

**DEPARTMENT OF FISHERIES
AND WILDLIFE**



**STANDARD OPERATING
PROCEDURES**

Fisheries and Wildlife Standard Operating Procedures

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I. Introduction

In January 2010 the University implemented the Enterprise Business System; this system has affected every staff member and most of you with changes to the way some transactions are processed on campus. The fundamental policies did not change, only how transactions are processed. In light of these changes we have updated our STANDARD OPERATING PROCEDURES manual (2011 version) to assist you in maneuvering in the new system.

This manual is not meant to be all inclusive, but to guide you through the basic steps and provide links for additional information. I am really pleased with this manual and am confident that you will find it to be a very valuable resource. I encourage you to keep a copy in a very accessible place in your office.

As you will see, the manual contains advice on a wide variety of procedures and administrative matters. Most of you will not be inclined to read through the entire document when you first receive it (and if you're like me you'd forget most of the details even if you did). But if you'd like to make your admin support staff really happy, please at least look over, and try to memorize the items on the "**Top 10 List**" found on page 6.

Many thanks to all of our administrative staff for helping put this together.

Fisheries and Wildlife Mission Statement

Our mission is to provide the education, research, and outreach needed by society for the conservation and rehabilitation of fish and wildlife resources and their ecosystems.

Fisheries and Wildlife Vision statement

The vision of the department is to cooperatively develop sufficient understanding of the structure and function of ecosystems to allow reasoned conservation, rehabilitation and management of fisheries and wildlife resources.

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Key Personnel

Position	Name	Point of contact for:
Department Chairperson	Michael Jones Jonesm30@msu.edu	
Associate Chairperson	Scott Winterstein winterst@msu.edu	Space requests
Chair's Administrative Assistant	Sharon Reasoner reasoner@msu.edu	Academic personnel, scheduling for Chair, Website
Chief Financial Officer (CFO)	Julie Traver traverje@msu.edu	Budget and account information, proposal budgets
Bookkeeper	Mary Witchell Witchell@msu.edu	Reconciliation of funds
Tech Support	fwhelp@msu.edu	Computer assistance
Graduate Secretary	Jill Cruth cruth@msu.edu	Graduate/Student personnel and payroll
Main Office Secretary	Marcia Baar Tue-Fri baar@msu.edu	Travel, Reimbursement Vouchers – Purchase Requisitions, Temp/On-Call hiring and payroll, Vehicle Coordinator
Department EHS Officer	Jen Owen owenj@msu.edu	Environmental Health & Safety

Standing Committees

There are three standing committees within the Department of Fisheries and Wildlife, listed below. Additional information on each of these committees and their purpose can be found in the department by-laws at the following link;
<http://www.fw.msu.edu/publications/FWBylaws.pdf>

- ❖ Department Advisory Committee (DAC)
- ❖ The Graduate Committee
- ❖ The Curriculum Committee

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Top 10 List

Most of you are probably not into reading procedure manuals, so we have developed a list of 10 things that everyone should try to commit to memory. If we can all remember to do these things we will have a happier and more productive administrative team in FW. And you'll feel good about being a good citizen!

1. Promptly turn in ALL receipts/packing slips/copies of invoices, IDTs, waybills, mail service request forms, etc. (anything related to items billed to a University account). WRITE ACCOUNT NUMBER ON ALL ITEMS!
2. Respond promptly to **Action Required** <support@ebs.msu.edu> notifications regarding eDocs. Check your junk mail filter.
3. Submit travel authorization forms at least 2 weeks in advance of all travel.
4. Include all **ORIGINAL** receipts or other backup for travel vouchers (agendas, programs, etc.) **Reimbursement request due within 30 days from end of travel.**
5. Do not clutter the aisles in the store room, or the hallways. If you must put stuff in the hall or aisles, put your name, or "SALVAGE", on it.
6. Complete the "Recommend Action Form" when a student changes their program of study or graduate committee in a timely manner. Don't wait until after the student defends!
7. Complete all hiring paperwork with Department and H.R. **before** student or temporary employees begin working. Keep track of employee end date.
8. Inform the Associate Chairperson of space needs **prior** to arrival of graduate student, post-doctoral research associate, visiting scholar, etc.
9. Follow University disposal methods when purging files or cleaning office space.
10. Don't leave food sitting out overnight. (attracts unwanted critters)

Of course this doesn't mean you can ignore everything else in this manual!

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Cost Chart – a list of useful unit prices to know about

Voice Mail	\$0.00
Fax	\$0.20 per page
Photo Copy Black/White	\$0.10 black/white \$0.49 color
Visitor Parking Permit (effective July 1, 2009)	\$1.50 2 hour \$3.00 4 hour \$6.00 24 hour

II. PURCHASES AND EXPENDITURES

Account Numbers

Business transactions within the University are facilitated through the use of accounts and account numbers. Authorization from the Department Chair or Chief Financial Officer (CFO) is needed to use any department funding/account numbers prior to use. Use of Start-up Funds, if applicable a letter of offer, should be discussed with CFO as to how and when the monies can be spent.

Sub-accounts may be used for tacking start-up fund spending or other special circumstances involving use of a department account. Please work with the CFO or Bookkeeper regarding use or establishment of a sub-account. If a sub-account has been assigned for your start-up funds or special project, please be sure to **ALWAYS** include the sub-account code whenever you provide your account number for purchases and expenditures!

If you have applied for and been approved for Grant Funding/Research accounts you will need to work with the CFO and Principal Investigator (PI) of the grant before spending any funds. Most grant funding has specific guidelines for spending. It is the responsibility of the PI to be aware of the spending restrictions prior to making a purchase.

MSU offers a purchasing card (P-Card) program that can be established for Grant/Research accounts for project related expenses. MSU has designed this program to allow for the direct procurement of low-value, small dollar purchases by the end user through the use of a credit card. The intent is to eliminate the need for small dollar Requisitions, Disbursement/Reimbursement Vouchers, and Petty Cash Funds. For the cardholder, using the card will provide quicker turn-around time on orders, greater flexibility in ordering, and reduced paperwork processing. The purchasing card concept is designed to delegate the authority and capability to purchase these low-value items directly to the person to whom it most matters. For additional information visit the web at <http://usd.msu.edu/purchasing/purchasing-card/about.html>. The CFO or Bookkeeper

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will work with you to determine if the purchasing card is right for your needs. All new users must attend a training program provided through Purchasing before a P-Card is issued.

Purchases/Receipts/Packing Slips (not made with P-card)

All receipts (for materials purchased either on-campus or off-campus), packing slips, library copy receipts, proof of Stores delivery, etc. - anything relating to Department or research account charges except P-card receipts (see Purchasing Card section below)- are to be turned into the Bookkeeper's mailbox. Further processing and distribution will be handled by that office. Please check packages carefully both inside and outside for any paperwork related to the purchase. Indicate on the paperwork the account number to be charged, the date the order was received, and a description and quantity of item(s) purchased if not clearly stated. Note any discrepancies or damage on the packing slip before turning it over to Bookkeeper. **ALL receipts** should be received by the Bookkeeper in a timely manner for matching to monthly ledger statements.

Purchasing Card (P-Card) Transactions and Statement Reconciliation

Receipts for transactions using a purchasing card (P-Card) must be maintained by the Cardholder. Each day's transactions will result in an electronic charge document (eDoc) in MSU's EBS/ Quali Financial System© (KFS). The system will create one eDoc per card per day, so an eDoc may contain multiple transactions. P-card transaction eDocs will route daily directly to your Action List for approval and reallocation. You should receive an e-mail from "Action Required," but you may also check your Action List in EBS.

For each P-card eDoc, you must:

- ❖ Provide reallocation information (account/sub-account to be charged; type of expense/how it applies to project being charged) – either on the Accounting Line or in the *Notes and Attachments* tab of the eDoc;
- ❖ Attach an electronic copy of the itemized receipt for each transaction.
- ❖ Approve the eDoc. Once you approve it, the eDoc will route to the Fiscal Officer (FO).

You will have seven (7) days (from the date the eDoc was created in KFS) to edit and approve the eDoc; after seven (7) days it will auto-approve and route to the Fiscal Officer's Action List. If you have not provided reallocation information and attached receipt(s), the FO will ad-hoc route the eDoc back to you to do so. Once reallocation information has been provided and receipt(s) attached, the FO will approve.

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The FO will have 45 days (from the date the eDoc was created in KFS) to edit and approve the eDoc. The FO will NOT approve the eDoc if you have not provided reallocation information and a copy of the receipt(s)! After 45 days, the eDoc will auto-approve to the default account and object code AND A REPORT WILL BE SENT TO INTERNAL AUDIT.

