**Research Laboratory space request form**

Date of request:

Faculty name: :

Campus e-mail:

**Available and allocated spaces**

**Owen 151:**

East Bay 1: Open

East Bay 2: Dr. Katy Chapman

East Bay 3: Open

West Bay 1: Dr. Katy Chapman

West Bay 2: Dr. Brian Dingmann

West Bay 3: Open (but tentative locations for table top centrifuges)

West Bay 4: Dr. Venu Mukku

**Owen 152:**

Bench 1a and 1b (closest to the fume hood): Bench 1b: Open space (Multi-user space)

Bench 2a and 2b: Open

Bench 3a and 3b: Open

Bench 4a and 4b: Open

Bench 5a and 5b: Open

Bench 6a and 6b: Open

Bench 7a and 7b: Open

Note: Bench 1a and shelves/drawers are reserved for housing the Atomic Absorption spectrometer and associated supplies.

**Responsibilities of *all* PIs**

1. Attend monthly lab user meetings to discuss shared concerns and brainstorm collaborative research ideas/grants.
2. Attend annual lab safety training.
3. Ensure that all students and guest researchers are trained in general research lab safety before allowing them in the research lab space(s). Document that training.
4. Provide lab-specific and protocol-specific training, document that training, and ensure that proper PPE is worn at all times in the lab.
5. Shared instrumentation is available. Prior to using the instrumentation, potential users need to be trained. Schedule a time for using the instrument and record the usage in the log books.
6. Obtain permission before using others’ instrumentation and/or consumables.
7. Maintain up to date inventory of all chemicals in Chematix.
8. Arrange for the chemical waste to be picked up periodically from the laboratory.
9. Clean up after yourself. Do not clutter. Floors and sinks are not storage spaces.
10. All benches, sinks, balances, and spills must be cleaned before users leave the lab space.
11. Treat others with dignity and respect.
12. Submit an annual report to the Director of Research Laboratories by June 30.

**Describe** how you would utilize the space. Please include how students will be involved. Use additional page(s) if necessary. Provide rationale for requesting a specific bench/bay if such a request is made. (Use additional page(s) if necessary)

Current funding:

Pending funding:

**NOTE:** The Laboratory Safety Committee will conduct periodic audits. Users will be notified of any and all infractions. If corrective actions are not taken within 30 calendar days, a report will be sent to the corresponding Unit Head and the Vice-Chancellor for Academic and Student Affairs. Failure to adhere to safe laboratory practices or failure to use the space may result in the revocation of the allotted space.

Faculty member’s signature:

Recommended by Laboratory Safety Committee: Yes No Date:

Allocated Space:

Date:

Reasons for the recommendation

Director of Research Laboratories Date:

**Annual Report**

(need this information to submit annual report to the Office of Vice-President of Research and for tracking and reporting purposes)

**Presentations** in the last calendar year (underline undergraduate co-authors)

1. On-campus
2. Regional, National, or International Conferences

**Publications** in the last calendar year (underline undergraduate co-authors)

Role of students in the presentations/publications