Department of Animal & Avian Sciences
University of Maryland

Department Handbook
http://www.ansc.umd.edu

ANSC Department Directories
http://www.ansc.umd.edu under the People tab

Department Duty Assignments

Employee	**Title/Duty Assignments**
Dr. Chad Stahl	Department Chair
Dr. Carol Keefer	Director, Graduate Program
Dr. Sarah Balcom	Director, Undergraduate Program
Paul Vaughan	Director of Administrative Services Grants Processing, Travel Liaison AGNR Business office Liaison
Dr. Angela Black	Coordinator of Animal Care
Muriel Averilla-Chin	Coordinator Finance, Account Coordinator Travel, Procurement
Megan McLean	Coordinator – Campus Farm Manager
Clare Capotosto	Program Management Specialist Building Access Coordinator Grants Processing Assistant PTK searches
Rose Cardinal	Assistant Coordinator, Campus Farm
Tabitha Koelzer	Coordinator of ANSC Academic Programs Academic Programs Administrative Assistant Classroom Scheduling Officer

Sheryl Grey	Business Services Specialist Payroll & Appointment Coordinator Benefits, Employment Visas
Michael Mobley	Manager Computer Services Departmental Data Representative Department Key Representative Department Telecommunications Representative
Kim Montague-Smith	Program Administrative Specialist Parking Coordinator Office Supplies Coordinator Faculty, Exempt & Non-exempt searches
Jennifer Reynolds	Coordinator (Equine-Poultry Extension Activities)
Grace Siegrist	Ag Worker I, Campus Farm
Racheal Slattery	Coordinator (Dairy-Beef Extension Activities)
Jonathan Stephanoff	Webmaster/Multimedia Specialist
Nikki Thompson	Safety Officer, Terrapin Trader Liaison Air Gas Coordinator, Facilities Coordinator
tba	Business Services Specialist Post Award Processing

Equipment Managers

Equipment managed by Nikki Thompson:	Room
Air Gas	0173
Centrifuges, Ultra & Floor	
Chemidoc/Dark Room Equipment Room	3137
Common Equipment Room	2105
Common Equipment Room	4109
Dishwasher and Autoclave Room	2136
Feed Room	0129
Shared Cell Culture Room	2137
Walk in Coolers, Freezers, Ultra Lows	

Other Equipment	
Isotope Room	0144A
Supply Center Room	2105

New Employees

Welcome to employment in the Department of Animal and Avian Sciences at the University of Maryland, College Park. This Department Handbook will guide you through the process of becoming an employee and provide information that you will find useful throughout your employment.

As a new employee to the Department, you will first need to be placed on payroll, and then obtain a university ID card. You will need to get your keys or card access to the building and if you intend to drive to work, a parking permit. A mailbox will be assigned to you. Once you are in the payroll system, you will need to get a university directory ID and set up your email account.

Please go to the **New Employees** tab on the University Human Resources (UHR) web site **http://uhr.umd.edu/** and follow the **New Employee Checklist** This "To Do List" includes:

Before the First Day
Parking Permit [once on payroll]
Campus Map
Tuition Remission Benefits & Guidelines
W-4 Employee Withholding Allowance Certificate Form
I-9 Employment Eligibility Verification Form
Direct Deposit Form
Policy and Business Rules
Employee Health Benefits & Retirement Information & Forms
Faculty Affairs
Guide for New Faculty: Sponsored Research at UM

Within the First Week
Has employee selected a retirement plan by first day of employment? (If plan is not selected, employee will default to State Employees'/Teachers' Alternate Pension Sys.)
Employee has received Health Insurance Marketplace Coverage Option Notice
ID Card (After employee has been entered into and approved in PHR.)
E-Mail Account (After employee has been entered into and approved in PHR.)
Building/Room Access – Keys (Contact your Department Key Representative)
Building/Room Access – ID Card (Contact your Department Key Rep.)
Telephone Ext/Name Display (Contact your Department Telecommunications Rep.)
Holiday Schedule

Completing your time record
Academic Calendar
Faculty Leave Reporting
Employee Designee Information

Within First Month
Online Earnings Statement (access through ARES **http://ares.umd.edu**)
Register for New Employee's Orientation
Register for PRD training

University New Employee Orientation

Attending the University New Employee Orientation is highly recommended.

