

College of Arts and Sciences

Research Space & Equipment Committee Policies and Guidelines*

Approved by:

CAS Research Space and Equipment Committee on August 17, 2010
Dr. Donna Henry, Dean of the College of Arts and Sciences on September 22, 2010
Department Chairs from Science Units on September 22, 2010

Revised with CAS Faculty recommendations: November 23, 2010
Amended and further revised by the CAS Research Space and Equipment Committee:
September 9, 2013 (modifications are underlined and in red).

I. Mission

The mission of the Research Space and Equipment Committee (RSEC) is to ensure the best utilization of current and the planning of future research space and equipment in the College of Arts and Sciences.

II. Committee Charge

The charge of the Committee is to work collaboratively with faculty and the administration to plan for current and future research space needs. Critical issues that must be considered for the allocation of research space in the current shared system include:

- Development of space allocation guidelines so that faculty members are assured of an equitable process to secure research space to meet their needs (outlined below).
- Application of these guidelines to allocate research space to accommodate current (and future) science faculty needs.
- Assistance to researchers, when necessary, in identifying appropriate space during the preparation of proposals.
- Review of requests for new or additional research space.
- Review of faculty concerns on space use and/or allocation.
- Notification to parties (and the Dean) of the committee's decision on space requests and concerns.

The Committee is also responsible for developing strategies for resolving problems related to the use of research space, support and special facilities, and equipment. The Committee will produce an annual report (including a spreadsheet) outlining changes in research space utilization and providing an update of related research and equipment information to the Dean of the College of Arts and Sciences (CAS).

III. Committee Composition and Structure

The Committee, appointed by the Dean of the College of Arts and Sciences in consultation with the chairs, is comprised of four representative science faculty and one chair representative (non-voting) from departments actively engaged in research activities; the committee reports directly to the Dean.

Members of the Committee shall serve for a period of two years and are eligible for reappointment by the Dean of the College of Arts and Sciences. Initial terms will be staggered. The chair(s) of the Committee shall also be appointed by the Dean of the College for a term of two years. Ad hoc subcommittees may be formed as necessary to accomplish specific tasks identified by the Committee. At least 50% of the voting members of the Committee must be present for a quorum to be established. Deliberations by the Committee cannot proceed without a quorum being present. The Committee shall operate based upon consensus whenever possible. If a consensus is not possible the chair(s) of the Committee shall call for a vote. Motions are approved by a simple majority (greater than 50% of the voting members). Space requests should be made, whenever possible, during the regular academic year to ensure that a quorum of Committee members will be present to review the request.

A conflict of interest arises whenever a space allocation or equipment issue directly involves a Committee member (e.g., the member is a primary user of the laboratory space and/or piece of equipment). In such instances, he or she must recuse himself or herself from any and all deliberations by the Committee related to the application in question (see section XII). The Committee may invite an applicant to provide additional information and/or to answer specific questions related to the application at one of its meetings.

IV. Domain of Responsibility

The domain of responsibility for the Committee includes Whitaker Hall, AB7, the Vester Marine and Environmental Science Research Field Station, the Harvey Kapnick Education and Research Center, the Egan Observatory, Modular Building #1, and other research space that shall be identified by the University as being assigned to the College of Arts and Sciences. The Dean of the College may also designate additional space to be placed within the domain of the Committee. Assignment of space does not imply ownership, as all facilities, regardless of the original source of construction or acquisition funds, rests with the University and its Board of Trustees.

The assignment and use of all research space is covered under the policies and guidelines of the Research Space and Equipment Committee. Research space includes the following: (1) wet laboratories: bench space for biological, chemical, and/or field sample processing and analysis; (2) dry laboratories: space for electronics, data

FINAL

processing, Geographic Information Systems, and imaging (including graphics production); (3) animal laboratory facilities; (4) human subject laboratory space; (5) instrument core facilities: unique instrumentation available to all investigators; (6) computer laboratories (non-instructional); (7) other common laboratories: space used by several investigators and where shared equipment is present; and (8) support space: walk-in coolers and freezers, archival space, general facilities or support equipment for use in research.

