

Facility and Specimen Use Policies

Space reservation:

Faculty, staff and TAs utilizing space at the BRTC are asked to use the Google calendar at <https://www.google.com/calendar/feeds/brtc2013%40gmail.com/public/basic>

To request access to this calendar, send an e-mail to brtc@tamu.edu. Reserve space on the activity calendar prior to use. Note the following:

Location within the BRTC to be utilized:

- Dry Lab (Back classroom)
- Wet Lab (Front classroom near herp/fish range)
- Nature Trail
- Outdoor classroom

Time of activity including set-up and take down

Contact person

Business hours:

Monday through Friday from 8 am till 5 pm the office is to remain unlocked as long as one staff person is present. Staff include; Faculty Curators (Fitzgerald, Conway, Light, and Voelker), Staff Curators (Hibbitts and Prestridge) and Teaching Assistants. Public visitors should be asked to remain in the front lobby/display area. Research visitors should be shown to the appropriate staff person.

After hours:

Only programs hosted by BRTC Faculty or Staff Curators are permitted to be scheduled after hours at the BRTC. Once the group is assembled, the front doors of the BRTC are to be **locked**. TA's for departmental labs are asked to hold labs and review sessions during normal business hours.

Classroom/Lab space use policy:

- Reserve your space prior to use!
- All areas within the BRTC are to remain multi-use.
- No teaching materials or specimens are to be left out when not in use.
- Wet lab tables should be wiped clean after labs or activities.
- Specimen trays should be **washed, dried, and stowed** after labs.

Departmental Labs:

Students will not have access to teaching material unless their TA is present.

Teaching Specimen use:

- All specimens are to be properly stored after programs/labs.
- With the exception of taxidermy mounted specimens, no specimens are to be left out overnight.
- Specimens including BRTC and Teaching Collection specimens are not to be removed from the facility without prior approval and appropriate paperwork.

Teaching Specimen Care (dry skins)

- Study skins should be laid flat in the specimen cabinets with enough room above them to not hit the drawer to the top of them.
- Study skins should not be stacked or stored in the skull cabinet.
- Skulls should be boxed or put in vials (with tops or caps on) to insure that cranium and mandible are kept together.
- Skulls stored in the drawers should be separated from skins with a secondary tray so that when the drawer is pulled out the skull vials do not run into the skins.
- Skulls stored in the drawers should be in the same drawer as their corresponding skin.

Teaching Specimen Care (fluid preserved specimens)

- Specimens should be taken out of preservative only during examination time.
- Specimens should not be placed into water at any time.
- Specimens should be returned to the appropriate jar immediately following lab.

Lab use of research collection specimens:

Specimens from the research collection may be used in lab as long as the following conditions are met:

- TA's are not to pull specimens from the research collection.
- Specimen loans requests are to be turned into the BRTC curatorial staff (Light-Mammals Hibbitts- Herps, Prestridge- Fish, Voelker - Birds) **at least** one week prior to the lab date. This request must be in writing and can be sent electronically (see e-mail addresses below).
- Specimens on loan from the BRTC research collection are not to be mixed into the teaching collections.

Contact Information

BRTC Faculty Curators

Lee Fitzgerald, Faculty Curator of Amphibians and Reptiles
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BRTC Curatorial Staff

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