If you are unable to scan and attach an electronic copy of your receipt(s) to the eDoc, you must follow the “paper” process to reconcile your transactions:

Each month, you must:

- ❖ Print and review your statement; attach log and all receipts for each charge posted on statement.
- ❖ Indicate account number(s) for any charge(s) that need to be moved.
- ❖ Sign statement.
- ❖ Obtain supervisor's signature.
- ❖ Make a copy of your signed statement and receipts and give it to the bookkeeper.
- ❖ Retain originals in your files according to MSU Record Retention policies. (see <http://archives.msu.edu/records/retention-schedules.php>)

Instructions for printing your statement are available at <http://usd.msu.edu/purchasing/purchasing-card/finance-system.html> (scroll to the bottom of the page), or from the CFO or Bookkeeper.

Purchase/and Repair of Computer Hardware and Software

The Department has an Information Technology Center, located in Room 220, Natural Resources, available for arranging computer hardware/software purchases, repairs and consultation. All computer hardware purchases for university business should be run through FWIT. To request purchasing assistance, please contact FWIT at 432-4078 or send an email to fwhelp@msu.edu.

FWIT can assist you with obtaining and renewing licenses for a variety of software packages supported through the University. It is strongly recommended that you work with FWIT for your software needs.

General and Biochemistry Stores

Michigan State University General Stores carries complete inventories of hardware, construction materials, office supplies, and some photographic and scientific supplies. A Stores catalog is available online at <http://webreq.msu.edu/catalog/>. Worksheets for requisitions are located in the copy-room (room 12) near the door entrance on the left as you enter the room. A requisition and/or purchase order must be completed before anything is ordered or purchased otherwise payment may be denied by the University.

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Materials may be picked up at Stores or delivery may be requested. When filling out the General Stores order form, please be sure to fill in the price of the items. Return all receipts to the Bookkeeper.

Biochemistry Stores, Room 2 of the Biochemistry Building, specializes in laboratory glassware and supplies. Use this facility only when time does not allow purchase through regular off-campus channels. Return all receipts to the Bookkeeper.

Off-campus Purchases

Materials not available on campus may be ordered from the manufacturer through use of open order/purchase requisition or P-Card if within guidelines (no worksheet needed for P-card purchase). Worksheets for requisitions are located in the copy-room (room 12) near the door entrance on the left as you enter the room. Information on approved suppliers can be found on Kuali Financial System vendor lookup. The University Purchasing Department has a bidding procedure for both equipment purchases and purchases that quantitatively total \$10,000 and above. The order will go out to bid to various vendors including the specifications listed. Additional information on the MSU purchasing process, bid/sole source letters is available at <http://usd.msu.edu/purchasing/about/mbp-270.html>.

Complete a requisition worksheet, provide the account number to be charged, and put in the Main Office Secretary's mailbox for further processing. REMEMBER: the length of time for delivery of orders varies; it may be as long as a month before an order is received. A requisition and purchase order must be done before anything is ordered or purchased otherwise payment may be denied by the University.

Returning Merchandise to Vendors

When any item is returned to a vendor, as in the case of duplicate shipments, exchange of items, sending materials off campus for repairs or trade-in, or return of equipment due to expiration of a lease, a Material Return Authorization form needs to be completed (<http://usd.msu.edu/files/documents/material-return-form.pdf>). **It is important that the Bookkeeper be notified immediately to prevent payment to the vendor until the issue is resolved.** For any invoices that should not be paid, the fiscal officer should place them on hold while investigating. Upon determination that the invoice should be paid, the hold can be removed and the fiscal officer can approve the invoice through for payment. A full description of the articles being returned should be given so that if the shipment is lost, a claim can be filed with the carrier. Particular attention should be given to completing the following blocks on the form: 1) material received on purchase order number, 2) account number, 3) dollar value of shipment, 4) why material is being returned. The form requires a Department authorized signature. See the Bookkeeper to fill out the form. A requisition may also be necessary should there be charges other than shipping the item.

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III. TRAVEL

It is your responsibility as the traveler to be familiar with the University's travel policies and what documents/receipts are required for you to get reimbursed for travel. A complete guide of the University Travel policies can be found on the Controllers Office website in the Business Manual section 70 <http://ctrl.msu.edu/COMBP/mbp70.aspx>. The information listed below is only a guide and in no way inclusive of all the policies and regulations that may apply to you when traveling. Travel costs in general are paid by the traveler and reimbursed after travel is completed.

Eligible University business travelers are offered the option to have airline and rail ticket purchases directly billed to a University spending account (if applicable) when booked through one of the Cluster Travel Agencies (CTA). There is a fee for using the direct bill service (currently \$38) and this may NOT be the cheapest travel cost compared to many web services available. However, it is an alternative to paying out of pocket. Before you can utilize this service a Travel Profile needs to be completed and on file with the travel office as directed by university travel policies (see web link above). The following link will direct you to the Travel Profile form <http://ctrl.msu.edu/download/forms/ex70k.pdf>. Again, you will still be responsible for providing the necessary receipts upon completion of your travel via a travel reimbursement voucher. If your research field season requires that you rent housing in the area, your lease should be reviewed by the Land Management Department. Go through the main office for such approvals. Before signing any lease with a landlord, secure their tax I.D. number. Without it, you will not be able to be reimbursed for your rent payments as this is reportable income to the landlord.

Authorizations

For an employee to be reimbursed for Department-related travel expenses a travel authorization form must be completed PRIOR to your traveling. If a signed travel authorization is not on file prior to traveling, MSU Voucher Processing can choose not to reimburse for travel expenses related to the trip. Each employee must complete a travel authorization worksheet, found online at www.fw.msu.edu (look at the bottom of the page under forms). The account number that will be charged for the trip must be supplied. The account number can be entered at the top right hand side of the voucher in section B. When completed, email the file to the Main Office Secretary with "Travel Authorization" in the subject line. If you save the document on your computer you can save time in completing the voucher portion for reimbursement upon return of travel.

Blanket Travel General Information

Blanket Travel covers travel within Michigan for up to a 12-month period for research, outreach or teaching. When University business requires an employee or University representative to travel extensively in the defined area and a University vehicle is

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unavailable for such travel, reimbursement for expenses related to travel may be authorized.

Departments must keep (on file) memoranda approved by the department head that documents the responsibilities of employees eligible for blanket travel. The memoranda will serve as the authorization within the state of Michigan, for up to a 12-month period. This only covers travel related to research or teaching. Travel for any other reason or out of state travel will need a separate travel authorization. It is recommended to complete a Blanket Travel Authorization for everyone who will be involved in the upcoming year's in-state research travel at the beginning of each year (to cover from January 1 to December 31). If additional people need to be added throughout the year, contact the Main Office with their name and emergency contact information and they will be added to the Blanket Travel Authorization already in place for the year. Alternatively the travel authorization form can be used for each traveler instead of memoranda.

Blanket Travel Reimbursement

Travel consistent with the criteria noted above may be reimbursed by completing a travel voucher. Transportation reimbursement will be based upon the current University mileage rate which can be found at <http://ctrl.msu.edu/cotravel/mileage.aspx>. Sufficient detail should be documented on the voucher to support mileage being reimbursed. Reimbursement for other field research travel expenses will continue to be made by submission of a travel voucher. As a guideline, travel vouchers under the blanket travel dates should be submitted quarterly or when expenses total a minimum of \$25.00.

Reimbursements/Travel Vouchers

All travel forms can be found on the FW home page under FORMS (bottom of page).

Upon completion of travel, the Travel Reimbursement Worksheet must be completed; attach all receipts (e.g., air fare, boarding passes, gas, lodging, bridge tolls, conference/meeting agendas or programs etc.); provide the worksheet, along with all original receipts, to the Main Office Secretary in Room 13NR. There are provisions for food per diem and rates for travel by personal car or departmental trucks which are commonly used. (Please refer to the University Reimbursement Chart for up to date rates and additional requirements <http://ctrl.msu.edu/combp/ex70a.aspx>)

Airfare may be billed to a University account up to 120 days prior to the trip departure date. The authorization to travel should be completed prior to discussing any reservation arrangements. The passenger receipt copy of a ticket and the travel agent invoice must be submitted with the travel voucher after travel is completed; they must be turned in even if there are no other expenses incurred. If travel is booked online, a copy of the flight schedule and proof of payment (e.g., cash receipt or copy of your credit card statement) are required for reimbursement.

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Rental Cars

When renting a car, please remember that there is no reimbursement for rental car insurance or choosing the option to have the rental car company refill the gas tank at the end of your trip.

International Travel

Michigan State University strongly supports its community members who undertake international experience through teaching, research, study, and other engagement abroad. The health, safety, and security of such persons are of paramount concern. Through University travel policies and procedures, beginning with travel authorization, MSU seeks to prepare travelers abroad for possible emergencies and to be of assistance when needed. MSU support entails providing health and safety information, access to international accident and sickness insurance for students (http://studyabroad.msu.edu/studenthandbk/predeparture_health/health_insurance.html) or employees (<http://ctrl.msu.edu/COMBP/mbp35.aspx#rmi13>) as well as medical, security, and travel assistance through MSU's 24/7 international emergency assistance program (24/7 Hotline Phone: 517.353.3784).

