

Biological Systems Engineering Department University of Wisconsin – Madison

DEPARTMENTAL PROCEDURES AND SAFETY REGULATIONS

Administrative contacts:

Kody Habeck-----	Shop Safety khabeck@wisc.edu 262-0606
Betsy Wood -----	Associate Student Serv Coord betsy.wood@wisc.edu 262-3310
Pam Spahn -----	Payroll & Benefits Specialist pspahn@wisc.edu 890-3172
Terry Meyer -----	Financial Specialist terry.meyer@wisc.edu 262-0612
Douglas Reinemann -----	Department Chair doug.reinem@wisc.edu 262-0223
Sue Reinen -----	Department Administrator sue.reinen@wisc.edu 262-2250

A. Student Employment, Payroll, Tax Forms, etc.

See Pam for employment forms before you start working. You must complete these forms and return them to Pam before you can begin work. The I-9 form is required by the U.S. Federal Government as proof of work eligibility and requires proof of identification. If you do not provide proof of work eligibility within THREE working days of hire, you will be terminated, per Federal Government standards. Pam will consult your supervisor as to your rate of pay, job classification, etc. Any questions regarding your duties should be addressed to your hiring supervisor.

Work time is recorded on My UW Madison portal (<https://my.wisc.edu>). You will find instructions on the Knowledge Base website #16896 (<https://kb.wisc.edu/page.php?id=16896>). If you have problems entering your time, let Pam know. She will enter it for you and find out what the problem is, so you can enter it the next pay period. Time sheets are due by noon on the Monday following the end of the payroll period. You will receive an email reminder on Friday. You can find the Biweekly Pay Schedule online at <https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2016.pdf>.

A UW-Madison policy will allow you to work up to 6 hours without a 30-minute break. If you work more than 6 hours straight, you must take a 30-minute break.

Occasionally, there is an early deadline for timesheets, often because of an up-coming holiday. If there is a due date other than what is on the "Biweekly Pay Schedule", you will receive notice by email. If this

* General safety item

procedure is not followed, your pay check will be delayed until the next processing period (two weeks later).

Direct Deposit is required. Direct deposit allows your payroll check to be deposited automatically into the financial institution of your choice so your earnings will be available on the actual pay date of the payroll. Direct Deposit Authorization forms will be with your online employee packet.

B. Use of Department Facilities and Equipment

Use of buildings and facilities is restricted to departmental activities. Special events or unusual use of buildings must be approved by the Department Chair, Douglas Reinemann.

Keys are issued according to department policy and with approval of your supervisor. A form to borrow keys is available from Terry. **Do not lend keys to others!** Assigned keys are for your use only and must be kept under your control at all times. If you are issued a key, part of your responsibility is to make sure that outside doors and windows of the building are locked whenever you are the last to leave or any time after normal building hours.

All keys must be returned before you graduate, because your records are put on hold as soon as you check out a key. Fines are imposed for lost keys or keys that are not returned.

C. Use of Vehicles

Vehicles are to be used for departmental business only.

Before you are eligible to request and use a vehicle owned by Biological Systems Engineering or other state/university entity, you must comply with the following criteria:

1. You must be authorized **EACH YEAR** by U.W. Risk Management and this department. This approval process takes approximately two weeks. Please let Terry Meyer know if you need driver authorization forms.
2. You must be on a departmental payroll or on the payroll of another university department and assigned to a joint research project.
3. You must have a driving record with no moving violations within the last 3 years to be considered.
4. People with out-of-state licenses or holding a Wisconsin license for less than 3 years must complete a notary form. Check with Terry for the procedures.

BSE vehicles: All department vehicles including the Extension vehicle are checked out via electronic check-out accessed by your wisemail account. The keys for all vehicles are located outside of Room 150B in the Agricultural Engineering Lab Building at 540 Elm Drive.

--Department vehicles are parked in Lot 12 at the west end of the building.

--The department Extension vehicle DOA Chevrolet Impala is parked in Lot 12.

--The two vehicles with the Service hang tag permit have to be parked in the stalls with the green service signs.

If you must leave before 8 a.m., please leave a prominent note on the log sheet to alert the preceding user to your early schedule. Vehicles must be returned to their designated lot clean (remove all debris and personal items) and with windows closed and doors locked. The gas tank must be at least ½ full. If the lot is full, park in another lot **and** call Transportation Services, **263-6666** to explain the situation so the vehicle is not ticketed. It is your responsibility to return the vehicle to its designated lot within 24

* General safety item

hours. **You are responsible for any parking or moving violation citations when using a department or other state vehicle.**

Do not take any vehicle that someone else has reserved unless you have permission from that person. CAUTION: Please check your dates carefully when signing out vehicles so that others who may have signed up for the correct date do not find the vehicle unavailable. When you take a reserved vehicle, make sure you return it promptly. It is very possible for someone to make a new reservation for the vehicle while you are using it. Do not assume that you can return it late just because no later reservation was indicated when you picked it up. Allow adequate time to complete your task and return the vehicle within the time you reserved.

