

MMRI

MOLECULAR MEDICINE RESEARCH INSTITUTE

WELCOME TO MMRI

428 OAKMEAD PARKWAY

FACILITY INFORMATION



JUNE 2023

The MMRI Facility

MMRI is located at 428 Oakmead Parkway, Sunnyvale, CA 94085-4708.

Reception Area

Normal business hours at the MMRI are approximately 8 am until 5 pm Monday through Friday. The lobby doors are locked during these hours and visitors will have to ring the doorbell located at the lobby entrance for access to the building.

All visitors are required to register and complete a visitor identification badge. A phone is provided for visitors to contact their party. Visitors should wait to be escorted through the building.

Card key Access

Recognizing that the conduct of research experiments requires more flexibility and more security than a standard 9 to 5 company, MMRI provides cardkey access to the building 24/7. Cardkeys permit access through the front lobby, the SOUTH side door facing south side parking lot that is parallel to Arques Avenue and the NORTH side door facing the north side parking lot. Please contact Kayla Vuong at kvuong@mmrx.org in order to obtain a cardkey and/or for more information on cardkey access.

Mail Delivery & Outgoing Mail

Mail will be sorted and distributed to affiliate mailboxes. Outgoing mail can be placed in the tray on the reception desk in the lobby.

Post Office

The nearest post office is located at 209 E Java Drive Sunnyvale, 94089-1022.

Hours: Mon-Fri 8:30am – 6:00pm. Phone (408)747-0340. Distance from Oakmead: 3.69 miles.

Mailing Address

MMRI is located at 428 Oakmead Parkway, Sunnyvale, CA 94085-4708.

Federal Express

The closest Federal Express drop box is located at 530 Lakeside Drive, Sunnyvale at the corner of Arques Avenue. Pick-up is @ 4:30 p.m.

Fax Machine

The fax machine is located in cubicle outside of conference room #419. The fax number is 408-523-6261.

Copiers

Three copiers are available for copy and scan

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Delivery of Heavy Items/Equipment

Conference Rooms

The facilities include one large conference room for formal style meetings. A reservation calendar is posted near the entrance of the room for scheduling.

Two additional conference rooms are available for small group meetings, interviews, seminars, or to make private telephone calls.

A library with books, journals and other reference material is provided to all MMRI members and affiliates and is located in the conference room 437.

Accessibility

All entrances and most parts of the buildings have been designed to provide access by persons with disabilities. The facility is also equipped with rest rooms with handicapped accessibility.

Non-Smoking Policy

California State Law prohibits smoking in any enclosed space at a place of employment. Violations to this statewide ban are punishable by fines as defined by the California Penal Code.

For reasons of safety, public relations and other concerns, employees, affiliates, customers, vendors and other guests are not allowed to smoke in MMRI at any time. Smoking is prohibited in all of MMRI's facilities, receiving areas, and company vehicles. In addition, MMRI employees are not permitted to smoke within 50 feet of any building entrance.

Storage Facilities

Storage facilities are designated to various groups as needed. Please contact Ron Snowden at rsnowden@mmrx.org to discuss your storage needs.

Personal Protective Equipment

The use of personal protective equipment such as lab coats, gloves and safety glasses/goggles is required when working in the laboratory. Lab coats, gloves, and other personal protective equipment items are prohibited in the office areas, conference rooms, kitchen, and rest rooms. This requirement is for safety of those working in the lab as well as for the peace of mind of those working in the office, eating in the kitchen, or reading in the library. Please contact Kayla Vuong at kvuong@mmrx.org for ordering of lab coats.

Interns

Please contact Edward Amento at eamento@mmrx.org for detailed information on MMRI's internship program.

Limited Access Areas

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Certain areas of the building are off limits except to authorized individuals. This includes the animal facility and the radioisotope laboratory (limited to authorized radioactive material users). If a room is posted for limited access or if you are uncertain whether you have authorization to enter a restricted area, please do not enter that area. If you have questions, please contact Kayla Vuong at kvuong@mmrx.org.

Animal Facility Scheduling and Cancellation Policy

Please contact Bhaumik Patel at bpatel@mmrx.org for questions regarding animal facility scheduling and cancellation policy.

Affiliate Wireless Access

To access the affiliate wireless network you will need the following information:

Network name: Affiliates (this is broadcast so will appear in the wireless client's list of available networks)

Network password type: WPA-PSK (TKIP) Password: 94mmri085 (Note it is case sensitive)

Usage and cleaning of laboratory glassware

MMRI has a large supply of common and specialized glassware that is available for your use. Contact Kayla Vuong to schedule a time to check out glassware from our inventory. Please do not leave dirty glassware in any common area. If you do use the glassware, it is your responsibility to clean it.