Research space does not include teaching laboratories and teaching prep rooms.

V. Criteria for Space

The philosophy of research space use in the College of Arts and Sciences follows three simple criteria:

1. All laboratory space shall be viewed as common space with individual laboratories organized by common functionalities.
2. Lab use will be coordinated by a Lab Coordinator. The Lab Coordinator will facilitate activities among the other primary users, reaching decisions by consensus among the primary users.
 - a. Primary users are defined as faculty members who conduct the majority of their research in that particular lab space including, but not limited to, storage of their supplies and equipment used in their research.
 - b. Flex users are defined as transient personnel that may require sporadic use of space in a particular lab as related to the functional provided in that laboratory.
3. Individual labs have the authority to accommodate/satisfy the below tenets using their own internal policies and philosophies.
 - a. Lab coordinators should strive to ensure the other primary users of the lab space are in agreement with space use and allocation.
 - b. In the event that space issues cannot be resolved internally (within a lab), then the issue may be brought before the RSEC for hearing (outlined below).

VI. Lab Coordinator Responsibilities and Selection

The Lab Coordinator position was initially developed to assist in two laboratory activity functions: safety and space use.

1. Safety.
 - a. The Lab Coordinator should be sure that contacts (names and phone numbers) are listed on doors, instruments, and equipment as necessary to allow response to emergency situations and/or equipment failures.
 - b. The Lab Coordinator should make sure appropriate chemical hazard placards are affixed to external laboratory doors for EMS responders.

- c. The Lab Coordinator should make sure Material Safety Data Sheets (MSDS) are available for all chemicals in the laboratory and centralized in a common location (e.g., a three-ringed binder).
 - d. It is NOT the Lab Coordinators duty to oversee the students of other faculty, or be responsible for their safety. This task is the duty of each faculty mentor/advisor.
2. Space.
- a. The Lab Coordinator will facilitate activities among the other primary users, reaching decisions by consensus among the primary users. In the event that a consensus cannot be reached, the procedures outlined in Section XII shall be followed.
 - b. At the beginning of each fiscal year (by September 1), each Lab Coordinator will provide the RSEC with a completed Lab Coordinator Activity Report (Appendix A-4) that summarizes past lab use and projected activities and needs for the upcoming year.
 - c. The RSEC will work with the Lab Coordinators to assign the most practical space possible for incoming new hires (see Section VIII).
3. Selection of a Lab Coordinator
- a. Initial selection
 - i. When the RSEC decided that lab coordinators would be a good mechanism to address safety and space concerns as outlined above, candidates were then suggested by the RSEC based on their use of research space in question (i.e., a primary user).
 - ii. The candidates were then asked if they would agree to serve as Lab Coordinator, and if the offer was accepted, the Lab Coordinator was designated.
 - b. Subsequent selection
 - i. As some of the initially-selected candidates decided not to assume Lab Coordinator responsibilities, the RSEC has revisited the selection process and devised the following procedure:
 - 1. The Lab Coordinator should be a primary user;
 - 2. The other primary users in the research space in question should nominate a candidate, and reach agreement through consensus or vote. If an acceptable candidate cannot be selected, the RSEC will appoint a Lab Coordinator.
 - 3. A Lab Coordinator can be asked to step down by the other primary lab users and/or the RSEC if they are not doing their job adequately (e.g., unacceptable annual Activity Reports) or fairly (e.g., bias in space use and allocation).
 - c. Considerations in the Selection/Acceptance Process

- i. The Lab Coordinator position should not be taken lightly; effective communication and coordination of space will facilitate the use of laboratory space and equipment and reduce the potential for conflicts. That being said, the Lab Coordinator position should be filled by an effective communicator.
- ii. Activity reports are an important deliverable produced by the Lab Coordinator, as the data provided will help the RSEC and College assess space use, particularly as new faculty continue to be hired and require research space.
- iii. The Lab Coordinator responsibilities are great enough that the Dean of the College of Arts and Sciences has agreed that this duty will count as University Service. As such, prospective Lab Coordinators should consider how well they can coordinate research space use within their designated lab areas, and the timeliness and accuracy of the annual Activity Reports, when pondering their decision to serve as Lab Coordinator.