New Employees – Getting on Payroll

To be placed on payroll, see the Payroll Coordinator (Sheryl Grey) in the Business office, room 1109 and complete the appropriate forms. You will need to bring your driver's license and Social Security Card (or passport and travel papers.) (It is best if this can be done 1-2 days in advance of start date.)

Paychecks

Employees receive their paychecks by direct deposit and pay stubs are accessed on line at ARES **http://ares.umd.edu**. Payday is every other Friday. Until you are on the direct deposit system, your live paper check will be available for pick up on payday in the Business office, room 1109. Employees who work off campus and are not on direct deposit will receive their paper checks by first class mail.

Time Reporting

Faculty

Faculty must report time, sick and annual leave (12 month faculty), and personal days, using the PHR Time Sheet system in ARES: **http://ares.umd.edu**.then click on Payroll and Human Resources and PHR Time Entry/Leave Reporting.

Faculty Leave

Faculty should inform the Department Chair in advance by email when they will be using Annual Leave. Go to the New Employee Checklist and follow the Faculty Leave Reporting link under Human Resources to learn university policies regarding the various types of leave.

Faculty Members on Annual Leave or Traveling on University Business

If faculty are going to be on travel for an extended period (more than one day) arrangements should be made to alert laboratory/staff members who report to them and

leave clear instructions concerning duty assignments and expectations. It is strongly advised that a telephone number and itinerary be left either with the lab staff or the Department Chair's office in case of an emergency. The Dean's office has requested that faculty traveling overseas on university business send an itinerary and contact information to the Dean's office as well.

Annual Leave Requests

All employees must complete a Department Leave Request Form when requesting to take annual leave. These requests are emailed by the system to the supervisor for approval. The leave request form is available on the department's website, under the People tab, in Staff/Faculty Resources at **http://ansc.umd.edu/people/stafffaculty-resources**.

Exempt Staff

Exempt staff members report time, annual and sick leave, and personal days, using the PHR time sheet in ARES **http://ares.umd.edu**.

Non-Exempt (Salaried and Hourly) Employees

Non-Exempt staff members and Hourly Employees report time, annual and sick leave, and personal days, using the PHR time sheet in ARES **http://ares.umd.edu**.

Post-doctoral Scholars (Category 25 employment)
The campus does not have a time sheet system for post-doctoral scholars. The business office maintains a Leave Tracking sheet for each post doc scholar. But for these to be accurate, the post doc scholar must notify their supervisor and copy Sheryl/Paul about leave usage (personal/annual/sick). Faculty must ensure that their post doc scholars are notifying them and the business office about leave used.

Post-doctoral Associates (Category 15 employment)
Follow the time sheet procedures as outlined in the Faculty section.

Payroll Action Request Forms

If a faculty member or supervisor wishes to make a payroll change such as a change in funding source for an employee, or wishes to hire a student employee, a payroll action request form must be submitted to the Payroll Coordinator. It is available on the department's website, under the People tab, Staff/Faculty Resources **http://ansc.umd.edu/people/stafffaculty-resources**. Consult the Payroll Coordinator regarding the correct wage. New employees, including undergraduate students cannot start work until the payroll onboarding process is complete. All new hire paperwork must be processed before work can commence.

Faculty/Staff Parking

Once on payroll, faculty and staff members seeking to apply for a University of Maryland parking permit need authorization from the department's Parking Coordinator (Kim Montague-Smith). Permits are paid for through payroll deduction on a pre-tax basis. (Student parking registration is handled through the Department of Transportation Services located in the Regent Drive Garage.)

Overflow Parking

Parking permits assign the permit holders to a parking area, but do not guarantee a parking space in the assigned area. Faculty/Staff permit holders may park in faculty/staff overflow lots Faculty and staff overflow lots are Lots K, P, U, V, X, XX1, Z, Stadium Drive Garage or any lot on campus that begins with a number EXCEPT for Lot 2.

