SIMPSON QUERREY
RESOURCE GUIDE
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Section 1: About the Building

Designed for Discovery
ABOUT THE BUILDING

Address

Main Building
303 E Superior St., Chicago, IL 60611

Loading Dock
302 E Huron St., Chicago, IL 60611

Southeast Entrance
340 E Huron St., Chicago, IL 60611

The Louis A. Simpson and Kimberly K. Querrey Biomedical Research Center (SQBRC) is a 600,000-square-foot, 14-story building connected floor-by-floor to the Robert H. Lurie Medical Research Center between East Superior Street and East Huron Street. It houses 9 laboratory floors: 4 floors for Northwestern University Feinberg School of Medicine, 1 floor for Northwestern University and 4 floors for the Stanley Manne Children’s Research Institute, affiliated with the Ann & Robert H. Lurie Children’s Hospital of Chicago. The building is a significant expansion of the research enterprises of Northwestern University and the Manne Research Institute/Lurie Children’s Hospital and allows scientists and clinicians to collaborate in an optimal environment.
Section 1: About the Building
Section 1: About the Building

Shared Spaces

Level 1

Located off Superior St., the first floor Lobby Level serves as the building’s main entry point and as pre-function space for campus-wide events. On the ground floor one will find:

» Main entrance, security desk & passenger elevators *(shown in pink)*
» Food Services *(shown in yellow)*
» Potocsnak Family Atrium
» The Judd A. and Marjorie Weinberg Gallery & the Simpson Querrey Auditorium
» Interior loading dock & service elevators *(shown in red)*
Section 1: About the Building

Level 1 Mezzanine

» Krantz Conference Room
» Senyei Conference Center
» Treinens Conference Room
» Fisher Scientific Storeroom (shown in orange)
Section 1: About the Building

Level 2

» 2 conference rooms available for reserving
» Kabiller Student Lounge (shown in orange)
» Coming Soon: Visit the Schedule & Events tab of the Office of Finance & Administration website to see more information on conference room capacities.
Section 1: About the Building
Lab Floors

The Simpson Querrey Biomedical Research Center has 9 total lab floors. Levels 5, 6, 7, & 8 are occupied by Northwestern University Feinberg School of Medicine, level 11 by Northwestern University and levels 3, 4, 9 & 10 by the Stanley Manne Children’s Research Institute. Each floor is managed by the departments residing on that floor and requires badge access for entry. Two story collaboration space is shared between 3+4, 5+6, 7+8 & 9+10. Note: levels 6 and 9 are currently shelled space & inaccessible. On each floor one will find:

» 3 separate lab neighborhoods/areas with adjacent lab support space
» Linear Equipment Room
» Faculty & Administrative offices
» Workstations for lab personnel
» 3 conference rooms
» Lockers
» Shower Facility with single stall restroom, located in room X25 on the north side, just outside the elevator lobby
» 2 Aircurity Ventilation Purge Buttons located at lab entries
» Programmed Lighting & Window Shades System
Lab Floors FAQ

How do I get an assigned locker? And how do I lock it?
Departments assign faculty and staff a locker. Reach out to your department administrator to receive an assigned locker. Step-by-step instructions on how to auto-lock your locker can be found in the Appendix Section.

What does that Aircuity Ventilation Purge Button do?
The Aircuity Ventilation Purge Button, the red button at the entry of the labs, detects the level of matter in the air, raising or lowering the air turnover based on those levels. In the case of a spill, the button should be pressed, ramping up the air turnover so the system can quickly remove fumes from the lab.

How does the programmed lighting & window shades system work? Can it be manually overridden?
There are occupancy sensors in each “zone” (zones include labs, offices and the North, East and South workstation zones) that turn on automatically when faculty and staff enter. Lights can be manually adjusted using the keypad in each of the zones on each floor.

The internal shades and external blinds in each zone are controlled through a “solar program.” The solar program (currently not functional) sets the movement of the shades according to the location of the sun and the time of the day. The solar program of the interior shades can be manually overridden via the up and down arrows on the keypad located in each zone. After about 5-6 hours, the program will reset if left untouched (See Appendix for detailed floor plan with keypad locations).

**Note: Do not place anything on the windowsills in the workstation areas and offices as it will disrupt the system from working properly.
Section 2: Building Amenities

BUILDING AMENITIES

Food Services
Vendor Offerings Coming Soon!

Located under the Mezzanine level on the Superior side of the building and in the atrium of the Lurie Medical Research Center, on the Fairbanks side.

Starbucks Coffee located across the street on Superior on the first floor of Galter Library and Learning Center.

Bridge Connections

The SQBRC sky bridge is located on the 2nd floor of the building on the north side and travels across Superior St., connecting campus personnel to the 3rd floor of the Searle Building. Badge access is required to enter the 3rd floor of Searle. Once through, campus personnel can access the elevators of the Searle/Tarry/Ward complex or take the stairs down to the first floor Galter Library and Learning Center.

» Access to the adjacent Lurie Medical Research Center passenger elevator lobbies is located on each lab floor just past the west lab neighborhood by the two corner conference rooms.

» Bridge access from the Lurie Medical Research Center to the medical campus is also accessible on the 2nd floor.

