

INSTITUTE OF MARINE SCIENCES

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

POLICY AND PROCEDURES MANUAL

FALL 2007

This booklet brings together information on policies and procedures that govern use of IMS facilities and vehicles. Policies and procedures for boats and diving are issued as separate manuals. The twin principles that govern these policies are that IMS facility use should be both safe and efficient. Marine Sciences is an interesting and exciting field. IMS exists to expedite research and teaching in the marine environment. Unfortunately, travel into remote marine habitats involves some risk, and work in scientific laboratories can be dangerous because they contain flammable materials, gas and electric supplies, and chemical reagents. Efficiency, although clearly a secondary priority to safety, is also important. Inefficient use of limited facilities is wasteful and causes unnecessary stress on others. You can help the Institute remain a safe, pleasant and productive place to work by following the procedures described in this manual and by using courtesy and common sense in all of your IMS activities. Suggestions for improvements in these procedures are always welcome.

This manual supersedes information in IMS POLICY/PROCEDURES MANUAL dated 2001.

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INTRODUCTION

The Institute of Marine Sciences (IMS) is a highly productive off-campus unit of the University of North Carolina at Chapel Hill which combines with the Department of Marine Sciences on campus to form UNC's Marine Sciences Program. The IMS mission is to serve the state and the nation by conducting high quality, basic and applied marine sciences research, by educating young scientists to continue this tradition and others to understand and value the marine environment, and by providing professional expertise and leadership in marine issues ranging from local to global scale. These activities exemplify the research, education and public service missions of the University.

Resident faculty are actively engaged in:

- addressing key scientific questions about the nature, use, enhancement and protection of coastal marine resources and ecosystems,
- developing and applying technologically advanced approaches to field, laboratory, and modeling studies,
- communicating research and new technologies to professional, governmental and public audiences, and
- providing assistance to government, business and other groups to facilitate solutions to marine problems and to effect marine policy.

In order to fulfill this mission, IMS operates and maintains a research, teaching and training facility that includes the newly renovated Coker Hall, a recently constructed wing for Coastal Processes and Environmental Health, a shop/seawater building, an on-site dormitory for visiting students and faculty, a 48 ft. research vessel (R/V Capricorn), a fleet of small boats and trucks, and other associated facilities such as experimental ponds and tanks. Institute staff also administer an AAUS sanctioned diving program.

The purpose of this manual is to provide information on policies and procedures that govern use of IMS facilities, including vehicles, in order to ensure that their use is safe and efficient, and that the Institute's mission can be met.

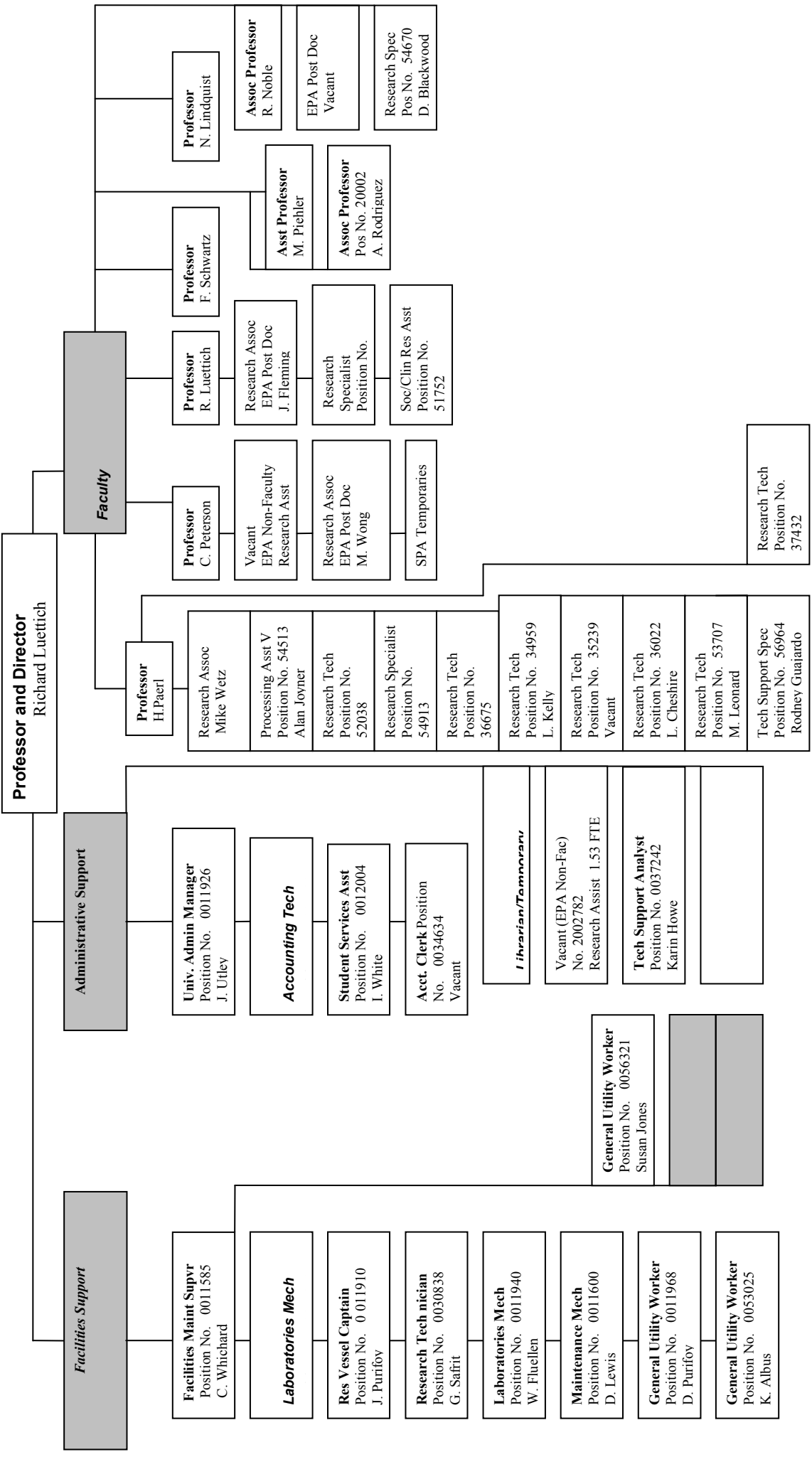
At present, IMS has 14 in-residence support staff members who play a critical role in administering the Institute's programs, maintaining and operating the facilities, and assisting the faculty and students in their day-to-day activities. These staff members, listed below with respective areas of responsibility, are a valuable resource and should be consulted when problems and/or questions arise.

Rick Luettich	IMS Director
Judith Utley	Administration, Human Resources
Laura White	Reception, Student Services, Dorm
Brenda Bright	Library
Jean Stack	Accounting/Purchasing
Karin Howe	IT Support Analyst
Adrian Whichard	Facilities Supervisor

Stacy Davis
Claude Lewis
Joe Purifoy
Wayne Fluellen
Glenn Safrit
Kellie Albus
Susan Jones
Vacant

Lab Mechanic/Outboard Repair/Shop, Captain
Maintenance Mechanic/Vehicles/Shop, Mate
Maintenance/Small Boats/Shop, Captain
HVAC/Refrigeration/Shop, Mate
Research Tech, Dive Officer
General Utility Worker/Housekeeping
General Utility Worker/Housekeeping
General Utility Worker/Housekeeping

UNC-CH Institute of Marine Sciences



FRONT OFFICE OVERVIEW

When you arrive... let our office staff know who you are and where you will be working. Please go to Student Services to have your picture taken for the IMS Employee/ Student Board located in the Coastal Processes Bldg. Briefly, here's what you need to know about our office.