Tuition Remission

All regular employees working at least 50% of full time are eligible for tuition remission benefits through the UMCP. Under tuition remission, full time employees may take two courses; not to exceed seven credit hours in both fall and spring semesters. For the entire summer school, full time employees can receive tuition remission for a total of two classes, not to exceed six credit hours. After an employee has worked at the University for two years, spouses and dependent children are also eligible for tuition remission benefits as long as it is toward their first undergraduate degree and they are enrolled at the College Park campus. Tuition remission benefits for dependents are based on the employee's percent of full time employment and length of service at the university. For more information on employee eligibility for tuition remission and for the on line form to apply, please go to the **https://uhr.umd.edu/benefits**.

The Payroll Coordinator can help you with the tuition remission process. The deadlines for completing the form change from semester to semester. There will be a window of opportunity of approximately 90 days to seek tuition remission. It will begin approximately 60 days before the first day of class and end about 30 days after the first day of classes. If you are seeking tuition remission, it is imperative that you get the form in before the deadline.

Retirement/Supplemental Retirement Plans

If you are a faculty member or are in an exempt administrative position, the State of Maryland offers a Teacher's Retirement Plan or an Optional Retirement Plan. If you are a staff member you are eligible to join MD State Retirement and Pension System or the Optional Retirement Plan and contribute to a Supplemental Retirement Plan. Employee contributions to Supplemental Retirement Plans are on a pretax basis. More information on the state Retirement and Pension System can be found at **https://uhr.umd.edu/benefits/**

Health Insurance

Faculty, staff, and graduate students are entitled to health insurance through the university. New employees hired after August 1, 2015 who enroll in health benefits will have the health insurance benefit effective on the first day of the month following their date of hire. Employees have 60 days to enroll in the health plan, HOWEVER, if the employee waits until the 60th day to process their health insurance paperwork they will be billed directly by the state for the retroactive premium back to the first day of the month following their date of hire. *Therefore, all new employees are strongly encouraged to file their new hire health benefits paperwork on or around their date of hire.* A new employee has 60 days from the time they are hired to submit paperwork to the State of Maryland. If you do not submit the paperwork to the State in time, you will have to wait for open enrollment which is only once/year. Employees with a temporary social security number are not eligible for health insurance; a permanent social security number is needed. Post-doctoral scholars and exempt and non-exempt contract employees must enroll in COBRA to obtain health insurance. Details for medical insurance and related benefits can be found at **http://www.uhr.umd.edu**. See the Payroll Coordinator for more information.

Building Security

Animal Sciences Center, Building #142   8127 Regents Drive

The Animal Sciences building that houses the Department of Animal and Avian Sciences is Building #142. Wing 1 (original or old wing) and Wing 4 (new wing) are accessible Monday through Friday from 7 am to 6 pm. Any other time, an authorized university ID card is necessary to operate the card reader equipped glass doors located on Regents Drive and on the south side of the building, east of the loading dock. Wing 3 (Animal Wing) is locked 24 hours a day, 7 days a week and an authorized key card is always required for access. For emergency access after-hours, call Building Security at 301-405-3286.

The form to request access authorization is available on the department's website, under the People tab, in Staff/Faculty Resources at **http://ansc.umd.edu/people/stafffaculty- resources**. Questions about the form should be directed to the Building Access Coordinator (Michael Mobley).

Keys

The form to authorize building access is also used to request keys. It is available on the department's website, under the People tab, in Staff/Faculty Resources at **http://ansc.umd.edu/people/stafffaculty-resources**. Questions about the form should be directed to the Building Access Coordinator (Michael Mobley). For key problems after hours, call the Building Security at 301-405-3286.

Individual Rooms with Electronically Controlled Access

A few rooms in the building, such as the computer teaching lab (0473), the Biometrics computer lab (0469), and the Reading Room (0467) have card reader

access and alarm systems. An authorized key card is required for access. Attempts to enter these rooms without card access will summon campus police (who will notify the department chair.) All faculty have access to the Reading Room (0467) 24 hours a day, 7 days a week.

University of Maryland photo ID card

All new department employees must obtain a university ID card at the Information Desk in the Mitchell Building (Building #052). To obtain a university ID card an approved appointment must be active in PHR. Once the appointment is active bring your UID number assigned to your appointment and a photo ID as a form of identification to the Mitchell Bldg. to obtain your UID card.