VII. Tenets for Space Use and Allocation

The following general overlying tenets should be followed when allocating research space:

1. All scientific faculty wishing to pursue research should get access to research space.
 - a. Research space will be allocated in designated functional labs (i.e., organic chemistry in the organic chemistry lab)
 - b. Safety is an overriding priority when allocating space.
 - c. Space is not assigned in perpetuity and may be expanded and contracted in accordance to these tenets on a case by case basis (outlined below).
2. All space should be considered flex space.
 - a. Unless space is NOT limiting and/or an activity requires a degree of longevity (to be decided upon by primary lab users of a given space; see criterion #3 above).
 - b. Otherwise, bench tops should be cleared to allow for other users (whenever possible; see Section V, Criterion #3).
 - i. Uses must be compatible.
3. Student users of lab space should be considered temporary and transient – i.e., they should work within available flex space and/or allocated advisor space
 - a. Based on consensus of principle lab users (Section V, criterion #3).
 - b. Student users are the sole responsibility of their faculty advisors. Faculty advisors should therefore ensure that student users are properly trained in

laboratory procedures and safety protocols required for the lab spaces and activities the students utilize and undertake.

Due to anticipated shortages in available research space, research space needs have to be prioritized. The following criteria shall therefore be used to guide research space allocation or reassignment, in order of priority:

1. Research that is supported through extramural or intramural funds.
 - a. Quality of research will be based on productivity:
 - i. peer-reviewed publications or patents received
 - ii. submitted patents
 - iii. oral presentations at national or international meetings
 - iv. poster presentations at national or international meetings
 - v. presentations at local or regional meetings (off-campus)
 - b. Collaboration
 - i. accommodates other lab users
 - ii. collaborates with other faculty members in research
 - iii. involves students in their research
2. Non-funded research that directly involves students (either graduates or undergraduates) resulting in publications or external presentations at regional, national, or international meetings.
3. Non-funded research that supports programmatic needs of the College and/or University.
 - a. Student projects
 - i. Under direct supervision of their supervisor(s).
 - ii. Meeting Section V, criterion #3.

A request for research space that does not address the above criteria will also be considered on a case by case basis.

Courtesy faculty, students, or other collaborators (paid or unpaid) will be expected to use the research space of their FGCU faculty sponsors or the core research facility. If space in addition to that assigned to the FGCU sponsor is required, it is the responsibility of the faculty sponsor to make an application to the Committee on the collaborator's behalf.

Research space is not assigned in perpetuity and may therefore be reallocated based upon programmatic needs, the level of research activity present, the duration of specific research projects, or the vacation of space for other reasons.

VIII. New Faculty Hires

1. The Dean will provide a list of new faculty lines to the RSEC so the committee can plan for future research space and equipment needs. Ideally, these lists should be provided as soon as possible after the positions are advertised to provide ample time for discussion and resolution.