SECURITY - Your safety is of primary importance. The doors to IMS are locked after 5 pm. If you are in the building nights or weekends, be sure to **lock** them when you enter or leave, **even if you found them open. Never** block a door open at any time to prevent it from locking.

MAIL - mail arrives here once a day, about noon, and is sorted by the receptionist. Outgoing mail is picked up at the same time. It is also taken to the post office at 4:45 pm. We cannot provide personal postage for you. The post office is just a few blocks away and stamps are available at many supermarkets as well.

PHONES - IMS has an automated answering system with voice mail. We can assign you a voice mailbox while you are here, just ask the receptionist. It is your responsibility to give this box # to your callers. Delete the messages in your voice mailbox once you've listened to them - this preserves storage space in our system. Personal toll calls must be charged to your phone credit card or use your cell phone. If you are asked to make business calls, ask your supervisor how to charge them, or talk to someone in the front office.

LIBRARY - The IMS Library, Room 279 of Coker Hall, is always open. Brenda Bright, IMS Librarian, is a part-time employee and available only 15 hours/week. If you need to use the library at night or on weekends, contact the receptionist. Please see the Librarian for instructions/questions on library policies not covered in this manual.

COMPUTERS and E-MAIL - Our shared-use computer room is in Room 276. A short list of instructions for equipment use and sign-up time is available. Be sure to put all your files on your personal diskettes or other storage media. Files on the computer hard drives are deleted periodically. UNC E-mail accounts are available only to employees and registered full-time students.

PURCHASING - If you are asked to purchase items for your lab area, before doing so, come to Accounting/Purchasing in the front office. Someone in that office will instruct you in proper ordering procedures.

DORMITORY - Dormitory space is reserved in advance and is in heavy demand during summer courses. See the receptionist about reservations and fees. Dormitory phones are for everyone; do not monopolize their use. You must use a credit card to make toll calls from these phones.

NOTICE TO STUDENTS IN SUMMER COURSES

Contact: Laura White, Student Services

1. Security - Your safety is of primary importance. The doors to IMS are locked after 5 pm. If you are in the building nights or weekends, be sure to **lock** them when you enter or leave. **Do this even if you found them open. Never** block a door open at any time to prevent it from locking. This is important both at the IMS buildings and the dormitory.
2. Phones - All phones (including the dormitory) are restricted for toll calls. Use your credit card, cell phone or call collect. Limited use phone credit cards are available at most stores and supermarkets. If you expect to receive messages, ask the receptionist to assign a voice mailbox to you during the class. The receptionist will also tell you how to retrieve your messages. Unless there is an emergency, the receptionist is not able to find you for messages.
3. Mail - Outgoing mail must be stamped and then can be placed in the wood box on top of the mailbox counter marked "Outgoing mail". Any mail you receive will be in the mailbox labeled "summer students" in the lower left corner of the mailboxes.
4. Photocopies - You may use the copier in the lobby to make copies for class; the cost is 10 cents per copy. Pay the receptionist at the front desk.
5. Library - The IMS Library is located in Coker Hall, Room 279. Brenda Bright, IMS Librarian, is a part-time employee and available only 15 hours/week. If you need to use the library at night or weekends, contact Laura White at the front desk. Please see the Librarian for instructions on library policies and how to locate material.
6. Dormitory - Be sure to return your keys and pay any fees before you leave the dormitory.
7. IMS Computing Facilities - Wireless and wired Ethernet networking is available in all offices and most labs in Coker Hall, the Coastal Processes wing, and the fisheries building. Please see our IT Support person (Kar Howe) to get your personal computer on-line. Our general-use computer room (276 Coker) includes three PC desktops equipped with current office productivity, desktop publishing and networking software, a color inkjet printer/scanner and a monochrome laser printer. A high-volume monochrome scanner and laser printer are also available for the general use. Our distance learning classroom/conference room (271 Coker) is equipped with a Polycom H.323 (video over IP) videoconferencing unit with 42" wide format plasma monitor for video and voice conferencing and remote classes. We also have a PC for remote application sharing, a video monitor with VCR and DVD players, and a LCD projector with laptop available for the use of IMS students, faculty and staff.
8. Email - Our email is handled through UNC-CH. Anyone with a valid PID can get an ONYEN (a username/email address) by browsing to <http://onyen.unc.edu> and following the instructions there. An ONYEN will also get you access to UNC on-line computing facilities, software, the University online library facilities and other services.

HEALTH AND SAFETY/HAZARDOUS WASTE DISPOSAL

IMS Safety Officer: Dr. Hans Paerl

Although IMS laboratories do not contain or generate extremely toxic wastes, they nevertheless can be dangerous since most contain flammable materials, gas and electric supplies for heating, and chemical reagents. The overall goal of the IMS Health and Safety Policy is to make the Institute a safe and healthful environment by: 1) minimizing use and production of hazardous materials, 2) properly disposing of any hazardous wastes that are generated, and 3) maintaining full compliance with State and Federal regulations, and the University safety policies and procedures.

The IMS Health and Safety Policy, including hazardous waste disposal procedure, is governed by the UNC-CH **Environment, Health and Safety Manual** and published by the Environment, Health and Safety Office on campus (the same office publishes a separate Laboratory Safety Manual Complete copies of both manuals can be found on the website of UNC-CH Environment, Health and Safety at <http://ehs.unc.edu>. Click on "manuals" at the top of the page. A quick reference to this information is also located at the above-mentioned website. Click on "Workplace Safety" at the left of the page. One person has been designated in each faculty member's laboratory to oversee procedures and safety. These individuals bear the responsibility for seeing that those who work in their labs are familiar with procedures, a Laboratory Safety Plan is updated once each year, and emergency procedures are posted and followed.

The North Carolina Workplace Safety regulations require all workplaces be inspected annually. The UNC-CH Health and Safety Office, which makes these inspections of IMS, may do so without prior warning. It is thus essential that there is involvement of employees to help ensure IMS is free from recognized hazards (an inspection checklist is included in the appendix of this manual). Concerns about safety and suspected violations should be reported to Dr. Hans Paerl, IMS Safety Officer, or Dr. Rick Luettich, Director. Injuries, which can occur even in the safest of workplaces, must be reported to the University using an **Employee's Accident Report Form**, available from the Human Resources Facilitator in the front office. Further information concerning procedures following an injury can also be obtained from the HR Facilitator.

Hazardous materials are present in, and hazardous wastes are generated by, some IMS laboratories. University policy requires that all laboratory workers attend a training session on hazardous waste rules (this training is available online or given periodically at IMS by University personnel). Hazardous materials are identified in each laboratory safety plan and appropriate Material Safety Data Sheets are maintained. IMS-generated hazardous wastes are disposed of by a contractor. All wastes must be handled, labeled (describing contents by %), stored, transported and disposed according to the guidelines published in Chapter 10 of UNC-CH's **Laboratory Safety Manual**.

