



UNIVERSITY OF MARYLAND

Department of Animal & Avian Sciences Business Office Handbook

Animal Sciences Center
Room 3101
College Park, Maryland 20742-2311
(301)405-1371
www.ansc.umd.edu

Current Departmental Duty Assignments

Department Employee	Title/Duty Assignment(s)
Dr. Richard Erdman	Department Chair
Dr. Mark Varner	Undergraduate Program Coordinator
Dr. Inder Vijay	Graduate Program Coordinator
Gary Lapanne	Director of Administrative Services AGNR Business Office Liaison ORAA Liaison Travel Liaison Department Telecommunications Representative
Janice Barber	Business Services Specialist Account Coordinator Terrapin Trader Liaison
Dr. Angela Black	Coordinator (Staff-Veterinarian of Animal Care)
Lindsay Callahan	Coordinator (Assistant Animal Care) Farm Manager
Clare Capotosto	Administrative Assistant II Key/Key Card and Building Access Coordinator
Libby Dufour	Coordinator (Student Services) Classroom and Conference Room Coordinator
Kiera Finucane	Coordinator (Dairy-Beef Extension Activities)
Sheryl Grey	Accounting Associate Payroll Coordinator
Caitlin Hall	(Dark Room)
Manju Masson	Research Specialist (Graphics Lab)
Kim Montague-Smith	Executive Administrative Assistant I Parking Coordinator Office Supply Coordinator
Telmo Oleas	Research Associate (Ultra Low Freezers)

Sandra Owens	Research Specialist (Autoclave and Dishwasher)
Liliana Piperova	Research Specialist (Air Gas)
Pamela Ricks	Coordinator (Information Technology)/ Web Manager
Carlos Sanchez	Manager Computer Services Departmental Data Representative
Tim Shellem	Lab Scientist IV Biological & Chemical Hygiene Committee Rep. Safety Compliance Officer
Edith Silvious	Administrative Assistant II Graduate Program Office Coordinator
Nikki Thompson	Faculty Research Assistant (Water System, Ice Builders)

New Employees

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

Please go to the **New Employees** section of the University Human Resources web site <http://www.uhr.umd.edu/> and follow the **New Employee Checklist** with links to necessary forms and information. This Checklist will be referred to several times in the Handbook. (New Faculty members can follow the Faculty link to “Getting Started at the University of Maryland” which is tailored to Faculty.)

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 in 1137, the mailroom. Once you are in the payroll system, you will need to get a University Directory ID and set up your email. Each of these steps is described here. See Payroll & Benefits below to get started.

University New Employee Orientation

We highly recommend attending the University New Employee Orientation. The new employee orientation is offered once a month and is an all day session. Once you

have your University Directory ID, you may register by going to the New Employees section of the University Human Resources web site <http://www.uhr.umd.edu/> to the New Employee Checklist and following the New Employee Orientation link (which takes you through Training at Maryland, UM Classroom Training, then New Employee Orientation.)

Payroll & Benefits

New Employees – Getting on Payroll

To be placed on payroll, see the Payroll Coordinator (Sheryl Grey) in the Business Office, room 3101 and complete the appropriate forms. You will need to bring your driver's license and Social Security Card (or Passport and travel papers.) Go to the New Employee Checklist in the New Employees section of the University Human Resources web site <http://www.uhr.umd.edu/> for links to the following forms that you can download and fill out in advance of meeting with the Payroll Coordinator.

Under Human Resources:

Employee Data Collection Form

Under Payroll:

W-4

I-9 (Do only part 1)

Direct Deposit

(The Payroll Coordinator will also provide a form to request a University of Maryland photo ID card, see below.)

Paychecks

Employees receive their paychecks by direct deposit and pay stubs are placed in the mailboxes in room 1137. (Employees are encouraged to opt for electronic monitoring of their paychecks by going on line and suppressing the paper version of their pay stub.) Payday is every other Friday. If you are not on the direct deposit system yet, your live paper check will be available for pick up on payday starting at 8:30 AM in the Business Office, room 3101. Employees who work off campus and not on direct deposit will receive their paper checks by first class mail.