2. The RSEC suggests that search committees and department chairs consider research space and equipment needs in their routine list of interview questions, the answers of which can be provided to the RSEC so the committee can best accommodate the new faculty hire's needs. Additionally, the RSEC recommends that the candidate and/or Department Chair meet with their RSEC Department representative or RSEC Chair to discuss research space needs during the on-site interview process.
3. The RSEC recommends the following process by which new hires will assigned laboratory space:
 - a. Once signed offer letter is in hand, the Department Chair for the new hire should send an informal request for research lab space to the chair of the RSEC, stating basic research needs (e.g., type of activity, equipment needs, specialized space). PLEASE NOTE THAT THE RSEC SHOULD HAVE SOME IDEA OF THESE RESEARCH SPACE NEEDS FROM THE EARLIER ON-SITE INTERVIEW PROCESS.
 - b. The RSEC will consult with the lab coordinators to determine how to best accommodate the new hire's space needs. The primary factors weighing the request will be 1) compatibility of research activities with various labs; 2) available space within labs meeting #1; and 3) the tenets of Section VII.
 - c. The RSEC will assign the laboratory space to the new hire based on the above three criteria, first contacting the lab coordinator of their decision. In the event that current lab coordinator or other primary users of the space are in disagreement with the space assignment, they can request a meeting with the RSEC to present their case. The procedure for such requests is outlined below in Section XII.

IX. Incentives

As research space in the College of Arts and Sciences is limited, all researchers must understand that available space is shared. As some users will embrace this philosophy more than others, incentives are outlined below to facilitate buy-in to this space allocation approach. The basic premise in this approach is the "good neighbor policy".

Researchers are asked to consider and respect other lab user needs. They should be accommodating, welcoming, and respectful of the other users. All users in a particular lab should strive to reach consensus on lab space and equipment use. Equipment and instrumentation should be open to other users (according to Section X below). All users must realize and accept that research space is not assigned in perpetuity, and may be expanded and contracted to meet overall college research needs.

FINAL

Adherence to this “good neighbor” policy will be a factor in considering research space and equipment requests such as the following:

1. Additional space
2. College/ORSP-funded equipment
3. Service contract renewals
4. Research personnel office space

X. Instrument Policy

1. All instruments purchased with CAS or appropriation funds constitute shared equipment. Equipment obtained by a PI on an individual grant (without university funds or assistance) may be designated as solely individual equipment but if a PI makes that decision they are individually responsible for all maintenance and repair. A current list of instrumentation residing within the college is provided in the appendix.
2. Each shared instrument will have a principal user assigned by the science chairs. Typically this will be someone knowledgeable about the instrument (and probably the heaviest user).
3. A borrower must notify the principal user before utilizing an instrument. It is presumed that a reasonable request will never be turned down; if anyone wishes to use an instrument on their own without involving the principal user in the project, the principal user may ask them describe their expertise in writing (½ page e-mail should suffice).
4. The principal user will place a log book on the machine; all users must be checked out by the principal user, or designee, and must log in before use.
5. For heavily used machines a sign-up sheet may be placed on the machine, users must sign up with reasonable advance warning, the principal user may designate a reasonable daily hour limit, if needed.
6. The principal user will initially decide where the instrument can be located, subject to approval of bench space from the research space committee.
7. The principal user can terminate use by someone who uses the instrument irresponsibly. Examples of abuse include breakage, a demonstrable lack of knowledge about the machine, or poorly supervised student use.
8. In the event that problems cannot be resolved between users, then the procedures outlined in Section XII will be followed.
9. Any abuses of authority by the principal user are grounds for re-assigning the instrument to someone else.

XI. Process for requesting additional space

1. During the grant proposal process, an investigator may need additional space for personnel and/or equipment beyond the tenets listed in Section V. In such cases, the PI must submit a space request form to the RSEC and ORSP *prior to*

grant submittal, or the space request may not be met. The space request form is provided in the appendix (A-2).