Fire safety is described in Chapter 8 of the above safety manual. The receptionist is the reporting coordinator for fire and can be reached by dialing ext. 120. He/she will notify the Fire Department and use voice paging to notify all lab areas to evacuate. If the receptionist area is unattended at the time of an emergency, dial 911 to report the location of the fire and other information requested by emergency services. Then, **lift the hand-set, press the "Feature" button, dial 61, then press the "all" button on the display. Calmly announce the location of the fire, and ask everyone to leave the building.** This broadcasts your message to every speaker phone and overhead speaker in our system, including the shop and outside speakers, and should

be used for emergencies only. Evacuation maps are posted in prominent locations around the buildings as are hand-held fire extinguishers. You should familiarize yourself with these systems and their use.

MOTOR VEHICLES

Contacts: Facilities Supervisor or Maintenance Mechanic

The Institute of Marine Sciences maintains a fleet of pickup trucks and two vans, for 8 and 11 passengers, for use in research and education. Use of these vehicles is restricted to authorized drivers. Authorized drivers are employees, students, and trainees holding a valid North Carolina driver's license and using the vehicle to conduct University research or business. **Only state employees, students, and trainees can ride in the trucks or vans.** If you plan to operate a University motor vehicle, you must first complete and sign the Vehicle Use Verification form, available in the Shop office.

Motor vehicle reservation and sign-out sheets are posted on the first floor of the Coastal Processes and Environmental Health Building, adjacent to Room 128. **Please use these sheets responsibly.** During the summer months, competition for vehicles is very high. It is important that you reserve vehicles based on need and not on the basis of vague plans that are incomplete. Before using a vehicle, check the reservation sheet to be sure it has not been reserved by someone else, then sign it out by placing your name in the appropriate space. All of the vehicles except Truck #63 are available on a first-come, first-serve basis (Truck #63 can be reserved prior to the intended day(s) of use by faculty only). If your plans change after reserving a vehicle, please remove your name promptly from the reservation sheet.

Use of trucks to pull boats is restricted based on the size of the boat and size of the truck (see **IMS Small Boats Operation and Safety Manual** for information on towing). Do not use the heavier trucks if you do not need them unless other, less powerful, vehicles are not available. If you intend to drive to remote field sites, please tell your supervisor and/or the Shop office where you are going and when you expect to be back. If you plan to return after 5:00 p.m. or are using the vehicle on a weekend or holiday, you must find someone to watch for your safe return.

Regulations governing use of IMS motor vehicles:

1. Complete the one-time Vehicle Use Verification form and be checked out by a member of the shop staff.
2. Sign out vehicles for each use, being sure to follow established procedures or any procedural changes posted on the bulletin board in sign-out area.
3. Use a vehicle appropriate to your needs.
4. **No alcoholic beverages or smoking in motor vehicles.**
5. No recreational vehicle use, even if incidental to your research.
6. Before towing a boat, a check-out on trailering must be conducted by the Captain or another member of the shop staff. **Always unhook the boat from the trailer before returning the keys.**
7. If vehicle is used for an extended period or for an out of state trip, please give Maintenance a week's notice to ensure vehicle is ready for the trip.

8. If involved in an accident with an IMS vehicle, follow the instructions, which are in the "Accident" packet located in each vehicle's glove box. Emergency numbers and insurance information are included with each packet.
9. Report mechanical problems or safety concerns to the shop staff as soon as possible so the problem can be repaired before the next trip.
10. When purchasing gas for any vehicle, use the gas credit card provided for each vehicle.

FACILITIES

Contacts: Facilities Supervisor or Lab Mechanic

SHOP

The Institute of Marine Sciences operates carpentry and paint shops as part of its building and grounds maintenance program, and a mechanics shop for boats and trucks. These shops and the equipment they contain are not available for general use without specific permission from the Facilities Supervisor or his designee. This is especially true in the case of power tools, which are both expensive and dangerous. No one other than maintenance staff is authorized to use power tools unless permission has been granted in writing and a check-out has been conducted. In order to ensure appropriate, as well as safe, tool use for particular jobs, users must outline the anticipated duration of each project and the exact materials to be used for construction. Risks associated with using power tools must be assumed by the users. As a general rule, grant-related supplies are to be purchased in advance by students and faculty using project funds.

RESEARCH PONDS

The Institute has available to its research staff a seawater system that includes numerous experimental ponds, tanks and aquaria, as well as a pumping system that supplies in excess of 1.5 million gallons per day of raw and filtered seawater. This system is carefully balanced through a complex series of pumps and valves. Always check with the Facilities Supervisor before using tanks or seawater and never open or close valves on the system without prior approval. A change in one part of the system almost always impacts another researcher's work somewhere else in the system.

RESEARCH SPACE

"Open" space on the Institute grounds is not always as available as it first appears. We have many underground utilities which must be serviced. Please check with Facilities Supervisor before you set up experiments on the grounds, and recognize that, upon completion, experimental apparatus must be removed and properly disposed.

The grass area around the Fisheries/Shop Building must be maintained to prevent storm water runoff. IMS has been cited by NCDENR due to erosion problems.

DORMITORY

Contact: Receptionist/Student Services

The Institute of Marine Sciences operates a dormitory and visiting investigator facility for use by faculty, staff, and students, including field trip groups, who are visiting the Institute in an official capacity (research, teaching, public service). Dormitory space must be reserved in advance. The demand for space is particularly heavy from mid-May through early August. Scheduling is generally on a first-come, first-serve basis, although on occasion, the length of stay will become a factor in determining priority when there are overlapping or competing needs.

Facilities for students consist of two rooms with 8 bunk beds each. No linen service is provided; users must supply their own bed linens and towels. No cooking facilities or utensils are supplied. However, there is a small refrigerator and microwave oven in each room for convenience. Several fast food and full service restaurants are nearby. No maid service is provided; therefore, users will need to keep the area clean and tidy.

A general-use telephone is available. This phone is automatically restricted with regard to long-distance calls and requires a telephone credit card for toll calls. Long distance cards are available at many local department stores and supermarkets.

Fees are payable on checkout for short-term (less than one week) stays. For longer stays, fees are payable weekly. The current rate for bunk space is \$7.00 per day.

In addition to the availability of bunk space for students, a modest efficiency-style facility is available for visiting scientists. Accommodations and scheduling arrangements are similar to those for the student bunkrooms. Cooking facilities are limited and long-term stays are not encouraged. Fees are \$25.00 per day for use of one bedroom and \$37.00 per day for both rooms (total of 6 bunks available). The telephone number is 726-2084.

SAFETY

For your safety, and to protect your personal items, the outside doors should be locked at all times. Lock the door even if you found it open. NEVER block a door open to prevent it from locking, either in the dorm or within IMS. Be sure windows are shut and locked before you leave the building. The Institute is not responsible for personal items that are lost or stolen.

IMS LIBRARY

Contact: Brenda Bright, Librarian

Email: brenda_bright@unc.edu

Telephone: 726-6841 ext. 122

LIBRARY HOURS

The IMS Library is located in Room 279 of Coker hall and is always open. You can get to the library using the elevator or stairs. The Librarian is a part-time employee who is available only 15 hours/week. If you plan to use the library after 5pm or on weekends, contact the Receptionist to request a key to the building. If the Librarian is not in the office, you can send an email message or put a message in the Library's mailbox.