» To request access to the bridges, please refer to Badge Access section below.
Section 2: Building Amenities

Bike Storage

A secure bike room for SQBRC personnel is located in the southeast corner on the ground floor of the building. Access to the room is controlled via keycard reader. The room houses 2 tier, vertically staggered stretch racks, totaling 30 bike slots available for reserving for a $25 fee annually per bike (see photo on next slide). SQBRC faculty and staff must sign up to reserve a spot. Bikes can be stored during building hours.
Section 2: Building Amenities

Bike Storage (continued)

How to Enroll

Note: Enrollment will open after 6/17/19. Process is outlined below:

Complete the Bicycle Parking Agreement.

Email the completed agreement to fsm-research@northwestern.edu.

Enrollment is on a first-come, first-serve basis. Upon acceptance, user will be given access to the bike room on their SQBRC badge.

Bike Owner Responsibilities

Bike Owner is responsible for keeping his/her bike locked when placed in the bike room.

All bicycles and accessories placed in the bike room shall be placed there at the bike owner’s own risk.

User agrees to leave the room in the same condition as it was found. The bike room is not to be used for any other use outside of storing your own bike.

Additional exterior racks are located on the northeast, southeast, northwest and southwest corners of the building.
Section 2: Building Amenities

Lactation Spaces

SQBRC strives to provide a family-friendly environment for its faculty, staff and students. Nursing mothers in SQBRC have access to 2 dedicated Lactation Spaces located on the 2nd floor on the north side of the building by the bridge to the Searle building.

Room Access

» Contact the Northwestern University Office of Work/Life & Family Resources at worklife@northwestern.edu or (847) 809-9690 to register your SQBRC badge. You may provide the 7-digit employee ID number located on the front of the card or you may scan or send a clear photo.

» Lactation spaces should be reserved in advance. Reservations for the rooms are made through NU’s Outlook calendaring system. Request calendar access by emailing worklife@northwestern.edu.

All lactation spaces and access services are available during business hours. In the event of any access issues after business hours, please call the non-emergency number for Northwestern University Police at (847) 491-3254 or extension 1-3254 and someone can meet you to open the door.

Additional Locations

There are additional nearby Lactation Spaces on NU’s Chicago Campus including in the Tarry and Ward Buildings. For a full list, please visit the Room Index.
Lactation Space FAQ

What if I forget my SQBRC badge? May I request a temporary badge so that I can access a room?
Yes. Contact the Northwestern University Office of Work/Life & Family Resources at worklife@northwestern.edu to request a temporary badge.

Is a refrigerator available in the SQBRC lactation rooms?
Yes!
Shuttle Pick Up & Drop Off

Northwestern operates a train station shuttle. SQBRC has a designated shuttle shelter pick up & drop off location on the southeast side corner of the building on Huron St.

**Train Station Shuttle**

Operates year round (excluding holidays), M-F, between the Chicago campus and the Ogilvie, Union, Millenium & LaSalle Street train stations.

Single ride or monthly pass tickets can be purchased at Transportation & Parking Services, see [Schedule, ticket prices & route details](#).
Section 3: Building Access & Services
Access & Badges

All SQBRC faculty, staff & trainees will be issued a NetID and badge, which will grant them access to building entrances, turnstiles, and their designated lab floor 24 hours per day, 7 days per week.

*Additional access requests to specific floors or rooms, as well as visitor access requests, must be made as outlined in the section below. If Center for Comparative Medicine access is required, a specific badge should be requested as outlined in the “Center for Comparative Medicine” section (Administrative and Lab Services).*
## Obtaining Your Badge

<table>
<thead>
<tr>
<th>Your Institution</th>
<th>Who to Contact</th>
<th>Access Requests</th>
<th>Badge Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwestern University</td>
<td>Issued by the <a href="mailto:wilcard@northwestern.edu">NU Wildcard Office</a> Abbott Hall, 710 Lake Shore Dr., Room 100 Email: <a href="mailto:wilcard@northwestern.edu">wilcard@northwestern.edu</a> Hours: M-F, 8AM – 5PM</td>
<td>Visit <a href="#">Replacing your Card</a></td>
<td></td>
</tr>
<tr>
<td>Manne Research Institute/Lurie Children's</td>
<td>Issued by the <a href="mailto:wilcard@northwestern.edu">NU Wildcard Office</a> Abbott Hall, 710 Lake Shore Dr., Room 100 Email: <a href="mailto:wilcard@northwestern.edu">wilcard@northwestern.edu</a> Hours: M-F, 8AM – 5PM</td>
<td>Visit <a href="#">Replacing your Card</a></td>
<td></td>
</tr>
</tbody>
</table>
# Access Requests

