

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-17
Total \$: 1,872.30

Requester Name: Daniel Cearley

Division Name: SPLC

SUMMARY INFORMATION

Title of Item: Anthropology Laboratory Materials

Equipment Location Building: 1000

Room: 1061

Location and Delivery Comments:

SECTION 1: EQUIPMENT DESCRIPTION

The equipment is: A Replacement An Upgrade New Equipment/Technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to LPC from what is currently in place:

Anthropology currently serves over 1300 students during the Fall/Spring semesters in 36 sections representing over 10% of enrollments in the Social Science, Library, Public Safety & Career Education (SLPC) division. In Fall 2018, the Anthropology Program successfully moved to a new laboratory/lecture space in Building 1000, room 1061. This space is a dramatic improvement from our previous location and has greatly enhanced our ability to engage with students. A dedicated laboratory space has allowed our instructors to quickly access materials central to lecture topics moving lectures from a theoretical discussion to a tactile experience. It is clear to our instructors that by having a robust array of teaching materials this has improved retention of information.

In addition, it was also apparent that there was equipment and teaching materials overlooked in our initial EIR in 2017/2018. This request is designed to update and set the framework for expanding our curriculum focused on a certificate program in Cultural Resource Management (CRM) and fortifying our program student learning outcomes central to Anthropology.

New equipment items overlooked in previous EIR and will allow uninterrupted periods of equipment use:

1. Secondary battery for Nikon camera
2. Secondary battery for Total Station Laser theodolite Survey instrument

Items considered new equipment and supplies that will be used in class exercises to teach soil stratigraphy, fundamental principles of artifact cataloging and curation techniques, and to organize existing teaching materials/collections:

3. Archival releasable plastic storage bags
4. Archival paper bags
5. B-72 Conservation polymer
6. Glass jars for soil experiments
7. Permanent Marker
8. Plastic Trays

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Las Positas College
SEP 20 2019
Administrative Services
Office of the Vice President

RECEIVED
SEP 20 2019
VP ADMINISTRATIVE SERVICES
LAS POSITAS COLLEGE

SECTION 1: EQUIPMENT DESCRIPTION (contd)

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

The only safety concern will be the use of the B-72 polymer, which will arrive in a dry crystal form, however this will be dissolved in acetone in different ratios depending upon the application. The anthropology lab currently does not have a secure cabinet for volatile liquids and will need to be stored in another campus location when not in-use. A proper location that could serve as its repository would be in appropriate cabinets within the automotive program, chem laboratory, or biology labs.

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities:*

This request is targeted towards our biological anthropology, archaeology, and forensic courses which comprise the majority of our 36 sections. These are general education courses as part of their Life Science and Social Science requirements for transfer and AA-T. This request continues the effort to offer the most current materials to support the student's completion of basic skills and general education courses.

These materials directly aid in full filling LPCs mission in as "an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals."

These materials offer a powerful mechanism for explaining the scientific method and addresses the mission of LPC to support "courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skills levels, creative and critical thinking, and having necessary and specialized facilities."

In addition, these ^{materials} offer alternatives to traditional modes of learning can help address one of the main planning priorities, specifically to "Increase student success and completion through change in college practices and processes".

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment and teaching materials listed in this request will directly support the Anthropology Program.

It may also provide support to ancillary programs such as Administration of Justice, Geology, and Geography. The range of materials will provide a solid basis to enhance exercises in Forensic Anthropology, a course cross-listed with Administration of Justice, and allow for future curriculum development to include a forensic anthropology lab course.

There is significant cross-pollination between archaeology and geology with requested equipment devoted to soil documentation and analysis.

In a similar manner, students pursuing an emphasis in archaeology are encouraged to take courses in geography and the total station mapping equipment will create opportunities for geography students to train in survey techniques.

This request also includes support for artifact photography, another program that anthropology students are encouraged to enroll.

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

2017 Program Review

G. Long Term Planning.

1. The laboratory classroom scheduled to come on line next year will require equipment for supporting our laboratory exercises. Section F details a number of items that should be a priority. If these items are not acquired, other sources of funding must be identified.
2. The new laboratory space will provide support for the forensic anthropology, archaeology lecture, and archaeology field courses. Photographic equipment, reference scales, and a desktop photographic suite must be acquired in order to assure the success of students in these courses.

