

Space/Equipment Reservation Request Form

Molecular Biology Program

2020

Type in your information just to the right and/or just below each item on the list.

Incomplete applications will not be accepted. All 9 (nine) points below must be completed, and a signature and date at the end the Terms and Conditions (page 2).

1. Principle Investigator (PI):

2. User Contact Information

Name (if different from PI):

College and Department:

Office Phone:

Cell phone:

Email:

3. Faculty involvement with Molecular Biology:

4. Expected Begin Date:

5. Expected End Date:

(space usage will be evaluated at the end of each academic year, please see #7 under Terms and Conditions)

6. Anticipated total space needed. Either state total square footage needed or number of benches needed. One bench equals 120 square feet in space.

7. Special needs: e.g. office space, BSL2, fume hoods, laminar flow hoods, autoclave, 220V outlets, laser interlocks, etc.

8. Is the project funded? Are there funds to maintain research in the space?

9. Does the project require approval from Biosafety Committee? If so, has then been approved?

10. Have all home department-specific safety requirements been met including safety training, laboratory commissioning, experimental safety plan completion, etc.?

11. **Action Plan:** In the space below, type explicitly what research will be conducted and what plants/organisms will be involved. Include information on how your use of the space relates to the Molecular Biology Program. Be specific.

Terms and Conditions for the Use of Molecular Biology Space

- 1) Incomplete reservation requests cannot be accepted.
- 2) Priority for space allocation is based on active Molecular Biology Program participation.
- 3) Party must post the “Molecular Biology Placard” on entry doors and laboratory benches for the duration of use of the space. See the attached sign.
- 4) Party must comply with NMSU Environmental Health Safety & Risk Management regulations as they pertain to the respective research project. Users must also abide by any policies specific to NMSU and their home department (e.g. specialized laboratory commissioning and decommissioning, chemical inventory checks, experimental safety plans, minimum PPE, etc). Compliance also includes laboratory workers having passed required safety and/or biosafety courses as well as entry door safety signs and postings. Visit safety.nmsu.edu for required postings on benches, doors, refrigerators, etc.
- 5) Party must not damage any laboratory property including and not limited to sinks, cabinets, floors, and equipment and maintain a clean area. If any equipment or laboratory items (furniture, sinks, drawers, etc) are found broken, damaged, or missing please report this immediately to the Molecular Biology Program Director
- 6) Party must use reserved space and not leave it vacant.
- 7) Party is expected to vacate and clean up their space in a timely manner at the final Project Reservation End Date. A fee of \$100/hr will be assessed for cleanup within two weeks of project end date if reserved space and work areas are not vacated and cleaned. The space should be returned to the original condition it was received in. If you need clarification on this task, contact the Director of Molecular Biology.
- 8) Space usage will be evaluated at the end of each academic year.
- 9) If the party deems that any changes are required including: longer reservation time than originally projected, modification of the used space, or early termination, then the party must immediately notify the Director of Molecular Biology by phone or email. If the space is to be used beyond the Reservation End Date or use is modified, a new ‘Space Reservation Request’ form may be required for review by the Molecular Biology Director and Space Committee.

Signature: _____

Date: _____

This space for use by the Director of Molecular Biology/Molecular Biology Space Committee	
Assigned Space:	
Notations:	

Signature of Director of Molecular Biology _____

Date _____

MOLECULAR BIOLOGY PLACARD

fill in the information below and place in the proximity of your project in Molecular Biology Space.
Covering the placard with a waterproof protector (e.g. plastic sheet protector) is advised.
This is for Safety and unforeseen issues that may arise.

PI NAME:	
SECONDARY CONTACT NAME:	
EMERGENCY CONTACT PHONE NUMBER:	
SEMESTER POSTED: (e.g. Spring 2020)	