SQBRC faculty and staff needing access to a floor or additional floors will need to contact that floor’s access administrator(s). Please use the below table for requests.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Who to Contact</th>
</tr>
</thead>
</table>
| 3     | Jarrod Cunningham  
      | jacunningham@luriechildrens.org  
      | (Manne Research Institute) |
| 4     | Jarrod Cunningham  
      | jacunningham@luriechildrens.org  
      | (Manne Research Institute) |
| 5     | Keith Davis  
      | k-davis3@northwestern.edu  
      | (CGM)  
      | Kiara Moore  
      | kiara.moore@northwestern.edu  
      | (CGM)  
      | Michelle Mohney  
      | michelle.mohney@northwestern.edu  
      | (CGM)  
      | Sean Campbell  
      | seancampbell@northwestern.edu  
      | (Pulmonary)  
      | Sonal Shah  
      | sonal.shah@northwestern.edu  
      | (Pulmonary) |
| 7     | Keith Davis  
      | k-davis3@northwestern.edu  
      | (BMG) |
| 8     | Craig Brodie  
      | craig.brodie@northwestern.edu  
      | (FCVRRRI) |
| 9     | Jarrod Cunningham  
      | jacunningham@luriechildrens.org  
      | (Manne Research Institute) |
| 10    | Jarrod Cunningham  
      | jacunningham@luriechildrens.org  
      | (Manne Research Institute) |
Security

NU provides on-site staffed security for the SQBRC facility and the surrounding Chicago campus on a 24/7/365 basis. For more information on the specific responsibilities of security services, please visit: What we do.

The security desk in SQBRC is located just past the main entrance off Superior St. in front of the elevator lobby.

On-site Security Staff hours

Lobby
Monday – Sunday, 6AM – 11PM

Dock
Monday – Friday, 7AM – 6PM

For assistance when security staff is not present, please call University Police at 312-503-3456 (or dial 456 from any campus phone).

In an emergency, dial 911.

Reporting

Criminal incidents, suspicious activity and emergencies should be reported to Security. Security services will promptly work to address the incident and mitigate any risk to people or property.

Visit How to Report for the proper steps to take if needing to report:

» Crimes
» Threatening behavior
» Missing Persons
» Feedback on Police Services
**Visitor Registration**

All visitors are required to register with security upon entrance.

Visitors must present an ID and will then be provided with a temporary “badge” that grants them access through the main lobby turnstiles to the passenger elevators. After arriving on their designated floor, SQBRC faculty or staff must meet them at the secure entry.

A visitor badge can be valid for a month if requested (with supporting documentation if needed).

For visitor registrations please fill out the [Simpson Querrey Visitor Registration Form](mailto:fsm-research@northwestern.edu). Please complete the form no less than 24 hours prior to visitor arrival.

For group registrations please contact the Dean's Office: [fsm-research@northwestern.edu](mailto:fsm-research@northwestern.edu).

**1. Visitor enters elevators after going through building security**
**2. Contact faculty/staff member at directory + phone**
**3. Meet faculty/staff at secure entry**
Facilities & Maintenance

Facilities provides a wide range of services including operations & maintenance of facilities, custodial & project management assistance.

Contact Information

Customer Service Phone: (312) 503-8000
Hours: M-F, 7AM – 7PM
Location: 345 E Superior St, 15th floor

Personnel are available on a 24/7/365 basis for emergency issues; call Customer Service at the number listed above or dial 3-8000 on any campus phone.

Facilities provides the following Operations & Maintenance Services:

- Carpentry
- Custodial
- Electrical
- Elevator
- Engineering (HVAC & Plumbing)
- Locks and Security (including Access Control)

- Paint and Signage

For detailed information on each service visit Operations & Maintenance Services.

Custodial Services include:

- Clean all academic administrative and research buildings on campus, including waste removal (trash collection, removal & recycling, excluding hazardous waste), floor care and rest room sanitation.
- Check lights daily and replace defective bulbs as needed.
- Remove posters from all unauthorized areas.
- Some types of requested set ups for special events.

Visit Custodial Services for additional information.

Move Services

All moves are handled by Reebie Storage and Moving Co., Northwestern’s preferred vendor for moving.

To request a move service, contact your Department Administrator.

Move services also include:

- Packing boxes to be delivered.
- Items to be disposed.
- Some large lab equipment including Tissue Culture Hoods, Incubators, Floor-standing Centrifuges, -80 Freezers.

Does NOT include moving hazardous chemicals, controlled substances or radioactive materials (contact Research Safety Office).
Facilities & Maintenance (continued)

Facilities Service Requests
Service Requests can be made via the following:

Email Requests
Feinberg & NU:
Email: facilities@northwestern.edu

Manne Research Institute/Lurie Children's:
Please contact your department administrator.

Telephone Requests
3-8000 (from on-campus)

Online Requests
Feinberg & NU:
Please use the NU Portal Self Service. If you are not an authorized user, contact your department administrator.

Manne Research Institute/Lurie Children's:
Please contact your department administrator.

Request Response
With the exception of emergencies, facilities will handle calls in the order they were received.

FAQ

Can Facilities unlock a room or office?
No. To unlock an office you will need to contact University Police at 312-503-3456 (or dial 3456 from any campus phone).

