smarttech.com/media/trainingcenter/flash/tws10/touch_write_save_nb10.htm](http://downloads01.smarttech.com/media/trainingcenter/flash/tws10/touch_write_save_nb10.htm)

- For additional training resources including You Tube videos, basic functions and using Microsoft Office applications:

- Contact the RIC Front Desk with any additional questions on how to get started at (970) 491-8822 (idrc-coordinator@colostate.edu)

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**DO NOT USE MARKERS ON SMART BOARD**

![No markers allowed sign]
IDRC Vendor and Visitor Policies

☑ Vendors must have prior approval by the tenant and authorized IDRC personnel.

- CSU Solicitation policy:
  [http://policies.colostate.edu/PolicySearch.aspx?xGplID=oy38CKIb23g](http://policies.colostate.edu/PolicySearch.aspx?xGplID=oy38CKIb23g)

☑ Please notify RIC Front Desk of the approved vendor appointment. Unapproved vendors will not be granted access to the Incubator.

☑ Visitors are present for limited time periods from a few minutes/hours to a few days and are here primarily to see and observe. Visitors, either individuals or tour groups, must be escorted at all times by authorized personnel and are restricted to RIC general areas.

☑ For access to other buildings, please contact either the RIC Front Desk or our Facility Safety.

☑ Minors must be accompanied at all times and children must be escorted from the entrance of the building directly to a private, closed office space.

☑ Any Policy deviation/violation must be reported immediately to the IDRC Director and/or IDRC Staff.
Facilities and Operations Support

- Tenants shall not make any modifications or alterations of the building, equipment, furniture or utilities.

  ➢ **If you are not sure what is considered a modification or alteration to any leased or shared space, ALWAYS ask before making changes.**

  ➢ Contact Facilities regarding any changes that you may require. If physical alterations to a lab or office space are required work has to be done through CSU facilities.

  - For Example, but not limited to:

    - Moving or relocating cabinetry
    - Adding or modifying electrical circuits
    - Adding or modifying plumbing services
    - Adding or modifying gas, vacuum, compressed air or specialized water systems

  ➢ Consult Facilities regarding safely running extension cords, H2O tubing, etc.

  ➢ Prior to new equipment arrival/ installation, Facilities and IDRC Equipment Staff **must** be contacted regarding the following, to ensure safety:

    - Specific electrical power requirements
    - Special gases, vacuum or compressed air requirements
    - Any special water or distilled water requirements
    - Weight loading specifications
    - Any requirements affecting the HVAC system
    - Specifics regarding size and weight of equipment/ device

  Specify all information regarding:

  - Radiologic
  - Radiographic
  - Select Agent
  - Laser

IDRC & Facilities Contacts:
Denise Sheahan (970) 492-4352, Denise.Sheahan@colostate.edu in RIC D174
Dial 491-8822 to for immediate assistance.

Equipment:
Tom McCorkendale at 492-4346 Tom.McCorkendale@Colostate.edu
Tom Keene at 491-8614 Thomas.Keene@Colostate.edu

Facility Safety:
Gabe Garcia at 491-4149 Gabriel.Garcia@Colostate.edu

For basic IT Contact the RIC Front Desk, who will in turn contact cvmbscomputerhelp@colostate.edu for computer or phone jacks connectivity, equipment monitors or Kathleen Landon for VoIP telephones.
**IDRC Access and FAQ**

- IDRC perimeter gates are open from **6:30am** to **5:30pm** Monday through Friday and are closed on weekends and holidays.
  - For afterhours access through the perimeter gate, scan your IDRC Keycard on the top keycard reader as shown below:

- The bottom keycard reader is designated for facilities use only, as well as the keycard reader on the perimeter turnstile entrance.

- IDRC main entrance doors and main interior doors lock between the hours of **5:00pm** and **7:30am** and require keycard access.
  
  **Be sure to keep your keycard with you at all times**

- At this time parking at the IDRC does not require a permit and is free of charge.
General Building Safety

☐ Report any suspicious individuals or activity to the IDRC staff immediately.

☐ Do not block or prop open any entry, exit or fire doors; do not obstruct exit routes, doors or stairwells.

☐ Do not use elevators in the event of an emergency.

☐ Everyone must scan their own keycard, no scanning in others or “piggy backing”
  ➢ Ensure that all doors and gates are closed completely before leaving area.

