



Center for  
Infrastructure  
Engineering Studies  
cies.mst.edu

## CIES Equipment Reservation Form

To reserve CIES equipment, please review the Policies below, fill out the following information, obtain (electronic) signature, and submit via email to [cies@mst.edu](mailto:cies@mst.edu). Request must be submitted 5 business days prior to the requested use date.

Requestor (last, first): \_\_\_\_\_

Advisor (last, first): \_\_\_\_\_

Date of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

MoCode (If more than one, indicate the percentage for each MoCode):

\_\_\_\_\_ %      \_\_\_\_\_ %      \_\_\_\_\_ %

Advisor Signature: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

Advisor Email: \_\_\_\_\_

**Equipment Contact:**  
Jason Cox  
ACML, 1401 N. Pine St.  
573-578-0123

Please select ACML equipment requested (per the MoCode(s) listed above).

Equipment	Select Equip	User Assisted	User Unassisted	# Specimen	# Hours Needed
1 De-Icing Salt Scaling Environmental Chamber					
2 Humboldt Elite Series Freeze Thaw Chambers					
3 Mercury Intrusion Porosimeter					
4 Ultrapyc 1200E Pycnometer-Gas					
5 CALMETRIX Calorimeter I-CAL 8000					
6 Eirich-R09T High Intensity Mixer					
7 Hobart Mortar Mixer 20 Qt					
8 Large Batch Plant					
9 Small Batch Plant					
10 Anton Par MCR 302 Rheometer					
11 ConTec Viscometer 5					
12 ConTec Viscometer 6					
13 ICAR Rheometer					
14 MTS – Rock and Concrete Test System					
15 Automatic Concrete Cylinder End Grinder					
16 Other					

CIES Equipment Reservation Policies

- No equipment will be scheduled until the completed reservation form has been returned to [cies@mst.edu](mailto:cies@mst.edu).
- A notification that the equipment has been scheduled will be sent via Outlook calendar invite to those listed on the form once the request has been approved. This will be done within 2 business days after the form submission date.
- If a request cannot be approved due to equipment availability, an email will be sent to those listed on the form for resubmission of an updated request.
- If an equipment reservation must be cancelled, an email to [cies@mst.edu](mailto:cies@mst.edu) must be sent no later than the reserved start time/date. Otherwise, the fees will be assessed as originally agreed.
- Equipment use is not permitted without prior authorization. Attempted use of any CIES equipment without prior approval may result in reduced user privileges.
- User fees may be found at <https://cies.mst.edu/formsandscheduling/>.
- The scheduling calendar can be viewed via an S&T Outlook account by adding the “[cies@mst.edu](mailto:cies@mst.edu)” calendar. Detailed instructions on adding the calendar available [here](#).

