



Laboratory Equipment Use Guidelines

1. In certain circumstances faculty members may be able to use pieces of equipment that have been purchased with department funds for our teaching labs. The following guidelines outline the conditions under which this equipment can be used. Please note: Some equipment will remain restricted and is not to be used for any purpose other than teaching undergraduate courses that involve a lab component.
 - If a faculty member or a graduate student would like to use a piece of equipment for research, they must first contact one of the Biology Lab managers to receive approval.
 - All equipment bought for teaching undergraduate courses that involve a lab component will normally remain in the room in which it is used.
 - Equipment that is not restricted may be used in-place if a usage log is maintained and the equipment is **not** used during scheduled lab times.
 - If the piece of equipment is portable, it must be clear to the lab managers where the equipment will be used, and when it will be returned.
 - If a graduate student is using Department of Biology equipment, it is the responsibility of their supervisor to ensure that the student is appropriately trained.
 - Faculty members will be responsible for the costs of any loss or breakage if a piece of teaching equipment is used for research purposes. If they are unwilling to do so, the equipment should not be used.
 - All students should be made aware of the need to report any losses/breakages, with the understanding that reporting any problems ensures that issues are dealt with in a timely manner.
 - Any supplies that are needed for the use of the equipment must be supplied by the faculty member.
 - All equipment must be left clean and functional.

2. Research Equipment Used for Teaching

If a faculty member is prepared to use his or her research equipment in a teaching lab, and possible losses/breakages are a serious concern, the faculty member must come to an agreement with the Department Head (before the usage occurs) as to how to deal with any costs related to losses/breakages.