Can Facilities fix a broken phone?
No; phone services are handled by Northwestern University Information Technology (IT) Services. For telephone repair, call 611 from any campus phone.
# Information Technology

Feinberg IT, NIT and Lurie IT are available to support faculty & staff with technical requests on a day-to-day basis. General services and appropriate contact information are listed in the table below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Services</th>
<th>Feinberg Contact</th>
<th>Northwestern Contact</th>
<th>Manne Research Institute Contact</th>
</tr>
</thead>
</table>
| Technical services & support    | · Desktop, Laptop · Mobile device · Troubleshooting · Maintenance · Repairs · Network, VPN · Wi-Fi, Cellular | Email: [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu)  
Phone: 1-HELP (select option 5)  
Web: [itsm-fp.northwestern.edu](http://itsm-fp.northwestern.edu) | Email: [consultant@northwestern.edu](mailto:consultant@northwestern.edu)  
Phone: 1-HELP  
Web: [itsm-fp.northwestern.edu](http://itsm-fp.northwestern.edu) | Phone: 312.227.3445  
Web: [https://chcmcprod.service-now.com/sp](https://chcmcprod.service-now.com/sp) |
| User Accounts                   | · NetID · Password · Network Logon · Multi-factor Authentication | Email: [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu)  
Phone: 1-HELP (select option 5)  
Web: [itsm-fp.northwestern.edu](http://itsm-fp.northwestern.edu) | Email: [consultant@northwestern.edu](mailto:consultant@northwestern.edu)  
Phone: 1-HELP  
Web: [itsm-fp.northwestern.edu](http://itsm-fp.northwestern.edu)  
Or myHR | Phone: 312.227.3445  
Web: [https://chcmcprod.service-now.com/sp](https://chcmcprod.service-now.com/sp) |
| Phone, headset, fax            | · Cisco VoIP · Fax lines · Adding · Moving · Changing | Email: [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu)  
Phone: 1-HELP (select option 5)  
Web: [itsm-fp.northwestern.edu](http://itsm-fp.northwestern.edu)  
Or CONDUITs | Email: [consultant@northwestern.edu](mailto:consultant@northwestern.edu)  
Phone: 1-HELP  
Web: [itsm-fp.northwestern.edu](http://itsm-fp.northwestern.edu)  
Or CONDUITs | Email: [LurieChildrenservicedesk@ctg.com](mailto:LurieChildrenservicedesk@ctg.com)  
Phone: 312.227.3445  
Web: [https://chcmcprod.service-now.com/sp](https://chcmcprod.service-now.com/sp) |
## Information Technology (continued)

<table>
<thead>
<tr>
<th>Category</th>
<th>Services</th>
<th>Feinberg Contact</th>
<th>Northwestern Contact</th>
<th>Manne Research Institute Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data network connection</td>
<td>· Wi-Fi</td>
<td>Email: <a href="mailto:fsmhelp@northwestern.edu">fsmhelp@northwestern.edu</a> Phone: 1-HELP (select option 5) Web: itsm-fp.northwestern.edu Or CONDUITs</td>
<td><a href="mailto:consultant@northwestern.edu">consultant@northwestern.edu</a> Phone: 1-HELP Web: itsm-fp.northwestern.edu Or CONDUITs</td>
<td>Email: <a href="mailto:LurieChildrensservicedesk@ctg.com">LurieChildrensservicedesk@ctg.com</a> Phone: 312.227.3445 Web: <a href="https://chcmcprod.service-now.com/sp">https://chcmcprod.service-now.com/sp</a></td>
</tr>
<tr>
<td></td>
<td>· Wired</td>
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<td></td>
<td>· VPN</td>
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<td></td>
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</tr>
<tr>
<td>Hardware &amp; IT Purchasing</td>
<td>· Hardware</td>
<td>Email: <a href="mailto:fsmhelp@northwestern.edu">fsmhelp@northwestern.edu</a> Phone: 1-HELP (select option 5) Web: <a href="https://www.feinberg.northwestern.edu/it/purchasing/hardware.html">https://www.feinberg.northwestern.edu/it/purchasing/hardware.html</a></td>
<td><a href="mailto:consultant@northwestern.edu">consultant@northwestern.edu</a> Phone: 1-HELP Web: itsm-fp.northwestern.edu</td>
<td>Email: <a href="mailto:LurieChildrensservicedesk@ctg.com">LurieChildrensservicedesk@ctg.com</a> Phone: 312.227.3445 Web: <a href="https://chcmcprod.service-now.com/sp">https://chcmcprod.service-now.com/sp</a></td>
</tr>
<tr>
<td></td>
<td>· Software</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV – Seminar &amp; Conference rooms</td>
<td>· Reserving AV Service</td>
<td><a href="mailto:smartcls@listserv.it.northwestern.edu">smartcls@listserv.it.northwestern.edu</a></td>
<td><a href="mailto:smartcls@listserv.it.northwestern.edu">smartcls@listserv.it.northwestern.edu</a></td>
<td><a href="mailto:smartcls@listserv.it.northwestern.edu">smartcls@listserv.it.northwestern.edu</a></td>
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<tr>
<td></td>
<td>· Video Conferencing</td>
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<tr>
<td></td>
<td>· Podium Access</td>
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</tbody>
</table>
Information Technology FAQ

My computer has a virus, what do I do?
Send an email to your appropriate IT contact or call 1-HELP (select option 5).

How do I add a printer on my computer?
Send an email to your appropriate IT contact or call 1-HELP (select option 5).

I have a new staff member starting next month. How do I get them set up with a computer?
Send an email to your appropriate IT contact from the table above to get the process started with the respective procurement team. They will give you a projected timeline when you order.