Historically, Michigan State University has required all University travelers to obtain pre-trip authorization. In recognition of potential safety and security abroad, MSU now requires international business travelers to fully complete the Travel Authorization and Emergency Contact form (<http://ctrl.msu.edu/download/forms/TVLAuthorEmerg.xls>) and obtain pre-trip approval.

MSU business travelers are expected to fully complete the emergency contact information as requested in Section E of the Travel Authorization and Emergency Contact form. In the event the Travel Authorization and Emergency Contact form is not completed, the college/major administrative unit will be responsible for all costs incurred while resolving any travel related emergency situation involving faculty, staff, temporary, or on-call employees. The costs may include, but are not limited to: legal fees, workers compensation, and phone costs.

Once the Travel Authorization and Emergency Contact form has been completed and approved, the travel information should be entered into the Travelers Database. The Travelers Database (http://www.isp.msu.edu/travel/travelers_database.htm) is an international travel registry system for University-sponsored faculty, staff, and non-study abroad graduate student travel thus allowing the University to share important health and safety information pre-departure, and to provide emergency services quickly and efficiently, if necessary.

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MSU units or departments are responsible for registering international business travelers in the database using information provided on the Travel Authorization and Emergency Contact Form. Please submit travel authorization which has complete contact and lodging information for international travel to Main Secretary (Room 13NR), who will then enter information into the Travel Abroad Emergency Contact Database.

Ultimately, all University travelers are responsible to make themselves aware of risks and to make preparations for emergencies whether they travel for business, study, or pleasure. Michigan State University provides many resources to assist in this educational process. The Know Before You Go card is available from the Travel Office and from the ISP Web site (<http://isp.msu.edu/resources/travel.htm>), where additional travel health and safety information is available, including links to the MSU Travel Clinic and the Office of Risk Management.

International travel includes travel for which the destination is outside the United States. The United States is defined to include Alaska, Hawaii, Puerto Rico, Guam, and the U.S. Virgin Islands. Canada and Mexico are considered foreign destinations. For travel supported by contracts and grants, the funding agreement must be reviewed for the definition of international travel. Travel from the point of origin and return is considered part of international travel. All international travel, including Mexico and Canada, must comply with the [Fly America Act](#).

Advances

MSU Faculty and Staff are eligible to receive travel advances under certain circumstances. Please refer to the guidelines in the Manual of Business at <http://ctrl.msu.edu/COMBP/mbp70.aspx#160>.

Graduate students with assistantships may receive cash travel advances by presenting a copy of the Cash Advance form, which has been signed by their Major Professor, to the Main Secretary in room 13NR. Advances can be picked up only within seven days of departure by picking up appropriate paperwork in room 13NR and to the Travel Office, (360 Administration Building), for signature and then taken to the Cashiers Office, (110 Administration Building), where the actual check is obtained. Finally, the signed authorization form with the Cashiers Office receipt attached must be submitted to the FW Main Office Secretary in Room 13, prior to travel. Cash advances must be reconciled via Travel Advance Reconciliation Worksheet within 30 days of the travel end date noted on the original Cash Advance form. Again, refer to the guidelines in the Manual of Business for complete details at <http://ctrl.msu.edu/COMBP/mbp70.aspx#160>.

Graduate Students can obtain cash travel advances for domestic or international travel. Faculty can only obtain cash travel advances for international travel.

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Traveling Abroad

Check with the MSU Travel Clinic! They will let you know of any health risks or required/recommended immunizations. <http://www.travelclinic.msu.edu/>

Check the International Studies and Programs website for issues related to safety around the world. <http://keywords.msu.edu/viewpathfinder.asp?id=31>

Conference Registration

Conference registration fees may be paid for in advance of a conference on an account number by using a Direct Voucher if 5 or more people are going and/or if a credit card (P-Card) is not accepted. Allow ample time for processing and mailing. Put the original registration form with a copy showing all information required, including account number, in the Main Office Secretary's mailbox in Room 14. Every effort should be made to utilize the early registration date and lower cost. Remember: an agenda or itinerary of the conference MUST be included with the Travel Reimbursement Worksheet.

IV. Mail/Phone/Fax and Copying Procedures

Mail

US Mail: Department business mail may be placed directly in the U.S. mail slot located in Room 14. All mailings requiring postage need to have a separate MAIL PROCESSING SERVICE REQUEST completed with appropriate account number, sender's address, phone number and email address, as well as recipient's name, description of items being mailed (e.g. letter envelope, manila envelope), number of items, and reason for mailing. Print TWO COPIES of your completed service request form; with one copy securely attached to the outgoing mail before it is placed in the outgoing mail tray, the second copy will be placed in the bookkeeper's mailbox (Room 14NR) as your ledger receipt. Service requests are available on the Web at http://utrack.usd.msu.edu/PublicPickup/SCLIntraPackage/AddPickupRequestpublic_MSUext.asp. Generally, all mail is taken up to the main building mail room around 8:30 a.m. and 1:00 p.m. daily. Other US mail with postage already affixed to the envelope can also be placed in the outgoing U.S. Mail tray. For additional mail processing information please visit the University website at <http://mailprocessing.msu.edu/>.

International Mail: A MAIL PROCESSING SERVICE REQUEST form must be completed as previously instructed, including required information as listed above. All international packages must have the required customs forms attached to it. Customs forms are available online at: <https://webapps.usps.com/customsforms/>
NOTE: When completing online customs forms; include all three copies and sign each copy. Forms are not valid without a signature on EVERY page. Other carriers can be

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used for international mail such as Fed-Ex and UPS: each have their own packaging and document requirements. The main office staff can assist you with this process.

Campus Mail: Mail that moves from one campus department to another campus department within the MSU campus does not require postage. Mail should go in an inter-department reusable envelope (located within the table in room 14NR) with the recipient's name and department address clearly marked on the outside. Be sure to cross off any other names and addresses that may be on the envelope to assure proper delivery. Place all campus mail in the tray marked "Campus Mail" located in Room 14.

Inner Department Mail: Each department employee will be assigned a department mailbox located in Room 14 (faculty/staff) or Room 12 (Graduate students). Mailboxes should be checked regularly for mail and important announcements. A notification slip will be placed in your mailbox to inform you of mail or packages which are too large to fit into the mail slot. Large packages will be stored under the table in Room 14, and can be retrieved during business hours (8 - 5). Packing slips must be turned in to the Bookkeeper.

Hand Delivered Campus Mail: Should you have an item that needs to be hand delivered on campus place your addressed envelope in the tray marked "Delivery" located in the main office Room 13. If there are specific instructions that go along with the hand delivery (i.e., wait for signature, return to me, etc.), please complete a white "Delivery Request Form" and attach it to your envelope. Be sure your instructions are very clear. Campus mail deliveries are generally made after 3:00 pm. Should something need delivery other than that time please notify someone in the front office.

Telephones

The department will provide you with a phone line and a basic single line phone for your office; this does not include an answer machine. You may purchase an alternate phone of your choosing from your spending funds if applicable or pay for it personally. Information on how to use the MSU Voicemail System can be found at the following link. <http://telecom.msu.edu/Msutelecom/index.cfm/support/training/>.

FAX

A FAX machine (a function of the copy machine) is located in Room 12, and may be used by faculty, staff and students for University-related business. A supply of FAX cover sheets is kept on the wall behind the FAX machine. **YOU DO NOT NEED A PASSWORD.** You will need a copy code ID in order to use the FAX machine. If you have multiple account numbers you should have a separate ID for each account in order for your cost to be recorded correctly against the appropriate account. Fax charges include both a per-page charge and the cost of the call both local and long distance.

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Photocopiers

An ID pass code is necessary to use the copy/fax machine. **YOU DO NOT NEED A PASSWORD.** You can obtain your ID pass code by contacting the Secretary in Room 13. The copier in Room 13 is a color copier and scanner, primarily for office staff/department use; the copier in Room 12 is a black and white copier and fax machine and is available for individual use. You will be charged for usage of non-class related material. Work with Main Office Staff to obtain appropriate ID pass code.

Course-related copying material will be paid by the department. Main Office Staff will run material on the copy machine for class and grant-related purposes. You will need to complete a pink “Copier/Scanning Request Form” and attach to the documents needing to be copied. These forms are available in Room 13. All copy jobs must be turned in at least two working days before they are needed. We understand emergencies arise, and the staff will do their best to take care of these situations, when possible. However, class work copying always has highest priority. You are encouraged to utilize electronic format when-ever possible and restrain from unnecessary copying in order to conserve Department dollars. If you are teaching a class for another department, course work copying should be done in that department. Other copy jobs will be completed as quickly as possible once class work is done. Material to be copied for grant-related purposes can be run on the copier located in Room 12. New grant accounts must be approved prior to use for grant-related copying; see the Bookkeeper.

Arrangements can be made for personal copying on the copy machine in Room 12. Please see a Secretary in Room 13 to make arrangements for a copy code separate from your business copy code and you will be billed later for personal copies.

V. MISCELLANEOUS PROCEDURES

Information Technology (IT) Support

The FW Department Information Technology staff is here to help you with your IT needs. Please email your request to fwhelp@msu.edu.