☐ Every employee, contractor, tenant, and visitor is responsible for their personal safety and has the responsibility to report any unsafe conditions.

☐ Report any unsafe behavior, near misses and incidents to the IDRC staff.

☐ Know where all fire extinguishers, first aid kits, eyewash stations, emergency showers, fire pull down stations, and Automated External Defibrillators (AEDs) are located.

** If you are uncertain of the location of any of the safety features contact Gabe Garcia, Facility Safety (491-4149), for clarification **
AED
(Automated External Defibrillator)
Located next to computer
on the first floor
Emergency Procedures

In the event of a Fire Alarm

☐ Evacuate the building in an orderly manner using the closest available exit.

☐ Detailed evacuation maps are posted throughout the buildings.

☐ Gather outside the main gates; designated by a “Rally Point” sign.

☐ Stay at your Rally Point until further notice is given by one of the IDRC staff members.

☐ Anyone wanting to leave the Rally Point area must checkout with an IDRC staff member.

In the event of a Tornado:

☐ All personnel are to proceed to the nearest Storm Shelter (RIC Basement).

☐ Stay away from any exterior doors or windows.

☐ Stay in the Storm Shelter area until the IDRC staff gives the “All Clear”

➢ For emergencies dial 911; Non-emergency 491-6425 (CSUPD)

➢ For possible University closures due to snow: 491-SNOW (7669)

➢ IDRC main office contact: 491-8822
Emergency Contact Information

- **Biosafety: 491-0270 (419-5250 pager; 419-5247 pager)**
  - Biological Spills, Animal Bites, Minor Cuts or Puncture Wound, etc.

- **Chemical Management: 491-4830 or 491-2705**
  - Chemical Spills (Chemical Spill sign on reverse of this sign)

- **Facilities Management: 492-4352 Business Hours**
  - 567-0266 After Hours
  - Building Mechanical Problems, Building Alarms, Leaks, HVAC, Custodial, etc.

- **IDRC Ops: 491-IDRC (4372)**
  - IDRC Owned Lab Equipment, Freezer Probes, Gas Cylinders, ELGA Water Systems

- **IDRC General Information: 491-8822**

  **In Case Of Emergency**
  - **Call 911**
  - State age, gender and condition of individual
    (i.e. 30yr. old female not conscious, but breathing)
  - State the nature of the call
    (i.e. agent working with, virulence of agent, contamination area, working within the barrier)
  - Give your exact location:
    CSU Address: 3185 Rampart Rd. Building “__” Room #__________
**Lighting System Controls**

**Override Sensor Locations:**

- This building has an automated lighting system that controls the operating hours of the building lights. This is an energy conservation solution.

- The building lighting operating hours turn on the general lights at 7:00 AM and turn them off at 7:00 PM.

- There are over-ride switches located throughout the building. If you need lighting during the off hours, simply find the override switch for the area of the building where you need lights, and press that switch. The switch will turn on the general lighting in your area for 3 hours. At the end of that 3 hour period, the lights will flash 5 minutes before going out again. If you need an additional 3 hours of light, repeat the override switch process.
Shipping and Receiving

Shipping

- Labeled and prepared to ship outgoing UPS and FedEx parcels (unless overnight delivery is required) may be left at the RIC reception desk on the ground level.
- Outgoing packages and mail route through CSU Central Receiving Monday through Friday; except for Colorado State University recognized holidays.

- Outgoing mail is collected by the IDRC Student Hourly (SH) around 11:30 a.m. (posted)
  - The outgoing mail collection bin is located next to the computer station at the top of the semi-circular staircase on the RIC first floor
  - Mail left after this time goes out with the next day’s mail (posted).

- Email notifications are sent twice daily to incubator company personnel based on email addresses provided by the incubator company
  - Incubator companies are asked to provide email updates to the IDRC Coordinator

- UPS and FedEx morning deliveries arrive approximately between 9 & 11 am

- Afternoons Monday-Friday (except on official campus holidays) the IDRC SH collects incoming Central Receiving items and delivers them to the RIC second floor mailroom. (This includes USPS, UPS & FedEx items.)
  - Email notifications are sent to package recipients notifying them of the location of packages received.
  - Exceptions:
    - Perishable items:
    - Very heavy and/or oversized hard to manage packages:
      - These will remain on the BRB dock and the incubator recipient is notified that they can contact the RIC front desk for assistance to collect items from the BRB.
    - The IDRC SH picks up the incoming mail and distributes to the RIC 2nd floor mailboxes.

