**Franceschi Microscopy & Imaging Center**

**PROPOSED RESEARCH FORM**

We ask that all users of the FMIC acknowledge use of FMIC equipment in publications and agree to notify us when publications appear.

**INVESTIGATOR (**person asking to work in FMIC**):**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WSU ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select One: Faculty\_\_\_ Staff\_\_\_ Grad\_\_\_\_ UnderGrad\_\_\_ Observer/Visitor\_\_\_\_

**DIRECTOR/ADVISOR OF PROJECT (**Person responsible for bills generated by this project):

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone: \_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project information:**

Do you want FMIC staff to perform the sample prep and/or imaging?

Sample Description (plant, animal, bacteria, materials etc.);

Type of Microscopy for this project;

EM sample prep method (if known);

Will you be working with any pathological, transgenic or microbial samples?

 Please circle either; **Yes** or **No**

> If YES, then what is your **BAF #?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BILLING INFORMATION**

Do you want an Annual Club Membership? Yes No (Annual ends June 30)

Optional Lab Fee (use of chemicals for sample preps) Yes No

**ON CAMPUS STUDENTS/CLIENTS**: (Person to whom bill should be sent & phone #)

Charge to: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Zip: \_\_\_\_\_\_\_\_\_\_\_

**OFF CAMPUS STUDENTS/CLIENTS**: Name and address of person/agency to be billed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE NOTE; ALL FMIC USERS ARE RESPONSIBLE FOR THE COST OF SUPPLIES

(ie. forceps, grids, stubs, slides, etc.)

FMIC SAFETY RULES AGREEMENT

I. Personal lab safety

* All users are responsible for lab safety and a safe working environment - includes **clean up** after you are done working.
* Know where the exits, first aid kits, emergency eyewash and showers are, and become familiar with their use.
* **Legs and feet must be totally covered in all areas of the FMIC**. Remove gloves before leaving lab.
* Use protective equipment, i.e. lab coats, gloves, and fume hoods when appropriate.

2. Chemical

* Understand basic safety terminology; Toxic, carcinogen, teratogen, corrosive etc.
* Read the MSDS before working with any chemical. Read labels on chemical reagents.
* MSDS and staff approval required before bringing in or taking any chemical from the FMIC
* Secondary containers (sample bottles, etc.) must be **labeled** with the name of the material, the date, name of the person responsible for the container, any hazards, and the appropriate precautions.
* All laboratory wastes must be disposed of properly – **do not pour into sink**. Waste containers are available in each chemical fume hood. Note: Waste containers must be sealed after use.
* Safety glasses must be worn when working with liquid nitrogen.
* Read the Chemical Hygene Plan for the chemicals you are working with and sign the log sheet.

3. Procedures

* Before bringing bacterial, viral, pathogenic or transgenic samples they must be fixed and you need to provide a BAF (Biosafety Apporval Form) number
* Become familiar with hazards of each type of equipment you will be using and do not leave them unattended
* Conduct hazardous experiments in the chemical fume hood and wear appropriate protective clothing (gloves, lab coats, etc.) Please report all accidents to the FMIC staff.
* Hazardous procedures and equipment (osmium, CPD etc.) may not be used when FMIC staff are not present (noon, nights, holidays and weekends)

4. FMIC use rules

* Do not prop the front door open after hours (ie. evenings or weekends).
* Do not allow anyone to use the labs or equipment that has not been trained by FMIC staff.
* No eating or drinking in the teaching or research laboratories or in the equipment rooms. Food items are not to be stored in the chemical refrigerators.
* Properly dispose of all sharps blades. Do not store them inappropriately in your locker, drawer or anywhere else.
* Call 911 in case of emergency. FMIC staff emergency phone numbers are on the wall next to the phones in each microscope room. Call 335-9000 if you hear an alarm in the FMIC.
* Do not store liquids in any drawers or lockers.

I understand the Safety & FMIC General Rules and will abide by them:

 (Please print your name here)

Signature: Date:

FMIC General Rules

(Keep this page for your reference - do not return)

1. Do not allow anyone to use your name to sign up or reserve equipment.

 Do not allow someone else to reserve equipment with your name.

2. **Always** sign up/reserve equipment on our online scheduler

 This applies to all users at any time day or night

 Do not eat or drink in the labs, microtome room or any of the microscope rooms or labs – please use our conference room.

3. Only use equipment that you have been **trained on by an FMIC staff member.**

 Only FMIC staff are authorized to train people to use our equipment. Visitors are only allowed to observe - visitors not permitted to use any FMIC equipment. Clean up after you are done and return the equipment to the same settings as when you came.

4. Please remember to mention the FMIC in the acknowledgements of publications

 Publications are an important instrument for us to track the impact of the center and most importantly, to show how new instruments and financial support are of benefit for the whole University.

5. During peak times each instrument may be reserved in advance for no more than a **total of 6 hours** in one week. This allows everyone equal access and prevents one person from blocking all others. Your reservation will be deleted if you are more than 15 minutes late and if you don’t contact us before your reservation.

6. During business hours, visitors (lab mates/ collaborators/ colleagues, non-users) must have a proposed research form signed by their P.I. with a budget number, and safety training in order to accompany approved users in the labs and microscope rooms. **Visitors must be** **attended/accompanied at all times** by an FMIC trained user.

7. After business hours;

* + **No visitors allowed after hours** (visitors = lab mates/collaborators/colleagues of users).
	+ **Do not allow anyone to use your ID to enter the FMIC**.
	+ Do not open the door for anyone after normal business hours.
	+ If their ID does not open the door then they should not be in the FMIC after hours.

8. Users & visitors are required to attend Safety training each year.