

Research Services:

Key Contacts

Basic services provided to you as a NCRC community member include: autoclaving of glassware, glass washing; logistical services (i.e. coordination of the receiving and delivery of materials and equipment, assisting vendors with the delivery of common courier packages and providing laboratory gases, dry ice and lab coats) and laboratory waste management.

NCRC Lab Services

734-763-0773

NCRCLabServices@umich.edu

Hood Certification (Post Move-in)

Julie Gallup (EHS)

734-615-6165

jgallup@umich.edu

NCRC Environment, Health & Safety (EHS)

Representatives

Special Projects

Rhonda Sarkisian

(734) 763-3958

rmrevyn@umich.edu

Lab Safety Liaison

Lisa Stowe

734-647-5334

lstowe@umich.edu

EHS HazMat

734-763-4568

Receiving

NCRC Lab Services

734-763-0773

NCRCLabServices@umich.edu

Shipping service for dangerous goods/hazardous materials and dry ice packages

www.shipping.umich.edu

ULAM

Scot Pittman (scotp@umich.edu)

Tammy Tanner (ttanner@umich.edu)

Waste Management

- **Biological Waste, Sharps Containers, Drums, Pails, Special and Recycled Waste (i.e. e-waste, light bulbs, aerosols, batteries, etc.)**

Lab Services

734-763-0773

NCRCLabServices@umich.edu

- **Chemical Waste**

Schedule waste pick-up; order waste containers, labels and manifests.

<http://ehs.umich.edu/>

734-763-4568

- **Pipette Recycling Box**

Contact Lab Services to receive a pipette recycling box. Recycling service provided at no charge by Thermo Fisher Scientific.



Research Services :

Glass Wash/Autoclave Sterilization

Glass wash and autoclave sterilization services include collection, cleaning and delivery of laboratory glassware. Fill out an NCRC Glass Wash & Autoclave Request form found at [NCRC.umich.edu](http://ncrc.umich.edu) >Facilities Services >Request Forms. For questions call Lab Services at 734-763-0773 or NCRCLabServices@umich.

Glass Washing

Glass washing services do **not** include:

- Hand washing of items
- Cleaning of items displaying heavy chemical residue

Process

1. Bins are provided at move-in.
2. Fill out the service request form and place it in the bin.
3. Place the full bin in the designated pick-up/drop-off location.
4. Bins cannot contain sharps or other potentially harmful objects. Bins containing such objects will be returned accordingly.

Self-Serve Autoclaves

Self-serve autoclaves are to be used for media prep, glass and instrument sterilization only. **EHS training is required** before use.

Autoclave services do **not** include:

- Autoclaving of waste
- Autoclaving of research process media
- Sterilization of lab instruments

Process

1. Each department or lab must identify a responsible person who will perform their autoclaving.
2. This designee must have required EHS training and is responsible for the training of additional members within his or her group.
3. Please refer to the operation

instructions, posted next to each machine.

4. Gloves, lab coats, and goggles are provided for your safety.

What Can NOT Be Autoclaved

- Bio hazardous waste*
- Certain explosive or reactive chemicals
- Radioactive materials
- Hazardous chemicals (are not deactivated)
- Materials that melt at a high temperature
- Pressurized aerosol cans

* Bio hazardous waste generated at the NCRC is packaged for off-site treatment. Contact Lab Services for information on packaging biohazard waste.

Self Service Autoclave Locations:

- Building 20W, 1st floor, Room 134W-B
Interior dimensions: 20" x 20" x 38"
- Building 26, 3rd floor, Room 307W
- Building 60, 1st floor, Room 103
Interior dimensions: 24" x 36" x 36"

Self Service Autoclave & Dishwasher Location:

- Building 520, 3rd floor, Room 3330
Interior dimensions: 20" x 20" x 38"

To access autoclave operating guidelines, visit the NCRC's Lab Services webpage: <http://ncrc.umich.edu/life-ncrc/services/laboratory-services>.

Research Services :

Logistical Services

Research Shipping

In cooperation with eShipGlobal, the U-M is offering a comprehensive packaging and shipping service for dangerous goods/hazardous materials and dry ice packages. Visit www.shipping.umich.edu for more info.

Material/Equipment Delivery and Movement

Material/equipment delivery and movement services include the coordination of materials and equipment movement among buildings, labs and offices across the NCRC. The NCRC does not provide specific shipping services, including shipping of regulated items, temperature sensitive chemicals and biologics. EHS offers training and certification for shipping biological materials and dry ice. For questions or training registration, call 734-763-6973, or visit the EHS website at <http://ehs.umich.edu/>.

Process

1. All items are received at the Building 90 dock.
2. The recipient will be contacted to inspect and sign for freight shipments only. The NCRC is not responsible for the inspection and sign-off of delivered items. Please contact dock personnel in advance of an expected delivery in order to ensure proper handling and coordination.
3. The NCRC will coordinate delivery of equipment to the recipient's destination.

Please call Lab Services at 734-763-0773 if you have questions.

Contact your service provider to provide your new location and contact information:

Deliveries to the 2800 Plymouth Road side of campus:

North Campus Research Complex

2800 Plymouth Road

ATTN: [Name, Building, Room Number, PI Name, Lab]

Ann Arbor, MI 48109-2800

[Include a contact phone number.]