XII. Resolution of space or equipment use problem

1. In the event that a space or equipment use problem arises, the following steps should be followed:
 - a. Attempt to resolve within lab through consensus.
 - b. If the above does not work, bring concern/issue up in front of the RSEC. The petitioner(s) should be prepared for the following procedural steps.
 - i. The request/concern should be justifiable;
 - ii. If possible, potential solutions should be offered;
 - iii. The RSEC will investigate the issue, including interviews with other affected lab users and on-site laboratory visits;
 - iv. Affected users will be asked to come before the RSEC for discussion of the request/concern.
 - v. The RSEC will issue a ruling according to tenets and polices outlined in Sections V – X.
 - vi. The RSEC will issue its ruling no more than 30 days after receiving the request.
 - c. In the event a space or equipment issue directly involves a Committee member (e.g., the member is a primary user of the laboratory space and/or piece of equipment), he or she must recuse himself or herself from any and all deliberations by the Committee related to the application in question.
 - d. If the involved parties are not satisfied with the RSEC's ruling, then the ruling can be appealed to the Dean of the College of Arts and Sciences.
 - i. Anyone wishing to appeal must submit their request to the dean no later than 7 days after receiving the RSEC ruling.
 - ii. The dean will issue her/his ruling no more than 14 days after receiving the request.

XIII. Evaluation of Space Use

1. At the beginning of each fiscal year (by September 1), each Lab Coordinator will provide the RSEC a list of projected activities and needs for the upcoming year.
2. By the end of each fiscal year (June 30), each Lab Coordinator will provide the RSEC with an activity report summarizing lab usage and descriptions of how needs were (not) met.
3. By the end of each fiscal year (June 30), the RSEC will use the above information to provide the Dean of the College of Arts and Sciences with an inventory of research space usage and available equipment as well as a list identifying the assignment of research space to specific investigators or programs.

FINAL

4. The above data will then be used to evaluate current space allocations on a biannual basis. Space will be reallocated according to these findings following the guidelines provided in Sections V – X above.
5. As new faculty members will continue to be hired in the coming years without a concomitant increase in research space, the RSEC will also work diligently with the Office of the Dean and with the Office of Research and Sponsored Programs to develop a plan for acquiring and renovating additional research space as necessary.

XIV. Meetings

Meetings shall be held monthly as needed. Similarly, the chair(s) may call special meetings as the need arises. The Committee chair(s) shall notify all Committee members of meeting times and locations.

A draft agenda as well as any requests for research space shall be provided by the chair(s) to Committee members one week in advance of regularly scheduled monthly meetings. Minutes shall be taken for each meeting (regular or special) and shall be distributed to all Committee members for review at least one week prior to the next regularly scheduled meeting.

Reporting

After reviewing requests for research space, the Committee shall report its findings and make a recommendation to the Dean of the College of Arts and Sciences regarding the allocation or reallocation of research space. These recommendations shall be made to the Dean in a timely fashion after the meeting in which the deliberation took place.

The Committee shall also compile an annual report regarding its activity and submit it to the Dean of the College of Arts and Sciences by the end of the fiscal year. The annual report shall provide an updated inventory of research space utilization, any changes in the allocation of research space that occurred during the fiscal year, any recommendations for changes in space allocation based upon an evaluation of current space utilization, and any recommended changes in the policy regarding research space allocation.

Revisions to Policies and Guidelines

The Research Space and Equipment Committee may recommend revisions to the policies and procedures presented herein. Such recommendations shall be submitted in writing to the Dean of the College of Arts and Sciences for approval. The Dean may in turn consult with the ex officio members of the Committee or other knowledgeable individuals before rendering a final decision on the recommendations. The decision of the Dean shall be transmitted in writing to the chair(s) of the Committee and the policies and guidelines shall be revised accordingly.

FINAL

* Adapted from guidelines developed by the Charles R. Drew University of Medicine and Science and by the College of Medicine, University of Arizona

Table of Contents

Space Request Form	A-2
List of instrumentation residing in the College of Arts and Sciences	A-3
<u>Lab Coordinator Activity Report</u>	<u>A-4</u>

College of Arts and Sciences

Request for Research Space

Requestor's Name _____

Please fill out this form and forward to the chair of the Research Space Committee (Michael Parsons, mparsons@fgcu.edu).

