

OHIO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF GEOLOGICAL SURVEY

H. R. COLLINS LABORATORY
Policy and Agreement for Use of Laboratory Facilities and Core/Sample
Repository by NonODNR Personnel

Availability of Laboratory Facilities and Core/Sample Repository

- The laboratory facilities and core/sample repository at the H. R. Collins Laboratory are intended primarily for use by the ODNR Division of Geological Survey, which shall be given priority-scheduling consideration.
- NonODNR persons/groups may be granted access to, and use of, laboratory facilities and core/sample repository for educational purposes, research, mineral-resource exploration, geotechnical investigations, etc.
- The H. R. Collins Laboratory typically is open to the public 8:30 a.m. to 4:30 p.m., Monday through Friday (excluding state holidays). Public use of laboratories and the core/sample repository at the H. R. Collins Laboratory is by appointment only, and is limited to normal business hours.
- An employee of the ODNR, Division of Geological Survey must be available and on site during any public use of laboratories and the core/sample repository at the H. R. Collins Laboratory.

Scheduling Access to Laboratory Facilities and Core/Sample Repository

- NonODNR persons/groups requesting an appointment to use laboratory and core/sample materials at the H. R. Collins Laboratory shall contact the facility coordinator (740-548-7348) to determine facility availability, reserve a date and time, receive guidelines for facility usage, and acquire a copy of the Policy and Agreement for Use of Laboratory Facilities and Core/Sample Repository by Non-ODNR Personnel.
- NonODNR persons/groups must complete and sign the detachable form at the bottom of the policy/agreement and return the form to the H. R. Collins Laboratory Coordinator prior to their scheduled use of the facility.

General Guidelines for Laboratory and Core/Sample Repository Usage

- Assistance in retrieving and re-shelving of requested core/samples may be sought from the Facility Coordinator. User-generated rock, dirt, and other debris on laboratory countertops, examination tables, facility floors, and equipment must be cleaned up upon completion of work.
- NonODNR personnel are prohibited from using any laboratory or core/sample repository equipment without permission and direction of Facility Coordinator.
- NonODNR personnel are prohibited from altering thermostat settings in the laboratories or the core/sample repository.
- Lights in the laboratory and core/sample repository shall be turned-off upon departure.
- Kitchen/cooking facilities are not available to laboratory and core/sample repository users; soft-drink vending machines are available.
- The laboratories and repository are non-smoking areas.

(Cut along dotted line.)

Acceptance of Usage Policy and Agreement for Use of Laboratories and Core/Sample Repository at the H. R. Collins Laboratory by NonODNR Persons/Groups, and Liability Waiver

I the undersigned have requested permission from the ODNR, Division of Geological Survey to use the laboratories and core/sample repository at the H. R. Collins Laboratory on _____ (mo/day/yr) for the purpose of _____

_____. I have read and agree to abide by the provisions specified in the Usage Policy and Agreement for Use of Laboratories and Core/Sample Repository at the H. R. Collins Laboratory. In addition, I understand that as an authorized user of the laboratories and core/sample repository at the H. R. Collins Laboratory, I and the organization I represent:

- 1) assume responsibility for all actions and consequences arising from my/our usage of the laboratory facilities and core/sample repository at the H. R. Collins Laboratory,
- 2) agree to accept responsibility for any and all losses, costs, or damages to the laboratories, the core/sample repository, and any equipment therein as a result of our usage thereof; and
- 3) forever release and waive any and all claims we may ever possess or assert against the State, ODNR, the Division of Geological Survey, and all employees, agents, officials, and contractors and attorneys of same arising from our use of the laboratories and core/sample repository.

(Printed name)

(Signature)

(Organization)

(Date)