How do I purchase a computer and how long does it take?
Send an email to your appropriate IT contact. Your department will approve orders.
Mail Delivery, Receiving & Shipping

Mail Services Contact
Phone: 312-503-8131 or 312-503-9162
Email: mail@northwestern.edu
Hours: 8AM – 5PM, M-F

Mailing Services
SQBRC Mailing Address
303 E Superior St., Chicago, IL 60611

Loading Dock
Hours: M-F, 6AM – 5PM
- Loading Dock closes at 4:30PM for incoming deliveries.
- All outgoing FedEx & UPS items will be picked up by 4PM.
- No visitor or employee foot traffic will be admitted through the loading dock.
- Under no circumstances should anything be stored on the loading dock.

Package & Mail Deliveries

All packages & mail will be delivered to the loading dock, with the exception of messenger services.

Each mail drop location will have a barcode label that will be scanned after each drop off & pickup is made.

Package Deliveries will be delivered to the lab/office & signature will be required.

NOTE: If no one is available to sign for packages, they will be kept at the loading dock. Notice will be left at the delivery point & email will be sent to recipient.

Mail Deliveries will be sorted by unit & delivered to the copy/mail room near the north side offices on each floor: Example Room 527A.

Mail runs for incoming items are made once a day, M-F, between 11AM and noon, as well as the drop off of incoming and campus mail.

Outgoing packages and mail will be picked up twice a day, once during the mail run at 11AM and once in the afternoon at 3PM.

- All outgoing mail that requires postage should be accompanied by a Request for Mail Services form.
- Once delivered to the loading dock, ALL barcoded priority parcels will be delivered to the recipient within a one-hour time period.
Mail Delivery, Receiving & Shipping (continued)

Shipping
Contact your department administrator to get set up on your FedEx and/or UPS account.

Dock staff will make pickups at designated outgoing mail areas at 11:00 am and 3:00 pm. Parcels with completed shipping documents should be placed in these locations as well.

If a shipment needs to go out after the 3PM pickup, faculty and staff will need to drop off the item to the Mail Room in the Morton Medical Research Building - Room B-601 themselves before the 4PM FedEx pickup.

FAQ

Does Mail Services process personal mail?
Please refrain from having personal mail or packages sent to you at SQBRC.

How do I determine shipping cost & transit time?
Contact your department administrator for details. Make sure to provide the package weight, package content, destination, required arrival time, package value & tracking and/or insurance requirements available.

What is the correct format to use when addressing mail? Do we have a template?
The Post Office prefers that the street address be directly above the city/state line. The order should read as follows:

Simpson Querrey X Floor
303 E Superior Street
Chicago, IL 60611
ADMINISTRATIVE & LAB SERVICES

Scheduling

Conference rooms and seminar rooms in both public spaces and departmental spaces within SQBRC are available to reserve. For purposes of scheduling, spaces at SQBRC as defined as Public Spaces (conference & seminar rooms on the 1st floor, Mezzanine & 2nd floor) & Departmental Spaces (conference rooms on the lab floors). For list of features by room, please see the detailed AV services list in the Appendix.

Room Reservations: Public Spaces

» All reservations are made through the VEMS Room Reservation portal.

» If required to make room reservations frequently, i.e. at least quarterly, contact the FSM Facilities Coordinator at 312-503-1871 to gain access to VEMS.

» Infrequent users should make requests as a non-VEMS user through the online request form. Requests will be reviewed and confirmed within 48 business hours

» Policies and procedures related to room scheduling are outlined in Feinberg’s Confirmation Conditions.

» For additional questions regarding reservations, access and guidelines, please contact the FSM Facilities Coordinator at 312-503-1871.
Scheduling (continued)

### Room Reservations

<table>
<thead>
<tr>
<th>SQBRC Space</th>
<th>Contact Name</th>
<th>Request Form (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQBRC Public Spaces (1st floor, Mezzanine and 2nd floor)</td>
<td>Marian Minicone</td>
<td><a href="https://forms.feinberg.northwestern.edu/view.php?id=181819">https://forms.feinberg.northwestern.edu/view.php?id=181819</a></td>
</tr>
<tr>
<td>SQBRC 3,4,10 Floor Conference Rooms</td>
<td>Jarrod Cunningham, Rosalina Lopez</td>
<td></td>
</tr>
<tr>
<td>SQBRC 5th Floor Conference Rooms</td>
<td>Kiara Moore, Sean Campbell</td>
<td><a href="https://forms.feinberg.northwestern.edu/view.php?id=727278">https://forms.feinberg.northwestern.edu/view.php?id=727278</a></td>
</tr>
<tr>
<td>SQBRC 7th Floor Conference Rooms</td>
<td>Beverly Kirk, Vanessa Hughes</td>
<td><a href="https://forms.feinberg.northwestern.edu/view.php?id=730222">https://forms.feinberg.northwestern.edu/view.php?id=730222</a></td>
</tr>
<tr>
<td>SQBRC 8th Floor Conference Rooms</td>
<td>Katie Criswell, Stephanie East</td>
<td><a href="https://forms.feinberg.northwestern.edu/view.php?id=729274">https://forms.feinberg.northwestern.edu/view.php?id=729274</a></td>
</tr>
</tbody>
</table>

### Easel/Poster Board Reservations

» Requests for easels and poster boards should be submitted through the Galter Library website: [Easel Requests](https://forms.feinberg.northwestern.edu/view.php?id=181819).

» Requests for usage must be made 48 hours in advance, with a maximum of 50 easels and 50 poster boards, for a lending period of up to 10 days.

» All poster boards are 3’ x 5’ foam core boards.

» Pick up and return of the easels and poster boards are the responsibility of the requesting department.
Purchasing

SQBRC faculty and staff will submit procurement and purchasing requests through their respective organization, except for the items described below.

**Northwestern & Feinberg:**
procurement@northwestern.edu
847-491-8120

**Manne Research Institute/Lurie Children's:**
Contact the Purchasing Department at purchasingdept@luriechildrens.org.

**Lab Gases**
» Email labservices@northwestern.edu or call 312-503-8828.
» Deliveries are typically made within 24 hours; specialty gases and products may take longer.
» View the list of all available products, quantities & pricing.
» Online Order and Pick-Up Forms can be found on the Lab Gases Website.

**Dry Ice & Liquid Nitrogen**
» SQBRC offers a self-service program for obtaining dry ice pellets as well as delivery of dry ice blocks.
» The dry ice niche is located in the loading dock area on Level 1 near the service elevators, room 1-245.
» Customers should bring a container & appropriate chart string. Weigh the container of dry ice on the scale on the table in front of the dock office & fill out the order form on the computer screen.
» In addition to self-service, there are also standing orders of 50 lb. cakes (7 slabs in a cake) delivered every Monday and Wednesday morning.
» A self-service liquid nitrogen tank is also available in the same location. Customers should bring an appropriate container & chart string. Know the volume of your container and enter the volume and chart string on the computer on the table in front of the office.
» **Protective face shields & gloves will be available.**
» Contact Eric Middleton (3-8828 on campus phone) if you would like to be placed on a standing order or for any questions.

**Fisher Scientific Storeoom**
Email: nuchicago.storeroom@thermofisher.com or call 312-503-7519 (*NOTE: contact info provided is for Searle Basement location, new SQBRC location email and phone number will be provided).

**Bulk CO₂**
» CO₂ will be available in all lab areas on each floor from a central tank in the loading dock.
» Regulators will be provided to the labs.
» Connections will be made via a Facilities Service Request once the incubator or other equipment is in place.
Purchasing FAQ

Where can I find purchasing and payments training?

**Feinberg & NU:** The Purchasing and Payments modules are found in myHR, which can be accessed with your NetID and password.

**Manne Research Institute/Lurie Children’s:** Contact the Purchasing Department at purchasingdept@luriechildrens.org. For Accounts Payable inquiries email ap@luriechildrens.org.

Where can I locate a W-9 form to be sent to a vendor?

**Feinberg & NU:** Accounting services handles all W-9 information. Contact Veronica Hudgins at v-hudgins@northwestern.edu.

**Manne Research Institute/Lurie Children’s:** The W-9 form is available at www.irs.gov or you can contact Lurie Children’s at ap@luriechildrens.org for a copy.

What is the procedure for entering a new supplier in the system?

**Feinberg & NU:** New vendors can be added in NUFinancials under Suppliers > Suppliers Registration. For assistance, contact Vendor File Management at 1-4707.

**Manne Research Institute/Lurie Children’s:** A W9 is submitted to Lurie Children’s Hospital via ap@luriechildrens.org. Once the vendor background screening is completed and passed, the vendor will be set-up to conduct business with Lurie Children’s.
Research Safety

The NU Research Safety Office (RS) provides safety services to the labs in SQBRC, including provision of required & recommended education, training, regulatory compliance, radiation safety & hazardous waste disposal as described on the Research Safety website.

Contact
Email researchsafety@northwestern.edu or call 312-503-8300.

RS Services
» General Lab Safety
  For all lab workers & users of hazardous chemicals in the laboratory.

» Biological Safety
  For users of biological materials including bacteria, viruses, yeasts, fungi, parasites, research plants & animals, tissue culture & recombinant or synthetic DNA molecules.

» Hazardous Materials Shipping
  For lab workers who ship chemicals, radioactive or biological materials.

» Hazardous Waste
  For chemical, biological & radioactive waste.

» Health Physics Services
  For users of radioactive materials, gamma irradiators, x-ray generators & lasers.

» Lab Safety Supply Catalog

Emergencies
In the event of ANY medical emergency, always dial 911.

For all other lab emergencies, including chemical burns, eye injuries & other incidents, call RS at 312-503-8300.

RS also provides step-by-step instructions on the Emergencies section of their website.

Registering a Lab
Lumen is the online safety data management tool for PIs to submit applications and registrations for review.

Access & System Use:
» PIs must send in a request with their Name, NetID and Department to ors-operations@northwestern.edu.
» Once request has been completed, go to https://lumen.northwestern.edu and log in using your Northwestern NetID and password.
» Please reference the Lumen User Manual for instructions and guidelines on using the system.

Training
Research Safety uses NU’s Digital Learning Platform, myHR Learn, to provide faculty, staff and students access to Safety Training. You can access and register for Research Safety training with your NetID and password.
Research Safety (continued)

Additional Resources & Common Documents

» Hydrofluoric Acid First Aid
» Proper Segregation & Disposal of Lab Waste
» Proper Segregation & Disposal of Radioactive Waste
» Ordering Toxic Gases, Select Agents & Radioactive Materials
» Incident Report Form
» Overnight Experiment Notice

FAQ

» Research Safety - Who Does What?
» Research Safety - What Training Do I Need?
Shared Equipment/Cores

Core Facilities are a pivotal part of the research infrastructure for SQBRC. These shared laboratories provide state of the art equipment, services and technical expertise for researchers who do not have these capabilities in their own labs. Core Facilities are created by faculty with support from departments, schools, centers and/or the Office for Research (OR) to meet the collective needs of researchers. Cores operate as fee-for-service facilities and most are available to external researchers as well.

Cores Lists

All Northwestern University Cores
Specific descriptions, services, access procedures & acknowledgement requirements are located on each Research Core web page. For more information or questions about Feinberg research cores contact: Jeffrey Weiss, PhD, Director for Research Core Planning, 312-503-0543.

Requesting a Core Service

» Login to NUCore.
» For staff and faculty that do not have an existing account, email nucore@northwestern.edu.
» Contact the core directly: Chicago Core Contacts.
Center for Comparative Medicine

Northwestern’s Center for Comparative Medicine (CCM) and Institutional Animal Care and Use Committee (IACUC) are dedicated to the teaching & training to support humane animal care and use in the research and education within SQBRC. While there is significant overlap between the two units, below you will find the necessary resources on the services each unit provides.

CCM

Any research staff requiring access to CCM facilities will be required to obtain a Biometric Wildcard from the Wildcard Office. An authorization form can be obtained from the CCM Training Office by calling 312-503-2758, by visiting our office on the Chicago campus – Searle Building, 14th floor, or by emailing Andrew Feeney at andrew.feeney@northwestern.edu.

Please visit the CCM Website for information on services, researcher requirements, trainings and standard operating procedures (Please NOTE: access to most pages require NetID & Login).

Additional training sessions may be necessary for labs utilizing specialized CCM animal housing or services (ex. use of controlled substances, anesthesia machines, imaging equipment or ABSL-2 animal housing). For a complete list, please review the Training Checklists available on the CCM Website.

CCM uses a web-based integrated system to manage transactional functions called AOPs (Animal Operations). Accessing AOPs allows research staff to submit animal orders, imports, transfers, exports and many other types of requests. The system is intended to provide information to users real-time and improve transparency.

Accessing AOPs is only available to SQBRC faculty and staff who are on an approved animal study protocol within eACUC using their NetID and password.

SQBRC faculty and staff who are approved on an animal study protocol can also access job aids located on the CCM website which provide step-by-step instructions on how to use AOPs based on the type of request needed.

IACUC

Anyone seeking facility access (CCM) must first be appropriately trained and listed on an approved protocol: IACUC Website (Please NOTE: access to most pages require NetID & Login).

IACUC Online Training and Occupational Health Safety Program (OHSP) Enrollment are also required for all principal investigators and research staff handling and caring for animals: Getting Started - Training.

Additional Resources, Forms and Checklists can be found on their website: IACUC - Resources.

For questions, please reach out to the IACUC Team on their Contacts page.
EMERGENCY INFORMATION

Emergency Notification System

The emergency alert system (EAS) disseminates timely information to the campus community in the event of a crisis. 

Coming Soon: Communication capabilities to include:

» Email system.
» Main NU website “Breaking News.”
» Emergency notification system via text messaging and voice mail.

Evacuation Information

SQBRC faculty and staff should understand the fire alarm system in their building. Below is a description of the fire alarm system for SQBRC.

Most of our buildings are subject to City of Chicago High Rise ordinances and have unique fire alarm systems. In the event of a fire, the fire alarms in high rise buildings are silent and will alert the Chicago Fire Dept. The Fire Dept. will arrive on the scene, verify if a fire is in progress and activate the voice annunciation system to provide evacuation instructions if needed. In buildings or floors designated as a school occupancy, a fire alarm with strobe lights will alert building occupants to evacuate the building.

The elevators may continue to operate during an evacuation. However, elevators should never be used as a means to evacuate the building.

In the event of an alarm or evacuation announcement, SQBRC stairwell access will be deactivated and doors will automatically open.

SQBRC is a fully sprinklered building and has a combination of heat/smoke detectors that will alert first responders such as the Chicago Fire Dept, University Police and Facilities Management.

Faculty & staff should familiarize themselves and encourage their colleagues to know at least 2 exits from their floor and the building.

Prior to an emergency, inquire if an individual needs assistance evacuating. The assigned evacuation wardens for each floor should designate where the area of rescue assistance is on your floor (if it’s not in a stairwell).
Upon exiting, notify Emergency Response/Fire Dept. of the stairwell or room number of the person requiring assistance.

In the event of an alarm or evacuation announcement, faculty/staff/students must exit the building and proceed to the designated rally point for SQBRC. Avoid using the elevators.

If exiting on Superior St., head to the north side of the Superior sidewalk. If exiting on Huron, head to the park area.

If Emergency Response/Fire Dept. indicates on that day that you need to head somewhere beside the designated rally point, ALWAYS listen to emergency response and head to where they direct you.

Evacuation drills for SQBRC and all other buildings on the Chicago campus occur annually.

