



SUPPORT FOUNDATION

Incorporated under Section 25 of the
Companies Act, 1956 (No. 1 of 1956)

Version 2.1

Effective from Sep 1, 2025 onwards

BioNEST Facility Usage Policy

General Guidelines

1. Facility timings are 9 AM to 6 PM, closed on Saturdays, Sundays, and Public Holidays as per the University Calendar. Users must plan work accordingly. Special requests for extended hours will be considered case-by-case.
2. Food and beverages are not allowed in labs. Smoking is strictly prohibited on premises.
3. Users must keep their workspace clean, organized, and are responsible for personal belongings.
4. Visitors may enter only with prior permission from BioNEST staff.
5. Ahmedabad University guidelines also apply to BioNEST users.
6. In emergencies or unavoidable circumstances, facility usage may be restricted; users must cooperate with BioNEST and University staff.
7. Any changes to equipment, workspace, furniture, electrical, or civil components require prior approval from the incubation manager.
8. The User, as stated in the Agreement, is responsible for ensuring all team members follow this usage policy.

Instrument Usage

1. All instruments must be booked before use, either offline via log sheet or online through the booking portal. Charges apply as per the rate card, based on bookings, not actual usage. Book accordingly. Depending on the instrument, booking may be online (INSTRUMENT BOOKING PORTAL) or offline (log sheet).
2. Bookings are first-come-first-serve and may be restricted to prevent misuse and extend instrument life. In unavoidable cases, bookings may be cancelled.
3. Using instruments without booking, or booking without usage, is strictly prohibited. Frequent violations may lead to cancellation of privileges.
4. Access depends on availability. Users must check availability, functionality, and booking/cancellation terms beforehand.
5. Instrument handling is allowed only after basic training; some instruments may require BioNEST staff supervision.
6. Users may bring their own instruments with Incubation Manager's approval. Instruments cannot be removed or relocated without prior approval.
7. Penalties apply for damages caused by mishandling, abuse, or misuse.
8. Administration does not guarantee accuracy of experiments but will provide technical support for handling, design, and data analysis.
9. The facility is not responsible for loss or damage to samples due to instrument failure.

Wet Lab Usage

1. Appropriate PPE (Personal Protective Equipment) like lab coat, gloves, masks, safety goggles, mask, head cap, footwear, etc. must be worn wherever required.

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2. All users must appropriately label their lab items like reagent bottles, culture flasks, petri dishes, sample tubes and vials, etc. Label should contain at least User Name, Item Name and date of preparation/expiry. Unlabelled items will be discarded

Consumables Usage

1. Items of a specific make, brand, or quality will not be provided and must be procured by the user.
2. Returnable consumables (glassware, plasticware) must be returned at the end of tenure. Penalties apply for loss, damage, or misuse. Items may be taken out only with Incubation Manager's approval.
3. Non-returnable consumables (chemicals, disposables) will be provided at actual cost, which may vary. Availability is not guaranteed.
4. Administration is not responsible for loss or damage to samples due to consumables.
5. Users must notify the Incubation Manager of any hazardous, inflammable, or biohazardous material stored or used. Additional details may be required under safety guidelines, and some items may be restricted.

Waste Disposal

1. Users must follow appropriate guidelines set up for disposal of regular waste and biological waste. Separate bins are provided for different types of waste items.
2. Users should immediately report any spillage of biohazardous material to the incubation manager.

Fire Safety and Emergency

1. All users are required to undergo fire safety and emergency response training.
2. Users must not enter restricted areas such as the maintenance room, electrical and server room, utility area, cell culture lab, etc. without permission.
3. Users must be aware of all safety signs posted at various places in the premises.
4. Facility usage will be restricted during emergencies.

User Information and User-generated Data

1. VentureStudio Bio-NEST is required to share User and project details, milestones and progress data with Ahmedabad University, BIRAC, DBT and other Government bodies, as required.
2. The user is responsible for managing data generated from instrument usage. Kindly remove data from shared systems to avoid misuse. The facility will not provide any data backup or security services.

Payment terms and conditions

1. For package and individual equipment usage, an invoice is generated and for consumables, a debit note is generated, on a monthly basis.
2. Any request for changes in the bill has to be notified to the incubation manager within 2 days of receiving the bill.
3. We do not have a GST number.
4. Users can acknowledge receipt of a soft copy of the invoice or debit note via email or can collect a hard copy from the facility premises. We do not courier invoices or debit notes to any address.
5. Payment mode is by cheque, Demand Draft, net banking, NEFT, RTGS or UPI. We do not accept cash payments. All users must clear payments within 30 days of receiving the invoice or debit note, beyond which facility usage will be temporarily suspended until payment is received.



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General guidelines for BioNEST premises

BioNEST is a shared facility where every user must act responsibly to maintain a clean, safe, and efficient workspace. Collective effort is essential for good laboratory practices.

- Always wear appropriate clothing, lab coat, and PPE when required.
- Outside footwear is not allowed; keep separate footwear for the facility.
- Maintain a neat workbench and regularly discard old or expired items.
- Label all items clearly; unlabeled items will be discarded.
- Follow proper decontamination for biological waste; contact the incubation manager if unsure.
- Use resources judiciously and reuse items where possible.
- Avoid listening to music as it may prevent you from hearing instrument or safety alerts.
- Hazardous chemicals/gases are present; report symptoms like dizziness or irritation immediately to staff.
- Use of flames, lighters, or spark-producing devices is strictly prohibited due to inflammable gases.
- Avoid working alone for long periods; stay with fellow users for safety.
- Know the location of FIRE ALARMS, SMOKE DETECTORS, FIRST AID BOX, EMERGENCY SHOWER, and EXIT.
- You are responsible for your workspace, consumables issued, and belongings.
- During emergencies, cooperate with BioNEST staff and follow safety guidelines.
- Do not alter instrument settings, location, or modes without approval.
- Misuse of instrument bookings or frequent cancellations may result in suspension.
- In case of injury, use the FIRST AID box (Room 9, Biochemistry Wet Lab) and inform the incubation manager immediately.
- Additional guidelines will be conveyed as required by the incubation manager.

Violation of the usage policy and guidelines will result in disciplinary action such as penalty, termination of user agreement and facility access.

Authorized Signatories


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Name: Arpit Shukla
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