Main Office Staff

The primary responsibilities of the Secretarial Staff are to carry out the clerical business of the Department under the supervision of the Department Chair and Faculty. They will help answer questions, but they have insufficient time to do typing for students, unless it is associated with Department business. Sometimes their time available to help Graduate students with other tasks may also be limited. Your students should develop a positive working relationship with clerical staff by respecting their duties and priorities, and by familiarizing themselves with other sections of the Graduate handbook concerning travel,

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photocopying, and mailboxes. Graduate Students' questions regarding any clerical assistance by Departmental Secretaries should be directed to their Major Professor.

Keys

Department keys will be issued from the main office on or near your first working day. Typically you will get a key to your office, the main office, mailroom and lab if applicable. **GUARD KEYS CAREFULLY.** If you should lose your keys, report this immediately to the Main Office staff. There will be a charge to replace lost keys. The Natural Resources Building is now secured with keyless entry. Please have your major professor contact the main office in the event that you need access to the NR Building when locked. You will need to stop by room 13NR with your MSU ID card to provide the necessary information needed for you to gain access to the NR Building after hours.

Prior to obtaining any keys within the Department of Fisheries and Wildlife for your student workers, carefully determine which keys he or she may require. Go to Room 13 with your student to obtain keys. There is a \$5.00 deposit to the student for each key issued except for the graduate mail room which has a \$1.00 fee. Deposits will be returned to the student when the key is returned to the department via a direct-deposit check into their account. Remind your students to **GUARD KEYS CAREFULLY**; lost or misplaced keys will not be replaced without an additional deposit. Deposit for the lost key(s) will not be returned. You are responsible for providing your student workers with access to stored supplies and equipment areas.

All keys must be returned to Room 13 prior to leaving the department.

MSU Disposal Policy

All items acquired by university departments, regardless of the source of funds, are under university control and subject to the disposal procedures below. Reference, MSU Ordinance 26.02, unauthorized inter-departmental removal. Additional information is available at <http://usdinfo.msu.edu/mbp/Sect222.htm>.

- ❖ **Inventoried Equipment** (initial cost \$5,000 or more) shall be disposed of in accordance with the options listed in [Section 300](#), "Equipment Transfer Notice (ETN)". For more complete information about equipment at Michigan State University, see [Section 224](#), "Inventory Department" or call 355-0357 x 141.
- ❖ **All other Equipment, Supplies, and Non-Hazardous Materials**, regardless of the size or quantity, are subject to the following procedures for disposal.
 - Evaluate the item for potential use within the department, either through repair or use by other units or staff.
 - If no internal use is found, consider using the [Budget Booster](#) for sale, trade or gift to another university department.
 - Items not used internally or transferred directly to another department are to be sent to the MSU Surplus Store for sale to other departments or the

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public. If the item has an MSU inventory tag, please remove tag from item and bring tag to the Main Office in room 13 NR.

- ❖ **Hazardous Materials.** It is the releasing department's sole responsibility to dispose of hazardous materials in accordance with university policy. Call the Office of Radiation, Chemical and Biological Safety ([ORCBS](#)) for more information, 355-0153.
- ❖ **Donations.** No items may be donated outside the university without determination of zero value by the MSU Surplus Store personnel.

Once you have determined the appropriate disposal procedure needed, the Main Office Secretary can help you prepare the proper form to have your material picked up by Salvage. When possible all material should remain in a central location within the office/lab space of origin until pickup. If you must move an item into the hallway, do so only after the pickup request form has been submitted to salvage. Tape a copy of the completed pickup form to the material awaiting pickup, date and sign your name to the form for contact. CUSTODIAL STAFF WILL NOT dispose of your junk left on the floor in the hallway.

Recycling

Environmental stewardship is part of who we are, and together we can all do our part to reduce, reuse, and recycle. MSU has provided recycling receptacles throughout the building for recycling use. Be sure to place the proper items (remove any non-recyclable items first as directed on receptacles) in the proper receptacles or marked area. There are additional receptacles in or just outside the loading dock area. Items may also be dropped off at MSU's Recycling Center located off Farm Lane on Green Way across from the MSU Surplus Store. A list of recyclable items can be found at <http://www.recycle.msu.edu/downloads/All-Material-List.pdf>.

Visitor Parking Passes

Visitor parking passes can be purchased either at the main office Room 13 Natural Resources, or at Department of Police and Public Safety Building on Red Cedar Road. Cash or a department account number will be needed to cover the cost.

Business Cards

Business cards can be purchased from a variety of sources. One on campus source is MSU Printing Services (355-6610). The current cost is ~\$28.00 for 250 cards printed in black with a green logo. This cost is typically not covered by the department.

Custodial/Cleaning

The building has a regular custodial staff, who come in around 4:00 pm daily M-F. Trash is emptied daily if a trash can is placed in the hall outside office doors at the end of the

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day. All offices and labs on the basement level are vacuumed and dusted every Thursday evening. The following link describes the list of funded services and select by building to see the schedule for Natural Resources <http://custodial.msu.edu/index.cfm/campus-building-information/>.

For additional custodial services, please get with the CFO as a service request may need to be completed which requires an account number to cover cost of the service.

Bulletin Boards

Announcements may only be posted on designated bulletin boards (University Ordinance, Section 28.00 - Signs and Structures). The Department has several bulletin boards located in the hallways near the Main Department Office (Room 13), across from Room 9 and next to Room 40.

Meeting Rooms

There are four conference/meeting rooms in NATURAL RESOURCES. One is located on the third floor (Room 338) and is suitable for groups of up to 30. The manual (paper) calendar/schedule to reserve this room is located in Room 321. The other is located on the second floor (Room 216) which is suitable for no more than 20. Contact the Secretary in Room 126 Forestry Office for reserving this space. Our Department has two small (6-8 capacity) meeting rooms located in Room 40 and Room 220A. You can reserve this room by using the department reservation system (user ID and password are required) on the FW website http://www.fw.msu.edu/~fwit/reservation_system/login.php.

Department Resources

Graduate theses and dissertations are available on loan. They are checked out through the Graduate Secretary in Room 40. Bound copies of theses and dissertations can be checked out for up to two consecutive 30-day periods (a maximum of 60 days).

Storage Facilities

To arrange for needed storage space, see the Associate Chairperson.

Department Storage Room: The Department has a storeroom located in Room 34D Natural Resources Building. Room 34D is outfitted with locked storage cages assigned to individual professors. All materials should be stored inside the cages. Space outside of the cages is for Department storage of office supplies and equipment. Aisles must be kept clear at all times.

Garage: The garage is intended for storage of items too large or awkward to be stored in Room 34D (e.g., cages, traps, boat motors) and excess building and hardware supplies.

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In general, the garage should be used for items that will be accessed on a regular basis. Items stored must be clearly identified with the Professor's name and the date.

Upper River Lab: The Upper River Lab on Kalamazoo Street is intended for storage of large items that do not need to be accessed on a regular basis, such as seasonal field equipment. The construction of large research apparatus may be done in the Upper River Lab with approval of the Associate Chairperson.

Boats: The Department has a boat storage facility near the Lower River Lab on Kalamazoo Street, and the intent is to have most vessels stored there. Advisors will need to arrange with the Dr. Mary Bremigan to have access to space and the necessary keys for use of the boat storage barn.

Departmental and research vehicles: All vehicles (e.g., trucks, vans, cars) should be parked in the parking structure (Ramp #5) on the southwest corner of Red Cedar Road and Trowbridge Road or in parking lot 48W (the back parking lot that borders the parking structure). University vehicles should not be parked in parking lot 48E, which is directly south of the NR building.

VI. WEB-SITE

Department Web Page / In the News and Seminars / Listserv

Please direct all changes and posting request to the Chair's Administrative Assistant.

NOTE: As a reminder, it is the responsibility of Faculty and/or Staff members to create, maintain, and revise their own web page. As a part of the Main Web Page work, Derek Moy also created a "stripped down" faculty web page template for your use if you choose. You may access that template at:

http://fw.msu.edu/documents/faculty_template.zip. This is a large file (over 4MB).

There is a ReadMe file in there that should help out those who will be creating new web pages. Web pages will need to conform to the web accessibility guidelines as described at the following link <http://webaccess.msu.edu/>.

Because of the small size of our IT staff, please do not make requests to IT staff to help create your web page. Rather, you can work with IT staff to set a new password to gain access to server space for your web page and provide assistance for uploading pages once they have been created. Derek Moy indicates in the ReadMe file that he is willing to provide assistance if needed (but be forewarned that this may come at a cost).

VII. STAFFING

When considering a new hire in an academic position discuss with the Chair whether this position requires a search. PLEASE NOTE: Post-Doc hires are now required to follow

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the University Academic Hire guidelines. Open positions need to be posted in the MSU COMPASS system. Review the guidelines at the following link before starting the search to assure conformity to University guidelines, <http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Hiring/>. If no search required, follow the guide below as it pertains to each hiring need.

