

Freimann Life Science Center Technical Assistance Policy

Purpose

This document serves as a guide for researchers requesting technical services of the FLSC-staff. Please note that each request will be reviewed on a case by case basis as we cannot predict the workload past that of the current week.

Procedure for technical assistance requests

1. A green procedure form must be completed and returned to the Freimann office no later than Friday at 12:00 pm for technical assistance for the following week.
2. Requests for animals to be placed into study rooms from the breeding colony **MUST** be made 48 hours prior to the date the animals are needed.
3. Requests will be reviewed and scheduled by the FLSC management team as allowed by availability of trained staff.
4. For ongoing, intermittent, or occasional time consuming requests consideration will be given to the percentage of a technician's time that is required on a weekly basis. Should the time required create an unnecessary burden that impacts the regular duties of the FLSC staff, compensation may be required to guarantee the technician's availability.
5. Technical assistance after normal business hours can be scheduled only if there is a trained staff member willing to stay late or come in on the weekend or holiday. However, there will be a fee of \$50/hour with a 30 minute minimum for assistance provided during such times. Our normal hours for procedures are 8:00 am – 4:00 pm.

Contact information

1. Associate Director – FLSC office: 631-6086
2. Facility Manager – Freimann facility office: 631-8324
3. Facility Manager – Raclin facility office: 631-5044
4. Director – FLSC office: 631-5393