HOW TO LOCATE MATERIAL

The Institute of Marine Sciences Library holdings are listed in the Academic Affairs online catalog: <http://www.lib.unc.edu>. Library users can also search the IMS Library's collection using the card catalog for books published before 1975. A collection of over 2,000 books and 250 serials provides strengths in ichthyology, carcinology, malacology, ecology, mycology, biological oceanography, sedimentology, and microbiology.

Contact the Librarian if you wish to be shown how to access information available on the UNC-CH Academic Affairs Library Internet menu (i.e., databases, electronic journals) or need assistance locating material.

Books - Books are shelved by Library of Congress classification system and are located on the left when you enter the library. New books are displayed for one month in the shelves below the windows of the Librarian's Office.

Serials and Government Documents - Serials are shelved alphabetically by title and are located on the right when you enter the library. The most recent issues are displayed in the shelves under the window on the right side of the library. United States government documents are arranged by the name of the department (i.e., US Dept. of Commerce) and are located at the end of the serials section. Foreign publications that are no longer received are shelved separately by country name and city of origin (i.e., Japan/Tokyo).

Dictionaries and Atlases – These and other reference materials are located in the shelves under the windows on the left side of the library. Other reference books include French and Spanish dictionaries.

Theses and Dissertations – M.S. theses and Ph.D. dissertations of graduate students at IMS and the UNC-CH Department of Marine Sciences are located on the last row of shelves after the book collection. They are filed alphabetically by the author's last name. Theses and dissertations are cataloged if they are owned by the IMS Library and will be listed in the online catalog: <http://www.lib.unc.edu>.

INTERLIBRARY LOAN (ILL) SERVICES

The library offers interlibrary loan services with participating institutions to students, faculty, and staff of the Institute of Marine Sciences. This service should be used only after checking to make sure the serial/book is not held by the libraries at Duke University Marine Lab or NOAA-National Marine Fisheries Service located on Pivers Island, approximately 5 miles from IMS. IMS vehicles can be checked out and used when it is necessary to go to these libraries. Interlibrary loans take one to three weeks, depending on the source, so you will need to plan in advance to have the material when needed. If there is a fee for the interlibrary loan, you will be notified in advance and you will have to agree to pay the fee before the item is requested.

Please provide the Librarian with the complete citation information and the source of the citation when you request material on ILL. Requests must be typed or printed very legibly. Difficulty in reading the request or incomplete information will result in it being returned to you. You can provide a copy of the information obtained from the online catalog, database, etc. by either sending it to the Librarian's email or putting it in the Library's mailbox located in the lobby. Please put your name, telephone number, email address and date on your request. When an item you requested arrives, it will be put in your mailbox or the Librarian will call you to let you know it is ready to be picked up.

CIRCULATION POLICY

Everything taken out of the library must be checked out unless it is for photocopying. Check-out cards are available in a box on the shelf under the window of the Librarian's Office. When cards are completed, place them in the "checked-out" box. Place ALL items on the table or on the shelf by the check-out cards when you return them. The librarian will re-shelve ALL material.

If you do not find an item that the library owns, please ask the Librarian to check to see if it is checked out. If so, the Librarian will recall the book for you and place it in your mailbox or alert you when it is available.

Books/Theses/Dissertations – Students and staff may check out books, theses, and dissertations for one month. IMS faculty members may keep books in their office subject to recall by the Librarian.

Serials – Current serials (unbound) cannot be checked out and should remain in the library except for photocopying papers. Unbound serials can be taken from the library only for a short period of time to photocopy a paper. Bound serials may be checked out for two weeks.

Dictionaries/Atlases/Reference Material – All reference material should not be taken from the library.

Recall – Items checked out can be recalled at any time and should be returned to the library within 24 hours of the recall.

Replacement Charges - Patrons are responsible for items they have borrowed and will be billed for their loss. When an item has been declared lost, a bill is sent to the patron for the replacement cost of the item. The replacement fee is \$125.00 or the actual replacement cost, whichever is higher.

LIBRARY ETIQUETTE

Improper use of the library and library materials can result in your not being allowed use of the IMS Library.

Disruptive Behavior: The IMS Library is a "refugium for scholars;" a place dedicated for studying. Please talk quietly and keep conversations to a minimum; there are other patrons to consider. Behavior that interferes with the appropriate use of the library is not permitted. This includes sleeping, excessive noise, theft, vandalism, inappropriate sexual behavior, altercations, and harassment of any kind.

Cell Phone and Pager Use: In order to preserve a quiet study environment, the IMS Library requires library users to set cell phones and pagers on non-audible signals. All conversations on cell phones are to be held outside the library.

Food-Drinks-Smoking: Eating is not allowed in the library or while handling library materials. Smoking is forbidden by State law. You may drink from re-closable, spill-proof containers or travel mugs. Canned beverages and drinks in paper or Styrofoam cups are not allowed. Library users who bring drinks into the library should do so in a manner that minimizes the risk of damage to library material and other property. If you damage library material, you will be responsible for the replacement cost. Patrons who violate this policy will be asked to dispose of their beverage or to leave the library.

Animals: Only guide dogs and companion dogs that assist people with disabilities are allowed in the library.

Personal Items: Personal items cannot be left in the library. If you must leave books, papers, etc. on the tables, please leave a note on top with your name for the Librarian. The IMS staff is not responsible for any personal items left in the library (clothing, backpacks, etc.). Make every effort not to leave personal items in the library and to keep the tables clear for others to use.

Temperature: In order to avoid problems with mold and mildew, the library must be kept at a temperature between 68 and 72 degrees. We regret that the temperature in the library may be uncomfortable, especially during the summer months. DO NOT adjust the thermostat.

COMPUTER SERVICES

The Library does not have a computer for library users but does have hookups for laptops in two locations and wireless connectivity throughout. There is a computer room available down the hall from the library with several computers that can be used to check the online catalog.

DISABILITY SERVICES AND ACCESS

The Institute of Marine Sciences Library is committed to providing access to its collections, resources, and services to all library users, including people with physical and learning disabilities. Please inform the Librarian if you need any assistance in using the Library. Anyone confined to a wheelchair can obtain access to the library by using the elevator to the left of the reception desk.

PHOTOCOPIES

A photocopy machine is available in the lobby; cost is ten cents per page. Payment must be made at the time copies are made unless special arrangements are made ahead of time. Students must pay ALL copying charges before leaving IMS. Payment for photocopies can be made to Laura White, Student Services Assistant, in the lobby.

PURCHASE RECOMMENDATIONS

New materials for the IMS Library are selected by a cooperative process involving the IMS faculty and students. The final decision is made by the Faculty Library Chair, Professor Pete Peterson. Recommendations for purchasing books, serials, e-journals, etc. can be submitted at any time to the Librarian.

BINDING YOUR OWN JOURNALS OR OTHER MATERIALS

You can contact one of these commercial binderies if you want to bind your own journals, theses, dissertations, etc. Both have been happy to accommodate individual requests and are willing to bind a single volume or multiple volumes as needed.