Keys are in the key box and must be returned to the key box when a vehicle is returned. Each vehicle has a trip log attached to a clipboard inside the vehicle. The trip log must be completed each time a vehicle is used. Record the beginning and ending odometer readings and the name of your supervisor. **Please print legibly.** Pay attention to the noted "Next Service Mileage" or "Date Service Needed" which is indicated on the top of the trip log. You are responsible for alerting the shop supervisor, Kody Habeck, when a vehicle has reached the mileage or date indicated, and also for reporting any vehicle problems, defects, or malfunctions so that necessary service can be scheduled.

Each vehicle comes with a Voyager fuel credit card. The card is kept in the pocket of the key holder. Report any fuel card problems to Sue Reinen. After use, please return the card to its key pocket. Save and put all fuel receipts in the container in the shop located on the key box when you return the vehicle. Fuel credit cards are to be used only for fuel, minor repairs (repairs necessary for safe operation), and supplies such as motor oil or windshield wiper cleaner. You will be held responsible for any charges that are not related to the vehicle.

When you return a vehicle, **please:**

1. Make sure it is clean and tidy – remove all debris and personal items, clean soiled areas, close the windows, and lock the doors.
2. Make sure it is returned with a minimum of half a tank of fuel.
3. Notify the shop supervisor, Kody Habeck, about any damage that may have occurred to the vehicle and about any malfunction you noticed while using it. Do not remove those items intended to remain with a vehicle such as the trip log clipboard, jack, maps, etc.

*State law requires that all drivers and passengers in vehicles wear seat belts. You are expected to obey this law. You are not allowed to have any unauthorized passengers in state vehicles. Only eligible employees are allowed in state vehicles.

D. Use of Shop and Labs

If you have any questions relating to shop/lab use, clarify them with Kody Habeck, the shop supervisor.

*You may not work in any shop or lab until you have filed a completed Shop and Lab Safety Agreement form (part of your online employment packet) with Pam or Kody.

If your supervisor has not already done so, check with the shop or lab supervisor before beginning any project to be sure that your project will not interfere with on-going work or teaching activities.

Specific arrangements must be made when large equipment is to be moved into any lab. Use of teaching labs for something other than scheduled instruction must be cleared with the instructor in charge of the lab. Any special work in these labs will not be permitted during the hours of regular class

* General safety item

use. Any equipment used for special work in a teaching lab must be dismantled and put away so as not to interfere with scheduled classes.

Before beginning any operation which may create unpleasant odors or be very dirty, dusty, noisy, or otherwise particularly disturbing to others, get permission from the person in charge of the area or your supervisor or inform Kody Habeck. **You are responsible for cleaning the area and equipment you use.** Tools and other equipment must be returned to their usual storage area at the end of each day or when the job is completed if the job takes less than a day. Failure to do this may result in loss of privileges.

Tools and equipment in Rooms 105, 107, 121, 130, 140 or 140A of the Agricultural Engineering Lab Building may be used, but they **MUST** be signed out first. Approval to take tools from these areas must be obtained from the person in charge of the shop or lab. The location of check-out files is noted on the attached floor plan and under section H below. Tools and equipment in other areas may not be taken from the room in which they are normally kept without specific permission from the staff in charge of the area. Tools on the wall-mounted tool boards in Room 130 may not be removed without specific permission of the instructor in charge of the lab.

Tools must be returned to the proper location at the end of the day. Tools used off-site can be left at the job site **only** if they can be stored in a safe place and the extended use has been noted on the check-out card and approved by the supervisor of the shop.

Tools in boxes or bench drawers in Room 140 are either personal property or permanently assigned to a staff member or employee. You should obtain permission before using such tools.

If you damage a tool, report it to shop personnel immediately. In order to have tools available for use and to avoid injury to others, damaged tools must to be turned in promptly for repair or replacement. Don't store non-functional equipment.

Catalogs located in the Shop (Room 150B) may not be removed without permission from Kody Habeck.

Junk, rubbish and recyclable materials are to be picked up and deposited in appropriate containers. Ask your supervisor for instructions on disposal of hay or similar materials.

*University regulations require that you be instructed, or your ability be tested, to insure that you know the safe use of any power tool. This must be done before you use a tool for the first time. **You may use power tools only when someone who has been instructed in the use of that tool is present.** This includes both portable and stationary tools for metal or woodworking.

*Eye protection is required by University regulations when you are working in labs or the shop.

*University regulations require full-coverage shoes, full-length trousers, and shirts with sleeves when working in the shop. Sandals or open-toed shoes are not permitted on the job.

*Clean up liquids from floors to prevent slippery conditions.

*Gasoline **MUST NOT** be used for cleaning. Cleaning solvents are available. Do not leave pans of cleaning fluid uncovered. Dispose of used cleaning fluids in the barrel near the southwest corner of Room 130. Do not pour any cleaning fluid, other solvent, acid, paint or paint thinner into drains. If you have any doubt about disposing of a solvent or other substance, see your supervisor.

*Never use compressed air to clean parts or equipment. Serious eye injuries could result. Use brushes or vacuum cleaners instead.

