

Application Form for Using Applied Biosystems 3500 Genetic Analyzer

Date: YYYY /MM /DD

To: Director of Center for AIDS Research

I hereby apply to use **Applied Biosystems 3500 Genetic Analyzer**, located in Laboratory Room No. 415, 4F of Center for AIDS Research. I shall observe rules and regulations; pay my full attention to the safety of facilities.

* To be registered, applicants are required to have received instruction from a person who is conversant with above mentioned facility. If you want to utilize this system, first receive instruction from either a maker instructor or an already registered user (this user instructor must be a researcher or a doctoral course student, who is conversant with sequencer).

* If you don't need to use ABI 3500 after being registered, contact with the office promptly.

* Office: 4F Secretary Room (ext. 6536), Center for AIDS Research

Applicant	Affiliation	
	Position	
	Name	
	TEL	
	Email	Did you register Google account for this E-mail address? (Yes/No)
Have received instruction		From (YYYY /MM /DD) to (YYYY /MM /DD) (number of times:) (Signature of instructor:) * Attach Lecture Check List if your instructor is a registered user. * Before signing, instructor must confirm user's technique and knowledge.
Starting date		(YYYY /MM /DD):
Supervisor	Affiliation	
	Position	
	Name (Signature)	
	TEL	
Purpose of usage		

* You don't need to fill in this space.

Approved by Director of CAIDS	Date: / /
Director Signature	

I hereby declare to have received instruction for below checked items to be registered as user.

* Stick items you had received instruction.

To Instructors: please explain as stated in Simple Operation Guide.

- 1. Utilization purpose and specifications
- 2. How to make reservation
- 3. To start up
- 4. Maintenance points before starting Run
- 5. How to confirm consumables status
- 6. How to replace consumables (polymer, cathode buffer, anode buffer)
- 7. How to assemble Place Assembling
- 8. How to entry sample information (Place Setup)
- 9. How to set measurement conditions
- 10. How to start measurement
- 11. How to confirm analyzing data
- 12. Daily maintenance : refer to ABI3500 rule
- 13. Weekly maintenance : refer to ABI3500 rule
- 14. Shutdown system
- 15. Record usage history

New user	Affiliation	
	Position	
	Name	
	Date of receiving instruction	<i>YYYY MM DD</i>
Instructor	Affiliation	
	Position	
	Name	