Bridgeport National Bindery, Inc.
662 Silver Street
PO Box 289
Agawam, MA 01001-0289

Phone: 413-789-1981
Fax: 413-789-4007
Toll Free: 1-800-223-5083
Email: info@bnbindery.com
Website: <http://www.bnbindery.com>

Heckman-ICI
7609 Business Park Drive
Greensboro, NC 27409

Phone: 336-931-0800
Fax: 336-931-0711
Toll Free: 1-800-444-7534
Email: custservice-nc@theicigroup.net
Website: <http://www.icibinding.com>

DONATIONS TO THE IMS LIBRARY

Donations to the IMS Library are welcome when the material is related to the scope of the library's collections and there is sufficient room for the material. A letter will be given to the donor acknowledging the gift for income tax purposes

ADVERSE WEATHER

IMS is located in a coastal region where storms are frequent. These adverse weather conditions occasionally disrupt work schedules and interfere with normal work-related activities. When these conditions prevent employees from fulfilling work obligations, the adverse weather policy at the University permits some flexibility in adjusting work schedules to accommodate employees' personal needs.

Hurricanes are a most dangerous type of storm, and hurricane watches and warnings occur several times each year from June to November. Hurricane information is issued by the National Weather Service and local TV and radio forecasters. When a hurricane warning is in effect, residents of Bogue Banks and low-lying coastal areas are frequently evacuated. Weather conditions may require that IMS be secured and that the dormitory be evacuated. These decisions will be made by the Director or his designee and communicated to IMS employees and students, and those who reside in the dormitory. If you leave the area for the duration of a storm, it is important to protect your personal property before leaving IMS since the staff will be very busy and unable to be responsible for personal items.

A sequence of activities is usually initiated by the shop staff during the approach of a hurricane. Research equipment that is outdoors must be secured against wind or moved indoors. Loose items that are of no value should be placed in the dumpster. Sensitive electronic equipment should be moved away from windows. During the last 12 hours before passage of a hurricane, trucks, boats, and other large pieces of equipment are usually moved close to the building and secured. Offers to help with the multitude of tasks is greatly appreciated by the Shop staff during this busy period.

The major points to remember about the University's adverse weather policy are during extreme weather conditions, employees must decide whether to come to work given the existing conditions not only in Morehead City, but in the employee's home community. Time missed from work due to adverse weather, including when the Director closes the Institute, must be accounted for within 12 months of when the leave occurred. Employees can make up the time or take it as vacation time. **When catastrophic or life-threatening conditions** such as hurricanes, tornadoes, floods or other disastrous circumstances occur, the Chancellor or his/her representative (Director of IMS) will determine whether or not to close IMS. Employees are not required to make up time missed during the **period declared hazardous**.

MISCELLANEOUS

Pets are not allowed in IMS buildings, shops, or dormitory rooms. Pets are allowed on IMS grounds only if they are under their owner's supervision and leashed, fenced or tied. This policy has proven necessary as a result of repeated problems with barking and flea infestations, a problem that is practically impossible to solve in a laboratory building where experimental marine animals are being maintained.

Smoking is not permitted within any IMS building by State law. As of January 1, 2008, University policy prohibits smoking within 100 ft. of any University building.

Parking within designated hard-surface areas is limited. Approximately 90 spaces are available in close proximity to Coker Hall and the Coastal Processes and Environmental Health wing. **Please park in designated parking areas only.**

Policy on Leave, Make-up Time, Tardiness is summarized below. The full policy is available at the UNC Office of Human Resources website: hr.unc.edu.

All employees must be at work, on time, each day. If for any reason an employee is unable to come to work or must arrive late, the employee is required to notify his/her immediate supervisor; not doing so is a cause for disciplinary action. Excessive, unplanned absences, including tardiness, are also cause for disciplinary action.

All permanent SPA employees earn sick and vacation leave. An employee must give his/her supervisor reasonable advanced notice of his/her intent to use sick or vacation leave. In the event of an emergency or other unplanned absence, the employee must notify his/her supervisor as close to the beginning of the work schedule as possible. If an employee has overdrawn his/her sick or vacation leave, leave may be advanced to the employee by his/her supervisor based on individual circumstances and organizational requirements. The maximum advancement is the amount that the employee could earn for the remainder of the **current calendar** year, and the employee must be in pay status for leave to be advanced. An employee who has a negative balance of sick leave or vacation time may be able to make up the missed time at the discretion of his/her supervisor. To keep from placing the employee in an overtime situation, make up work must be performed in the same week and only up to the amount of vacation or sick leave used during that week. Any negative balance that is not made up or advanced to the employee by the supervisor will be deducted from the employee's pay on an hour-for-hour basis. A negative sick or vacation leave balance cannot be carried over from one **calendar** year to the next; it must be deducted from the employee's pay on an hour-for-hour basis.

APPENDIX

CHECKLISTS AND EXAMPLES OF FORMS

UNC Institute of Marine Sciences New Employee Record		
Name:	PID#	
Street:	Home Phone #	
City:	State	Zip
IN CASE OF EMERGENCY NOTIFY		
Name:	Relation:	
Address:	Day Phone:	Night Phone:
PERSONAL		
Date of Birth:	Birthplace:	
Hire Date:	Marital Status:	
Phone Number:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Nearest Relative:	Address:	
EMPLOYEE'S SPOUSE		
Name:	Date of Birth:	
SSN#	Maiden Name:	
Address (if different):		
Employer:	Day Phone:	Night Phone:
Occupation:		
OTHER INFO: e-mail: _____		

Please update this sheet if your address, phone number or other information changes.

NEW EMPLOYEE USE AUTHORIZATION REQUEST
FOR BOAT - TRUCK - SHOP - LAB - OFFICE

Welcome to the Institute of Marine Sciences. This check-list will help you learn about us and assist you in becoming an authorized user of IMS equipment and services.

As part of your job duties during your stay at IMS will you.....

Operate university boats and trailers _____ NO

_____ YES - Before operating any boats or backing trailers contact, Joe Purifoy (IMS Boat Safety Officer) for certification as a boat user.

Participate in diving activities _____ NO

_____ YES - Before any diving is planned, contact Glenn Safrit (IMS Dive Safety Officer) for the required certification.

Operate university trucks or vans _____ NO

_____ YES - Complete the vehicle use authorization form and see Claude Lewis for training in vehicle sign-out and use procedures.

Operate general-use scientific equipment (autoclave - freeze dryers) _____ NO

_____ YES - See Lois Kelly/Hans Paerl for training in use of this scientific equipment AND complete a laboratory safety check-off sheet for your specific lab area.

Operate any Shop power or hand tools. _____ NO

_____ YES - Before using any shop equipment you must be checked out by one of the shop personnel. If you need help contacting them, ask at the front office.

Use Outdoor Ponds or Grounds for experiments. _____ NO

_____ YES - See Adrian Whichard before starting your project. Pond use must be arranged in advance.



If you will receive any salary while at IMS, there are personnel forms you must complete. See Judith Utley or Laura White in the front office for those forms.

If you expect to use our dormitory; receive mail; make phone calls; use the library or computers; or purchase items for your lab area, see Laura White at the front desk for an introduction to our systems and procedures.

