ADMINISTRATIVE POLICY

CCRB 1st Floor Freezer Farm Space Assignments

Policy Type: Operations
Policy Owner(s): Operations Manager
Policy contacts: Aaron Schilz
Revised:
Reviewed:
Effective Date: 4/3/19

POLICY STATEMENT

Definitions
A. Masonic Cancer Center Freezer Farm space
   1. Assigned space located in CCRB 1st floor freezer farm, Room 1-123.
B. Masonic Cancer Center space management
   1. The Director controls, assigns, and is responsible for all space assigned to the Cancer Center, including MCRB and MCC portion of CCRB
   2. The director is advised by an MCC faculty space committee who review all applications on a quarterly basis
   3. A written space request by MCC faculty is required for requesting space for a freezer in the CCRB 1st floor freezer farm
C. Space request application document
   1. The application document must be submitted to the Associate Director for Administration for consideration by the space committee

Space Assignment Guidelines
A. Freezer space will be assigned to Masonic Cancer Center members only.

Space Request Application Criteria
A. Freezer must be used for storage of long-term samples belonging to the PI requesting space.
B. There is no surface area in assigned lab space or linear equipment hallway which could possibly accommodate this freezer.

Forms and Helpful Links
A. Space Request form and key contacts: https://intranet.cancer.umn.edu/facilities/space.php