Hiring – Targeted hires (e.g., academic staff hired for a specific waiver reason. Must have documentation of waiver reason)

Typically this would be a Fixed-Term appointment for a specific project need. Prior approval with Department Chair is needed before offering appointment to assure need and funding is available to support the position. Once approval is granted the following data is needed to prepare appointment paperwork. All other Fixed-Term hires (i.e. Post-Docs) should follow the MSU Academic hiring procedures. Please allow ample time to post/process your position. The list below is information needed to get started with your hiring process.

1. Start date
2. End date
3. Salary
4. Account number
5. Position title
6. Assigned duties
7. Percent time for position functions (e.g., Teach, Advise, Research, Outreach etc.)
8. Complete I-9 form, eligible to work in the U.S.

New Employee Information - General

MSU NetID - Your MSU NetID is the key to online access at MSU. Having a NetID allows you to access various electronic services at MSU and utilize your MSU e-mail and AFS space. In addition your NetID is required to initiate your benefits at MSU. To apply for your MSU NetID go to <https://netid.msu.edu/>

- Select Request a PIN
- Select the heading that best describes your current status at Michigan State University. (Research Assoc. select Faculty and Staff)
- Follow the instructions on the form.

For further assistance please call the MSU ACNS Help Desk at (517) 432-6200.
Note: the Z-PID is your employee identification number and is located on the MSU Id Card or assigned when paperwork is entered into HR.

EBS Employee Self-Service user guide:
http://www.ebs.msu.edu/training/training_docs/employee_self_service_user_guide.pdf

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Vacation Time – Academic Appointments

Faculty and academic staff holding academic year (AY) appointments are not eligible for vacation leave.

Faculty and academic staff with annual year (AN) appointments after 6 months of service receive annual vacation leave equivalent to one month (22 working days / 176 hours) each fiscal year (July 1 – June 30). Any unused time during the fiscal year does not carry over into the new fiscal year. Detailed information on this and other Academic HR policies can be found at <http://www.hr.msu.edu/facacad.htm>. Vacation time will be prorated at approximately 1.8 days per month after completion of the first 6 months as directed by the Department Chair or immediate supervisor.

Employment handbooks for your specific appointment status can be found within the HR website at <http://www.hr.msu.edu/documents/facacadhandbooks/>.

Hiring – Support Staff (temporary/on-call labor and student)

Work with Graduate Secretary for student hires and the Main Office Secretary for temporary/on-call hires using the steps below to process hiring paperwork. It is expected that funding for these positions will come from your grant/research account. Prior approval from the Chair will be needed for any use of general funds.

1. Bring employee to appropriate Secretary (student hire room 40 or temp/on-call room 13) prior to their start date to complete the Hiring Requisition and I-9. (There are sections on the Hiring Requisition that both the employee and the person they will be working for need to complete.)
2. If employee is out-of-town the form will be given to the Faculty member supervising the new hire. She/he will be responsible for getting the paperwork completed and returned to the appropriate Secretary before the start date.
3. It is expected that the new employee will present ORIGINAL documents to complete the I9. If they are new to the University they MUST also present original social security card and driver's license. (Unless a current I-9 is already on file with the HR Office).
4. Instructions for completing Time Sheets, information on Direct Deposit and Pay Dates will be explained when Hiring Requisition is completed.
5. Human Resources must now do a background check on all new employees as part of the hiring process. **DO NOT ALLOW AN EMPLOYEE TO BEGIN WORKING BEFORE THEY ARE OFFICIALLY HIRED.** For planning purposes please allow a two week turnaround time once ALL documents have been received by the appropriate secretary for processing a new hire in the system.

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6. Any future changes to a current employee (i.e. funding change, pay rate increase) should be communicated to the appropriate secretary in advance of the actual effective date. An email to them with the documented changes is preferred for our record keeping. **CHANGES ON A TIME SHEET THAT HAVE NOT BEEN COMMUNICATED IN ADVANCE WILL NOT BE EFFECTIVE UNTIL THE NEXT PAY PERIOD.**

Hiring – Graduate Assistantship Positions

When hiring a Graduate Assistant, the Graduate Assistant Brochure found at <http://grad.msu.edu/assistantships/docs/assistantship.pdf> is your first source of required information to guide you through the prerequisites expected of a graduate student. Also included in this brochure are the leave policy, appointments and responsibilities to determine appointment levels, stipend information and other additional information. For the most up to date Stipend Ranges and SI Charges go to <http://www.hr.msu.edu/hiring/studentemployment/gradasst/stipendRanges.htm>.

Conducting Youth Programs on Campus

As part of the University's continuing commitment to provide a safe and supportive environment for the campus community, the University developed a set of guidelines that address conducting youth programs on campus. Those guidelines, titled "Conducting Youth Programs on Campus: Minimum Operational Requirements," are available at the following link at <http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm>

Selecting and Mentoring Graduate Students

The Department of Fisheries and Wildlife has a strong history of research excellence through graduate education. Having excellent graduate student's starts with recruiting and selecting students who share common interests with the projects professors have available. Graduate student recruitment may be facilitated by advertising open positions through such websites as: The Wildlife Society (<http://joomla.wildlife.org/jobs/>), the American Fisheries Society (<http://www.fisheries.org/afs/index.html#jobs>), or Texas A & M University's job board (<http://wfscnet.tamu.edu/jobboard/index.htm>). Files of students who have formally applied to our program are available for review in Room 40 Natural Resources and may be checked out from the Graduate Secretary. All students accepted into our program must meet the requirements outlined in the Department of Fisheries and Wildlife Graduate Student Handbook.

To accept a student (under "provisional" or "regular" status), sponsoring faculty members must first write a letter of offer using the departmental letter of offer template (available from the Graduate Secretary) and submit the letter, along with the student's file, to the Chair of the Graduate Committee and Department Chairperson for approval. If a student is being accepted under "provisional" status, specific reasons must be described in the

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letter for why the student is being accepted under these conditions and what they must do to be converted to “regular” status.

After the letter of offer (and the student’s application) has been approved it will be returned to the Graduate Secretary. The Graduate Secretary will make a copy of the letter of offer for the student’s file, mail the original, and notify the Major Professor of the approval. Student applicants must respond to their potential Major Professor, in writing, within two weeks of receiving the letter whether they will accept the position. Once the student has accepted a position they must be registered for classes before August 1 (for fall semester) or November 14 (for spring semester) to avoid late registration fees (\$50).

Once a faculty member has accepted a new graduate student, Michigan State University and the Department of Fisheries and Wildlife expects that the student’s advisor or Major Professor will be responsible for providing guidance to the student to assist them in making timely progress on degree completion. Responsibilities for advising graduate students are outlined in the Department of Fisheries and Wildlife Graduate Student Handbook as well as the milestones and timeframes for degree completion.

An effective mentoring relationship between graduate students and advisors requires frequent interactions, good communications, and shared explicit expectation setting. To help build this relationship, Michigan State University highly recommends that faculty and students adhere to the “Guidelines for Graduate Student Advising and Mentoring Relationships” (<http://grad.msu.edu/publications/docs/studentadvising.pdf>)

Occasionally, during a graduate student’s career, changes need to be made to a student’s Program of Study (e.g., due to courses not being offered, change from a Plan A M.S. to a Plan B M.S) or their Graduate Committee (e.g., faculty members leave the university) (see Graduate Student Handbook). These changes must be requested (and approved by the department, college and university) by having the Graduate Secretary complete a Recommended Action Form as soon as possible after the change has been warranted.

Termination and Change of Position

When an employee terminates his/her employment with the department for whatever reason, the employee should submit a written letter of resignation. Resignation letters should be forwarded to the Office of the Chair for all academic appointments. The Chair’s administrative assistant will then complete a Termination form and submit for signature to CANR and AHR. A position change from one MSU position to a different MSU position will also require a Termination form to be completed.

Prior to the employee’s last day arrangements should be made with their immediate supervisor to complete the Termination/Separation Checklist. This document can be found at the following link and should be performed for all employees.

http://www.hr.msu.edu/termsep/termsep_docs/TerminationChecklist.pdf

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VIII. GRANT INFORMATION

Grant Account Purchases

Grant accounts have specific guidelines for fund use. It is your responsibility to know what those restrictions are prior to making a purchase. The Chief Financial Officer can assist you with this if you have questions.

Submitting Grant Proposals

When the decision to apply for a grant has been made, please see the F & W Budget Office for MSU imposed lead times for proposal submission. On line submissions or participation of another unit may cause the need for an earlier submission date of some or the entire proposal. There are budgeting tools and helpful information on the Contract and Grant Administration (CGA) website: <http://www.cga.msu.edu>. The F & W Budget Office can assist you with budgets, required forms, online submissions and e-transmittal submission. E-transmittals are routed electronically. The e-transmittal is especially convenient when there are multiple investigators and units. OSP will want the e-transmittal approved in the system before releasing or signing off on any proposal.

