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 regiment or the environment.

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