



## DHLRI CORE LABORATORY ACCESS REGISTRATION FORM

### **Principal Investigator Information:**

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

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **User Information:**

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

Campus Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Hospital ID #: (9 digits) \_\_\_\_\_ OR BuckID: (10 digits) \_\_\_\_\_

OSU Username (i.e. Lastname.#): \_\_\_\_\_

Which core lab are you requesting access to? \_\_\_\_\_

### **Instructions**

1. In order to use the DHLRI core facilities, a Principal Investigator must assume responsibility for usage fees by filing an Authorization For Charges form with our business office. In addition, individual users must submit a completed Core Registration form to each core they want to use. To avoid delays in processing your application, provide all information requested. Please print legibly. Incomplete or illegible forms may result in a delay in receiving access to facilities.
2. Please read the DHLRI Core Laboratory document for a complete description of core lab policies and current service charges. Printable versions of these documents are available at our web site: <http://heartlung.osu.edu/2416.cfm>
3. Return all completed and signed forms to the core lab manager. Key card access 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 Policies document and agree to observe the policies presented. I have retained a copy of this document for my records.

Principal Investigator Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

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Approved By Core Manager : \_\_\_\_\_ Date \_\_\_\_\_

## **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 for any questions regarding current usage policy and service charges.

1. Each Principal Investigator must authorize and maintain an active billing account with the business office. PIs must approve 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.
2. 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.
3. Access to the core labs outside of normal operation hours is available by key card 24 hours a day 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.
4. 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.
5. If necessary due to usage demands, 60% of regular hours (8:00 AM – 5:00 PM) time scheduled one week in advance may be reserved for DHLRI members. Core managers will determine when demand requires enforcement of this priority scheduling policy. At all other times, scheduling is on a first-come-first-served basis.
6. Any scheduling that involves core personnel assistance is only tentative until approved by the core manager.
7. Damage to equipment resulting from misuse may result in loss of privileges and charges for repair costs. Users must immediately report any malfunctioning equipment to the core manager
8. Detailed lists of current core charges are posted on our website, and updates to charges are posted prior to their effective date. It is important for users to be familiar with the current charges for the core they are using.
9. Note that there are separate charge rates for DHLRI members and non-members.
10. For the purpose of determining billing rates, regular hours for all core labs are Monday – Friday, 8:00 AM – 5:00 PM, University holidays excluded. Please note that the manager-operating hours may vary by core lab.
11. Please note that while charges for many of the services are reduced during off-hours, services requiring core personnel assistance may carry a surcharge. In addition, acceptance of all requests for off-hour manager assistance is at the sole discretion of the core manager.
12. Billing to user projects will be initiated at the end of each month, and PIs will be provided with a summary of the billing for their financial records.
13. The goal of the 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. Excessive scheduling of unused time may result in the user being charged for the full time slot scheduled. 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 manager based on the users past history of scheduling abuses as well as current equipment demand.