



Molecular
Biology for
Secondary
Classrooms

2008-2009 MBSC Program

Equipment Request Information

Dear Nebraska Educator,

Please carefully read this entire letter as it contains important information about the modules and equipment requests.

Communication: Please indicate on the equipment request form the best way to contact you. It is important to include your schedule in the event I need to contact you during the school day.

Loan Duration: Loans are for 10 working days unless noted on the schedule. Please include your top three sets of dates for completing the labs (pGlo-2 days, RED/PCR-7 days). Equipment is transferred to the scheduled school on Thursday or Friday afternoons (or earlier if the schedule permits) for a loan period starting the following Monday. For ESU's, I will have to take into consideration your van delivery schedule and other requests when finalizing the loan schedule. I will contact individual teachers personally if dates need to be modified.

Consumables and Module Instructions/Materials: Temperature sensitive materials will be delivered over-night on ice. I will inform each educator of delivery dates. Other consumables will be shipped one to two weeks in advance of the equipment loan date. The MBSC manual is available from the MBSC Wordpress blog, <http://unlmbc.wordpress.com>, or from the NE ESPCoR website, <http://epscor.unl.edu>.

Cancellations: Please let me know as soon as possible **AND** before the shipping date if your schedule will not permit the use of equipment as planned. Notice of cancellation will not ensure a second equipment loan date will be available; arrangements will be made on a space-available basis.

Return Shipments: I will include your return shipment FedEx labels in a marked envelope with your equipment. Equipment will need to be returned to UNL (or ESU home) or sent to the next user by the date indicated in the label envelope. The labels will also need to be used before the indicated expiration date on the labels. If the labels are expired, please contact me so I can email a second set of labels. **You will need to contact FedEx to arrange a pick-up of the equipment: 1.800.463.3339.** I have arranged FedEx pick-up in the past, but it has been very inefficient and has resulted in missed pickups and expired labels. This new arrangement should be much more effective. Be sure to contact me if you have questions about your labels or the date they need to be returned.

Equipment Loan Form Directions: Please provide multiple date choices when filling out the forms. I will try to give everyone a loan date that fits their schedule, but it will be very difficult without a number of dates to work with. The prospect of getting your top loan choice will be greatly improved by returning your forms on time.

If there are multiple teachers at your school who wish to use the modules, consider coordinating your equipment requests, if possible. (For my records, please send a request form for each teacher planning to use the equipment, but send the forms in together.)

You may return the loan request(s) to me by email attachment, fax, or mail. I will complete initial scheduling for the 2008-2009 academic year by **September 26**, so please **return forms by September 24** to have your request considered at that time. I will fill requests received after that time on a space-available basis. If you have not received confirmation of your reservation by **October 3**, please call or email me to confirm that I have received your request. If you submit your request after the due date, contact me if you have not received confirmation within two weeks of submission.

If you have any questions, please call or email me.

Thank you!

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