

NCTC Science Lab Request

(Revised 03/10/17)

Office Use Only

Forwarding Date:
Initials:

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Fax completed form to **Scheduling and Events Management (SEM)** on 304-876-7260 or
Email to nctc_sem@fws.gov

The following information is required to allow us to meet your training needs. Once your request has been approved, SEM will contact you with a confirmation. Additionally, you will be contacted by the Lab Technician to discuss your lab needs in detail, to include any questions you may have about the specific labs, floor plans, equipment, and supplies.

Course or Event Title/Dates: _____

Organization: _____

Name of Contact: _____

Telephone: _____ **Fax:** _____

Email: _____

Laboratory Space - Requested Dates:

Lab Approval:

_____ to _____ Aquatic Resources Lab (Rm G21L) (Staging Only) _____

_____ to _____ Aquatic Resources Lab (Rm G21L) _____

_____ 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 specimens from one or more of the Science Lab Collections: yes no **If yes, select all that apply below:**

Fish Mussels Macroinvertebrates Birds Crayfish Herbarium

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

Describe specific lab room setup requirements:

Please fill out a **Science Lab Equipment and Supply Request Form** for all equipment/supplies required for your course.

Lab Staff Use Only:

Dates for Set-up _____

Dates for Tear Down _____