

**Contact:** Colin Combs, Core Director  
Email: colin.combs@UND.edu

Beth Ann DeMontigny, Research Specialist  
Phone: 701.777.2685  
Email: elizabeth.demontigny@UND.edu

## HISTOLOGY CORE USAGE POLICY



Please read carefully. Your signature indicates that you have been informed of and accept these histology core policies.

### BIOSAFETY CONSIDERATIONS

- BSL-1 tissues/cells are accepted
- BSL-2 tissues/cells are accepted only if fixed in 10% neutral buffered formalin (NBF) for a minimum of 48 hours.
  - NOTE: If alternative fixative is preferred, please consult core staff for prior approval
- Unfixed BSL-2 tissues/cell use requires justification be provided as to why fixatives cannot be used and requires consult with core director and core staff.

### CONSULTATION MEETING

An initial consultation meeting is highly recommended for all first time users to discuss your project goals and feasibility. Please contact Colin Combs (colin.combs@UND.edu) or Beth Ann DeMontigny (elizabeth.demontigny@UND.edu) to schedule a consultation meeting.

### SAFETY REVIEW

1. **Lab members are enrolled in applicable UND Policies:**  YES  NO  
(Occupational Health Plan and the Bloodborne Pathogens Exposure Control Plan)
2. **Lab members have completed the Safety Trainings:**  YES  NO  
If yes, send a copy to the histology technician
3. **BC/IACUC Approved protocol numbers:** \_\_\_\_\_

### TRAINING

All users must receive proper training before being permitted access to the laboratory and equipment. Training is provided by the Core staff. The length of the training varies with the trainee's prior experience on the equipment.

### SCHEDULING

Advance reservation using a scheduling calendar is required. User will gain access to the online scheduling calendar after training approval. Until users have been fully trained and receive their password to access the on-line scheduler calendar, they are asked to contact the Histology Core staff to schedule training. Users are responsible for showing up on time for their scheduled session. Users who are more than 20 minutes late for a session forfeit their time and users on a waiting list will be contacted.

### USER LOGBOOK

Each equipment has its own designated logbook, where the following information must be recorded at each session: Date, User, PI, Usage Time, Histology Core supplies used.

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## CLEANING UP

Users are responsible for keeping the equipment clean and following safety procedures. Failing to maintain this policy will result in loss of privileges. Sharps must be disposed of in accordance with UND Lab Safety Policy.

## PUBLICATION ACKNOWLEDGMENT

UND Core policies require that all facility users acknowledge the histology core facility in any published work that reports data collected and processed using either core equipment or staff assistance. Acknowledgments can be referenced as: Histological services were provided by the UND Histology Core Facility supported by NIH/NIGMS award P20GM113123.

Additionally, employees of the Core who substantially contribute to a research publication should be recognized as any other co-author. For our continued educational benefit, please send notification of assisted publications to elizabeth.demontigny@UND.edu.

I have read and understand the information provided above, and have had all of my questions answered to my satisfaction. I understand that this form will be applicable to and relied upon for any and all training and use activities in the UND Histology Core which I may participate in.

Print User's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information (email/phone): \_\_\_\_\_

PI Name and Lab: \_\_\_\_\_

Department/Institution/Affiliation: \_\_\_\_\_