INSTITUTE OF MARINE SCIENCES

VEHICLE USE VERIFICATION

I, _____, verify that I am a:
Name

- State employee
 Non-employee

and will be using university vehicles to conduct research and/or university business.

My signature below verifies the following:

1. I agree to operate University vehicles consistent with NC traffic laws, UNC and IMS guidelines, and in a safe and responsible manner. I have a valid driver's license (photocopy attached).
2. I have read the liability limits as shown below and acknowledge that I, as driver, will be personally responsible for damages in excess of those limits.
3. I have been informed that, if I am a non-employee, any personal medical expenses incurred as a result of my operation of a vehicle are not covered by any insurance coverage and that I am personally responsible for these expenses.
4. I have been informed that passengers who are not state employees but are in the state vehicle on university business are not covered for personal medical expenses as a result of accident UNLESS the driver is found at fault.
5. I understand that the driver of a state vehicle is personally responsible for any traffic or parking fines.

LIMITS OF LIABILITY

Within North Carolina. \$100,000 bodily injury & property damage, combined single limit, per person, per occurrence. \$5,000,000 limit per occurrence.

Outside North Carolina. \$1,000,000 bodily injury & property damage, combined single limit, per person, per occurrence. \$5,000,000 limit per occurrence.

Signature

Date

SHOP SAFETY CHECK-LIST

	Initials	Date
I. UNC Safety Manual	_____	_____
II. Trucks	_____	_____
A. Care		
B. Operation		
C. Sign out		
D. Credit cards		
III. Small Boat Checkout (Joe Purifoy)	_____	_____
A. Navigation/Rules of the Road		
B. Coast Guard Aux. Training		
C. Sign out		
D. Float Plans		
E. Trailering Boats		
F. Boating Skills		
G. Returning to Dock/Cleanup		
IV. Field gear	_____	_____
V. Trailers	_____	_____
VI. Chemical/waste storage	_____	_____
VII. Outside experiments	_____	_____
VIII. Dorm	_____	_____
IX. Grounds	_____	_____
X. Appearance	_____	_____
XI. Gasoline engines	_____	_____
XII. Safety Equipment	_____	_____
XIII. Salt water ponds - use and rules	_____	_____
XIV. MSDS Locations	_____	_____
XV. Shop equipment - use & rules	_____	_____
XVI. On call list	_____	_____

VEHICLE OPERATIONS

Must be completed by all vehicle operators

Vehicle operations are more than learning how to use 4-wheel drive. IMS vehicle policy states that all vehicles except truck 63 can be reserved in advance by anyone in half day increments. Truck 63 is the Faculty truck and can only be reserved in advance by a faculty member for his/her use. The Daily Log records individual trips and must be signed out by the actual person using the vehicle; this allows for follow-up when there is a problem such as a missing key. Mileage logs must be filled out as well as gas logs. We must be able to track what individual purchased fuel for a boat or truck. Claude Lewis will go over this procedure with you when he completes a vehicle operations check out with you.

I understand that whenever I am backing a trailer a ground guide (spotter) must be used.

Signature

Date

- _____ How to reserve a vehicle
- _____ Daily sign in/out
- _____ Mechanical Problems – Notify someone and email Adrian
- _____ Accidents, see package in glove box
- _____ Accidents not reportable to authorities must be reported to Maintenance
- _____ Clean vehicle, field use, ramp use
- _____ Credit card
- _____ Gas log
- _____ Mileage log
- _____ 4X4 operations
- _____ What to do if all vehicles are checked out or being repaired
- _____ Daily log/reservation log must be in operator's name
- _____ Equipment must be removed from the vehicle each day

SMALL BOAT OPERATIONS
Must be completed by all small boat users

Small boat operations is really a safety net that insures that boat users follow IMS procedures and are qualified and comfortable operating a small boat in coastal waters. Boat use is closely monitored to insure safe operation and that each boat and crew is accounted for at the end of the day. Joe Purifoy will explain this further as he gives you an orientation and takes each individual out in the field to evaluate your skill level and whether you need further training.

Items covered

- _____ Sign out procedure
- _____ Float plan
- _____ What is a float plan?
- _____ How to file a float plan
- _____ What information is required?
- _____ Trailers
- _____ Visual inspection
- _____ Hook up
- _____ Inspect lights
- _____ Safe operation
 - _____ Starting
 - _____ Breaking
 - _____ Turning
 - _____ Backing
- _____ A ground guide (spotter) shall always direct the backing of a trailer.
- _____ Report deficiencies on float plan; tell Joe and email Adrian. Deficiencies should be reported as soon as you return to IMS so that the trailer can be repaired before the next day.
- _____ VHF radio operations/cell phones

Field Test

- _____ OK to operate boat
- _____ Needs practice
- _____ Cannot operate a boat at this time

Instructor _____ Date _____

Applicant _____ Date _____

Cellular Phones	Revised 11/07
Blackbeard	910-619-0855
Davis, Stacy	725-1835
Fluellen, Wayne	241-3551
Lewis, Claude	241-5399
Purifoy, Joe	725-4221
Safrit, Glenn	241-7741
Whichard, Adrian	725-1836
Paerl Lab	725-0157
Peterson Lab	241-3692
IMS Phone	726-6841
Coast Guard Search and Rescue – Emergency Only	247-4581
Group Watch Officer	247-4570
NOAA Weather Forecast	223-5737
Cedar Island Ferry	225-3551
Minnesott Beach Ferry	447-1055

**UNC CHAPEL HILL SAFETY INSPECTION CHECKLIST
LABORATORY ENVIRONMENT**

PRINCIPAL INVESTIGATOR: _____ **Department:** _____

LOCATION: Bldg. _____ **Room #(s)** _____

During the inspection of the designated area, circle the correct answer at the end of each question. If the question does not apply, circle (NA).

BASIC LIFE SAFETY

Circle One

- | | | | |
|-------------------------------------------------------------------------------|-----|----|----|
| 1. Are corridors and exits free from obstruction? | Yes | No | NA |
| 2. Are exit signs illuminated and visible? | Yes | No | NA |
| 3. Are emergency instructions and telephone numbers posted next to telephone? | Yes | No | NA |

GENERAL

- | | | | |
|---------------------------------------------------------------------------------------------------|-----|----|----|
| 4. Is eye protection equipment available? | Yes | No | NA |
| 5. Are gloves available for work with chemicals? | Yes | No | NA |
| 6. Are laboratory coats worn when handling chemicals? | Yes | No | NA |
| 7. Are closed shoes (no open or canvas shoes) worn? | Yes | No | NA |
| 8. Are glass and sharps disposed of properly? | Yes | No | NA |
| 9. Is eating, drinking, etc. in lab prohibited? | Yes | No | NA |
| 10. Are safety precautions taken for physical hazards, such as high voltage equipment and lasers? | Yes | No | NA |

LABORATORY FACILITIES

- | | | | |
|-----------------------------------------------------------------------------------|-----|----|----|
| 11. Are laboratory hoods free of storage and obstructions? | Yes | No | NA |
| 12. Do hoods have a 100 fpm minimum face velocity? (see sticker on sliding sash) | Yes | No | NA |
| 13. Is eye wash/safety shower within 75 ft. of hazards? | Yes | No | NA |
| 14. Are "EYE WASH" and "SAFETY SHOWER" signs posted? | Yes | No | NA |
| 15. Are electrical cords free from damage or frays? | Yes | No | NA |
| 16. Is the total amperage for electrical equipment at each outlet within 20 amps? | Yes | No | NA |
| 17. Is a handwash facility available? | Yes | No | NA |
| 18. Are safety refrigerators used for flammables? | Yes | No | NA |
| 19. Are fire extinguishers inspected annually? | Yes | No | NA |
| 20. Are compressed gas cylinders supported? | Yes | No | NA |

