

Translational Biology and Engineering Program – Memorandum of Understanding for Equipment Use

The Translational Biology and Engineering Program (TBEP) is the University of Toronto’s component of the Ted Rogers Centre for Heart Research, located on the 14th floor of MaRS Discovery District’s West Tower. TBEP hosts a number of pieces of research equipment, and all users must comply with the below terms of use:

1. **Training:** access to all equipment must be submitted for review and approval via the [TBEP User Agreement](#). All users must be trained by a designated TBEP member prior to being granted access to book and use the equipment. Users are prohibited from training other users.
2. **Biosafety/WHMIS:** TBEP is a containment level 2 (CL2) facility and DCM is a containment level 1 (CL1) facility. As such, access is restricted to trained personnel. All users must complete University of Toronto Environmental Health and Safety Lab Biosafety [EHS 601] and WHMIS [EHS 101] training, and provide proof of course completion prior to accessing these spaces.
3. **COVID protocols:** all users are expected to follow all COVID protocols, with specific reference to the [TBEP Research Restart Guidelines](#).
4. **Access to TBEP and DCM:**
 - a. **Access to TBEP:** Access during operating hours (Monday to Sunday, 7 am – 12 am) must be coordinated in advance through TBEP Reception: reception.tbep@utoronto.ca. Photo ID is always required. Access policies and procedures will be explicitly outlined during the initial orientation and consultation.
 - b. **Access to DCM:** Users must independently arrange training and access to DCM. All animal use protocols must be approved prior to arranging any live animal experiments. Users must follow all DCM guidelines for access and booking in addition to TBEP guidelines.
NOTE: University of Toronto personnel are expected to complete [UCheck](#) each time they access space in TBEP and DCM.
5. **Emergency Protocols:** In the case of an emergency, please follow the [TBEP Emergency Protocols](#). Note that the MaRS West Tower 14th floor is considered to be “off-campus” and emergency protocols work differently than “on-campus” University of Toronto sites.
6. **Lab Conduct:** Users are expected to comply with CL2 rules and regulations, especially with regards to personal protective equipment (PPE) and waste disposal. Please refer to the [TBEP Lab Policies and Procedures](#) for specifics. Equipment must be properly cleaned after use, and any issues with workspace or the equipment must be immediately reported to the TBEP administrative team: admin.tbep@utoronto.ca



7. Equipment Booking: All equipment bookings are made through [Booked Scheduler](#). Each piece of equipment has restrictions on the minimum/maximum amount of time that can be booked. Once a user is registered and trained, they will either be able to independently book equipment, or view equipment availability and request a booking. Each piece of equipment is administered differently and will be explained during training.
8. Cancellation Policy: Changes to reservations for most equipment can be made up to 24 hours in advance without incurring charges; changes to reservations for the MR Solutions Flexiscan Benchtop Preclinical MRI System 3.0T/17cm can be made up to 48 hours in advance without incurring charges. Late cancellations will be charged the applicable user fees.
9. Clean-Up Fee: Users will be charged a \$50 clean-up fee if they fail to properly and thoroughly clean the equipment and work station after use.
10. User Fees: Training, personnel and equipment rates are available in the **User Fee Schedule** section (page 3 of this document).
11. Acknowledgements and Publications: TBEP should be acknowledged in all publications and presentations showing data generated with TBEP equipment as follows: “We acknowledge the Translational Biology and Engineering Program (TBEP), part of the Ted Rogers Centre for Heart Research (TRCHR), University of Toronto, Toronto, ON, Canada for training/expert advice/use of equipment.”
Publication/presentation co-authorship should be discussed and agreed upon prior to the initiation of a project.
12. Data Storage: Data can be stored on TBEP workstations for a maximum of one week. Data older than one week may be deleted without notice. University of Toronto personnel are strongly encouraged to use their [OneDrive](#) accounts for all data transfer.

User Fee Schedule

Equipment	Location	Training Cost	Use Cost		Full Service	Contact
			Fibrosis Network CFI	Non-CFI Network		
FUJIFILM VisualSonics VEVO 3100/LAZR-X	DCM 1260	\$100/hr	\$30/hr	\$75/hr	Collaboration only: Research projects will be discussed on a case-by-case basis.	For general inquiry: Professor Michelle Bendeck: michelle.bendeck@utoronto.ca For technical consultation: Yu-Qing Zhou: yq.zhou@utoronto.ca
FUJIFILM VisualSonics VEVO 770 Ultrasound System	DCM 1260	\$100/hr	\$20/hr	\$50/hr		
FUJIFILM VisualSonics VEVO LAB	TBEP	\$100/hr	\$10/hr	\$25/hr		
MR Solutions Flexiscan Benchtop Preclinical MRI System 3.0T/17cm	CCBR 73C	n/a	n/a	n/a	Operator-assisted use only: Fibrosis Network and TBEP PIs: \$150/hr <i>in vivo</i> \$100/hr phantom scans \$60/session MR contrast injection Non-CFI Network: \$300/hr <i>in vivo</i> \$200/hr phantom scans \$60/session MR contrast injection	Professor Hai-Ling Cheng: hailing.cheng@utoronto.ca

Equipment	Location	Training Cost	Use Cost		Full Service	Contact
			Fibrosis Network CFI	Non-CFI Network		
Universal VLS3.50 Laser Cutter	TBEP	\$60/hr	\$20/hr	\$40/hr	Collaboration only	Edwin Wong: edwinky.wong@mail.utoronto.ca
Carver 3889 Heated Laboratory Press	TBEP	\$60/hr	\$20/hr	\$40/hr	Collaboration only	Alisa Ugodnikov: alisa.ugodnikov@mail.utoronto.ca
Tomach 770M CNC Mill	TBEP	\$60/hr	\$40/hr	Collaboration only	Collaboration only	Edwin Wong: edwinky.wong@mail.utoronto.ca
Inovesco Electrospinner	TBEP	Fibrosis Network CFI: \$60/hr Non-CFI Network: \$120/hr	\$20/hr	\$50/hr	Collaboration only	Yizhou Chen: yizhoushawn.chen@mail.utoronto.ca
Thermo Scientific Forma Steri-Cult CO2 Incubator Model 3310	TBEP	Fibrosis Network CFI: \$60/hr Non-CFI Network: \$120/hr	\$20/day	\$40/day	Collaboration only	Suja Shrestha: suja.shrestha@mail.utoronto.ca