

	Policy/Procedure	LAB-005
	Version	1
	Effective Date	06/30/2025

1. Reserving with Proximity

2. Objectives & Scope

This SOP describes how to use Proximity to reserve equipment.

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the shared laboratory facilities and enforcement of procedures. The Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

3. Abbreviations and definitions

- **Shared Laboratories:** Refers to Laboratories 234, 233, 232.
- **Shared Laboratory Equipment:** Refers to all equipment in the shared laboratories spaces.
- **Equipment Log:** Refers to FORM-002 Equipment Logbook.
- **Lab Manger:** Refers to the FSU IGNITE Laboratory Manger.

4. Procedure

4.1 Reserving Equipment with Proximity

4.1.1 The following equipment needs to be reserved with Proximity:

- 6 foot Standing Chemical Fume Hood in Laboratory 232

4.1.2 To start the reservation navigate to <https://itlh.proximity.app/> using any computer, tablet, or smart phone. Access to Proximity will be given upon entering the IGNITE FSU Program.

4.1.3 Once logged in on the home page, click on “Reserve Space” at the top of the home page.



Reserve Space

Member Directory

Companies

Jobs

YOU MAY HAVE TO WORK, BUT YOU DON'T HAVE TO WORK ALONE

IGNITE Tallahassee

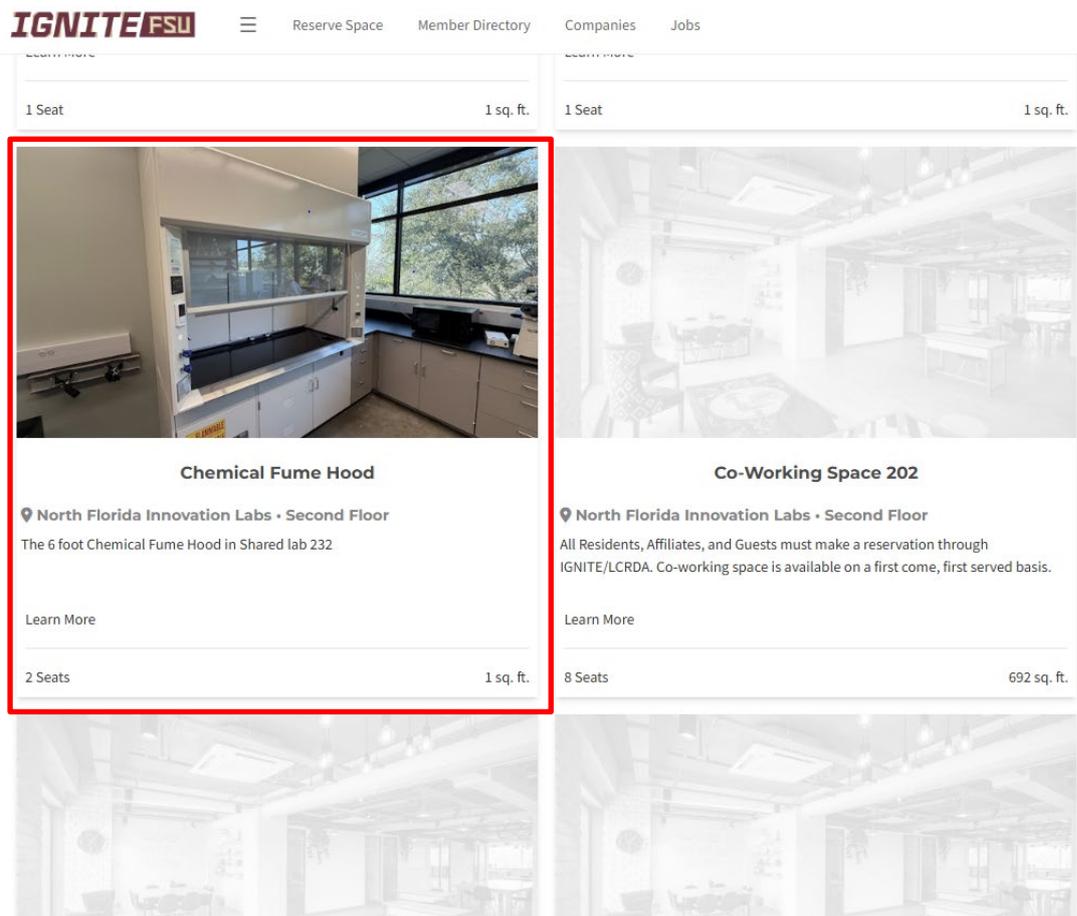
1729 West Paul Dirac Drive, , USA, Tallahassee, FL 32310

