

	STANDARD OPERATING PROCEDURE Use of Mother's Room	
VERSION NO: 1 EFFECTIVE DATE: 11/17/2025 APPROVAL DATE: 11/17/2025	DEPARTMENT: President's Office DRAFTED BY: VPER Allred, SHRP Price, HRP Maw APPROVED BY: Executive Team	
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1. PURPOSE

To establish a clear process for students and employees of Uintah Basin Technical College (UBTech) to request and utilize designated Mother's Rooms for lactation purposes, ensuring compliance with state and federal requirements and supporting a family-friendly campus environment.

2. SCOPE

This procedure applies to all UBTech students and employees requesting use of Mother's Rooms located on the Roosevelt and Vernal campuses.

3. DEFINITIONS

3.1. Mother's Room: A private, designated space provided by UBTech for nursing parents to express breast milk.

3.2. Qualtrics Request Form: The online form required for scheduling and access approval.

4. PROCEDURES

4.1. Requesting Access

4.1.1. Students

4.1.1.1. Submit the **Mother's Room Access Request Form** through the online link in the UBTech website located on the Title IX page.

- 4.1.1.1.1.** Select **Roosevelt or Vernal Campus**
- 4.1.1.1.2.** Provide program enrolled in
- 4.1.1.1.3.** Include calendar date range needed

4.1.1.2. Requests are routed to the Vice President of Executive Relations for review and approval.

4.1.2. Employees

4.1.2.1. Submit the **Mother's Room Access Request Form** through the link provided in the Learning Library.

4.1.2.1.1. Select **Roosevelt or Vernal Campus**

4.1.2.1.2. Provide department of employment

4.1.2.1.3. Include calendar date range needed

4.1.2.2. Requests are routed to Human Resources for review and approval.

4.2. Confirmation

4.2.1. The reviewing office (Student Affairs or Human Resources) will notify the requester of approval and provide room access.

4.2.2. Scheduling is managed to ensure privacy and avoid conflicts.

5. ROOM USE GUIDELINES

5.1. Access is limited to the individual approved through the request process

5.2. Users must provide their own equipment and supplies (e.g., pump, storage containers).

5.3. UBTech provides a designated refrigerator for expressed milk upon request.

5.4. Users are expected to maintain cleanliness and respect the privacy of others.