* General safety item

*Do not wear loose clothing when working with power tools. A cap or hairnet is required if you have long hair.

*We must maintain clear walkways. Do not store or place items in any marked area or walkway.

*If you have any doubt about the safe, proper use of a piece of equipment, ask Kody Habeck for help.

*Normal hours for using shops and labs are from 7:45 A.M. to 4:30 P.M., Monday through Friday.

E. Accident and Injury Reporting

*All accidents and injuries must be reported promptly to your supervisor who will assist you with completion of proper reporting forms. Injured employees except Research Assistants, are covered by Worker's Compensation, but proper paper work must be completed in a timely manner. If your supervisor is not available, report all accidents and injuries to Sue Reinen. We strive to have a safe, accident-free work zone – please think before doing and observe all of our safety rules. They are put in place to keep everyone as safe as possible.

F. Chemical Safety Materials

*A UW *Chemical Safety and Disposal Guide* is available in 121 Agricultural Engineering Lab Building. Material Safety Data Sheets (MSDS) are in binders near the door of the Shop Office (Room 150B) and in the wet lab (Room 121). Right-to-Know forms listing potentially hazardous materials which have been used during the year (on a room-by-room basis) are available from Kody Habeck. Some chemical spill cleanup materials are available in Room 121. Emergency procedures for labs are posted on the doors.

G. Use of Instruments

Instruments for measuring and recording must be signed out by completing the appropriate sign-out card and placing it in the file drawer in the room where the instrument is normally stored.

Obtain Kody Habeck's permission before checking out instruments from room 150A Agricultural Engineering Lab Building. Get permission from the instructor in charge of a lab before checking out instruments from Rooms 101, 105, 107, 110, 115, 118, 121 or 130 of the Lab Bldg. If the room does not have a check-out file, the instructor will take the check-out card.

Instruments must be returned to the proper location when you have finished using them.

Non-functioning instruments should be reported immediately to your supervisor and to the person in charge of the lab where the instrument is stored. Do not return broken, non-functioning equipment to storage.

Instrument instruction manuals may not be removed from the Shop Office (Room 150B). If you need to use an instrument manual, see your supervisor who will have a copy made for you.

H. Location of Check-out Files in the Agricultural Engineering Lab Building

Room 107(Surveying Lab) – clipboard on desk

Room 118 – end of cabinet next to hall door

Room 130 – on shop desk near east wall

Room 140 – shop desk at west wall

* General safety item

I. Lab and Shop Supplies

Some hardware, paint, solvents, metal and other expendable supplies may be available. After checking with the shop supervisor (Kody Habeck), they may be used as needed for research. Large quantities of such items will not usually be available. If you will need a quantity of something, check with your supervisor to determine how it should be obtained. Replace what you use.

If you find the stock of some item depleted, report this to Kody Habeck so it can be restocked.

Lumber is usually not stocked in quantity. Lumber in the rack in 105 Agricultural Engineering Lab Building should NOT to be used without permission. Any materials stored in the lumber rack or elsewhere in the shop which is intended for a particular project should be labeled. Do NOT use any materials whether labeled or not without obtaining permission.

J. Personnel in Charge of Specific Work and Storage Areas

In an effort to maintain the quality and functionality of work areas, individual faculty and staff are placed in charge of specific building areas. It is the responsibility of these individuals to:

1. Prioritize/organize teaching, research and extension related activities conducted within their assigned area. Use priority should be given to active research projects.
2. Ensure that their assigned work area is clean, safe and organized.
3. Take inventory from time to time and properly dispose of items with a low probability of future use, especially those of low economic value that can be easily replaced.

Building	Room No.	Room Name	Person in Charge
Agricultural	101	Soil and Water Lab	Thompson
Engineering	105	Construction Lab	Bohnhoff/Runge
Lab Bldg.	107	Surveying Lab	Panuska
	110	Milking Research and Instruction Lab	Reinemann
	115	Biosystems Heat and Mass Transfer Lab	Choi
	118	Classroom	
	119	Bio-Instrumentation Lab	Luck
	120	Graduate Student Desks	Reinen
	121	Environmental Quality Lab	KG/Thompson
	130	Agriculture Machinery Engineering Lab	Shinners
	140	Shop	Habeck
	140A	Shop	Habeck
	150	Shop	Habeck
	150A	Shop	Habeck
Animal Health/Bio Medical Science Bldg	B22	Biowaste Lab	Larson
Enzyme Research Institute	446	Food Engineering and Nanobiosening Lab	Gunasekaran
	546	Bioenergy and Bioproducts Lab	Pan
Livestock Laboratory	N/A	Anaerobic Digestion Lab	Larson
WI Energy Institute Bldg	2129	Biochemistry Lab	Ralph
	2175	Biomass Chemistry Lab	Runge
	3175	Environmental Sustainability Assessment Lab	Runge/Anex
West Madison ARS –	Main Floor (except rooms)		
Warm Storage	Mezzanine		
	North Room		
	Middle Room		
	South Room		
West Madison ARS –			Shinners
Cold Storage			

* General safety item