Communication Services

Email Accounts

Students, faculty and staff affiliated with the University must sign up for an email account with the university, after being entered into the payroll system. Go to **https://identity.umd.edu/**

Additional assistance is available by calling the Help Desk at the Division of Information Technology (Div-IT) 301-405-1500 or the department's Manager of Computer Services (Michael Mobley) at 301-405-2921, cell: 410-660-7052.

Department Special Identity Management System reflectors (SIMS) / Google Groups

The reflectors that were used to email a particular group within the department are now a part of Google Groups. Make sure the coordinators have your correct email address in the group.

Recipients	Reflector	Coordinator
Animal Care	ANSC_ACS@umd.edu	Angela Black
ANSC Graduate Students	ansc-gradstudent@umd.edu	Kim Montague-Smith
ANSC Undergraduates	ansc-undergrad@umd.edu	Tabitha Koelzer
Emeriti	ansc-emeriti@umd.edu	Kim Montague-Smith
Extension Faculty	ansc-extfac@umd.edu	Kim Montague-Smith
Faculty	ansc-fac@umd.edu	Kim Montague-Smith
Faculty and Staff	ansc-facstaff@umd.edu	Kim Montague-Smith
Grants Processing	ansc-grantsprocessing@umd.edu	Paul Vaughan and Clare Capotosto tba
Staff	ansc-staff@umd.edu	Kim Montague-Smith

Telephones

For assistance with the telephone system, call the Div-IT Help Desk at 301-405-1500 or the department's Telecommunications Representative (Michael Mobley). The Voice Mail User Guide can be found at **https://it.umd.edu/**

Acceptable Use

As a general policy, department telephones are only to be used for university business and not personal use. All department employees including faculty, staff, and students are expected to adhere to this policy. If personal calls must be made during normal work hours, every effort should be made to use your own cellular telephone or calling card to avoid charges to university telephones. All charges for personal calls on university telephones are to be reimbursed.

Departmentally Funded Telephone Service – <u>Policy will be changing due to changes from DivIT</u>

The department policy is to provide a desk and telephone using department funds to staff members providing general service to the department where the use of a telephone is required as part of the staff member's duty assignment. The department covers the cost of these telephones. Employees using these telephones are encouraged to carefully monitor their use to ensure it is appropriate use. Telephones are not provided for graduate students, faculty assistants, specialists, post-doctoral scholars, post-doctoral associates or other employees or visitors who work solely for an individual faculty member unless their faculty supervisor is willing to pay for installation and service charges from their own account.

Each faculty member is provided with one standard office telephone and up to one additional standard telephone for their laboratory where appropriate. The department covers the service charges. However, all other charges associated with either additional phones or moves/changes to the department phones are paid by the individual faculty member.

Activation and Installation of Telephones

If you need telephone service activated, please see the Department Telecommunications Representative (Michael Mobley). You will need to provide the room and data jack number. Please try to anticipate telephone needs well in advance as installation of new service can take between 2-6 weeks depending on the time of year. If the monthly service charge is to be paid for by the department, then the department will pay for the initial installation of the telephone. However, charges for changing existing service, even if the department pays for the monthly service charge, will be paid from faculty accounts.

Data Jacks

In order to connect your computer to the department and/or the university network, a data jack in your office or lab may need to be activated. If you need a data jack activated, please see the Department Data Representative (Michael Mobley). The department pays for data jack service for staff members providing general services to the department and for up to two data jacks for department faculty members' offices and laboratories. If the monthly service charge is to be paid for by the department then the department will pay charges for the initial installation and activation of data jacks. However, charges for moves/changes to existing service, even if the department pays for the monthly service, will be paid from faculty accounts.

Department Computer Policy

Acceptable Use

All faculty, staff and students are expected to abide by the campus policy on acceptable use of Information Technology resources which can be viewed at: **http://www.nethics.umd.edu/aup**.
Securing Sensitive Data

Sensitive data includes but is not limited to any information, which through loss, unauthorized access, or modification, could adversely affect the privacy of individuals. Specific examples include the storing of social security numbers or credit card account information.

UMCP requires that all sensitive data, including paper records and/or disks be secure at all times. This may require additional security measures beyond those specified in this document. UMCP also requires that any incident in which sensitive data was exposed and/or comprised must be reported to Div-IT security.