Time Reporting

Faculty, Faculty Research Assistants, and Contract Employees:

All Faculty, Faculty Research Assistants, and Contract Employees are required to fill out a faculty duty day "D-Day" Report every three months and turn it into the Business Office. This form is available at <http://www.ares.umd.edu/> through the PHR Time Entry link.

Faculty Leave

Faculty should inform the Department Chair in advance (by email) when they will be using Annual Leave. Go to the New Employees 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 away for an extended period (more than one day) arrangements should be made to alert 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 administrative assistant 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.

Exempt Staff

Exempt staff members report time, annual and sick leave, and personal days, using the University's Electronic Timesheets System. See Time Entry: Exempt (How to Complete) in the Human Resources portion of the New Employee Checklist.

Non-Exempt (Salaried and Hourly) Employees

Non-Exempt staff members and Hourly employees report time, annual and sick leave, and personal days, using the University's Electronic Timesheets System. See Time Entry: Nonexempt (How to Complete) in the Human Resources portion of the New Employee Checklist.

All employees must complete a Leave Request Form when requesting to take annual leave. These requests are emailed to the supervisor for approval. The leave request form is available at <http://www.ansc.umd.edu/> through the Faculty and Staff then Administration links

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. The current departmental minimum pay for student employees is \$7.00/hour. To pay a student more than \$8.75/hour requires the completion of the student wage exemption form. Both forms are found at <http://www.ansc.umd.edu/> through the “Faculty and Staff” then “Administration” links.

Tuition Remission

All regular employees working at least 50% of full time are eligible for tuition remission benefits through the University of Maryland. 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 please go to the Tuition Remission Benefits and Guidelines in the Human Resources portion of the New Employee Checklist.

The tuition remission form is on line. The payroll coordinator can help you with the procedure. The deadlines for completing the form are posted on the business office door, and 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 or you may not get reimbursed.

Retirement/Supplemental Retirement Plans

If you are a faculty member or are in an administrative position, the State of Maryland offers a Teacher’s Retirement Plan or an Optional Retirement Plan. If you do not select the teacher’s pension system, you need to sign an election not to participate form. If you are a staff member you are eligible to join MD State Retirement and Pension System and contribute to a Supplemental Retirement Plan. Employee contributions to Supplemental Retirement Plans are on a pretax basis. If you are interested in supplemental retirement, the forms and books are located in the business office. More information on the State Retirement and Pension System can be found by clicking on the Employee Benefits health care & retirement info link at <http://www.uhr.umd.edu>.

Health Insurance

Faculty, staff, and graduate students are entitled to health insurance through the university. 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 have to wait for open enrollment (once a year). Employees with a temporary social security number are not eligible for health insurance; a permanent social security number is needed. 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> through the Employee Benefits health care & retirement info link to Benefits Offered.

Building Security

Access to Animal Sciences Center, Building 142

The Animal Sciences/Agricultural Engineering building that houses the Department of Animal and Avian Sciences is Building #142. Wing 1 (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 Regent 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 the Department of Public Safety at 4-4444.

The form to request access authorization can be found at <http://www.ansc.umd.edu/> through the Faculty and Staff then Administration links. Completed forms should be submitted to the Building Access Coordinator (Clare Capotosto).

Keys

The form to authorize building access is also used to request keys. It is found at <http://www.ansc.umd.edu/> through the Faculty and Staff then Administration links. Completed forms should be submitted to the Building Access Coordinator (Clare Capotosto). For key problems after hours, call the Department of Public Safety at 4-4444.

Individual Rooms with Electronically Controlled Access

A few rooms in the building, such as the computer teaching lab (0473), the graduate student computer lab (0471), and the Reading Room (0467) have card reader access and alarm systems. An authorized key card is always 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. A form obtained from and signed by the department's Payroll Coordinator and a photo ID are required.

Communication Services

E-mail Accounts

Mail@umd is the e-mail service offered at the University. Students, faculty and staff affiliated with the University sign up for these accounts, after being entered into the payroll system. Go to E-Mail Account in the New Employee Checklist at <http://www.uhr.umd.edu>.

If you need additional assistance, call 5-1500 the Help Desk at the Office of The Information Technology (OIT) or the department's Manager of Computer Services (Carlos Sanchez) at 5-2921.

