

## **Regional Science Consortium Principles of Operation**

**Facilities Use Policies and Fee Schedules are prepared for the Regional Science Consortium at Tom Ridge Center at Presque Isle based on the following general principles.**

- 1. Full and Associate Members will have free use of the general laboratory and marina facilities on a first come, first served basis. Affiliate Members have restricted use of the facilities and special fee schedules will apply.**
- 2. Non-members will pay special fees, yet to be determined, for the use of all facilities.**
- 3. Special fees will be assessed for use of certain pieces of equipment as needed (ie. Rental of pontoon boats, housing facilities if/when available, special high cost/in demand equipment, etc.)**
- 4. All potential users of the facilities must complete a “Regional Science Consortium Research Application” for laboratory and marina. Applications will be accepted on a quarterly basis. Each research project must be of short duration, and each request will require a proposed beginning and ending date.**
- 5. Research projects are expected to last no longer than a year, but can be extended with Facilities Use Committee approval.**
- 6. Research Applications will be previewed and approved by the Consortium Executive Director and the Chair of the Facilities Use Committee. Disputes will be resolved by the Facilities Use Committee.**
- 7. Research Applications will be listed on the Website and all member institutional researchers will be encouraged to review the topics.**
- 8. Facilities, including the laboratory, the marina and all the equipment housed therein must be reserved. A schedule of use must be created and strictly maintained for each reserved piece of equipment and for the laboratory space to be used.**
- 9. Use Policies will be developed for each piece of equipment and said policies will be strictly enforced.**
- 10. All approved researchers will provide a report of all research activities at the conclusion of the project.**
- 11. Each approved Research Application will require an agreement signed by the researcher stating that on behalf of the Member Institution, the researcher is responsible for making sure that the following items have been carefully enforced during the tenure of the research:**
  - Research activities are consistently performed in a professional, collaborative manner that includes abiding by the Facility Use Policies.**
  - Researchers use appropriate laboratory protocol and adhere to professional standards of cleanliness, neatness and laboratory decorum.**

- **Researchers are responsible for knowing and employing appropriate laboratory and field research procedures and regulations (Consortium, College, University, State, Federal, etc.)**
- **All Hazardous Waste protocols are strictly enforced.**
- **Materials left at the conclusion of the research project must be removed by the end date of the research project as submitted in the Research Use Application. If they are not removed, the researcher and his/her Member Institution will be billed for their clean up and removal.**
- **Regulations regarding use of the laboratory and marina, specimen collection requirements, and licensure will be made available and will be strictly enforced.**
- **Researchers are responsible for damage to any of the Consortium equipment. If equipment is damaged, whether intentional or unintentional, the Member Institution will be held responsible for repair or replacement.**
- **No radioactive sources are permitted in the Tom Ridge Center.**

**12. In order to protect the interests of the community, the Consortium Administration reserves the right to dismiss any person behaving in an inappropriate manner or whose actions pose a danger to himself/herself or others.**

“Principles of Operation” originated as a Facilities Use Committee Report dated April 4, 2004 and were revised on October 7, 2004

**Ratified on March 17, 2005**

**Signed \_\_\_\_\_**  
**President**