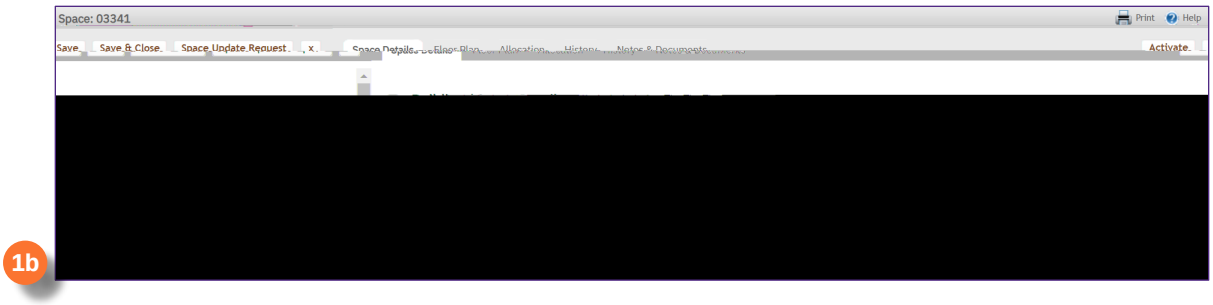
Provides guidance on how to manage Lab Users when performing Space Validation activities.

From the **Space Details Record** for a selected space:

Scroll down to the **Space Information** section.

Confirm that the **Space Class** is a **Laboratory Facility**; only these types will have **Lab Users** associated with the space



Lab Users are only applicable to **Lab Usab40.6tab40.9(ab40.)13be 0.6ci2i rs** _____ **appear.**

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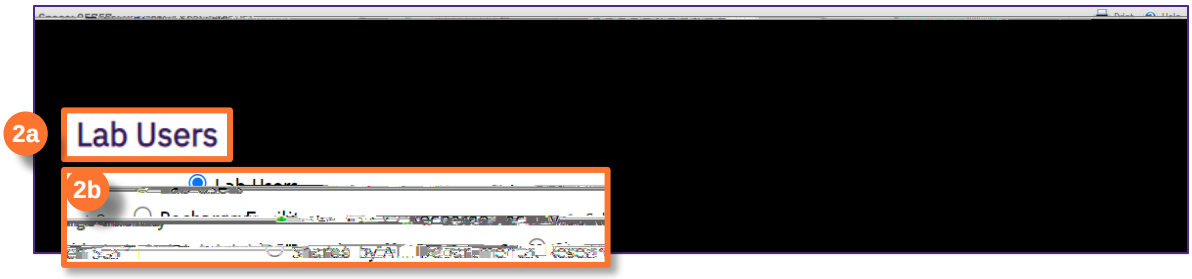
MANAGE LAB ER

DIRECTIONS:

2 To set up or edit Lab Users:

2a Scroll down the screen to the **Lab Users** section.

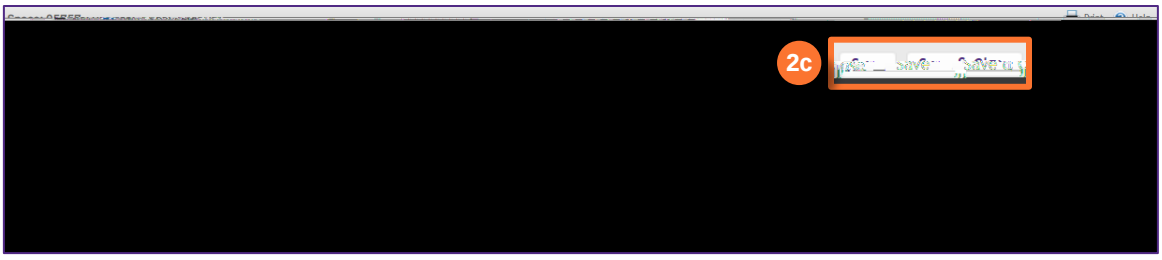
2b Select **Lab Type** based on the usage of the space.



INFORMATION

- **Lab Users** are individuals present in the lab and use the lab resources for activities such as research. These individuals may include faculty, staff, students, unpaid researchers, and visitors. A lab may not have any occupants if no employees have permanent desks in the lab. However, individuals who are present in the lab to engage in activities should be identified as lab users. (If selected, proceed to the back side of this job aid to add / remove lab users)
- **Recharge Facility** is a unit within Northwestern which provides goods and/or services of a specialized nature to other Northwestern users on a recurring basis and charges a fee for those goods/services. Operations that are set up as recharge/service centers are designed to recover the costs of their operations primarily through charges to internal (NU) users. (If selected, no further steps related to Lab Users are required)
- **Shared by ALL Department Research Staff** is a research resource used by multiple PI's across a school/unit (e.g. autoclave, cold room, etc.). (If selected, no further steps related to Lab Users are required)

2c Click on **Save** or **Save & Close** to apply.



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