



Texas Tech University



## **Reserving the Lab for Proximate Analysis and Retail Display Cases**

When reserving the Lab for Proximate Analysis and/or Retail Display Cases please make sure to do the following:

1. Reserve only the times you need (don't forget to include prep time). **DO NOT** block out the entire day if you will only need 4 hours.
2. Reserve the equipment and space you need to use. (LECO, FOSS FoodScan, Micro Scales, Drying Oven, Ether Extraction, Coffin or Multi-Deck cases).
3. Please include your **name, phone number, email, and name of your major professor** in the address book section so you can be reached if necessary.
4. After use: please fill out log book for all equipment used, and follow proper procedures to clean and put away all materials. Retail cases **MUST** be refilled with dummie packages to keep temperatures constant.
5. If you altered temperatures during your study please make sure to return to "normal" temperature (this is most important if you set at abusive temperatures), also you **MUST** place the covers back over the area where the dial is located.

**\*\*Not following these procedures could jeopardize you kitchen privileges. Please contact Heather Rogers with any questions or problems at –ext 278 or cell 817.528.0490**