Prior to starting the transmittal process, have your budget pre-approved by OSP. Do not assume you will receive approval the same day you submit the budget to OSP. Use budget forms required by funding agency with an additional excel spreadsheet to enable verification of salary and fringe rates and percent of increases in future years. Links to the RFP or application package will help to determine any restrictions which may affect your budget. You can work directly with OSP or through the F & W Budget Office. Be aware of any imposed turnaround times by other colleges. Some want 24 – 48 hours to review the budget. If there are documents that must be signed by OSP and accompany your proposal submission, work with the F & W Budget Office to ensure it is returned. Usually OSP will not send out the signed document for the proposal process.

Requesting PI Status for Faculty

To request PI status for faculty, research associates and post-doctoral students with non-continuing appointments in the College of Agriculture and Natural Resources please submit the following information in electronic form to Michael Jones, Chair Department of Fisheries and Wildlife jonesm30@msu.edu. The request should specify if it is for the specific project or a request for blanket approval for this and all future proposals. Early and/or blanket approval for specific types of projects for certain projects directors is highly encouraged.

1. A written request from the responsible tenure system faculty member stating that they will provide an appointment, space and any additional resources not included

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in the grant, but necessary for the fulfillment of the proposed research for the duration of grant. This statement should include how the research supports the research mission of the department and the name of the tenure system faculty member that will be responsible for the research should the candidate leave the university.

2. A copy of the e-transmittal approval is not needed (info on this document will provide our office with a profile of the proposal). Indicate in the notes sections, that OVPRGS approval is being requested. This allows the e-transmittal to be routed for approval while you are waiting for the exception request approval.
3. A project abstract or brief description and budget.
4. Candidate CV
5. The deadline date of the proposal.

This information will be reviewed and forwarded to the CANR Dean's Office for their approval. Once approved, it will be forwarded to Meredith Prince in the Office of the Vice President for Research and Graduate Studies (OVPRGS) <https://www.msu.edu/unit/vprgs/index.htm> for final approval. These requests are processed as quickly as possible, but to assure timely approval, it is recommended that you apply 2-3 weeks before the grant deadline.

Department Truck Use

The department has a truck available for research-related use. Truck #532 may be checked out by using the department reservation system (user ID and password are required) at the FW website <http://www.fw.msu.edu/>. Select Reservation system, login to FW Reservation System → View Calendar of all reservations to see if the truck is already reserved → if not return to main menu → select "Make Reservation" → Using the Asset drop down arrow select the Truck (532), then complete the correct day and time for your reservation and click on the "Reserve Asset" button.

Several faculty members have trucks purchased on research grants. These may be used by special permission of those faculty members. Below is a list of faculty with trucks:

J. Bence	M. Bremigan	R. Campa
K. Cheruvellil	D. Hayes	W. Li
C. Murphy	S. Peacor	G. Roloff
J. Rose	B. Roth	A. Sarnelle
K. Scribner	P. Soranno	W. Taylor
J. Tsao	S. Winterstein	

The policy on departmental truck use is as follows:

1. To be used for *field work where your own car is unsuitable*. Pick up of supplies locally (East Lansing area) should be done with personal car unless it is

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unsuitable (e.g., item too large, heavy). It should not be used for transportation to the River Lab.

2. A trip ticket form must be completed when using departmental vehicles and placed in the Main Office Secretary's mailbox in Room 14. The trip ticket can be found in Room 12 under Truck Trip ticket mail slot near copier or at <http://www.fw.msu.edu/~fwit/reservation.html>. Select IT Forms toggle top left of page → select Reservation System → Login to FW Reservation System → select Truck Reservation Form. The operation check list, as laid out on the form, should be performed before and after the trip. The tank should be filled when finished with the truck (indicate that gas was for department truck and include the vehicle number on travel reimbursement voucher).
3. Park trucks in the Trowbridge Ramp. Do not keep at home for weekends or overnight unless absolutely necessary.
4. Thoroughly clean the truck prior to returning it. Empty trash from ashtrays, sweep out the bed of the truck and wash, if necessary. **Smoking in University vehicles is prohibited.**

University Vehicles

The University has a Motor Pool (353-5280) from which vehicles may be checked out by faculty and staff. This facility uses account numbers and requires prior authorization using a travel authorization form. A copy of the travel authorization form signed by the Department Chair will be required when picking up the vehicle. Turn in a Request to Travel at least one week in advance of travel to obtain the required signatures. All those planning to drive the vehicle must be present when vehicle is picked up (along with a copy of your travel authorization form and driver's license).

Office, Laboratory, cubicle and Storage Space

Allocation of space within the department is ultimately the responsibility of the Chairperson. Responsibility for coordinating how space is used, providing recommendations on how space should be allocated and allocating certain types of space is delegated to the Associate Chairperson. Questions about space should be directed to the Associate Chairperson. Requests for space (particularly space for storage, graduate students and fixed-term academic staff) should be directed in writing to the Associate Chairperson. Please contact the Associate Chairperson as soon as you are aware that space will be needed, not the day the person shows up on campus.

For tenure-stream faculty, office and laboratory (research) space are allocated in accordance with University guidelines and regulations and an individual faculty member's letter of offer. Faculty for whom Fisheries and Wildlife is the tenure home

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will be provided with a private office. Faculty with a shared appointment in Fisheries and Wildlife, but for whom another department is the tenure home will be assigned shared office space. Unless specifically stated in the letter of offer, there is no guarantee of private laboratory space. Laboratory space will in many cases be shared among faculty with compatible research interests. Faculty control how space is allocated within his/her laboratory.

Every effort will be made to accommodate the space needs of fixed-term academic faculty (e.g., instructors, academic specialists, post-doctoral associates). When possible a private office will be provided. However, it may be necessary to share office space. Research space will be allocated in accordance with the individual's assignment and letter of offer.

Cubicle space in NR23 and NR336 is to be used by graduate students and is allocated by the Associate Chairperson to individual faculty members. Each faculty member allocates his/her assigned cubicles among his/her graduate students. The number of cubicles allocated to a particular faculty member may change as graduate enrollment changes. Cubicle space is at a premium and unused space (or space used simply for storage) will be reassigned by the Associate Chairperson.

Cubicle space in NR5 is primarily for fixed-term academic faculty and emeritus faculty. This space is allocated by the Associate Chairperson.

Limited storage space for field and laboratory equipment is available within the department. This space is allocated by the Associate Chairperson and is always shared.

Supply Catalogs

The Department does not maintain a central collection of catalogs of various laboratory and scientific supplies. Such catalogs are available within the individual labs or check online sites.

Animal Use and Human Subject Issues

Faculty are responsible for ensuring they have authorization to use vertebrate animals or conduct research involving humans. In general, use of vertebrate animals and humans in research requires approval prior to the beginning of the research. Conducting surveys or focus groups and related sociological/human dimensions research are considered research activities involving humans. In some special cases, where there is use of invertebrates in a human health application, approvals are needed also. The Graduate School will check whether appropriate approvals were obtained at the time the student's thesis or dissertation is submitted. **Failure to ensure that graduate research was done with advance approvals could delay or prevent graduation.**

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Research Involving Human Subjects: The University Institutional Review Board, a part of the University Committee on Research Involving Human Subjects (UCRIHS), reviews research conducted on human subjects. An application must be completed for every project involving human subjects. It is the principal investigator's responsibility to ensure that a form has been submitted for his or her project, and if not, to prepare and submit the form and all required attachments. If you have a student working on a project for which you are not the principal investigator, make sure they confirm that forms have been submitted and approvals obtained. If the application is not complete, it will be returned. The full review process typically requires a minimum of one month to complete, but is longer when revisions are necessary. The application must be renewed annually, and before each portion of research involving human subjects is performed. The UCRIHS office is located in the Administration Building. For information or consultation, call 355-2180 or visit the website: <http://www.humanresearch.msu.edu>.

Use of Vertebrate Animals: The use of animals in research, teaching, and outreach activities must be approved by the Institutional Animal Care and Use Committee (IACUC). Only faculty who are Principal Investigators on a project can submit the animal use form. Graduate students and others who are active in certain activities on a project need to be listed on the form and receive training (for additional information visit the website: http://www.aucauc.msu.edu/training/training_index.htm). PIs and their students prior to beginning sociological research must also complete an online tutorial also available at the above website. Information and/or copies of the form may be obtained from Candy Flynn, ph. 517-432-4151 or e-mail flymnc@msu.edu. The application must be typed and complete in its entirety. If the application is not complete, it will be returned. The full review process typically requires 4-6 weeks. Once approved, the application is valid for three years. Each year, Principal Investigators will be sent, and are required to complete, sign and return, a brief Annual Review Letter. Failure to return the Annual Review Letter will lead to inactivation of IACUC approval to animal use. Any significant changes in animal research activities must be processed and approved through IACUC.