Department Email Reflectors

The reflectors are used to email a particular group within the department. Make sure the Reflector Coordinators have your correct email address in the reflector.

<u>Reflector Name</u>	<u>Department Recipients</u>	<u>Reflector Coordinator</u>
ansc-fac@umd.edu	Faculty	Kim Montague-Smith
ansc-staff@umd.edu	Staff	Kim Montague-Smith
ansc-facstaff@umd.edu	Faculty & Staff	Kim Montague-Smith
ansc-gradstudent@umd.edu	ANSC Graduate Students	Edith Silvius
ansc-undergrad@umd.edu	ANSC Undergraduate Students	Libby Dufour
ansc-adjunct@umd.edu	ANSC Adjunct Faculty	Kim Montague-Smith
ansc-extfac@umd.edu	Extension Faculty	Kiera Finucane
ansc-emeriti@umd.edu	Emeriti	Kim Montague-Smith

Telephones –

To report a problem with your telephone, call 5-4400. The Voice Mail User Guide can be found at <http://www.oit.umd.edu/units/nts/brochures/vmail/>

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. Occasionally, personal calls will inadvertently be made on university telephones. All charges for personal calls on university telephones, including long distance charges and message unit charges, are to be reimbursed. Each faculty and staff member is expected to review telephone bills for telephone(s) assigned to them to ensure that university telephones are being used for university business and that charges for personal calls are reimbursed to the department. Telephone bills are reviewed periodically by the departmental telecommunications representative (DTR) (Gary Lapanne) to ensure that this policy is being followed.

Departmentally Funded Telephone Service

Telephone service represents the single largest operating budget expense to the department. Bills for telephones that are provided for general use in areas such as the animal wing or other areas, and telephones in unoccupied offices are reviewed frequently.

The department policy is to provide a desk or laboratory 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 monthly service and long distance charges for these telephones. Employees using these telephones are encouraged to carefully monitor their use of long distance services to ensure appropriate use and to prevent excessive use. Telephones are not provided for graduate students, faculty research assistants and associates or other employees 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 monthly service and telephone rental charges. Charges for message units, long distance, and special telephone service is paid from individual faculty member accounts.

Activation and Installation of Telephones

If you need telephone service activated, please see the Department Telecommunications Representative (DTR) (Gary Lapanne). You will need to provide the room and jack number to be activated within the room. 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. Telephone installation is notoriously slow prior to and during the start of the Fall Semester. The department, if the monthly service charge is to be paid for by the department, will pay charges for initial installation of telephones. 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 needs to be activated. If you need a data jack activated, please see the Department Data Representative (DDR) (Carlos Sanchez). 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. The department, if the monthly service charge is to be paid for by the department, will pay charges for the initial installation and activation of data jacks. However, charges for changing existing service, even if the department pays for the monthly service charge, will be paid from faculty accounts.

Department Policy on Computer Maintenance and Purchases

Computer Maintenance

The Manager of Computer Services (MCS) (Carlos Sanchez) 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 UM Inventory Tag and are in the Animal Sciences Building Complex at College Park and used for University of Maryland 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 UM 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 MCS. These machines will have a lower priority for repair than those kept at a person's desk. Non-University owned equipment will not be maintained or repaired except for the following: If a machine resides on a desk in the Animal Sciences Complex for an extended length of time and is being used for department business, the department will connect the machine to the campus network and, if appropriate, the department server as long as antivirus software is maintained as cited below.

Antivirus Software

In order to ensure that disruption of the department network is minimized from computer viruses, users of any machine (UM or personally owned) connected to the department network are expected to maintain current anti-virus software; otherwise machines will not be connected to the department network. The MCS will maintain a web page with hotlinks to campus site-license office and who-to-contacts for home computer questions. Instructions on how to update virus software will also be provided for both Norton and McAfee anti-virus software.

Computer Software-General

All software must be legally purchased software used for University of Maryland activity in order for it to be installed or maintained by the MCS. Only campus supported e-mail clients will be installed or maintained by the MCS. No personal software will be

installed or maintained by department computer support staff. Any software unrelated to university responsibilities such as games, investment packages and so forth are excluded from support by the department's MCS.

