

NCTC Science Lab Request

(Revised 10/01/07)

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 Gary Schetrompf, Science Lab Manager, at 304-876-7225, fax 304-876-7262, or Gary_Schetrompf@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:

_____ to _____ Aquatic Resources Lab (Rm G21L)

_____ to _____ Biomedical Lab (Rm 121L)

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

Lab Director Approval:

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:

Please fill out a [Science Lab Equipment and Supply Request Form](#) for all equipment/supplies required for your course
