PLEASE READ CAREFULLY. YOUR SIGNATURE INDICATES THAT YOU HAVE BEEN INFORMED OF AND ACCEPT THESE ALBANY MEDICAL CENTER/COLLEGE POLICIES.

Access to the Facility and Equipment
Access to equipment must be approved by the core director. A New Investigator Information form must be filled out, and include users intent by first time users. Standard precautions must be utilized when handling/using all tissue material.

If working with human or infected animal tissue, the user must fill out and sign the back section of the Service Request form covering the types of experiments to be performed. Users must also provide a copy of the approval letter received from their Institutional Biosafety Committee (IBC); this must be updated yearly. If planning to work with human tissue that has patient identifying information, such research must be approved by the AMC Institutional Review Board (IRB) prior to use of the Core.

No food or drink is permitted within the Core. The AMC Histology Core technician must be present during use of the Core.

AMC users should ring doorbell for entry into the lab. Outside users will have to get in touch with the Core technician to gain entry into the building and lab (see contact info, above).

Training
All users must receive proper training, including AMC Laboratory Safety Training, before being permitted access to the laboratory and equipment. Training is provided by the Core technician. The length of the training varies with the trainee’s prior experience on the equipment. Minimum training time is one hour.

Scheduling
Advance reservation using a scheduling calendar is required. User will gain access to the Histology Core Google Drive Calendar after training approval. The billing is based on the length of occupation time at 15 minute intervals, which is calculated based on the log in & out records located at equipment site. Please provide a 48 hour cancelation notice.

Logbook
The logbook must be used to record the actual start and end time for each session and any problems encountered during the session.

Cleaning Up
Users are responsible for keeping the equipment clean and following safety procedures. Failing to maintain this policy will result in loss of use privileges. Sharps must be disposed of in accordance with AMC Policy.

Billing
Users will be required to provide billing information prior to requesting equipment time. Both internal and external users will be billed on a monthly basis.

*Reservations must be made with the technician, contact info above.
I have read and understand the information provided above, and have had all of my questions answered to my satisfaction. I understand that this form will be applicable to and relied upon for any and all training and use activities in the AMC Histology Core which I may participate in. I hereby release and hold harmless AMC and its officers, agents, students and employees from all liability for any injury or exposure that may occur as a result of my acts or omissions while participating in any training/use activity within the Histology Core.

PRINT USER’S NAME: __________________________________________________________

Signature: _____________________________________________________________________

Date: ________________________________________________________________________

Contact Information (Email/Phone #): ____________________________________________

PI Name and Lab: ______________________________________________________________

Department/Institution/Affiliation:
___________________________________________________________________________