

Langerhans Lab Protocols

NC STATE UNIVERSITY

Lab Truck Use Protocol

state vehicle number:

license plate number: PL 5819

key location: in the brown binder on the top bookshelf by the windows in the lab

truck location: on the top level of the parking garage on Dan Allen Dr., near D. Clark Labs building; near the center of the flat area, towards the south side. Always park on the top level of this garage, due to the type of parking permit the truck has. Park in the same area as you got it from, so the next person can find it easily.

to reserve the truck: Use the Google Calendar to block off time. Ask Brian to add you to the lab calendar group; then you can create a new event to reserve the truck. Be sure to add your event to the Langerhans Lab calendar (not your personal calendar), so that everyone can see it.

to buy gas for the truck: There is a gas card in the glove box of the truck. Give your receipts to the lab manager or Brian.

if you have an accident in the truck: File the report, fill out and mail in the NCSU accident form to their Insurance and Risk Management office, and a claims adjuster will inspect and estimate damage within a few weeks.

if you have work done on the truck: Mission Valley 66 on the SW corner of Western Ave. and Avent Ferry Rd. is a good place to go. They take university purchase orders. Put the paperwork into the lab truck binder (where the key is kept) and tell the lab manager or Brian about the payment.