1. Nature of the request:

___ initial space i.e., you have no research space currently) ___ more space ___ space reallocation

Type of activity:

___ newly funded research ___ student research

___ instructional ___ other

2. Type of space needed:

___ space for an instrument or other equipment

___ bench space

___ storage space

___ other _____

3. Functionality of space needed:

___ ecological/organismal ___ histological

___ analytical/instrumentation ___ wet or dry chemistry

___ molecular ___ flex space

___ microbiology ___ animal

___ human subjects ___ other _____

4. Briefly stated, why is this space needed?

Instrument	Principal User	Location
array imager	Isern/Michael	AB7 319
Forte bio layer	Isern/Michael	AB7 319
gene analyzer	Isern/Michael	AB7 319
Teco micro array	Isern/Michael	AB7 319
Typhoon imager	Isern/Michael	AB7 319
ultra-centrifuge	Isern/Michael	AB7 319
Fisher low temperature incubator	Isern/Michael	AB7 320
floor incubator/shaker	Isern/Michael	AB7 320
Max Q 5000 centrifuge	Isern/Michael	AB7 320
mid sub-ambient incubator	Isern/Michael	AB7 320
pass-thru autoclave	Isern/Michael	AB7 320
pass-thru autoclave	Isern/Michael	AB7 320
Thermo Sorvall RC6+ centrifuge	Isern/Michael	AB7 320
Turner Model 10 AU Fluorometer	Parsons	AB7 320
CO ₂ incubator	Isern/Michael	AB7 321
CO ₂ incubator	Isern/Michael	AB7 323
Olympus BX41 light microscope	Volety	AB7 326
Olympus BX51 Epifluorescence/DIC Microscope	Parsons	AB7 326
Olympus IX71 inverted microscope with epifluorescence	Volety	AB7 326
PhytoPam	Thomas	AB7 326
Microtome HM 325	Volety	AB7 327
TBS Tissue Embedder	Volety	AB7 327
Fisher Low Temperature Incubator (2)	Volety	AB7 328
New Brunswick C1 Platform Shaker	Volety	AB7 328
Recirculating Water Bath	Volety	AB7 328
Thermo 1300 A2 Biosafety Cabinet		AB7 328
Thermo 818 Algae Incubator	Parsons	AB7 328
VWR Plant Incubator (current not working)		AB7 328
Water Baths	Volety	AB7 328
Bran+Luebbe AA3 Nutrient Autoanalyzer	Loh	AB7 422
Branson 3510 Sonicator	Coticone	AB7 422
Harvey Sterile Max table top sterilizer	Loh	AB7 422
Mettler Toledo top loading balance		AB7 422
Microbalance - Mettler Toledo	Loh	AB7 422
MJ Research PTC-200 Thermal Cycler	Coticone	AB7 422
Shimadzu TOC Analyzer	Loh	AB7 422
Soxhlet Extractor	Rumbold/Loh	AB7 422
Thermo Scientific muffle furnace	Loh	AB7 422
Beckman DV 350 UV/Vis Spectrophotometer		AB7 423
Cary 6000i UV-Vis-NIR Spectrophotometer		AB7 423