HAZARDOUS CHEMICALS

- | | | | |
|-----------------------------------------------------------------------------------------------------|-----|----|----|
| 21. Is storage of flammables within limits (less than 10 gal. outside a flammable storage cabinet)? | Yes | No | NA |
| 22. Are containers of hazardous waste labeled properly? | Yes | No | NA |
| 23. Are chemical wastes stored in secondary containers? | Yes | No | NA |
| 24. Has the Laboratory Safety Plan been updated within the past 12 months? | Yes | No | NA |
| ▪ Update of laboratory personnel | Yes | No | NA |
| ▪ Designation of person responsible in absence of PI | Yes | No | NA |
| ▪ Update of hazardous materials or other changes | Yes | No | NA |
| 25. Are MSDS's available? | Yes | No | NA |
| 26. Have all employees received required training? | Yes | No | NA |

COMMENTS: _____

INSPECTOR: _____ **DATE:** _____

LINDQUIST LAB ORIENTATION CHECK LIST

ROOMS

- Coastal Processes 212 and 213
- Fisheries Research Laboratory 101
- Coker 184

GENERAL

- Read UNC Safety Manual Read
- Read IMS Policy and Procedures Manual

LAB-SPECIFIC GUIDELINES

Safety Equipment

- Gloves
- Eye protection
- Eye wash station
- Fire Extinguisher
- MSDS forms

Lab Equipment

- Solvents: storage and disposal
- Rotary evaporators
- UV lamps
- Speed vac concentrators
- Ultra-low temperature freezers
- High pressure liquid chromatography systems

OTHER

- SCUBA Diving Policies and Operations
- Boat Training and Trailering
- Credit Card use

Lindquist Laboratory

Laboratory Safety Plan for Materials and Equipment

Exposure hazards: While most solvents used in Lindquist's lab are relatively safe, chronic and/or acute exposures can harm your health if not used properly. Avoid exposure to solvent vapors by working in the fume hoods, and avoid spilling solvent on your body or clothing. Wear chemical-resistant gloves when handling solvents. **Never store food or drinks together with extracts – keep them in separate refrigerators.**

Fire hazards: Solvents represent a potential fire hazard; thus do not use a flame in a place where solvent vapors may be present. Do not store acids and organic solvent together – this is a fire hazard! Fire alarm switches are located in the hall outside Room 212. Know the location of the nearest fire extinguisher! Fire extinguishers are located in Rooms 202 and 205 and between rooms 212 and 213. A fire blanket is located in the hall just outside Room 204, and an Emergency Shower is located outside room 213.

Handling of solvents: Bulk 20L cans and 4L glass bottles of solvents for extractions, chromatography, partitions, etc., are stored in the flammable shed next to the shop. Four-liter glass bottles of these solvents are stored in the safety cabinets under the fume hood in Rooms 212 and 213. When the bottles are empty, refill them from the cans in the shed. Do not leave bottles or other containers of solvents sitting around the labs – they must be stored in the shed or the cabinets.

Disposal of solvents: All waste solvents should be poured into the 4L glass bottles clearly marked for waste solvents. Keep these bottles tightly capped. Dichloromethane (DCM) or solvent mixtures containing DCM should be kept in waste solvent cans designated for chlorinated solvents.

Storage of samples: Extracts in large quantities of solvents are not to be stored in the freezers. Remove most of the solvent from the extract by rotary evaporation before storing it in the freezer.

In the event of a solvent spill: Small spills should be soaked up with spill pick-up pillows located in Room 213, and then placed in a fume hood to vent the solvents. For larger spills, make sure all room ventilators are on, open some windows, and then close the door as you leave the room. Allow plenty of time for the solvent to evaporate and vent before re-entering the room.

Formalin: The sorting of formalin preserved samples should be done when adequate ventilation is available, such as in the fume hoods in Rooms 212 and 213 or outside.

Acid spraying: The spraying of a 50% solution of concentrated sulfuric acid is necessary to produce a visual charring of compounds on tlc plates. Spraying of acid should be done only in the fume hood in Room 205. Make sure the hood is running before spraying. Once the spraying is finished, wait 30 seconds for the hood to vent before reaching in to remove the tlc plate.

UV lamp: Our UV lamp has a protective shield, so look at your tlc plates only through this shield.

Silica gel: Silica gel for flash chromatography should be handled only in the hood because it can cause lung damage if inhaled. Dispose of the used silica gel in plastic container provided for this purpose.

Vacuum hazards: Freeze Drier/Speed Vacs – Always wear safety glasses when adding samples to, or removing samples from, the freeze drier or the Speed Vacs. Rotary evaporators – this apparatus also uses a vacuum to distill solvents, thus use only approved flasks that are not cracked.

Compressed gas cylinders: Cylinders of nitrogen and helium are stored next to the fume hoods in Rooms 212 and 213 and on the loading dock. These cylinders must be secured so they do not fall over. Be sure the main cylinder valve is off before removing the regulator. Empty gas cylinders must be marked "MT".

Ultra-low temperature freezer: Materials stored in this freezer are COLD (-80°C). Use the insulated gloves when removing your samples.

Drying ovens/Muffle furnace: This equipment presents a burn hazard. You should use fireproof insulated gloves or tongs to place items in or remove them from the ovens and furnace.

Disposal of glassware: Broken glass and used pipets should be placed in the containers clearly marked for disposal of these types of materials.

HPLC: The solvents used with the HPLC can be extremely volatile and flammable so do not allow solvent to leak from the system. Promptly clean up any spills.

MSDS Sheets/Health and Safety Manual/Lab Safety Plan: Can be found in the 3-ring binders above the HPLC in Room 213.

Tissue Grinder: When using the tissue grinder for extracting samples, always wear eye and ear protection.

Eye wash stations: Eye wash stations are located on the faucets in each laboratory.

First Aid Kit: The nearest first aid kit is located on the 2nd floor between the men's and women's bathrooms in Coker Hall.

Wet Lab: Keep water from collecting on the floor since it presents a potential hazard with electrical cords from heaters, etc., operating in the wet lab.

EMERGENCY NUMBERS:

Fire/Rescue/Police	911 or 726-3131
Poison Control	800-672-1697

In the event of an emergency, also call: Niels Lindquist – 726-3910

I, _____, have read and understand each section of this information sheet.