Permits and Protocols

Prior to engaging in any research activities both in field and in the laboratory all individuals must make sure they have procured the required permits. Any work with vertebrate animals will require an MSU approved *Animal Use Form* (AUF) by the MSU IACUC. To find the relevant requirements and forms refer to the following MSU website: <http://www.iacuc.msu.edu/index.html>

Any research involving human subjects requires approval from the Institutional Review Boards (IRB). The relevant requirements and forms can be found on the following MSU website: <http://www.humanresearch.msu.edu/>

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Further permits may be required for the research (e.g. State and Federal Scientific Collection permits, USDA export permits, Special Use permits, etc), and it is the responsibility of the individual graduate student and/or the faculty PI to make sure all necessary permits are obtained prior to beginning data collection.

Responsible Conduct of Research

All Fisheries and Wildlife faculty are required to annually provide documentation that all personnel taking part in MSU-based research under her/his direction have fulfilled the Responsible Conduct of Research training requirements.

The requirement to ensure Responsible Conduct of Research, Scholarship, and Creative Activities (more commonly known as Responsible Conduct of Research or **RCR**) in U.S. universities was included in the America COMPETES Act of 2007 (re-authorized in 2010). COMPETES is the acronym for Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science.

The Act directs the National Science Foundation to require all grantees to provide “appropriate training and oversight in the responsible and ethical conduct of research” to all students (undergraduate and graduate) and postdoctoral researchers participating in NSF-supported research projects.

Responsible Conduct of Research is defined as conducting research in ways that fulfill the professional responsibilities of researchers, as those responsibilities are defined by their professional organizations, MSU and, when relevant, government and other entities that support and regulate research.

As per the America COMPETES Act, all proposals submitted to NSF after January 4, 2010 must include a certification that the applicant has an institutional plan to provide the appropriate training and oversight.

While the need for RCR training is currently a federal requirement only for NSF proposals, all Fisheries and Wildlife faculty are required to annually provide documentation that all personnel taking part in MSU-based research under her/his direction have fulfilled the RCR training requirements.

Principal Investigators (MSU tenure stream and non-tenure stream faculty) are not required to meet the RCR requirements. It is expected that PIs are familiar with the professional responsibilities and standards associated with research. The PI is responsible for ensuring that all research personnel under her/his direction have fulfilled the RCR training requirements. The project PI is expected to be familiar with the MSU Faculty Handbook (<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm>), in

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particular the section on *Faculty Rights and Responsibilities* and *Section VI. Research and Creative Endeavor*.

All personnel involved with MSU-based research must complete RCR training. Personnel involved with MSU-based research includes:

- All postdoctoral researchers – postdoctoral fellows, research associates and/or visiting researchers
- All graduate research assistants – hourly, GRA, fellowship
- Research Technicians
- All undergraduate research assistants – volunteer, hourly, fellowship
- Volunteers

It is the responsibility of each of these individuals to document his/her training. Directions for documenting training can be found in the document “Documenting your RCR training” which is located under the Responsible Conduct of Research tab on the Fisheries and Wildlife homepage..

All research personnel who come to MSU with “certification” in RCR from another institution must provide a copy of the certificate and the curriculum.

All project personnel will be familiar with the Department of Fisheries and Wildlife Graduate Student Handbook (particularly Section VIII. Department policies, procedures and facilities) and the Safety Manual (<http://www.fw.msu.edu/graduates/index.htm>)

Training, for each individual, must be initially a minimum of 5 hours of training. Training must be updated annually with a minimum of 3 hours of training. The annual cycle begins with the fall semester. Training must be reported annually.

Details on the training requirements and how to document and verify training can be found on the Fisheries and Wildlife home page (www.fw.msu.edu) under the Responsible Conduct of Research tab.

IX. FIELD AND LABORATORY POLICIES AND PROCEDURES

The purpose of this section is to provide required/recommended policies and procedures for field and laboratory work performed by students, faculty and temporary employees of the Department of Fisheries and Wildlife at Michigan State University. The Department is committed to maintaining a safe and healthful work environment for students, faculty and temporary employees performing field and laboratory work for the Department. Each individual participating in Departmental activities will share the responsibility of working in a safe and conscientious manner and shall follow the recommended policies at all times.

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General safety requirements:

The Department recommends that individuals performing field and laboratory work for the Department be trained and certified by the Red Cross or American Heart Association in cardiopulmonary resuscitation (CPR) and First Aid. At a minimum, two individuals (regardless of rank) per field location should be certified.

CPR and First Aid training must be re-certified every two years. It is the responsibility of the individual and/or PI to maintain current CPR and First Aid certifications. The training is paid by the individual or by the PI of the particular research project. Multiple training options are available, including in-person, online, and hybrid in-person / online courses. The Michigan Department of Education maintains a list of CPR / First Aid providers (http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14795-118868--,00.html).

Department and University Vehicle Safety

It is the policy of the Department that all Department and University vehicles be used for Department and University business only; there is to be no personal use of the Department or University vehicles. All individuals operating Department or University vehicles must have a valid driver's license and sign an Employee Driver Certification form or update annually if one is already on file <http://www.ctlr.msu.edu/download/forms/RM111.pdf>. The completed Employee Driver Certification form must be on file in Room 13. Submit to Main Office Secretary. (baar@msu.edu). **Operators and all occupants must be authorized to use the vehicle through a travel authorization.** Further, vehicles must be operated legally and in a manner which does not detract from the public image of the University. Proof of insurance and registration are required to be kept in the vehicle's glove compartment.

Before traveling in a Department or University vehicle, all individuals should familiarize themselves with the forms and procedures to follow in the case of an accident. An accident form, vehicle registration, and proof of insurance are located in the glove box of each vehicle. In all cases of sickness, accident, or emergency which occur during authorized Departmental travel, the following procedures should be followed: Notify police. The driver of a Department or University vehicle involved in an accident must immediately report the accident to the Police Department in the enforcement jurisdiction.

Students should notify their major professor as soon as possible by telephone at work or home. If the major professor cannot be reached, the individual should contact the Department Chairperson at work or home. If neither person can be reached, the individual should inform the on-duty University telephone operator (Phone: 517-355-1855) and have the message forwarded to both the major professor and the Department Chairperson. The University switchboard is open at all times.

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Notify the Office of Risk Management (517-355-5022) on the day of the accident or as soon as possible. The driver of a Department or University vehicle must fill out the “Michigan State University Automobile Accident or Loss Notice Report” found in the glove compartment of the vehicle. <http://www.ctr.msue.edu/download/forms/RMI5.pdf> This report must be delivered to the Office of Risk Management (Room 113 Olds Hall, Phone: 517-355-5022). Drivers involved in accidents should obtain the name, address and telephone number of insurance companies or agents covering the other vehicles involved.

Any damage to a Department vehicle, regardless of severity, should be immediately reported to the Main Office Secretary (see page 5) who will report it to the Department Chairperson. In the case of vehicles maintained by individual laboratories, damage should be reported to the major professor. **Any accidents or traffic violations should be reported directly and immediately to the Department Chairperson.**

Any traffic violations received while on Department business are the responsibility of the individual operating the vehicle.

University policy prohibits transporting hitch-hikers or others not authorized to travel in a Department or University vehicle while on Department business or in a Department or University vehicle.

Firearm Policy

NO firearms are to be in one’s possession during any Departmental field research or within any Department or University vehicle, office or laboratory. **Exceptions to this policy must be authorized by the Department Chairperson prior to conducting any activity.**

V. Laboratory Safety (Chemical, Radiation, Biological, Occupational, and Hazardous Waste Safety).

This section applies to all individuals in the Fisheries and Wildlife Department performing work in a laboratory area where chemical, biological, hazardous, and/or radioactive materials are used or stored. It is the policy of the Department that all individuals carrying out laboratory experiments or working in a laboratory perform their work in a safe fashion. All Principal Investigators who have a laboratory as described above are responsible for making sure they adhere to all university regulations regarding the use, storage, and disposal of all materials as indicated on the MSU Environmental Health & Safety (EHS) website: <http://www.orcbs.msue.edu/>. In addition, they are responsible to make sure they and any individual (regardless of rank) working in their laboratory have taken all the required trainings as indicated on the EHS website. It is

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important to note that most EHS trainings are required on an annual basis for all individuals working in the laboratory. Questions regarding Department safety and requirements may also be directed to the FW Department EHS Officer. Labs are inspected for compliance by EHS annually and any deficiencies found will need to be addressed by the PI.

Field Safety

It is the policy of the Department that all individuals will perform fieldwork in a safe fashion. Further, the Department recommends that no individual be in the field alone at any time unless required by the research activity (e.g. bird surveys). In this case, the individual should have an operational cell phone with them at all times. In addition, it is imperative that someone who is not with you in the field (graduate advisor, Department Chair, or lab member) knows your location and timeline of fieldwork. In addition, you should check in with this same person when you have safely returned from the field.

All individuals performing fieldwork must familiarize themselves with the natural hazards they may face (e.g., dangerous animals, potential disease vectors or pathways) and appropriate responses to such hazards. They should also familiarize themselves with the closest human community to the area where their fieldwork is located, as well as locations of the nearest hospital, police department or other emergency center.