Covaris 2000		AB7 423
Dart mass spec		AB7 423
Drying Oven	McManus	AB7 423
Fisher Isotemp Incubator		AB7 423
Flash 2000 Organic Elemental Analyzer	Loh	AB7 423
Iatroscan MK5	Volety	AB7 423
Labconco Freeze Dryer	Volety	AB7 423
Nippon MA-2 Mercury Analyzer	Rumbold	AB7 423
Perkin Elmer AS-71		AB7 423
Tecan genios pro plate washer		AB7 423
Thermo Aminco Bowman II fluorometer		AB7 423
Thermo-Finnigan LTQ LC-MS	Parsons	AB7 423
Thermo-Finnigan Surveyor HPLC	Parsons	AB7 423
Thermo-Finnigan Trace DSQ GC-MS	Loh	AB7 423
Thermo-Finnigan Trace GC Ultra FID	Loh	AB7 423
Microtox Analyzer Model 500	Barreto	AB7 424
Misonex Sonicator	Barreto	AB7 424
Perkin Elmer LS55 Fluoroscan Spectrometer	Barreto	AB7 424
Perkin Elmer Raman Station 400 Spectrometer	Barreto	AB7 424
Shimadzu OV-2450 Spectrophotometer	Barreto	AB7 424
Tecan Plate Reader	Barreto	AB7 424
BioDoc-It Imaging System	Urakawa	AB7 449
BioRad D-Code	Urakawa	AB7 449
Boekel Shake-N-Bake Hybridizer Oven	Urakawa	AB7 449
Caliper TurboVap 500 Evaporator	Loh	AB7 449
CEM MarsXpress digesting microwave	Rumbold	AB7 449
Drying Oven	Rumbold	AB7 449
Eppendorf centrifuge 5810R	Volety	AB7 449
Fisher centrifuge		AB7 449
Fisher Isotemp 220 water bath		AB7 449
Flow cytometer	Volety	AB7 449
Flow Cytometer	Volety	AB7 449
GeneSys 10vis spectrophotometer		AB7 449
Mettler Toledo AL204 balance		AB7 449
MP FastPrep 24	Urakawa	AB7 449
Precision water bath	Volety	AB7 449
Turner Trilogy Fluorometer	Parsons	AB7 449
Olympus BX41 microscope with epifluorescence	Volety	Vester
Denver APX-2001 top loading balance		WH 105
Ohaus Pioneer top loading balance		WH 105
Olympus SZX12 compound microscope	Tolley	WH 105
Perceival Environmental Chambers (4)	Cruz-Alvarez/Ueda	WH 105 (hall)
Fisher Isotemp 3006D chiller (2)	Tolley/Erdman	WH 110

Johnson & Johnson Clinical Diagnostics blood analyzer	Erdman	WH 110
Parr 6300 Bomb Calorimeter	Tolley	WH 110
Thermo Neslab RTE17 - heater/chillers (2)	Tolley/Erdman	WH 110
Vapro 5520 vapor pressure osmometer	Tolley/Erdman	WH 110
Fisher Drying Oven		WH 126
Hobart Tissue Emaciator		WH 126
Precision Drying Oven		WH 126
Shandon Citadel 1000 Tissue Processor	Volety	WH 126
Denver APX-1502 top loading balance		WH 127
Mettler Toledo AL204 balance		WH 127
Retco GM200 Tissue Grinder		WH 127
Fisher Isotemp Oven		WH 237
Leica Petrographic microscope (2)		WH 237
MALVERN Master Sizer 20000 counter	Savarese	WH 237
Olympus BO61	Savarese	WH 237
Wild M32 Petrographic microscope	Savarese	WH 237
Fisher Isotemp Incubator (2)		WH 237 (hall)
So-Low -80 freezer		WH 237 (hall)
Thermo -80 freezer		WH 237 (hall)
Thermo Precision drying oven		WH 237 (hall)
Stereoscope		WH 242
Beckman Coulter Avanti J-20 XP		WH 263
BioRad Mycycler Thermal Cycler		WH 263
Boekel Microcooler II	Ueda	WH 263
Edvo Cycler	Cruz-Alvarez	WH 263
Eppendorf 5417C centrifuge (2)	Ueda/Cruz-Alvarez	WH 263
Fisher Isotemp Block Heater	Ueda/Cruz-Alvarez	WH 263
Fisher Isotemp Incubator	Ueda	WH 263
IEC Micro-MB centrifuge		WH 263
Labconco Biosafety Cabinet		WH 263
Lab-Line Biotronette Mark III Environmental Chamber		WH 263
New Brunswick C2 Platform Shaker	Cruz-Alvarez	WH 263
New Brunswick C25 Incubator Shaker	Ueda/Cruz-Alvarez	WH 263
Nikon light microscope		WH 263
Precision water bath (2)		WH 263
Revco -80 freezer	Ueda/Cruz-Alvarez	WH 263
Roche LC Carousel centrifuge 2.0		WH 263
Roche Light Cycler 2.0		WH 263
Stovell "The Belly Dancer" Hybridization water bath	Ueda/Cruz-Alvarez	WH 263
Thermo Hybrid PCR PX2 Thermal Cycler	Ueda	WH 263
Thermo Savant DNA120 SpeedVac Concentrator	Ueda	WH 263
Tuttnauer Value KLAVE 1730 autoclave	Ueda	WH 263
BioTek Synergy HT Plate Reader	LaGier, A.	WH 264

