

Science Laboratory West Vivarium  
Space Usage Exit Form

**SECTION 1:**

**This Section to be completed by the Principal Investigator (PI):**

PI Name	Department
SIUE Phone	SIUE email
Vivarium room number to be vacated:	
Date vivarium room will be vacated: (this includes animals and project equipment):	
IACUC Protocol No. *	

\*Attach a copy of the Protocol Continuing Review Report or Completion Form (access this form at: <http://www.siue.edu/graduate/funding-compliance-forms.shtml>)

**SECTION 2:**

**This section to be completed by the Vivarium Facility Manager:**

	YES	NO
Did the PI leave the vivarium space assigned to them clean and orderly? (If No, complete Section 3 below):		
Did the PI remove the animals and equipment by the date listed above?		

Comments:

**SECTION 3:**

**This section to be completed by the Vivarium Facility Manager:**

Researchers who do not vacate and clean their space promptly upon conclusion of their project may be charged an additional fee equivalent to one month's room occupancy to cover cleaning and possibly also facilities repair costs. Researchers also may be subjected to a ban on future use of the facility by the VSAC in consultation with the Associate Provost for Research.

Describe condition of space:

Amount to be charged to PI: \$ \_\_\_\_\_

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**SECTION 4:**

**Principal Investigator Certification:**

Please review your information for accuracy, print the form, sign it, and either email a scanned pdf to lskelto@siue.edu, fax it to 618-650-3523 or mail it to Linda Skelton, Campus Box 1046, Edwardsville, IL 62026-1046.

By signing below, I certify that I understand and will abide by the following:

All animal facility space assignments are provisional. Assignments are made based on protocol, and do not imply permanent assignment to the researcher. Further, space may not be occupied nor may work begin until IACUC approval has been received by the Facility Director.

Space must be vacated and cleaned promptly upon the end of a protocol, or when work is completed. Protocols are to be terminated when animal work is completed to allow room for other researchers/projects. Researchers who do not vacate and clean their space promptly upon conclusion of their project may be charged an additional fee equivalent to one month's room occupancy to cover cleaning and possibly also facilities repair costs. Researchers also may be subjected to a ban on future use of the facility by the VSAC in consultation with the Associate Provost for Research.

Investigators and all personnel are to comply with all IACUC policies and rules and procedures for the facility. Failure to comply may lead to the VSAC, in coordination with the IACUC, making a recommendation to the university to take disciplinary actions.

**SIGNATURES**

PI \_\_\_\_\_ Date \_\_\_\_\_

Department Chair(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Financial officer \_\_\_\_\_ Date \_\_\_\_\_

Facility Director \_\_\_\_\_ Date \_\_\_\_\_

Account Number: \_\_\_\_\_

Revised 7/18/18