

# PLANT TISSUE CULTURE AND TRANSFORMATION FACILITY POLICY

## *External User Program*

The Danforth Center provides transgenics and cell culture transformation services to academic and commercial researchers at its TC Facility on a self-service basis (“*External User*” or “*External Users*”) under a Use License Agreement; providing External Users with access to and utilization of our state-of-the-art equipment for a reasonable fee.

All on-site use of the TC Facility by an External User is provided through the TC Facility External User Program described below.

1. To begin the process of becoming an External User, please go to the TC Facility webpage to obtain and complete a ***Self-Service License Request Form***, which is located at:  
<https://www.danforthcenter.org/scientists-research/core-technologies/tissue-culture-transformation>.

The completed form should be emailed to Director Veena Veena at [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org), who will respond to your request within 5 business days of receipt.

2. External Users and Director will discuss needs and execute a User License Agreement to set out the parties’ expectations regarding the External User’s TC Facility needs.
3. External User staff will be granted Badge access to the TC Facility, subject to Director approval, after an ***External User Staff Access Request Form*** is completed and processed and training pre-conditions have been completed (described in paragraph 4 below).
4. External User approved staff members may reserve Equipment and access the TC Facility after successfully completing the Danforth Center’s Lab Safety Training and the TC Facility Orientation Training (for Equipment use training and TC Facility Policies and Procedures training). Please coordinate the scheduling of this Training with the Director at 314-587-1485 or by email at [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org) in order to allow adequate time to complete all training prior to the effective date of the User License Agreement.
5. Periodic mandatory Lab Safety Training and/or TC Facility Orientation Training may be required to keep all Users of the TC Facility current with regulations, new chemicals being utilized at the TC Facility, and/or new Equipment acquisition. External Users must make their staff members available on reasonable advance notice from Director.
6. The TC Facility will provide Equipment access and minimal TC Facility Staff support relating to the operation of the Equipment. It is expected that External Users bring their own skilled scientists to work in the TC Facility.
7. External Users may seek assistance from TC Facility Staff to perform services on behalf of the External User, but only upon specific request to the Director and upon the execution of either a full-service lab services agreement or a full-service sponsored research agreement, depending upon the type of services requested. A ***Full-Service Request Form*** is available on the TC Facility webpage to initiate the process to see if the full-service request can be accommodated.
8. Neither Danforth Center nor its employees will make any ownership claim to an External User’s intellectual property based solely on an External User’s use of the TC Facility.
9. The TC Facility is a multi-user facility. Each External User and their employees are responsible to keep the details of their specific projects confidential and to honor the confidentiality of other External Users and Danforth Center Users.