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, especially maintenance involving physical repair such as replacement of electrical components. Certain types of hardware, regardless of age, generally do not merit the time and effort associated with repairs. For example, it is not cost-effective to spend time repairing inkjet printers with a new purchase price of \$200 or less as typically the cost of repair is equivalent to, or greater than, the purchase price of a new printer. In instances like this, the Manager will indicate to the user of the most cost effective means to solve the problem.

Computer hardware that is functioning and still serves its original intent can and should be retained by individual faculty, but the department will not make efforts to maintain, repair, or backup files on what is considered obsolete equipment. If the obsolete equipment is on the network, the CMS can arrange for backing up files provided equipment is still functional. Once obsolete equipment does not function, no department resources will be expended on their repair.

Definition of Obsolete Equipment

Based on current university guidelines, any computer older than 5 years are considered obsolete. The department provides only limited support for Macs.

Hardware Repairs

The method by which hardware problems are diagnosed and repaired is dependant 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 (Business Office, MCS, Undergraduate Office, etc.). Computers received from Federal Surplus are gotten on an "as-is" basis, and if sufficiently old, will be treated as obsolete equipment. The Graphics Lab has a separate budget as does the MCS for specialized equipment used in the department.

Warranties on New Personal Computers

We strongly encourage individual faculty and department staff to purchase PCs with at least a 3-year warranty if available. All warranty information should be kept with the faculty member to assist with repairs during the warranty period.

Policy on Room 0471(Graduate Computer Lab)

This lab is available 24 hours a day, 7 days a week for department faculty, staff, and graduate students via card reader access using the individual's university ID card. At least twice a year, at the beginning of fall and spring semesters, the list of individuals with access to Room 0471 will be reviewed and individuals who are no longer affiliated with the department will be dropped from the access list. Students must request access via the Director of Graduate Studies (Inder Vijay) or their advisor. No distinction is made between ANSC graduate students and students in other graduate programs with a thesis advisor in the department. Faculty may arrange for an undergraduate or a graduate student outside the department to use room 0471, but the beginning and ending dates must be included with the request. (There is to be no food or drinks near machines in room 0471. Ignoring this policy could get your privileges revoked.)

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. However, faculty outside the department may only have access Monday-Friday unless a special request is made. Graduate students can receive card reader access but only during normal business hours Monday-Friday, but not when classes are in session (unless permitted by instructor). Faculty may choose to arrange for a class to have access during Monday-Friday business hours with a beginning and ending date.

Room 0473 may be reserved for weekend use by (1) reserving time with the Classroom and Conference Room Coordinator (Libby Dufour).

This lab may be reserved for use by outside groups if appropriate to the mission of the College of Agriculture and Natural Resources. Arrangements for card access during the weekend or evening hours should be made one to two weeks in advance through the department Building Key/Access Coordinator. The computer teaching lab remains open during the day as long as a faculty member, graduate student or staff member is present to monitor the lab. Teaching assistants are welcome to arrange their office hours in the lab, even if only during a few weeks of a given semester. This allows the lab to be open to all students (graduate and undergraduate) during these periods.

The MCS is responsible for all software located on both the server and individual workstations in Room 0473. No one other than the Manager will install software on machines located in Room 0473. Faculty should arrange software installation through

the MCS well in advance of the anticipated needs to ensure that software is performing as expected, and potential bugs in software are diagnosed and repaired prior to use of software in teaching programs. Space on the server can be arranged for a faculty member who needs it, or even for a student with a relevant assignment.

Anyone including students, staff, and faculty found abusing equipment, printing excessive files or playing games while others are waiting may find themselves barred from use of 0473 outside required class hours. (There is to be no food or drinks near machines in room 0473. Ignoring this policy could get your privileges revoked.).

Faculty Workstation Deployment Funds

The campus provides a limited pool of dollars for the purchase of computer equipment for department faculty through its Workstation Deployment Program (WDP). The department's goal is to provide WDP funds and additional departmental funds (depending on availability) toward the purchase of a new computer once every three years for each faculty member. The department chair will maintain the list of faculty eligible for such subsidies and Workstation Deployment funds will be made available on a rotational basis to individual faculty to purchase a new computer. Funds required to purchase a computer above those provided by WDP and departmental allocations will be the responsibility of the faculty member.