ANSC supervisors must be notified and approve the usage or storage of any sensitive data. This applies to computer files, disks and paper reports. Sensitive data files may only be used or accessed by ANSC computers.

The transmission of unencrypted sensitive data by email should be avoided and any such transmission must receive ANSC supervisor approval and undergo a security review by the Manager of Computer Services.

Passwords

The department recommends the use of strong passwords at all times including utilizing electronic systems outside of the department. Especially vulnerable are online systems. Online systems should use a minimum of no less than 8 characters and contain numbers, upper and lower case letters and non-alpha numeric characters. The use of very long passwords and a Password Management System is encouraged.

Computer Maintenance

The Manager of Computer Services provides overall coordination of computer maintenance and repair, including updates of site licenses, connectivity to campus and appropriate building servers and printers for computers that have a UMCP Inventory Tag and are in the Animal Sciences Building Complex at College Park and used for university business. No distinction in terms of policy or support is made between portable and desk top units used in the department. Computers that are on UMCP Inventory but used for University business either at home or at remote locations, such as outlying research farms, can only be repaired if returned directly to the Manager of Computer Services on campus. Offsite computers may periodically be recalled for inventory and security review. These computers will also have a lower priority for repair than those kept on site. However, in most cases, computers are returned the same day.

Antivirus and Security Software

In order to ensure that disruption of the department network is minimized from computer viruses, users of any machine (UMCP or personally owned) connected to the department network are expected to maintain current anti-virus software and be configured to receive updates from the Operating Systems (OS) vendor; otherwise machines will not be connected to the department network. Only departmental computers will be allowed to connect to the departmental servers.

Security Incidents

In the event of an Information Technology security incident such as a virus attack, alert the Manager of Computer Services and the supervisor immediately.

If a workstation has been compromised by a virus or other security threat, it will be immediately pulled off of the campus network for rebuilding. If sensitive data was compromised or even potentially exposed during a security incident, the situation must be reported to ANSC management and Div-IT security consistent with campus IT security policy.

Computer Software

All software must be legally purchased software used for UMCP activity. The Manager of Computer Services is responsible for software licenses only on Departmental servers, labs and classrooms. All other software licenses are the responsibility of individual faculty and staff members.

Only the Manager of Computer Services is authorized to install software on classroom or lab computers. Faculty should arrange software installation with him well in advance of the anticipated need, to ensure that software is performing as expected and potential bugs are diagnosed and repaired prior to its use in teaching programs.

Only campus supported email clients will be installed or maintained by the department.

No personal software will be installed or maintained by department computer support staff. Any software unrelated to university responsibilities are excluded from departmental support.

Computer Repairs

There are limits to the extent to which the department can maintain and service computer hardware, particularly that which has long since passed its normal useful life (typically 5 years). In general, the department will not provide maintenance support for obsolete equipment. Certain types of hardware, regardless of age, generally do not merit the time and effort associated with repairs. The Manager of Computer Services will decide. In cases of dispute between the faculty/staff member and the Manager of Computer Services, the Chair will make the final decision.

Older computer hardware that is functioning and still serves its intended purpose can be retained by individual faculty, but the department will not make an effort to maintain, repair, or backup files on obsolete equipment. Computers running an obsolete Operating System will not be allowed to connect to ANSC servers. Once obsolete equipment does not function, no department resources will be expended on its repair. Based on current university guidelines, any computer older than 5 years is considered obsolete.

The method by which hardware problems are diagnosed and repaired is dependent on time expended and the cost of repair. High-end printers are generally repaired by an outside company if the problem is truly hardware. The cost of hardware repairs (parts and any external labor) will be picked up by the faculty member if it is used in support of their program or by the department if it belongs to a staff member providing general support to the department. Computers received from federal surplus, if sufficiently old, will be treated as obsolete equipment.

Computer Purchases

Department members are strongly encouraged to purchase computers with at least a 3-year warranty if available. All warranty information should be kept with the department member to assist with repairs during the warranty period.   Faculty and staff are also encouraged to contact the Manager of Computer Services for recommendations regarding computer hardware and software purchases.