Deliveries to the 1600 Huron Parkway side of campus:

North Campus Research Complex

1600 Huron Parkway

ATTN: [Name, Building, Room Number, PI Name, Lab]

Ann Arbor, MI 48109-2800

[Include a contact phone number.]

Research Services :

Logistical Services (cont'd)

Dry Ice

Each department or lab is responsible for contracting its own dry ice service provider. See the U-M Procurement website for a list of contracted providers: <http://www.finance.umich.edu/procurement/howtobuy/universitycontracts>. The NCRC will aid selected vendors with logistics for your specific lab location.

Contact your service provider to advise them of your new location and contact information:

North Campus Research Complex

2800 Plymouth Road

ATTN: [Name, Building, Room Number, PI Name, Lab]

Ann Arbor, MI 48109-2800

[Include a contact phone number.]

You may drop off any un-used dry ice to the central cooler located in Building 90. You may also check the cooler for left-over dry ice if some is needed.

Lab Coat Laundry Services

Fill out an NCRC Lab Laundry Request form found at NCRC.umich.edu >Facilities Services >Request Forms. This service is only available to NCRC occupants. For questions call UMHS Laundry Services.

Process

- Label your lab coats with “NCRC” and your first and last name.
- Place dirty lab coats in a clear plastic bag.
- Complete a laundry request form- making sure to include your building and room number- and place it inside of the bag.
- Bring the dirty lab coats to the bin located in the hallway, outside Building 90 Dock.
- Typically, the lab coats are laundered and returned to the dock the following week.
- Lab coat drop-off and pick-up occurs on Thursday's.

Research Services :

Laboratory Waste Management Pick-up Procedures

Biological (Bio hazardous) Waste Process

1. Arrange for biological waste storage containers through Lab Services at 734-763-0773 , NCRCLabServices@umich.
2. When container is full, seal the bag and label per EHS and Department of Transportation direction.
3. Once containers are properly packaged, contact Lab Services to arrange for pick-up.
4. Box pick-ups occur during business hours (7:30am - 4:30pm, Monday - Friday).
5. Requests may be made for routine waste pick-up.

Chemical Waste

Follow EHS packaging procedures, detailed on the U-M EHS website at <http://ehs.umich.edu/>. Contact EHS HMM at 734-763-4568 to arrange for pick-up.

Other Waste

- Broken glass must be boxed, taped and labeled to avoid puncture and protect those handling the box. Boxes should be placed with your regular garbage, which is collected nightly by Building Services.
- For pick-up of sharps containers or recycled goods that cannot go in normal recycling containers (i.e. light bulbs, batteries, aerosol cans, e-waste, etc.), contact Lab Services at 734-763-0773.
- If e-waste item is removed from lab, refer to EHS Decontamination form.



Research Services :

Hazard Communication (HazCom)

The purpose of HazCom is to inform employees of the hazards associated with chemicals in their workplace, and ensure the safe use, handling and disposal of hazardous chemicals. To that end, the University has developed a HazCom program and training to comply with the requirements of the Michigan Occupational Safety and Health Administration's (MIOSHA) Hazard Communication Standard.

Hazard Communication Program

The Hazard Communication Program ensures that employees understand hazards associated with chemicals they work with. Each Department must have a HazCom program specific to its NCRC location. The program outlines:

- Departmental responsibilities and the necessary administrative oversight for managing the HazCom Program,
- The components of the written HazCom Program (<http://ehs.umich.edu/>) and
- Minimum employee training requirements.

Other Requirements

- Electronic inventorying of chemical stock is required for all NCRC lab occupants (<http://ehs.umich.edu/>).
- Room identification and contact information is required for every laboratory. Contact Phil Krall at 734-763-5436 or pkrall@umich.edu for signage.
- Hood re-certification is required on an annual basis. Contact Julie Gallup at 734-615-6165 or jgallup@umich.edu for more information or to schedule an appointment.



Research Services : Scientific Core Facilities

Facilities are available on the NCRC campus to support research on a fee-for-service basis.

Biomedical Research Store

Building 14, 1st Floor, Room 179

734-615-2601

www.med.umich.edu/brcf/biomedical-store/index.htm

Bioinformatics Analysis Core

Building 22, 1st Floor, Suite 1000

www.med.umich.edu/bioinformatics/index.htm

Biorepository

Building 36, Ground Level

zackklug@med.umich.edu

734-647-8809

Center for Molecular Imaging

Building 23, Ground Floor

<http://www.med.umich.edu/cmi/>

Amanda Welton Fair

awelton@umich.edu

734-615-3009

DNA Sequencing Core

Building 14, 1st Floor

734-764-8531

www.med.umich.edu/dnaseq/index.htm

Flow Cytometry Core

Building 20W, 1st Floor, Room 134 W-D

www.med.umich.edu/flowcytometry/index.html

IVAC & PCAR

Building 36, Ground Floor, Room G180

Microscopy & Image Analysis Laboratory (MIL)

Building 20W, Ground Floor, Rooms 49S-56S

www.med.umich.edu/mil/index.htm

PPC/CVC Animal Phenotyping Core

Building 26, 2nd floor, 254C, 258C, 260C

NCRC (734) 763-0778

Medical Campus Office (734) 615-6906

www.sitemaker.umich.edu/mippp/

www.cvccores.org

