

Questions? Who can help me with this? Here are some pointers!

Noreen King, extension 4150, room 227

Graduate student information and file maintenance/Fax/Copy Code #'s
Motor pool requests for field trips/Petty cash reimbursement
Anatomical donations/Cadaver presentation information

Jennilee Overocker , extension 2809, room 227

Copying requests for lectures & labs/Bengal card access
Course Evaluations/Copy Code #'s/Fax
Travel requests & reimbursements/Collects Syllabi
Parking Passes/New Publications

Pam Christensen, extension 2758, room 202

Undergraduate File Maintenance/Key Requests
Web site management/Payroll/Newsletter data entry
Change of Major & Advisor/Room Reservations
AV equipment (lock-up)/Copy Code #'s

Shauna Chlarson, extension 4469, room 210

Purchasing/Office supplies/Printer cartridges
Cell Phones & phone cards check-out
Maintenance Requests/Telecom Requests

Kade Beorchia, extension 5761, room 210

Accounting/Track start-up for new faculty/Grant activity information
Request for new account and example (after grant approval)
Grad student research account maintenance

Mary Ann Stoll, extension 4418, room 192

Ordering and prep of lab materials for teaching labs
Safety Issues/Hazardous Waste/Ice Machine (3rd floor)

Sandy Mitchell, extension 2145, room 227

Contracts/Curriculum
Course Schedule
Anything else associated with the Biology Office

Forms available in main office:

Add/Drop Cards/Copy Requests
Blank Schedule Forms/Mileage Report Forms
Travel Reimbursements/Travel Authorizations/Travel Information Sheets

Change of Grade Forms

Emergency Phone Number Forms (to be filled out before going into field)

Room access, keys – Several rooms in the building are accessed using your Bengal card. These include the ultra low freezer room (255), the computer lab (205), the EM suite (146, 147, 150), the Molecular Research Core Facility (460), and the radioisotope lab (444). See Jennilee to have your Bengal card added to the system for any of these rooms you need to access.

FAX machine – This is located in the Biology Office. [ISU business only] **Mail** – Mail is picked up twice a day from the Biology Office. Postage for outgoing mail that is Departmental business can be charged to the Department account by putting ‘CD006’ as the Department account number. **Phones** – The Department is using calling cards for long distance calls. Check with your advisor, who is responsible for obtaining calling cards from the stockroom.

Research Facilities

Greenhouse Facilities – Sunshine Denney (dennsuns@isu.edu)

Animal Care Facility – Mia Nettik (nettmia@isu.edu)

Molecular Research Core Facility – Erin O’Leary/Jepsen (oleaerin@isu.edu)

CERE Analytical Laboratory – Nancy Huntly (huntnanc@isu.edu)

Light & Electron Microscopy – Shawn Bearden (bearshaw@isu.edu)

Barton Road Ecological Research Area – 65 acre research area close to campus.

Richard Inouye (inourich@isu.edu)

O’Neal Ecological Reserve – research area south of Pocatello that includes riparian areas along the Portneuf River and upland sagebrush steppe.

Richard Inouye (inourich@isu.edu)/Sandy Mitchell (mitcsand@isu.edu)

Department Computer Lab – computers in this room are available for research use when it’s not being used by classes. See Computer Lab Guidelines (on Dept. web page).

Research Funding

GSRSC – Graduate Student Research & Scholarship Committee issues a call for proposal each semester. Funding amounts range up to \$1,000. Guidelines are available at <http://www.isu.edu/research/gsrsc.shtml>

Office of Research – Dr. Pamela Crowell (Vice President for Research) will sometimes provide travel funds for students who are presenting at meetings and publication costs.

Sigma Xi – This scientific society (which students are eligible to join) funds student research to members and to non-member students if the student’s advisor is a member.

Safety

Laboratory Safety Data Sheets

All laboratories should have Material Safety Data Sheets for any hazardous materials in the lab. These sheets indicate the dangers associated with any hazardous materials, and they indicate appropriate first aid in the event of exposure or contamination. These sheets should be easily accessible. Know where they are, and know what the appropriate first aid measures are in the event of exposure to whatever chemicals are in the laboratories where you work.

In addition to the MSDS forms appropriate for the specific chemicals in your lab, Mary Ann Stoll has a number of written safety procedures that may be relevant to your work.

Field Safety

The Department has several cell phones that can be checked out if you or your students are going into the field. We realize that cell phones don't work in all areas, but if you can't get a connection you can always throw it at any wild animals that attack you. The University has for the past few years offered a wilderness first aid class, taught by the Wilderness Medicine Institute. The class, which runs about 2 days, is available to faculty and graduate students at no cost. This is highly recommended if you spend time more than 5 minutes from a hospital.

Teaching Laboratories

There should be a safety booklet in each teaching laboratory. This booklet contains information about the location of safety equipment, instructions for dealing with human body fluids, carcinogens, mercury spills, and chemical waste. Please do not remove these booklets from the teaching labs. If you want a copy you can download the booklet from the Department web site (Graduate Program – Graduate Program Forms).