Policy on Room 0473 (Computer Teaching Lab)

Room 0473 serves as the department's computer teaching laboratory and is used by faculty in the department and faculty outside the department for instructional purposes, including undergraduate and graduate classes and extension programs. Faculty teaching in room 0473, whether from our department or not, will receive card reader access to this room. Graduate students can receive card reader access but only during normal business hours Monday-Friday, and not when classes are in session (unless permitted by instructor or for Teaching Assistant purposes).

Room 0473 may be reserved for weekend or evening use by (1) reserving time with the

Classroom Scheduling Officer and (2) completing the form to request building access authorization on the department's website, under the People tab, in Staff/Faculty Resources at **http://ansc.umd.edu/people/stafffaculty-resources**. Questions about the form should be directed to the Building Access Coordinator (Michael Mobley.) This lab may be reserved for use by outside groups if appropriate to the mission of the College of Agriculture and Natural Resources. The computer teaching lab remains open from 7:00 am to 6:00 pm. Anyone still in the room at 7:00 pm will trip the alarm and the Campus Police will be dispatched. No one can be in the room from 7:00 pm to 7:00 am. Anyone found abusing equipment, printing excessive files or on the computers for non- university related business, may be barred from use of room 0473. No food or drinks are permitted near the computers in room 0473.

Funds for Staff Computer Purchases

It is the responsibility of the faculty member to provide computer equipment for staff and students working in their individual laboratory or program. Funds for purchase of computer equipment for staff members working in general support roles for the department will be from department sources.

Purchasing Services

Obtaining a University of Maryland Purchasing Card (VISA)

Most purchases through the university are now handled through UMCP Purchasing Cards. The only exceptions to this are when the vendor does not accept credit cards, or when the amount of the purchase requires a bid process according to State of Maryland Purchasing Rules. Supervisor approval is necessary to obtain a university purchasing card. See the Business Services Specialist (Muriel Averilla-Chin) for the required form. There is a university mandatory training class provided online.

Every month cardholders reconcile their accounts at **http://www.ares.umd.edu** by following the link to Procurement then Procurement Card Management System.

Miscellaneous Reimbursements or Non-Travel Reimbursements

A miscellaneous reimbursement (non-travel reimbursement) can be made to individuals who have purchased items for the department when a business or vendor does not accept a purchase order or credit card. The form to request a non-travel reimbursement can be obtained from the Business Office and found online at https://ansc.umd.edu/people/forms-resources. Original receipts are mandatory.

Purchase Orders

A purchase order is used when a vendor does not accept credit cards but will accept a purchase order, or when the amount exceeds $25,000. Fill out a requisition form and return it to the department's Account Coordinator (Muriel Averilla-Chin.)

Copy Machines

The department maintains two copy machines in the mailroom (Room 1137). Copier codes are obtained from the Department Key Representative (Michael Mobley.) He or any of the other support staff can provide help as needed. Employees can print to the copiers. See Michael Mobley for access and instruction.

Deliveries

FedEx, UPS and all other deliveries are made to the Business office, Room 1109. FedEx and UPS will also pick up packages from this location.

Fax Machines

Department fax machines are to be used only for university business. The fax machines are in:

Room	Fax number
1137	301-314-0180
1413	301-405-7980

FedEx - Sending a Package/Letter

Anyone using FedEx services needs to have their own FedEx account attached to their university purchasing credit card. FedEx accounts can be set up and supplies requested online at **http://www.fedex.com** or by calling 800-463-3339. FedEx drop boxes are located in various locations around campus or a pickup can be requested.

Food Policy (other than travel and resale)

It is the policy of the university that food services in support of university functions will ordinarily be furnished by the Department of Dining Services. Direct purchases of food and food services by campus departments and not using dining services are appropriate only when required to support off-campus activities and other needs for which dining department services are not available.

Food or food services are to support instruction, research, and student activities; employee development; faculty and staff recruiting; marketing and inter-campus meetings hosted by the university; or conferences, convocations, and other special events which are on behalf of, or substantially involve non-University of Maryland personnel. Also, food or food services are to provide sustenance when unusual hours or places of work necessitate providing food to work groups performing university services.

