

HTRC Usage Agreement

1. Only trained users have access to HTRC equipment. **If you have not been trained by an HTRC staff member, you WILL NOT be allowed to use the equipment. No exceptions.**
2. All equipment must be scheduled on-line at: <http://htrc.uchicago.edu/phpscheduleit/index.php> **This MUST be done before you begin working.** If work is being performed without signing up in advance, you will be prohibited from using this equipment in the future. **Once your reservation is over you must cease all use of equipment. If you need additional time, you must make a new reservation.** You may not begin using the equipment until your scheduled time. If you make the reservation, YOU are the only one that may use the equipment during that reservation.
3. Do not remove or take apart any of the equipment unless directed to do so by HTRC staff. This includes the stages on the microscopes removing/installing filters or any other HTRC owned property.
4. Do not remove reagents, glassware, or any other provided materials belonging to the HTRC from the lab (i.e. alcohols, coplin jars, slides, OCT, etc.).
5. Please dispose of all waste materials in their proper waste receptacle. Absolutely no reagents should be dumped down the sink.
6. All microscopes must be turned off after usage and covered with the provided microscope covers.
7. Do not take dry ice unless you have prior approval by the technical director.
8. Only use nitrile gloves in the lab. Latex is not allowed due to allergies.
9. Do not open doors with gloved hands, even if they are clean.
10. No food or drinks are allowed in the lab.
11. Use of internet and/or flash drives on the ScanScope and Olympus computer is NOT permitted due to the potential infection of viruses.
12. Appropriate lab attire is required. This includes no open-toed shoes or sandals and wearing lab coats/gloves when working with biohazardous material.
13. The hours of the lab are Monday-Friday, from 7:30am-5pm.

Deviation from the established procedures will result in prohibited use of current and future equipment.

Please visit the HTRC website for more information on policies. Questions or concerns can be emailed to htrcadmin@bsd.uchicago.edu.