G. Obstacles: What obstacles has your program faced in achieving plans and goals?

5. From last year: "The Program has yet to identify a steady budget for equipment needs. This includes common expendable items such as paper filters, and PTC strips. For the archaeology lecture and field courses, equipment such as bags, permanent markers, and raw obsidian are used on a regular basis."

Need 3 vendor profiles
2-wg
3 quotes
1872.3

SECTION 4: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

Each of these three items will have an immediate impact on the ability to teach. The back-batteries for the camera and Total Station are essential to ensuring that teaching is not interrupted. The remaining supplies will allow instructors to integrate a broader range of laboratory exercises for the cataloging artifacts and documentation of forensic evidence. This is a fundamental part of archaeology that up until this point has been carried out in very limited fashion with instructors purchasing small amounts of materials with their own monies.

Describe in detail the impact this equipment will have on learning:

These three items will undoubtedly increase the ability of students to learn more effectively. In contrast to a lecture format, these materials allow students to interact in a tactile manner and create a unique hands-on experience. It is well understood that students incorporate and retain information more successfully if a variety of methods are employed, namely in an audio, visual and tactile manner. This model of learning-by-doing will certainly have a broader impact than a strictly lecture f

Each academic year, this equipment will impact: 30 # of classes/sections 1300 # of students

SECTION 5: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved.

These materials will directly address both our program and course level SLOs. These materials will reinforce the concepts related to the scientific method. It will allow students to describe, sort, measure, and compare artifacts and forensic evidence. It will also add an additional level of learning by interacting with a tactile experience.

Program SLOs

These materials and resources presented provide very direct means to address the main SLOs at the program level: "Students will be able to use anthropological research methods to gather data (including research in contemporary journals, field work, and the systematic analysis of findings)."

At the course level, these materials will primarily benefit ANTR 1L, 2, 13, and 2L. Each of these courses employ SLOs that involve analyzing data. For 2 and 2L, it focuses on "theory to interpret archaeological data."

What are the consequences related to learning outcomes if request is not funded?

Failure to secure these resources would significantly hinder our ability to lead students to success in the above-noted SLOs. There are direct implications for ANTR 2 and 2L course, which cannot run without the laboratory and field equipment specified in this request. Further, lacking this equipment for hands-on training, we cannot hope to prepare students for careers in the field.

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

The batteries have a 3 to 5 year life span, however, depending upon the useage this can be significantly extended. The plastic bags are archival and if not exposed to UV can have a signficant life span. In a similar way, the paper bags can also have a significant life span if properly stored. The storage jars with metal lids also will be leveraged for years depending upon care and storage. The permanent markers are single use. +

If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “Part A: Initial Start-up Costs” section below.)

n/a

If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.

n/a

If your proposed equipment will require assembly or installation, please explain what is required, who will perform it, and what the cost will be

n/a

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the “Part B: On-Going Annual Operating Costs” sections below as applicable.)

n/a

Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college:

Of the items requested, the batteries, B-72, and permanent markers are not necessarily sustainable in the long term. Upon reflection there are vegetable based markers which may be a solution in the future. The batteries themselves are rechargeable however, will need to be replaced at some point. The Glass jars, plastic bags, and even the paper bags can be re-used if properly handled and are items that are recyclable. The paper bags are made from recycled paper.

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	1,589.27	
Taxes (9.5%)	150.98	
Shipping or Delivery Charge	132.05	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 1,872.30

*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		

Indicate the source of funding for on-going annual operating costs:

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: _____

Is this in their current scope of duties? _____

Indicate cost to train key operator (include in Initial Start-up Costs above): _____

Indicate amount of time per month key operator will use equipment: _____

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: _____

Is this in their current scope of duties? _____

Indicate cost to train for maintenance and repairs: _____


Indicate amount of time per month maintenance will be required: _____

APPROVALS

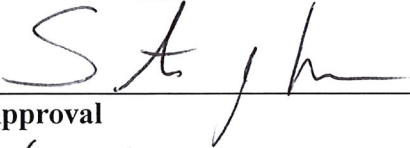
Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline.

- ❖ Requests for computer-related equipment and printers must be reviewed and signed off by the LPC IT Department.
- ❖ Requests that require M&O assistance with assembly or installation must be signed off by M&O.