Motor Pool

The university has state cars available from the Motor Transportation Services for use on university business. Motor Pool reservations are made online at **http://www.dbs.umd.edu/travel**

Office Supplies

The department provides general office supplies to support teaching, such as printer paper.   All other supplies are charged to individual faculty accounts.   See the Office Supply Coordinator (Kim Montague-Smith) in Room 1413 to obtain supplies.

Space Assignments

The Department Chair, (Chad Stahl) makes all space assignments (offices, labs, and storage) for the department.   Decisions on space assignment will reflect the programmatic needs of faculty and staff. Changes in assignments are generally made to maximize the utilization and to minimize disruption of the department's research, teaching and extension programs. Room assignments in the animal wing and the campus farm will be made by the Department Chair upon the recommendation of the Coordinator of Animal Care (Angela Black) and Campus Farm Manager (Megan McLean). Requests for keys and or room access will be acted on only after confirmation by the Department Chair.

Travel Approval Request Form

A Travel Approval Request (TAR) form must be submitted to Muriel Averilla-Chin in the business office before traveling. Anyone traveling out-of-state or traveling in-state and claiming lodging expenses, that desires reimbursement, must submit a TAR to Muriel Averilla-Chin and receive approval <u>prior to traveling</u> in order to be reimbursed. Once the request is approved by the university, Muriel will provide the traveler with a Trip Number. Until this Trip Number is received, travel is not approved and expenses will not be reimbursed.   The travel approval request can be found on the department web site under the People on the Faculty & Staff Resources page. **http://ansc.umd.edu/people/stafffaculty-resources**

Travel Expense Statement

For reimbursement for travel expenses, complete a Travel Expense Statement available on the department's website, under the People tab, in Staff/Faculty Resources at **http://ansc.umd.edu/people/stafffaculty-resources**. Forms are also available in the Business Office. Questions about the form should be directed to Muriel Averilla-Chin. Receipts are required for all expenses, except meals at the per diem rate. Meals will not be reimbursed above the per diem rate unless the traveler is hosting others for a meal. In those circumstances, an itemized receipt detailing the food (no alcohol) and including the names of those who were in attendance is required for reimbursement. Submit completed expense forms with receipts attached to Muriel in the business office. The gas mileage rate for using a personal vehicle is found at **http://www.dbs.umd.edu/travel/services/rates.php** along with other reimbursement rates.

Visitor Parking

Advise visitors in advance about parking procedures. Campus visitors are only permitted to park in visitor lots or at metered spaces which operate by a pay station system or the few coin operated meters still on campus. At all other locations, they will be ticketed. Requests for validation pin codes to pay for a visitor's parking should be emailed to the Parking Coordinator containing the date of the visit, visitor's name and sponsor to be charged.   This would include participants in department activities such as seminars and interviews.

Visitors involved in large group programs and workshops are expected to pay for their own parking.   The department will not pay for student employees, or vendor parking, or parking related to social activities.   The department is prohibited by law from validating parking for its employees.

Visitor Parking Violations

If a guest of the department receives a citation for a parking violation, the Department of Transportation Services can be petitioned to waive the ticket.   The instructions for this procedure are on the citation envelope and on their website **http://www.transportation.umd.edu/**.

Cleaning and Building Maintenance

Campus Facilities Management is responsible for general upkeep and maintenance of the building. If there are problems with the building electrical, heating and air conditioning, plumbing or other building services, call Work Control at 301-405-2222 or "Request Service" online at **https://www.facilities.umd.edu/**

Building Hallways

The hallways in the department are public areas and are not to be used for storage cabinets, surplus desks and chairs or miscellaneous items. Several seating benches have been provided on each floor of Wing 1 for students and visitors waiting to meet faculty and staff. No other items are to be kept in the hallway.

Cleaning

The university housekeeping staff from Facilities Management cleans the bathrooms, empty the trash and recycle receptacles, and sweep, mop and wax the floors of the bathrooms and halls. They will empty the trash and recycle receptacles from offices, unless otherwise instructed. They do not enter laboratories. Receptacles from laboratories must be placed in the hallway to be emptied. Their prompt return to the laboratory is appreciated.

Items in the hallways that are not placed in trash or recycle receptacles will not be removed by facilities management. Please take these items and place them directly into

the dumpster located at Loading Dock A on the ground floor of Wing 1.

