

**Biological Systems Engineering Department**  
**University of Wisconsin – Madison**

**DEPARTMENTAL PROCEDURES AND SAFETY REGULATIONS**

**Administrative contacts:**

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**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 #82812 (<https://kb.wisc.edu/page.php?id=82812>). 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://www.ohr.wisc.edu/payroll/schedule.aspx>.

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 time sheets, 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 procedure is not followed, your paycheck 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, Troy Runge.

### **B.1 BSE KEYS**

When you are issued a key, a Hold is placed on your records, restricting release of both transcripts and diplomas. This Key Hold does not restrict class enrollments here at UW Madison. In addition to the records hold, fines are imposed for lost keys or keys that are not returned. All keys must be returned before you graduate or leave campus, this includes summer breaks.

Keys are issued according to department policy and with approval of your supervisor. A Key Authorization form is available from BSE Staff. 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.

You should continue to utilize issued keys for as long as you have a UW purpose for them. However, if this is not the case, please return any keys you are not using in order to lessen the risk for their misplacement/loss. It is always better to resolve any key issues prior to requesting transcripts or needing your diploma.

## **C. Use of Vehicles**

Vehicles are to be used for departmental business purposes 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. Only state employees, authorized University of Wisconsin System students and other authorized agents of the state may drive a state vehicle. All drivers must meet minimum standards and execute an approved Vehicle Use Agreement - <https://fleetportal.wi.gov/> .
2. You must be authorized **each year** by U.W. Risk Management and this department. Please let Terry or Pam know if you have any problems.
3. You may not drive a state vehicle if your driving record reflects any of the following conditions:
  - a. Three or more moving violations and/or at-fault accidents in the past two years
  - b. An Operating While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months
  - c. Suspension or revocation of driver's license
4. People with out-of-state licenses or holding a Wisconsin license for less than 3 years will need a copy of their driving abstract when they apply for authorization.
5. These are just a few of the policies. Please read all of them at <https://fleetportal.wi.gov/Home/ShowFleetPolicies>

## C.1 - BSE vehicles:

All department vehicles are checked out via electronic check-out accessed by your *wiscmail* account. The keys for all vehicles are located just inside the west service door of the Agricultural Engineering Lab Building at 540 Elm Drive.

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

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 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. Contact your supervisor or Kody Habeck for the code to access the lockbox. 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.

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.

## C.2 Roadside Assistance

In the event that you have issues with the vehicle and are in the Madison area, call fleet at 262-3555 for assistance. If you are not in the Madison area then you will need to use the ARI roadside service that the UW offers. Located on the windshield behind the rearview mirror you will find a sticker with a phone number to call 24/7. In addition, you will find an ARI fleet number and an ARI vehicle number on the sticker which will be required when making the call. Please inform Kody Habeck of any ARI roadside assistance used.

### C.3 Vehicle Insurance Card and Accident Report Form

In the glove box of the vehicle you will find an envelope that contains a proof of registration form, certificate of coverage, an accident report form and a witness report form. Follow the instructions on the envelope regarding how to fill out the accident report form.

### C.4 Fleet Fuel - How To Get Fuel

Each vehicle is issued a fuel card. The fuel card is to be used to fuel the indicated vehicle only (fleet number embossed in the lower left corner). Contact the fleet staff to inquire about fuel cards for non-vehicle fuel needs, lost or stolen cards, and damaged cards.

To use a fuel card, be prepared in advance with the Driver ID, the vehicle odometer reading, and be sure the fuel card is accepted at the location you are purchasing fuel. The fuel card brand logo on the card should appear also on the pumps along with the ubiquitous Visa and Master card logos.

**The driver ID for each fleet vehicle is the four digit vehicle number plus two zeroes.** Contact Kody Habeck to inquire about Driver ID's if you do not know the proper number to use. Driver ID's are not to be written on or affixed in any way to fuel cards. After swiping a fuel card, the payment approval system will prompt for odometer reading and Driver ID, the order of the prompts may vary so please pay close attention to which is requested.

If you are not sure about fuel card acceptance, use pay at the pump. This way you will know prior to incurring a cost obligation whether or not the card has been accepted. **Be aware that the card has a limited number of swipes (3) before it is inactivated.** After three unsuccessful attempts, use other means to pay for fuel **and contact the fleet staff and Terry Meyer.**

Non-pay-at-the-pump equipment in the private sector is the source of some problems with the fuel card. Patrons who pump with these units are expected to pay after they pump and those individuals who can't use the fuel card for some reason get themselves into an awkward situation. Fuel card failures are usually traced to one of these issues; the user doesn't know the Driver ID, the site does not accept the card, the site equipment is broken, or the card itself has a flaw and then the user must furnish cash or pay with other means.

Pay-at-the-pump style equipment will engage and allow pumping after the Driver ID is approved regardless if it is a private sector pump or a University pump. University pumps will prompt the user to input the hose number after the Driver ID is approved, then the pumps will engage when turned on using the switch that covers the hose nozzle holster.

Call 608-262-1307 or toll free 888-777-7181 with questions. This phone is staffed 6:00 AM to 2:15 PM weekdays but there are automated after hours help options.

If you pay cash for fuel for a state vehicle, submit a Travel Expense Report to your department along with original receipts and supply the identification of the vehicle. Department fiscal staff can contact fleet staff for guidance on how to handle these but the fleet is not able to reimburse individuals, only Departments. Your Department will need you to supply a short note with the reason why the fuel card wasn't used.

It is not permitted to use the Procurement Card (P-Card) for fuel.

**It is permitted to get a car wash in addition to fuel if the vehicle needs a wash.** Select the lowest cost wash that includes an underbody flush; wax and other fancy finish treatments are not needed.

The most common reason for a declined purchase is that the card is automatically locked after someone enters an incorrect driver ID more than three times.

## 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 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 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. This includes both portable and stationary tools for metal or woodworking. You are required to get authorization through the shop supervisor and the canvas shop safety course before using any tools or machines.

\*Eye protection is required by University regulations when you are working in labs or the shop. Prescription glasses are not considered safety glasses and require the use of over the top safety glasses in addition to the prescription glasses.

\*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.

\*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 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. Safety Data Sheets (SDS) are included in the digital master catalog for the fabrication shop (Room 150C) and in a binder 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 and are posted on each lab door. 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 contacting Kody Habeck and filling out a tool checkout form with him.

Obtain Kody Habeck's permission before checking out instruments from any room of the 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. 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. 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.

## **I. 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.

<b>Building</b>	<b>Room No.</b>	<b>Room Name</b>	<b>Person in Charge</b>
Agricultural	101	Water, Ecosystems and Soil	Thompson
Engineering	105	Badger Ag Tech Lab	Luck
Lab Bldg.	107	Surveying Lab	Nelson
	110	Research and Teaching Laboratory	Habeck
	115	Shared work space	Habeck
	118	Advanced Machinery Systems Lab	Digman
	119	Digital Ag Research Lab	Zhou
	120	Graduate Student Desks	Reineon
	121	Environmental Quality Lab	KG
	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 Nanobiosensing 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)		Habeck
Warm Storage	Mezzanine		Habeck
	North Room		Habeck
	Middle Room		Habeck
	South Room		Habeck
West Madison ARS –			Habeck
Cold Storage			