Boekel Model 260350 Rocker II		WH 264
IEC Micro MB centrifuge		WH 264
Olympus BMAX 60 Epifluorescence/DIC Microscope	Parsons	WH 264
Olympus BMAX 60 SKY microscope		WH 264
VWR block heater		WH 264
VWR Plant Incubator		WH 264
Airclean 600 workstation		WH 265
BHG 2320 centrifuge		WH 265
BioRad MJ Mini Personal Thermal Cycler	LaGier, M	WH 265
Clone Zone		WH 265
Coy Anaerobic Chamber	LaGier, M	WH 265
Denver APX 200 balance		WH 265
Denver XS-2100 top loading balance		WH 265
Dynex MRX Revelation Plate Reader		WH 265
Eppendorf centrifuge 5415C		WH 265
Hamilton Bell VanGuard V6500 microfuge		WH 265
IEC Micro MB centrifuge (2)		WH 265
Imperial III incubator		WH 265
Lab Guard Class II Biosafety cabinet		WH 265
Olympus BX40 light microscope		WH 265
QL Model 12-140 incubator		WH 265
Thermolyne Series 5000 CO2 incubator		WH 265

LAB Coordinator Activity Report

The Research Space and Equipment Committee (RSEC) is required (section XII.3 of research space and equipment policies and guidelines [RSEPG]) to conduct an inventory of research space usage and available equipment as well as a list identifying the assignment of research space to specific investigators or programs. In this regard, this form is intended to liaison with lab coordinators to collect data concerning lab usage and descriptions of research space and equipment needs (section XII.2). Please complete to the best of your ability and return to the RSEC chair by E-mail.

[Lab Space (building / room #)]

[Lab Coordinator Name]

[Year]

Equipment / Computers

RSEC has a compiled list of equipment/computers from the previous years. Please note any major changes to equipment and computers this year. If none were made, mark N/A.

Personnel (Faculty/Staff)

Understanding that CAS views all laboratory space as common space with individual laboratories organized by common functionalities (section V of RSEPG), please complete this section of faculty/staff. Primary users are faculty members who conduct the majority of their research in this lab space. Full time employees (FTE) are defined as personnel who spend most of their time in this lab space. It is assumed that these users are using the space 100% of their research time. List the name and user type. Example: Dr. J. P. Quigley (Primary); Jane Doe (FTE-post-doc); John Doe (FTE-graduate)

Personnel (other)

This section is used to inventory lab usage for personnel that are not utilizing the space full time. It should be completed to the best of your ability. Flex users are transient personnel using this lab space sporadically, e.g. interns. List the users name, their purpose for space utilization and approximate hours utilizing the space annually. Example: JP Quigley, senior res, 60hrs; Justin Timberlake, intern, 20hrs.

Additional usage

Many research spaces are used for a specific purpose (e.g. WH267D, microscope room; AB7-327, histology lab). In these cases, it is difficult to track all utilization because people are drawn to the space's functionality. If this space falls into this category, please comment on its general utilization. Example: This space, the T-room, was designed to house shared equipment. It is used for demonstration purposes by several classes during the year, e.g. general chemistry.

Comments