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. All graduate students and staff have access to community rooms 0471 and 0473. Funds for purchase of computer equipment for staff members working in general support roles for the department such as administrative assistants, staff members in the business office, graphics lab, MCS, and others will be from department sources.

Purchasing Services

Obtaining a University of Maryland Purchasing VISA Card

Most purchases through the university are now handled through University of Maryland 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. To obtain a university purchasing card you will need approval of your supervisor. Go to Purchasing Card in the New Employee Checklist. Before you can receive the purchasing card, you will attend a purchasing card training class. You will be notified about the arrangements for this class after they process your request.

Every month cardholders reconcile their accounts at <http://www.ares.umd.edu/> by following the Procurement and Procurement Cary Management System links.

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 \$5,000. Fill out a requisition form and return it to the department's Account Coordinator (Janice Barber) in the business office.

Miscellaneous Reimbursements

A miscellaneous 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 miscellaneous reimbursement, can be obtained from the department's Account Coordinator. Receipts are mandatory.

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 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 UMCP; or conferences, convocations, and other special events which are on behalf of, or substantially involve non-UMCP 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.

Office Supplies

The department provides general office supplies such as paper, pencils, tape, folders, etc. to faculty and staff to support their program activities from a departmentally maintained supply room. Supplies of major items such as printer toner, printer cartridges, etc. are maintained but charged back to individual faculty accounts. See the Office Supply Coordinator (Kim Montague-Smith) to obtain supplies.

General Services

Photo Copy Card for University Libraries

All campus libraries are equipped with photocopier machines that accept copy cards that can be purchased using either personal funds or if for department business, university funds. Charges for photocopying are lower using a copy card than using coins. To obtain a copy card using university funds, fill out an Animal and Avian Sciences Requisition form with the amount that you want to put on the copy card for the libraries. Bring this form to the ANSC Business Office and they will give you an internal service request form that you can take to the library to obtain the copy card.

Space Assignments

The department chair, (Richard Erdman) 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 and teaching programs. Room assignments in the animal wing and the campus farm will be made by the department chair upon the recommendation of the department's animal care coordinator. (Dr. Chris Romines). Requests for keys and or room access will be acted on only after confirmation by the department chair. The space assignment form is in the appendix.

Fax Machines

Department faxes are to be used only for university business. Two fax machines are accessible to all department employees. The fax machines are in:

Clare Capotosto's office	(Room 1409)	Fax number: (301) 405-7980
Edith Silvious' office	(Room 2113)	Fax number: (301) 404-9059

Copy Machines

The department maintains copy machines in the mailroom (Room 1137) in Wing 1. One machine is exclusively for use by Administrative Assistants. Copier codes are obtained from the Key/Key Card and Building Access Coordinator (Clare Capotosto). She also provides help and paper restocking as needed.

Sending a Package/Letter by FedEx

Anyone using Federal Express services needs to have their own FedEx account that can be set up by calling FedEx at (800) 463-3339. Set up the account using your University purchasing credit card. Federal Express and UPS drop boxes are located in various locations around campus or you can call to request a pick up.

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). Student parking registration is handled through the Department of Transportation Services located in the Regent Drive Garage. Permits are paid for by Payroll Deduction on a pre-tax basis. Permits are renewed every 2 years.

Overflow Parking

Parking permits assign the holders to an area, but do not guarantee a parking space in the assigned area. If all spaces are taken in an assigned lot, permit holders may park in faculty/staff overflow areas: K, P, Z, or numbered lots 1, 2, 4, 6, 9, 11 and 16.

Retirement and Termination Procedures for Parking Permits

Employees must turn in their parking permit to the Department of Transportation office in the Regent Garage and cancel their Payroll Deduction. Failure to do so will result in continued charges by the state whether you are still on payroll or not. Faculty and staff members who are planning to retire or terminate their employment with the University are encouraged to cancel their parking permit two (2) weeks prior to departure and receive a temporary permit for the remaining weeks. For Retirees, this temporary permit is free of charge.