Common equipment policy

All affiliates have equal access to common use equipment. There are sign-up sheets located next to each piece of equipment to indicate current usage or planned usage. Sign-up sheets are mandatory. If you need instructions on how to use the equipment, contact Kayla Vuong.

Request for equipment

MMRI has a lot of equipment in storage. If there is particular piece of equipment you need and cannot locate in the common area laboratories, contact Kayla Vuong at kvuong@mmrx.org with your request.

Facility Requests/Work orders

To facilitate a work order or facility request a form needs to be completed and submitted to MMRI facility personnel. Forms are located in the mailbox slot labeled "Work Requests". Instructions are on the form. If you have any questions or issues with facility requests, contact Kayla Vuong at kvuong@mmrx.org and/or Ron Snowden at rsnowden@mmrx.org.

Receiving Procedures

- Receiving shipments for the various research groups is a shared function for everyone in the building, so the following guidelines have been established to help ensure

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that packages get delivered in the most efficient manner:

- The main receiving area is located in the back of the building adjacent to Rm 483 where a receiving cart/table is available for storage. Occasionally, items are delivered at the front lobby and placed on the table adjacent to the men's restroom.
- When shipments arrive at the building, drivers will ring the bell.
- Someone in the near vicinity should go to the door and sign for the shipment.
- If you hear the bell and are not sure if anyone is in the area, walk to the door and make sure it has been answered.
- All packages will be left on a receiving table. It is your responsibility to check the receiving areas throughout the day for packages.
- If the package is marked perishable, frozen, or another designation that requires immediate attention, you should be aware of its arrival and ensure that you are going to be onsite the day it is to arrive or make arrangements with someone to take care of it for you. **MMRI IS NOT RESPONSIBLE FOR YOUR PERISHABLE DELIVERIES.**
- If the package label indicates that the shipment contains radioactive material, immediately contact the person to whom the package is addressed. In the event that the addressee cannot be located, contact the Radiation Safety Officer, Dr. Ajith Welihinda or the Alternate R.S.O.
- Packages containing chemicals, biological materials, and lab supplies should remain in the lab and never be brought into the office area (except for dry goods being transported to the designated storage area).
- It is the responsibility of everyone in the building to monitor the receiving areas and to pick up the shipments for their research group.
- Please be courteous and neighborly! If you notice that the addressee has not picked up packages after several hours, please attempt to notify them or someone in their research group.

MMRI Directory

Accounting (Receivables/Payables): Vera Gert

Administrative Invoices: Vera Gert

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Animal Facility Scheduling/Issues: Bhaumik Patel

Animal Care and Use: Bhaumik Patel (IACUC Member) and Peg-Murphy Hackley, DVM (Veterinarian)

Autoclave Use: Laboratory Manager or Animal Facility Personnel

Beverages/Shared Kitchen Facility: Report problems and issues to Ron Snowden

Biological Waste Disposal: Kayla Vuong or Ajith Welihinda

Biosafety/Biohazards: Ajith Welihinda (Chair, Biosafety Officer) or Kayla Vuong

Chemical Safety/Hazardous Waste Disposal: Kayla Vuong (Senior Laboratory Operation Manager)

Chemistry Facilities: TBD

Communications/Contributions/Event Planning/Public Relations: Kayla Vuong

Computers/Network/Email/Internet Connections: William Scoville

Conference Room Scheduling/Reservations: Ron Snowden

Copiers/Fax/Office Equipment/Supplies: Ron Snowden

Controlled Substances: Kayla Vuong

Grant/Contract Administration:

Human Resources/Timekeeping:

Inventions/Intellectual Property/Licensing: Edward Amento

Keys/Access to Locked Rooms: Ron Snowden

Lab Coats: Kayla Vuong

Laboratory Gases: Kayla Vuong

Laboratory Operation Manager: Kayla Vuong

Mail/Mail Boxes: Ron Snowden

Radiation Safety: Ajith Welihinda (Chair, Radiation Safety Committee)

Receiving: This is a shared function at MMRI. Shipments arrive in the back receiving area or in the front lobby, and everyone in the building helps to ensure that packages for building occupants are received. (Refer to Receiving Procedures)

Refrigerator & Freezer Storage: Kayla Vuong

Safety/Environmental Compliance: Kayla Vuong

Scientific Equipment: Report problems and other inquiries and comments to Facilities Personnel or Kayla Vuong

Sponsored Research/Clinical Research: Edward Amento

Storage Facilities: Ron Snowden

Telephones/IT: William Scoville

Tissue Culture Laboratory Coordination: Ajith Welihinda