Any additional cleaning arrangements can be made through Muriel Averilla-Chin in the business office by giving her the details of what needs to be done, what rooms are involved, and to what account you are charging the work.

Disposal of Chemical Wastes

To dispose of chemical waste, biological waste, or radioactive waste, fill out a waste pickup request at **http://des.umd.edu/**

Disposal of Surplus Property

Disposal of usable surplus property is handled by the Terrapin Trader Liaison (Nikki Thompson). A portion of the proceeds from sales through Terrapin Trader is returned to the department. Prior to contacting the Liaison, send an email to the members of the department (using the email reflectors for faculty, staff and graduate students) offering the item for use elsewhere in the department. Include any UMCP inventory number. The exception to this policy is furniture and computer equipment.

Furniture must be released into surplus (or given away) by the Department Chair. It may be retained by the department, if it is usable. If it is deemed surplus, contact the Terrapin Trader Liaison with the inventory number for removal.

Computer equipment must be released into surplus (or given away) by the Manager of Computer Services. It may be redistributed to others in the department.

Report to the Terrapin Trader Liaison the tag numbers of any items not re-usable and small enough that should be disposed of by placing directly into the dumpster. Terrapin Trader refuses to take items that are broken or in such poor condition that they are not saleable.

Painting Offices and Labs

The university charges an exorbitant amount of money to paint offices and laboratories that are not on the maintenance schedule. Therefore, the department encourages people to make their own arrangements to do the painting instead. See Kim Montague-Smith in the Chair's office.

Air Gas

Only cylinders credited to the department by Air Gas Customer Service Agreement will be used for industrial grade gases. The department has access to cylinders from Air Gas that was donated to them by the U.S. Navy. These cylinders are available to be retrofitted at the department's expense to be used for gas mixtures and medical grade gases not covered by the CSA agreement.   Once retrofitted, these cylinders become department property.   The department currently has 12 retrofitted cylinders for medical grade carbon dioxide used by several labs in cell and tissue culture research.

There is a rental agreement for Carbon Dioxide and Nitrogen tanks with Airgas. Department members can rent the tanks under a contract without paying any rental fees, only paying for the cost of the gas.

The department has established a common pool for gas storage in a central location using Room 0184 and 0186 on Loading Dock A of Wing 1 for storage of industrial gases. Room 0186 (Pool #1) houses carbon dioxide, compressed air, oxygen, helium, and nitrogen cylinders.

Note: The Air Gas Coordinator (Nikki Thompson) is only responsible for Carbon Dioxide and Nitrogen.

Room 0184 (Pool #2) houses flammable gases including hydrogen and acetylene; keys for these storage rooms have been assigned to each laboratory.

Signs posted on the wall of each storage room show the areas designated for "Full" and "Empty" cylinders. All users must sign the Log before obtaining a "Full" gas cylinder from a pool. Only the cost of the gas will be charged to individual laboratories. Individual labs have always paid for their own gases on purchase cards of lab staff or faculty.

A system has been established with Air Gas to automatically refill tanks from the department pools, so that five full cylinders of both CO2 and N2, in addition to the ones in use, will always be available. This eliminates the need for each individual laboratory to store extra full cylinders, reducing the total need for cylinders in the department.

Note: Helium, Hydrogen, and Compressed Air are purchased by individual labs.

It is the responsibility of the user, (not the Air Gas Coordinator) to return all empty cylinders for industrial gases to their respective central pools and tag them as "Empty." Laboratories should not store (hoard) extra cylinders (empty or full) in their labs as it defeats the purpose of the common pool.

Purchase and replacement of specialty gases will continue to be the responsibility of individual laboratories using these gases. However, efforts will be made to retrofit departmentally owned cylinders to be used for specialty gases that are used repeatedly by one or more laboratories such that demurrage charges can be avoided. Contact the Air Gas Coordinator for your individual needs.

For any other cases where demurrage charges are applied, these charges, including the purchase cost of the gases, will be paid from individual faculty members' research accounts.

Charges for gases used from the central pool will be distributed to faculty accounts by the business office according to the Air Gas log records posted in the storage rooms. Again, the department will not pay demurrage charges for laboratories.