**CORE LABORATORY ACCESS REGISTRATION FORM**

**Principal Investigator Information:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OSU Username.# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**User Information:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **OSU Username.# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OSUMC login name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***NOTE: You must provide an Employee/Student # and one badge #.***

 **Employee or Student #: (8 or 9 digits) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hospital ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OR BuckID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Which core are you requesting access to:** Int. Cardiol. Cath Int. CardioVasc. Phys. SAIC CLAM

Please specify imaging modalities (SAIC): MRI IVIS-BioLum IVIS-Fluor VEVO echoMRI

 SARRP CT

**IACUC Animal Usage Protocol Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check this box to confirm you are performing **BSL-1** work **ONLY**. If checked skip next and sign.

 Please check this box if performing **BSL-2** work in the Core facilities

**IBC Approval #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name the BSL2 classifying antigen, organism derivation, agent (please do not use abbreviation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please check if ***SAIC*** personnel have been added to **IBC protocol.**

 Please check here if an ***Animal Hazard Safety Protocol*** has been issued for these studies. If issued, this form must be present at **all times** with the animal/s. If you have questions or if you are unsure if you require this form; please contact: **Bridget Carruthers, PhD, RBP; Assistant Biosafety Officer at** **carruthers.39@osu.edu** **or 614-292-8178.**

**Hazards, Risks or Special Handling (please make it specific for activities in Core facilities):**

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

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 **Instructions for access to DHLRI core facilities**

**In order to use the DHLRI core facilities, a Principal Investigator must assume responsibility for each authorized user by signing this form. Individual users must submit a separate, completed Core Registration form to each core they want to use. To avoid delays in processing your application, provide all information requested. Incomplete or illegible forms may result in a delay in receiving access to facilities.**

1. **Read the Core Lab Policies and Core Lab Charges documents for a complete description of core lab policies and the current service charges. Printable versions of these documents are available at our web site:** <https://wexnermedical.osu.edu/heart-vascular/heart-lung/core-labs/forms-fees-and-policies>
2. **Return all completed and signed forms to the core lab manager. Key card access (M-F, 8-5 PM) to individual core labs is approved by the core manager after appropriate training.**

**I have read the attached User Agreement and the DHLRI Core Lab Polices document and agree to observe the policies presented. I have retained a copy of these documents for my records.**

**Principal Investigator Signature: Date**

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

*Ver 20181211*

**Davis Heart and Lung Research Institute**

**Core Laboratories User Agreement**

The following is an overview of the policies for DHLRI core lab usage. Please refer to the full Core Labs Policy document available on the DHLRI Core Lab website.

1. Each Principal Investigator (PI) agrees to follow all Core Lab Policies. Additionally, the PI assumes responsibility for all usage charges, equipment damage, and policy infractions caused by their authorized users.
2. Each Principal Investigator must authorize and maintain an active billing account with the business office. PIs must authorize core access for their laboratory staff by signing a registration form and submitting it to the Core Manager for each core lab they plan to use.
3. Changes to the information on the charge authorization and user registration forms should be transmitted to our business office in a timely manner. For accounts beyond the funding date of the supporting project, users may be denied access to facilities until a valid account is reestablished. PIs must notify the business office of users they would like removed from their authorized list.
4. PIs are responsible for maintaining and analyzing any data they generate on core equipment. PIs and their staff should backup all acquisition data to network storage or CD\DVD at the end of each session. Any data files left on the core lab storage media may be disposed of at the core manager’s discretion when necessary to create storage space for new data files. Analysis of acquired data is solely the responsibility of the PI. Assistance in this analysis by core personnel is at the discretion of the core manager and will incur additional charges for this analysis. The PI should obtain a quote for these additional services BEFORE beginning their data collection.
5. Access to the core labs outside of normal operating hours (M-F, 8-5) is available by keycard for approved users. Please note that approval for off-hours access to a core lab is limited to the user approved by the manager and only for the equipment authorized.
6. Users may sign up to use the facilities anytime they are available. However, be sure there is sufficient time to complete your work without encroaching into the time slots of other scheduled users - this includes initial setup and cleanup times.
7. Any scheduling that involves core personnel assistance is TENTATIVE until approved by the core manager.
8. Damage to equipment resulting from misuse by a user may result in the loss of privileges and charges for the repairs costs. Users must immediately report any malfunctioning equipment to the core manager.
9. Detailed lists of current core charges are posted on our website. Updates to charges are posted prior to their effective date. It is the user’s responsibility to be familiar with the current charges for core services prior to using the facility.
10. Regular business hours for all DHLRI Core facilities are Monday through Friday, **8:00 AM – 5:00 PM**, University holidays excluded. The hours for manager assistance may vary by core lab. Please note that requests for manager assistance outside of regular business hours may carry a surcharge beyond the usual charges, and the acceptance of such off-hours requests is solely at the discretion of the manager.
11. Billing to projects will be initiated at the end of each month. PIs will receive an email with a summary of the billing for that month for their financial records.
12. The goal of the DHLRI Core Labs scheduling policy is to make the facilities available to as many users as possible. With this in mind, users are encouraged to make reasonable time estimates when scheduling. In order to avoid charges, it is the user’s responsibility to cancel 24 hr. in advance any time slot that will not be used. If you will be late for your scheduled time, you must contact the core manager in order to hold your time slot. No-show time slots will be held for 30 minutes, after which the core manager may reassign the time to another user. The scheduled user may be charged for all time not reassigned. Assessment of charges for unused, scheduled time will be determined by the core.

*Ver 20181211*