

Sam Houston State University Science Annex

Reporting an Issue with the SHSU Science Annex

SOP #: SA-002

Date adopted : _____

Last revision : _____

Purpose

To explain how a researcher can get an issue with the Science Annex rectified.

Responsibility

It is the responsibility of the Science Annex Operations Manager to facilitate research by providing a safe, clean environment for study specimens.

It is the responsibility of the researcher to clearly express any specific care requirements or concerns to the Operations Manager as soon as they can.

Procedures

For minor issues, tell the Operations Manager what needs to be corrected and he or she will either adjust the care regimen or the environment.

For major complaints or issues regarding the Operations Manager, contact Sharla Miles at iacuc@shsu.edu. All reports will remain confidential.