The Department recommends that all individuals involved in fieldwork familiarize themselves with potential weather-related hazards and all EHS requirements and guidelines on chemical and biohazardous materials.

Boat Safety

The Department requires that individuals operating small boats (including canoes) for research abide by state and federal boating regulations. Boat operators should be cognizant of boat operation, boating regulations and safety, and boat towing. Michigan regulation requires that personal flotation devices (PFDs) be readily accessible for all personnel on-board. FW recommends that the PFDs be worn at all times. For boats 16 feet or longer, one USCG–approved Type IV PFD (throw able device as a ring buoy or cushion) must be on board and be readily accessible.

Boat registration – All boats larger than 16 feet must be registered with the Secretary of State Office and have a validation decal and title. The decal should be displayed on both sides of the boat three inches beyond the last letter of the assigned number. Registration is valid for three years and expires on March 31 of the third year. Watercrafts may be renewed online at:

<https://onlineservices.michigan.gov/ExpressSOS/RenewRegistration/EligibilityRequirements>. Non-motorized canoes, kayaks and boats less than 16 feet are exempt from registering with the State. A copy of the registration should be submitted to the

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Department bookkeeper. A copy of the registration should also be kept in the boat in a waterproof bag.

Please remember that all boats used in the Department of Fisheries and Wildlife MUST have current registration information filed in Room 13. Below is a list of required information. A form can be obtained from the main office secretary. Keys to Boat Barn can be obtained from the Main Office Room 13 Natural Resources.

1. Watercraft Registration Number (MC #)
2. Make
3. Length (ft. in.)
4. Description
5. Hull I.D. #
6. MSU I.D. #
7. Faculty responsible for watercraft
8. Storage location
9. Registration expiration

Boat trailers – A state license plate can be obtained for boat trailers through MSU's Transportation Services. Take the title for the trailer and bill of sale to the Motor Pool office. They will then register your trailer and provide a vehicle number. License plates can be picked up at the Service Garage. Calling ahead of time (353-5280) to ensure appropriate personnel are in the office and to check paperwork requirements is recommended. License plate should be properly secured on the trailer.

Research boats should be equipped with all required gear (e.g., navigation lights, horns) and safety equipment (e.g., personal flotation devices, fire extinguisher) according to state regulations. These regulations vary according to boat length. Regulations for state and federal navigable waters can be acquired at:

Michigan Department of Natural Resources

<http://www.michigan.gov/dnr>

Michigan Boating Guide

<http://www.boat-ed.com/michigan/handbook/index.html>

Boating in Michigan

http://michigan.gov/dnr/0,4570,7-153-10365_10884---,00.html

United States Coast Guard

<http://www.uscgboating.org/regulations>

The following equipment may prove useful on-board depending on the situation: electronic equipment, oars, dock or mooring lines, anchor, extra fuel in approved

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container, tool kit, hand held radio, boat ladder, foul weather gear, compass or GPS, spot lights, batteries, first aid kit, boat log, navigation charts, distress signals, sea sickness remedies, change of clothes. Survival suits are recommended for all occupants of Great Lakes research vessels 18 ft. or larger.

All boat operators should be aware of all federal, state and/or local boating laws and experienced in boat handling, basic seamanship, and boat trailering and towing. Federal and state boating laws can be found at the websites provided above for the Michigan DNR, Michigan Boating Guide, Boating in Michigan and US Coast Guard.

All inland boat operators are recommended to read the *Michigan Boating Basics: a Guide to Responsible Boating* (<http://www.boat-ed.com/michigan/handbook/>). It is also suggested that all inland boat operators view the United States Power Squadron's Boating Course video and review Session 1, Session 2, Session 3 (inland boating), Session 4 (engine trouble shooting), and Session 6 (trailer boating) in the U.S. Power Squadron workbook.

Great Lakes boat operators should be trained in the following: basic navigation, piloting, navigational chart use, aids to navigation, marine radio usage. All individuals operating on the Great Lakes with a vessel 18 ft. or larger should complete the United States Power Squadron Boating Course (<http://www.lansingpowersquadron.org>).

Signals and lights should be working properly. LED signal lights are preferred over halogen lights on trailers because they are more durable, last longer, and fail less frequently.

Individuals are highly encouraged to practice towing and backing their boat on campus prior to heading to field sites. A few important considerations when towing include: do not exceed the maximum towing capacity for the trailer, ball and hitch setup, or towing vehicle; check that trailer safety chains are attached, trailer lights function properly, wheel bearings have sufficient grease, trailer tires are inflated, and there is a spare tire; secure boat engine and lower radio antennas.

Motorcycle, Off-road Vehicle (ORV), and Snowmobile Safety.

It is the policy of the Department that individuals operating or riding on motorcycles, ORV's or snowmobiles are required to wear Department of Transportation approved motorcycle helmets and protective eyewear or goggles. Individuals operating motorcycles, ORV's, or snowmobiles while performing Departmental activities must have a valid driver's license (a special license is required for motorcycle use). Individuals must familiarize themselves with the State of Michigan Secretary of State (<http://www.michigan.gov/sos>) guidelines for operating these vehicles. All headlights and tail lights must be in working order and on at all times during operation. Individuals must familiarize themselves with the State of Michigan guidelines for operating a snowmobile

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and are encouraged to attend a snowmobile safety training course. For information on snowmobile training contact the Michigan Department of Natural Resources, Law Enforcement Division (phone: 373-1230) or <http://www.michigan.gov/dnr>. Please refer to Michigan Off-Road Vehicle Guide, Michigan Department of Natural Resources (<http://www.michigan.gov/dnr>)

Motorcycles operated in Michigan must be registered with the Secretary of State and must display a current license plate. Titles for ORV's must be obtained through the Secretary of State. ORV's must be licensed with the Michigan Department of Natural Resources, License Control (phone: 335-3272); <http://www.mdnr-elicence.com>).

Snowmobiles operated in Michigan must be registered with the Secretary of State (<http://www.michigan.gov/sos>). Snowmobiles are registered for a three-year period. Registration decals must be displayed on the forward half of the snowmobile. Snowmobile trail permit stickers, which are valid for one year, must be purchased. Permits are available from the Secretary of State and must be permanently affixed to the forward half of the snowmobile.

SCUBA and Snorkeling Safety

MSU is not an AAUS affiliate and, therefore, does not support the use of SCUBA for scientific research. Any SCUBA needed for research must be conducted through an organization other than MSU.

Electrofishing

Electrofishing is an inherently hazardous activity – electrical energy used in electrofishing is sufficient to cause electrocution. Thus, it is the policy of the Department that all individuals using electrofishing for Departmental activities will make safety their primary concern. The PI will ensure that all individuals involved in electrofishing are familiar with the safe use of electrofishing gear being operated and with the risks involved in using this technique and have taken all the relevant safety training. All individuals will be instructed on how to respond if someone falls in the water while electrofishing is in progress. Individuals with a pacemaker or similar device should **NOT** be involved in electrofishing.

Prior to the field season, anyone planning to use electrofishing as a sampling tool is required advised to review the chapter on electrofishing in *Fisheries Techniques* by Murphy and Willis 1996.

Field personnel using electrofishing are required to be certified in CPR, which is enforced by the project PI. Any exposure of the skin to water while electrofishing may result in an electrical shock that may stop the heart. Knowledge of a nearby location housing a defibrillator is recommended (portable ones can be found at the local hospital

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or fire department or contact EHS). Shoes with rubber soles (rubber boots or waders are recommended, as is waterproof clothing) should be worn at all times and checked for leaks prior to electrofishing. Insulated rubber gloves should be worn by all personnel (netters and probe handlers) involved in electrofishing. At the field site, personnel should never electrofish alone. All members of an electrofishing crew should understand the electrofishing equipment being used (including location and use of kill switches), the safe use of the equipment, and what to do if someone falls in or feels the electric current. Make sure that one person has control of the power source.

Communication between crew leader (usually the boat driver) and crew is crucial to electrofishing safety. Generators on-board electrofishing boats are loud, and thus the crew leader should give short, simple commands and notices that crew members can hear, for example, 'Power is on', 'Dippers ready?', 'Step on pedal'. Similarly, dippers should give similar notices to the driver, as they can often see obstructions that the driver cannot. Dippers should turn completely around to alert the driver of any obstruction or safety concern. Notices from the dippers should be short and clear, e.g. 'Log', 'Rock', or other short remark.

When using backpack shockers, use sealed batteries that are the correct voltage for the unit being used. When charging batteries, be careful to follow instructions for the batteries and the chargers.

Make a checklist of all required equipment before loading the truck and heading into the field. The checklist should include: electrofishing unit; generator or batteries; probes; insulated gloves; fiberglass handled nets—rubberized if possible; approved gasoline container; first aid kit; fire extinguisher (ABC type); aerator, anesthetic (MS-222 or other approved by IACUC), tool kit, including necessary tools for minor equipment repairs.

Further reading on electrofishing safety can be found online at <http://www.usgs.gov/usgs-manual/handbook/hb/445-2-h/ch42.html>