Date: _____

NOBLE LAB ORIENTATION

Safety Plans and Manuals

- Noble Lab Safety Plan, Lab Safety Manual, and Biohazard Manual
- IMS Boat Manual
- IMS Policy and Procedures manuals
- Lab Orientation via online at www.unc.eh.sedu
- Shipping training via online at www.unc.ehs.edu
- Formalin training via online at www.unc.ehs.edu
- Biohazardous Safety Level 2 training through Environment, Health and Safety
- Lab Worker Registration form
- Autoclave training (in-house)

Safety Equipment

- Fire Extinguishers
- Location of protective equipment
- Location and use of wash stations
- Location and use of emergency showers
- Broken Glassware disposal
- Disposal of hypodermic needles and sharps
- Chemical fume hoods
- Proper lab attire

MSDS Notebooks

- Location of MSDS in each lab
- Location of MSDS master copies
- Location of MSDS online via WWW
- Read and Understand MSDS

New Wing Information

- Lab Evacuation
- Keys to new wing and old wing
- Lab doors and cabinets

Chemical Safety

- Toxic and Non-toxic equipment and work areas
- Chemical waste
- Non-volatile chemicals and reagents
- Non-volatile organics
- Volatile organics: alcohols, ketones, aromatic compounds, xylenes, acetones, toluenes

- Use Area Survey Procedures
- Emergency Procedures
- Ecolume Waste
- Organic Cocktail Waste
- Waste Disposal

Daily Lab Maintenance

- Cleaning and storing glassware and bottles
- Balances
- pH meter
- Computers/ printers
- Nanopure and RO water
- Ordering supplies/ Ordering gas tanks
- Purchasing card orders
- Supply room
- Field Equipment Storage
- Lab shut-down

IMS Procedures

- Office supplies
- Trucks and boats
- Truck credit cards
- Shop work orders
- Telephones
- Computers/Printers

Signature Date

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Paerl Laboratory
Safety Plans and Manuals

- Paerl Lab Safety Plan
- Paerl Lab Radiation Safety Manual
- IMS Boat Manual
- IMS Policy and Procedures manuals

Safety Equipment

- Fire Extinguishers
- Location of protective equipment
- Location and use of wash stations
- Location and use of emergency showers
- Broken Glassware disposal
- Disposal of hypodermic needles and sharps
- Chemical fume hoods
- Biological safety hoods

MSDS Notebooks

- Location of MSDS in each lab
- Location of MSDS master copies
- Read and Understand MSDS

General Lab Safety

- Lab Evacuation
- Location of keys
- Food in laboratories
- Proper lab attire
- Lab doors and cabinets

Chemical Safety

- Location of Rad and safe sinks
- Toxic and Non-toxic equipment and work areas
- Chemical waste
- Non-volatile chemical and reagents
- Non-volatile organics
- Volatile Organics: alcohols, ketones, aromatic compounds, xylenes, acetones, toluenes
- Biohazardous and Carcinogenic substances
- Gases and Gas tanks
- Chemical labeling and sample labeling

Radiation Safety

- Radiation Safety Officer
- Authorized Users
- Use Area Survey Procedures
- Emergency Procedures

- Waste and Waste Disposal

Daily Lab Maintenance

- Cleaning and storing glassware and bottles
- Balances
- pH meter
- Computers/ printers
- Nanopure and RO water
- Ordering supplies/ Ordering gas tanks
- Purchasing card orders
- Supply room
- Field Equipment Storage
- Lab shut-down

IMS Procedures

- Office supplies
- Trucks and boats
- Truck credit cards
- Shop work orders
- Telephones
- Computers/Printers

Printed Name

Signature	Date
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Peterson Laboratory Orientation Check List

- I) Safety
 - A) Read safety plans:
 - i) read UNC Laboratory Safety Manual
 - ii) read safety plan for Peterson's laboratory rooms
 - iii) read UNC-IMS policy manual
 - iv) read UNC-IMS manual for small boat operation and safety
 - B) Sign form stating you have read required material (give to administrative manager, Judith Utley)
 - C) Listen to lab safety lecture and sign form for lecture
 - i) learn locations of protective safety gear, first aid kit, hospital, eyewash, safety shower, chemical spill kit, MSDS sheets, fire extinguishers
 - ii) learn procedure in case of fire
 - iii) learn proper technique for use of formaldehyde
 - D) Notify lab coordinator if you cannot swim
 - E) Update your vaccinations (i.e., tetanus)
- II) See Laura White to fill out employee forms, tax forms, and to present proof of citizenship or acceptable visa
- III) If you are to drive university vehicles see Claude Lewis for training and approval
- IV) If you will be using SCUBA, see Glenn Safrit (Dive Safety Officer) for approval
- V) If you will be running boats, see Joe Purifoy (Boating Safety Officer) for approval
- VI) Aquaria, tanks, upwellers, and ponds
 - A) Do not use any preservatives or toxic chemicals in the wet lab
 - B) Do not change anything in tanks etc. without checking with person who is using them.
 - C) Do not adjust water inflow without consultation with person using the tanks etc.
 - D) Adjusting water to ponds and main valves to outdoor tanks can only be done by shop personnel
- VII) Training for equipment use:
 - A) Use of shop equipment requires approval from shop personnel
 - B) Peterson lab equipment training:
 - i) Laboratory – microscopes and light sources, centrifuge, computers, ovens, freezers, lab-owned tools and power tools

ii) Field – suction device and pressure pump, sea cat, YSI, Hobo-temps, refractometer

VIII) Credit cards – be instructed on proper use of credit cards (gas and Visa). Sign and submit form acknowledging instruction.

PIEHLER LAB SAFETY PLAN

Safety Plans and Manuals

- Pehler Lab Safety Plan
- IMS Boat Manual
- IMS Policy and Procedures manuals

Safety Equipment

- Fire Extinguishers
- Location of protective equipment
- Location and use of wash stations
- Location and use of emergency showers
- Broken Glassware disposal
- Disposal of hypodermic needles and sharps
- Chemical fume hoods

MSDS Notebooks

- Location of MSDS in each lab
- Location of MSDS master copies
- Read and Understand MSDS

Lab Information

- Lab Evacuation
- Keys
- Food
- Proper lab attire
- Lab doors and cabinets

Chemical Safety

- Toxic and Non-toxic equipment and work areas
- Chemical waster
- Non-volatile chemical and reagents
- Non-volatile organics
- Volatile Organics: alcohols, ketones, aromatic compounds, xylenes, acetones, toluenes
- Biohazardous and Carcinogenic substances
- Gases and Gas tanks
- Chemical labeling and sample labeling

Radiation Safety

- Radiation Safety Officer
- Authorized Users
- Use Area Survey Procedures
- Emergency Procedures
- Ecolume Waste
- Organic Cocktail Waste
- Waste Disposal

Daily Lab Maintenance

- Cleaning and storing glassware/bottles
- Balances
- pH meter
- Computers/ printers
- RO water
- Ordering supplies/ Ordering gas tanks
- Purchasing card orders
- Supply room
- Field Equipment Storage
- Lab shut-down

IMS Procedures

- Office supplies
- Trucks and boats
- Truck credit cards
- Shop work orders
- Telephones
- Computers/Printers

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Rodriguez Lab Orientation Room 123

- ___ 1. Lab Safety Manual
- ___ 2. Policy and Procedures Manual
- ___ 3. Safety Plan
 - Gloves and glasses
 - Eyewash and safety shower
 - Food area
- ___ 4. MSDS
- ___ 5. Reagents
 - Chemicals and storage
 - Safety hood
 - Disposal
- ___ 6. Equipment
 - CILAS
 - Skill saw
- ___ 7. In case of emergency or accident, please notify lab safety coordinator or Tony Rodriguez.