HOURS

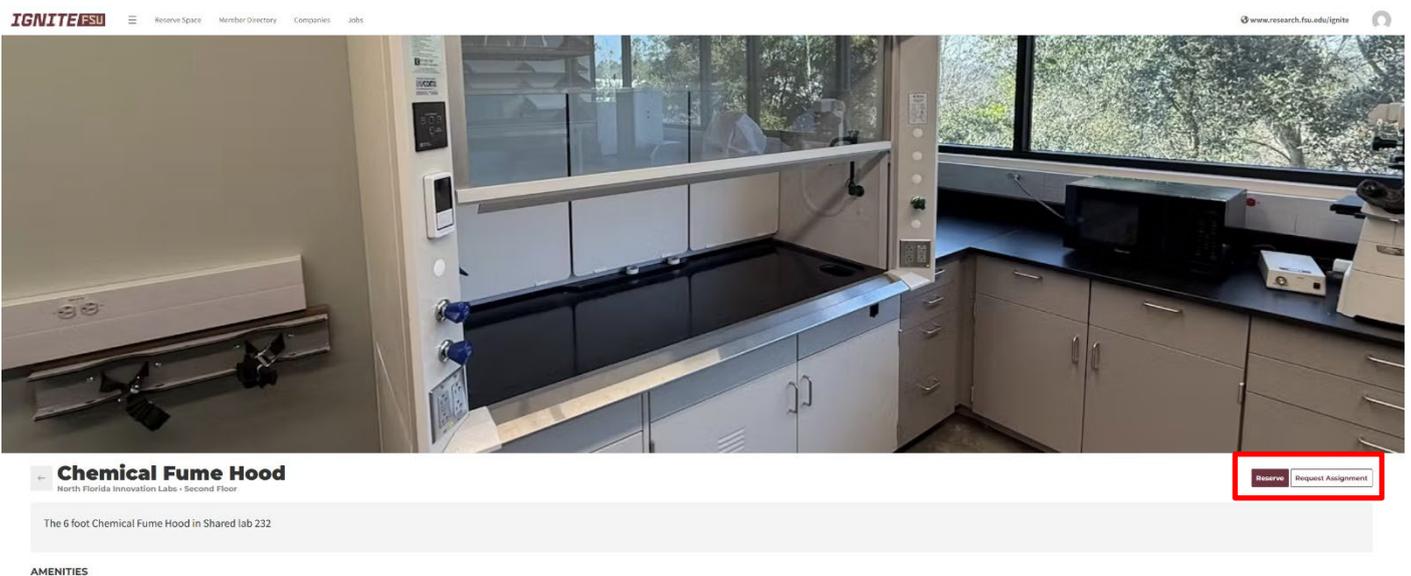
Monday to Friday 7:30 AM — 5:30 PM

Saturday to Sunday *closed*

4.1.4 On the next screen, locate the equipment that is needed and click on it.



4.1.5 Once the equipment is selected click "Reserve" under the picture to the right of the screen.



4.1.6 The Reserve Prompt will appear. There, the date, time and for how long can be selected. If a time is not available that means it has been reserved for that time slot. Once a time is selected fill out the remaining sections as follows:

- Reservation Name: Company Name
- Guest: Who will be using it
- Virtual Meeting Link: N/A
- Notes: Company contact and a brief note about the use of equipment

Use Chemical Fume Hood By the Hour By the Day

Fri, May 23rd, 2025 • 4pm to 6pm

3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm

RESERVATION NAME
Example Company
Just give us a short description of your meeting so it's easy to identify.

GUESTS
coworker@myradcompany.com
Bradley Minton
Organizer

VIRTUAL MEETING LINK
N/A
Use the full link, including any meeting IDs and passcodes.

NOTES
Example Name
example@example.com
(555) 123-4567
Use for example testing
If you have any additional information or special requests, this is the place.

Estimated Cost: Free Cancel Continue

4.1.7 Once the reserve completed a prompt will appear and an email will be sent that confirms the reservation.

4.2 Checking in to use the equipment

4.2.1 Once the time has come to use the equipment, locate a tablet next to the equipment.

4.2.2 Select Check-In on the tablet screen

4.2.3 Fill out the equipment log as well.

4.3 Limit on reserving equipment

4.3.1 When reserving equipment, do not exceed 24 hours per reservation unless authorized by the Lab Manager.



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5. Related Documents

N/A

6. Related Forms

N/A

7. References

N/A

8. Attachments

N/A