**Franceschi Microscopy & Imaging Center**

**VISITOR FORM**

*All users of the FMIC will acknowledge use of FMIC equipment in publications and agree to notify us when publication appear.*

**VISITOR:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WSU ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty\_\_\_Staff\_\_\_ Grad\_\_\_\_\_

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

**INVESTIGATOR RESPOSIBLE for Visitor:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WSU ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty\_\_\_Staff\_\_\_ Grad\_\_\_\_\_

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

**DIRECTOR/ADVISOR OF PROJECT**:

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

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

* Prior to your visit please email FMIC staff with the date(s) of your visit and the name of the person you will accompany

**Visitor rules:**

* Visitors are not allowed to use/touch any FMIC equipment in any way.
* Visitors are only allowed to observe, but not allowed to direct equipment operation in any way.
* Visitors are only allowed during times when FMIC staff are present.
* Visitors must complete & return both this form and the safety form prior to their initial visit.
* Visitors must check in with FMIC staff when they arrive.

**Visitor Signature (required acknowledgement of responsibility to adhere to all FMIC rules)**

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

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 and NOT coming in to the FMIC when you are sick.
* 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 using 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).
* Only work on your own FMIC approved project. You may not perform imaging for other people.
* 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

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. Only work on your own project. You are not allowed to perform imaging for other people, including lab members. All projects must be approved by FMIC staff during a project meeting.

5. 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.

6. 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.

7. 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.

8. After business hours;

* + **No visitors allowed after hours** (visitors = lab mates/collaborators/colleagues of users/PIs).
  + **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.

9. Users are required to undergo Safety training each year. **Visitors must fill out and sign** Proposed Research and Safety forms and email them to FMIC staff **prior** to visiting.