

NCTC Science Lab Request

(Revised 11/18/00)

Office Use Only

Forwarding Date:
Initials:

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Fax completed form to **Information Technology & Registrar (ITR)** on 304-876-7260 or Email to NCTC_Registrar@fws.gov

The following information is required to allow us to meet your training needs. For answers to questions about the lab rooms, floor plans, equipment, and supplies, please contact Jewel Bennett, Lab Director, on 304-876-7469, fax 304-876-7262, or [Jewel Bennett@fws.gov](mailto:Jewel_Bennett@fws.gov). Once your request has been approved, ITR will contact you with a confirmation. Additionally, you will be contacted by the Lab Director to discuss your lab needs in detail. You will receive a list of lab equipment and supplies that may be reserved for use during your session.

Course or Event Title/Dates: _____

Organization: _____

Name of Contact: _____

Telephone: _____ **Fax:** _____ **Email:** _____

Laboratory Space - Requested Dates:

Lab Director Approval:

_____ to _____ Aquatic Resources Lab (Rm G21L)

_____ to _____ Biomedical Lab (Rm 121L)

_____ to _____ Biology Lab (Rm 217L, fixed stations)

_____ to _____ Biology Lab (Rm. 218L, movable stations)

Number of Students: _____

Will you be using live animals: yes / no If yes, what species? _____

Will you be using chemicals/animals preserved in chemicals: yes / no If yes, what chemicals?

Describe specific lab room setup requirements: _____

Privacy Act Statement

The Privacy Act of 1974; Statute Title 5, US Code, Chapter 41; Section 5, C.F.R., part 410; and 231 FW1

Training Management Policy and Responsibilities, authorizes the collection of this information. This data

will be used to validate training records and meet statistical reporting requirements to Office of Personnel

Management, Human Resources, and Office of Management and Budget.

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