- If a package is to be shipped express or overnight, incubator company personnel need to make arrangements with FedEx or UPS for a pick up.

- Intercampus delivery is free of charge and postage free. (Postage for mail outside of campus is the responsibility of the tenant.)

Incubator Address Information

- Each tenant is assigned a unique shipping code by the RIC Front Desk to use for all incoming mail and packages which will assist with the distribution of packages. (INCUB-00)

- This is an example of the receiving format to be used for standard shipping, FedEx and UPS routed through CSU’s Central Receiving:
Receiving

- FedEx and UPS deliver to Central Receiving (CR) mid-morning and CR will bring them over to the IDRC typically between 2p and 2:30p daily when campus offices are open.
  
  - It will be the tenant’s responsibility to email the RIC front desk receptionist for assistance in receiving larger packages.
  
  - If an item is perishable it is the tenant’s responsibility to have a contact available at the time of delivery. They’ll need to work with the front desk receptionist on picking these items up which are stored temporarily in the BRB frig/freezer for storage.
  
  ➢ Please be sure to keep contact information current with the RIC Front Desk regarding the responsible party for receiving packages within the company.

- Each company has a mailbox in the second floor Incubator copy room (D211) that will need to be checked routinely for mail, memos and internal billing.

Large Item Deliveries

- Please notify RIC Front Desk and Operations, in advance, about scheduled large deliveries as delivery drivers will need to be granted access through the perimeter gates. (see following page for gate entry instructions)

- If you are unavailable to receive your delivery as scheduled, please coordinate with the RIC Front Desk 24 hours advance. (IDRC cannot be responsible for the contents or condition of item.)

- Pallet jacks, dollies and carts are available to tenants for the transportation of large items. If you have special needs with the transportation of large equipment, IDRC Operations can be contacted for assistance at idrc-operations@colostate.edu
Perimeter Gate Call Box

Scroll to “IDRC” using arrow buttons

Press to call IDRC front desk for gate access.
Loading Dock Locations

- **RIC Loading Dock**: Use for smaller deliveries
- **RBL Loading Dock**: Use for large equipment deliveries (pallet jack available)
- **BRB Loading Dock**: Central Receiving delivery location. Refrigerator and freezer for perishable package holding.

Elevator access to 2nd floor
IDRC Organizational Chart
Directions to the Research Innovation Center (RIC):

- I-25 North to Exit 269B/Mulberry Street
- Proceed West/Left approximately 7 miles to S Overland Trail (at the West end of Mulberry)
- Turn Left/South onto S Overland Trail
- Take the first Right/West onto Rampart Road
- Proceed on Rampart Road approximately 0.9 mi. to 3185 Rampart Road

*Speed limit on Rampart Road is 20mph and the road is heavily patrolled.*
Jacks connectivity contact IT Services Help Desk:
Note: All companies need to submit two contacts for freezer and monitor needs

- Phone – 297-HELP (4357) – This phone is covered from 7:30 AM to 5:00 PM Monday through Friday. If you receive voicemail, please leave a message with your name, location and brief description of your problem.
- Email – CVMBSComputerHelp@colostate.edu – This mailbox is monitored from 7:30 AM to 5:00 PM Monday through Friday.

Establishing Wireless Connection
Visit the following website to establish a wireless connection for the first time:
http://www.acns.colostate.edu/Help/CSUNET-Win7
A hard copy of instructions can be found at the RIC Front Desk

VoIP Wireless Telephone Connection
Set up: http://www.telecom.colostate.edu/voip-voice-mail.aspx#help

Adobe Connection (reserve time slot with VPRs via RIC Front Desk)
For remote users wanting to connect to an IDRC Adobe Connect meeting they will just need to go to http://research.adobeconnect.com/idrc and login as guest (this link should be published with the flyers).

For the presenter:
They will need to Enter with a login name and password:
Username: idrc@colostate.edu password: !CSUrams

If there is a need to host multiple concurrent Adobe Connect meetings we will need to setup an additional meeting room link.