Visitor Parking

Parking on campus is difficult for visitors and every effort should be made in advance to advise them about parking procedures. Campus visitors are only permitted to park in cashier attended visitor lots or at metered spaces. At all other locations, they will be ticketed. There is a visitor lot located 1 block east of our building (Paint Branch Visitor Parking Lot) where the department will validate parking for guests of the department. This would include participants in department business or activities such as seminars, workshops 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.

Parking Violations

Occasionally guests of the department receive citations for parking violations. The Department of Transportation Services can be petitioned to waive a ticket; the instructions for this procedure are on the citation envelope.

Housekeeping and Building Maintenance

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 extension 5-2222.

Cleaning

The University housekeeping staff from Facilities Management clean the bathrooms, remove the trash in trash receptacles, and sweep, mop and wax the floors of the bathrooms and halls. They will empty the trash from offices, unless otherwise instructed. They do not enter laboratories. Trash 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 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 Janice Barber in the business office. Please give her the details of what needs to be done, what rooms are involved, and to what account you are charging the work.

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 and hire a student to do the painting instead. The department maintains a supply of antique white paint and the necessary equipment. See Janice Barber in the business office.

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.

Disposal of Surplus Property

Disposal of usable surplus property is handled by the Terrapin Trader Liaison (Janice Barber). A portion of the proceeds from sales through Terrapin Trader comes back 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 University of Maryland inventory number. The exception to this policy are furniture and computer equipment.

Furniture must be released into surplus (or give away) by the Director of Administrative Services (Gary Lapanne). It may be retained by the department, if it is usable. If it is deemed surplus, contact Janice Barber with the inventory number.

Computer equipment must be released into surplus (or given away) by the Manager of Computer Services (Carlos Sanchez). It may be redistributed to others in the department. Redistribution is handled through the Department's Computer Committee. If it is determined that the computer equipment will go to Terrapin Trader, the equipment should be placed in Room 0131.

Report to the 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.

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/waste/login.cfm>.

Air Gas

Only cylinders credited to the department by Air Gas (CSA's) will be used for industrial grade gases. We have access to cylinders from Air Gas that were 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. We currently have 12 retrofitted cylinders for medical grade carbon dioxide used by several labs in cell and tissue culture research.

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) will house carbon dioxide, compressed air, oxygen, helium, and nitrogen cylinders. Room 0184 (Pool #2) will house 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 each pool. Only the cost of the gas will be charged to individual laboratories. Individual labs have always paid for their own gases so this is not really a change in policy.

A system has been established with Air Gas to automatically refill tanks from the department pools, so that the following number of full cylinders, in addition to the ones in use, will be available at any time: CO₂ (4), N₂(4), He (2), H₂ (2), and Compressed Air

(2). This eliminates the need for each individual laboratory to store extra full cylinders, reducing the total need for cylinders in the department.

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 tagged 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 those 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 (Liliana Piperova) 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 Log records posted in the storage rooms. Again, the department will no longer pay demurrage charges for laboratories.

Travel Approval Request Form

Before traveling, submit a Travel Request Form to Janice Barber in the business office. Anyone traveling out-of-state or traveling in-state and claiming lodging expenses, that desires reimbursement, must submit a travel request to Janice Barber and receive approval prior to traveling in order to be reimbursed. Once the request is approved by the university, Janice will provide the traveler with a Trip Number. Until this Trip Number is received, travel is not approved. The travel approval request can be found on the department web site under the Administration link on the Faculty & Staff page, <http://www.ansc.umd.edu/directories.cfm>

Motor Pool

The University has state cars available from the Motor Pool for use on university business. All drivers must initially complete a "University Driver Acknowledgement Form" available at <http://www.dbs.umd.edu/motor/services.php> Forms will be kept on file in the business office for the duration of employment. Motor Pool reservations are made at <https://www.dbs.umd.edu/Motor/>

Travel Expense Statement

For reimbursement for travel expenses, complete a Travel Expense Statement available on the department web site under the Administration link on the Faculty & Staff

page, <http://www.ansc.umd.edu/directories.cfm> . Receipts are required for all expenses, except meals at the per diem rate, (breakfast = \$8.00, lunch = \$10.00, and dinner, \$23.00). Submit completed expense form with receipts attached to 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: