**Instructions**

**for**

**Lab Use Agreement - Individual**

## *Background & Intent*

The Office of the General Counsel (OGC) has created a Standard Lab Use Agreement - Individual (*see OGC standard form* OGC*-*SC103) for use of lab equipment or use of a supervised lab. Always take a copy of the latest contract revision from the OGC standard contracts library.

## *Primary Purpose*

In general, an agreement (or contract) has two primary purposes:

* Defines a mutual written understanding with the customer. The understanding includes the University's obligations to the customer and the customer's obligations to the University. The intent of the agreement is both parties have a clear understanding of their individual obligations and who to contact if there are changes to the agreement.
* Mitigate risk to the University by clearly stating or disclaiming provisions such as warranties, termination, use of University name or logo, limitation of liability, indemnification, and export controls.

## *How to fill out the Lab Use Agreement*

The department making the external sale completes the gray-shaded areas of the OGC approved Lab Use Agreement, to include:

* Approved Internal/External Sales Approval Form (IESAF) number for the activity
* Full chart/field string (Fund, Dept. ID, Program, CF2)
* Section 2:
	+ Attach the fee “schedule” or standard rate sheet
	+ Lab User’s Signature:
		- Enter name, address, and phone number
		- Parent/Guardian Signature (*if applicable*):
			* Enter name, address, and phone number
		- Lab Supervisor, PI, and/or Department Head Signature:
			* “Recommended”: Enter name and title
			* “Approved”: Enter name and title