For questions or additional information contact Risk Management at gwen.butler@northwestern.edu or 847-491-4936.
APPENDIX

Locker Instructions

Operating Instructions

Operate with a User Code

For assigned use functionality:
- To unlock: Press `assigned 4-digit code`.
- To relock: Press `assigned 4-digit code`.

For shared use functionality:
- To lock: Press `any 4-digit code`.
- To unlock: Press `the same 4-digit code`.

Operate with a User Key

For assigned use functionality:
- To unlock: Touch the assigned User Key to the key slot.
- To relock: Touch the assigned User Key to the key slot.

For shared use functionality:
- To lock: Touch any User Key to the key slot.
- To unlock: Touch the same User Key to the key slot.

Operate with a Registered Manager Key
- To unlock and lock: Touch a registered Manager Key.

Operate with a Registered Programming Key
- To unlock and lock: Press `then touch the Programming Key to the key slot`.

* The lock will go into "Sleep Mode" (keypad is disabled) after 3 consecutive incorrect user code entries.
** If a registered Manager Key or the Programming Key is used to unlock and then relock, the previous user credential will continue to operate the lock.
Appendix: Lighting and Window Shades System

Lighting and Window Shades System
Appendix: AV Technologies

AV Technologies

Conference Rooms 2-200, 3-331, 4-331, 5-331, 7-331, 8-331

Hardware

» 86" 4K resolution display
» Wireless Laptop Connectivity (Solstice Pod)
» Wired laptop connections at table
» TV Speakers for room audio

Conference Room 1M-205, 1M-206, 2-220, 1M-210, 3-529, 4-529, 5-529, 7-529, 8-529

Hardware

» 75" 4K resolution display
» Wireless Laptop Connectivity (Solstice Pod)
» Wired laptop connections at table
» TV Speakers for room audio

Medium Conference Room 3-332, 4-332, 5-332, 7-332, 8-332

Hardware

» 86" 4K resolution display
» Wireless Laptop Connectivity (Solstice Pod)
» Wired laptop connections at table
» Local PC with wireless keyboard and mouse
» AV-over-IP allowing any source in the building to be sent to these rooms; or any source in these rooms to be sent anywhere in the building
» TV speakers for audio in the room
» Audio processor with VoIP connectivity
» Professional camera with HD to USB device – for video conferencing
» Ceiling mounted microphones – for tele and video conferencing
» Crestron system control processor with 7" touchpanel
» AV Rack to hold components with power surge protection
Appendix: AV Technologies (continued)

Large Conference Room 1M-200

Hardware

» 86” 4K resolution display
» Wireless Laptop Connectivity (Solstice Pod)
» Wired laptop connections at table
» Local PC with wireless keyboard and mouse
» AV-over-IP allowing any source in the building to be sent to these rooms; or any source in these rooms to be sent anywhere in the building
» Soundbar for audio
» Audio processor with VoIP connectivity
» Assisted listening transmitter and receiver (4)
» Professional camera with HD to USB device – for video conferencing
» Ceiling mounted microphones – for tele and video conferencing
» Crestron system control processor with 7” touchpanel
» AV Rack to hold components with power surge protection

Large Conference Room 1M-209

Hardware

» 86” 4K resolution display
» Wireless Laptop Connectivity (Solstice Pod)
» Wired laptop connections at the podium
» Local PC with wireless keyboard and mouse
» AV-over-IP allowing any source in the building to be sent to these rooms; or any source in these rooms to be sent anywhere in the building
» Soundbar and ceiling mounted speakers for audio
» Crestron system control processor with 7” touchpanel
» AV Rack and podium to hold components with power surge protection

Lecture Hall

Hardware

» 12,000 lumen 1920 x 1200 [WUXGA] projector
» Wireless Laptop Connectivity (Solstice Pod)
» Wired laptop connections at table
» Local PC with wireless keyboard and mouse
» Custom podium with 24” monitor and equipment rack with power surge protection
» Lecture Capture
» AV-over-IP allowing any source in the building to be sent to these rooms; or any source in these rooms to be sent anywhere in the building
» 4 wireless microphones
» Audio processor with VoIP connectivity
» Columnar speakers at front of room
» Assisted listening transmitter and receiver (4) Professional camera with HD to USB device
» Crestron system control processor with 7” touchpanel

SLA Room Type – Auditorium
Appendix: AV Technologies (continued)

Lobby and Wintergarden

 Hardware
» 75” Wall mounted display
» Input plate at reception desk for laptops
» Digital signage player
» AV-over-IP allowing any source in the building to be sent to the display
» 2 wireless microphones
» Background music server
» 5 Columnar speakers
» 12 Ceiling mounted speakers
» Crestron system control processor with 7” touchpanel

SLA Room Type – Advanced Conference Room

 Additive Alternate for 4x 55” cart mounted displays with AV-over-IP receivers

Student Lounge / Activity Room 2-221A

 Hardware
» 3x 75” 4K resolution displays
» 3x Cable TV Tuners

Typical Collaboration Rooms 3-306, 5-306, 7-307

 Hardware
» 85” 4K resolution display
» Wireless Laptop Connectivity (Solstice Pod)
» Crestron system control processor with 7” touchpanel

SLA Room Type – Auditorium