SIGNATURES:


Requester

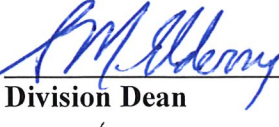
9/13/2019.
Date


IT Approval

9/22/19 N/A
Date


M&O Approval

9/24/19 N/A
Date


Division Dean

9/17/19
Date


Vice President

9/20/19
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn. **TAX ID#** FOR OFFICE USE ONLY

SUGGESTED VENDOR **Uline** RETURN COPY OF REQUISITION TO: Ext#:

NAME OF STAFF MEMBER **Daniel Cearley** DATE WRITTEN **13-Sep-19** DIVISION/ DEPARTMENT **SPLC** For inventory purposes include room # where equipment will reside: **1061**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
val resealable plastic bags 3x5	S-1307	1	21	\$ 21.00
Archival resealable plastic bags 4x6	S-1308	1	29	\$ 29.00
val resealable plastic bags 6x9	S-1309	1	45	\$ 45.00
al resealable plastic bags 9x12	S-1907	1	111	\$ 111.00
per bags large 12 x 7 x 17"	S-20658	2	60	\$ 120.00
Paper bags small 6 x 3 5/8 x 11"	S-6912	2	15	\$ 30.00
Sharpies (Permanent Markers BLK)	H-286	48	1.05	\$ 50.40
Glass Beakers (3" 16 oz.)	S-17984M	36	1.65	\$ 59.40
Plastic ESD trays 18x14"	S-19538	40	21	\$ 840.00

Vendor Information/ Remit To: **Deliver To, include room # (optional):**

RECEIVED

SEP 20 2019

VP ACAD & BUS SERVICES
LAS POSITAS COLLEGE

Comments:

Subtotal	\$	1,305.80
Tax	\$ -	124.05
Shipping (if available):		\$ 116.50
BT#		
TOTAL COST		\$ 1,546.35

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____

APPROVALS

Supervisor/ Coordinator/ Director _____

Dean/ VP/ President *[Signature]*

Business Office

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
ULINE, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO BOX 88741

6 City, state, and ZIP code
Chicago, IL 60680-1741

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

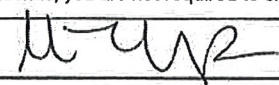
Social security number										
			-							
or										
Employer identification number										
3	6		-	3	6	8	4	7	3	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ 1/1/19

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



1-800-295-5510
 uline.com
 customer.service@uline.com

**PRICING
 REQUEST**

REQUEST # 29255460

Thank you for your interest in Uline!

PROVIDED TO: LAS POSITAS COLLEGE
 3000 CAMPUS HILL DR
 LIVERMORE CA 94551-7623

SHIP TO: LAS POSITAS COLLEGE
 3000 CAMPUS HILL DR
 LIVERMORE CA 94551-7623

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
11406645			DC LOGISTICS	09/17/19	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
40	EA	S-19538	ESD TRAYS - 18 X 14 X 1"	19.30	772.00
2	BD	S-20658	RECYCLED GROCERY BAGS - 12 X 7 X 17", KRAFT	60.00	120.00
2	BD	S-6912	HARDWARE PAPER BAGS - 6 X 3 5/8 X 11 ", #6	15.00	30.00
1	CT	S-1907	9 X 12" 2 MIL WHITE BLOCK RECLOSABLE BAGS	111.00	111.00
1	CT	S-1309	6 X 9" 2 MIL WHITE BLOCK RECLOSABLE BAGS	45.00	45.00
1	CT	S-1308	4 X 6" 2 MIL WHITE BLOCK RECLOSABLE BAGS	29.00	29.00
1	CT	S-1307	3 X 5" 2 MIL WHITE BLOCK RECLOSABLE BAGS	21.00	21.00
48	EA	H-286BL	SHARPIE® MARKERS - BLACK	1.05	50.40
36	EA	S-17984M-W	STRAIGHT-SIDED GLASS JARS - 16 OZ, WHITE METAL LID	1.65	59.40

SUB-TOTAL 1,237.80	SALES TAX 114.49	SHIPPING/HANDLING 116.50	TOTAL 1,468.79
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NOTE:

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Tiger Supplies, Inc.	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
Address (number, street, and apt. or suite no.) 27 Selvage St.	Requester's name and address (optional)
City, state, and ZIP code Irvington, NJ 07111	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number
20 5068661

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 08/4/2016
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

