

**DEPARTMENT OF FISHERIES
AND WILDLIFE**



**STANDARD OPERATING
PROCEDURES**

Fisheries and Wildlife Standard Operating Procedures

| | |
|--|-----------|
| I. INTRODUCTION | 4 |
| <i>FISHERIES AND WILDLIFE MISSION STATEMENT</i> | 4 |
| <i>FISHERIES AND WILDLIFE VISION STATEMENT</i> | 4 |
| KEY PERSONNEL | 5 |
| STANDING COMMITTEES | 5 |
| TOP 8 LIST | 6 |
| COST CHART – A LIST OF USEFUL UNIT PRICES TO KNOW ABOUT | 6 |
| II. PURCHASES AND EXPENDITURES | 7 |
| ACCOUNT NUMBERS | 7 |
| PURCHASES/RECEIPTS/PACKING SLIPS | 7 |
| PURCHASING CARD (P-CARD) RECONCILIATION | 8 |
| PURCHASE/AND REPAIR OF COMPUTER HARDWARE AND SOFTWARE | 8 |
| GENERAL AND BIOCHEMISTRY STORES | 8 |
| OFF-CAMPUS PURCHASES | 9 |
| RETURNING MERCHANDISE TO VENDORS | 9 |
| III. TRAVEL..... | 9 |
| AUTHORIZATIONS | 10 |
| BLANKET TRAVEL GENERAL INFORMATION | 10 |
| BLANKET TRAVEL REIMBURSEMENT | 11 |
| REIMBURSEMENTS/TRAVEL VOUCHERS | 11 |
| ADVANCES | 11 |
| TRAVELING ABROAD | 12 |
| CONFERENCE REGISTRATION | 12 |
| IV. MAIL/PHONE/FAX AND COPYING PROCEDURES | 12 |
| MAIL | 12 |
| TELEPHONES | 13 |
| FAX | 14 |
| PHOTOCOPIERS | 14 |
| V. MISCELLANEOUS PROCEDURES..... | 14 |
| INFORMATION TECHNOLOGY (IT) SUPPORT | 14 |
| MAIN OFFICE STAFF | 15 |
| KEYS | 15 |
| MSU DISPOSAL POLICY | 15 |
| RECYCLING | 16 |
| VISITOR PARKING PASSES | 16 |
| BUSINESS CARDS | 17 |
| CUSTODIAL/CLEANING..... | 17 |
| BULLETIN BOARDS..... | 17 |
| MEETING ROOMS | 17 |
| DEPARTMENT RESOURCES | 17 |
| STORAGE FACILITIES..... | 18 |
| VI. WEB-SITE..... | 18 |
| DEPARTMENT WEB PAGE / IN THE NEWS AND SEMINARS / LISTSERV | 18 |
| VII. STAFFING..... | 19 |

Fisheries and Wildlife Standard Operating Procedures

| | |
|--|-----------|
| HIRING – TARGETED HIRES (E.G., ACADEMIC STAFF HIRED FOR A SPECIFIC PROJECT)..... | 19 |
| VACATION TIME – ACADEMIC APPOINTMENTS | 19 |
| HIRING – SUPPORT STAFF (TEMPORARY/ON-CALL LABOR AND STUDENT)..... | 20 |
| HIRING – GRADUATE ASSISTANTSHIP POSITIONS..... | 20 |
| SELECTING AND MENTORING GRADUATE STUDENTS..... | 20 |
| TERMINATION AND CHANGE OF POSITION..... | 21 |
| VIII. GRANT INFORMATION | 22 |
| GRANT ACCOUNT PURCHASES | 22 |
| SUBMITTING GRANT PROPOSALS | 22 |
| REQUESTING PI STATUS FOR FACULTY | 23 |
| IX. RESEARCH PROGRAM | 23 |
| INCOMING LAB SAMPLES | 23 |
| FIELD AND LABORATORY POLICIES AND PROCEDURES | 23 |
| WATER CRAFT REGISTRATION | 24 |
| DEPARTMENT TRUCK USE..... | 25 |
| UNIVERSITY VEHICLES..... | 26 |
| REQUIREMENT FOR EMPLOYEES DRIVING UNIVERSITY VEHICLES..... | 27 |
| OFFICE, LABORATORY, CUBICLE AND STORAGE SPACE | 27 |
| SUPPLY CATALOGS | 28 |
| ANIMAL USE AND HUMAN SUBJECT ISSUES..... | 28 |

Fisheries and Wildlife Standard Operating Procedures

I. Introduction

At our May 2008 retreat several new members of our faculty noted that it would be really helpful to have a manual of standard procedures for the myriad of administrative activities for which we are responsible. Several “not so new” members of our faculty were heard to agree enthusiastically. Well, your administrative staff have listened, and I am very pleased to introduce you to the 2008 version of the Department of Fisheries and Wildlife STANDARD OPERATING PROCEDURES manual. 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 8 List**” found on page 5.

Many thanks to all of our administrative staff for helping to put this together, and especially Sharon Reasoner for her role as “chief editor”. Thanks also to Rique Campa and Jen Owen for commenting on a couple of earlier drafts.

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.

Fisheries and Wildlife Standard Operating Procedures

Key Personnel

| Position | Name | Point of contact for: |
|----------------------------------|--|--|
| Department Chairperson | Michael Jones (Acting) Jonesm30@msu.edu | |
| Associate Chairperson | Scott Winterstein winterst@msu.edu | Space requests |
| Director of Academic Programs | Kelly Millenbah millenba@msu.edu | Website, teaching |
| Chair's Administrative Assistant | Sharon Reasoner reasoner@msu.edu | Academic personnel, scheduling for Chair |
| 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 Ravi Subramanian subram16@msu.edu | Computer assistance |
| Graduate Secretary | Jill Cruth cruth@msu.edu | Graduate/Student/Temporary personnel and payroll |
| Main Office Secretary | Marcia Baar baar@msu.edu | Travel, Reimbursement Vouchers – Purchase Requisitions |

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_SPRING04_PUBLISHED_October_2005.pdf

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

Fisheries and Wildlife Standard Operating Procedures

Top 8 List

Most of you are probably not into reading procedure manuals, so we have developed a list of 8 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 cards, etc. (anything related to items billed to a University account). WRITE ACCOUNT NUMBER ON ALL ITEMS!
2. Include all **ORIGINAL** receipts or other backup for travel vouchers (agendas, programs, etc.)
3. Do not clutter the aisles in the store room, or the hallways for that matter. If you must put stuff in the hall or aisles, put your name, or "SALVAGE", on it.
4. 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!
5. Complete all hiring paperwork with Department and H.R. **before** student and temporary employees begin working.
6. Inform the Associate Chairperson of space needs **prior** to arrival of graduate student, post doctoral research associate, visiting scholar, etc.
7. Follow University disposal methods when purging files or cleaning office space.
8. Don't leave food left sitting out in community areas overnight. (attracts unwanted critters)

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

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

| | |
|------------------------|---|
| Voice Mail | \$0.00 |
| Long Distance Calls | \$0.06 per minute |
| Local Calls | \$0.09 per call |
| Fax | \$0.20 per page |
| Photo Copy Black/White | \$0.10 black/white \$0.49 color |
| Visitor Parking Permit | \$1.00 2 hour \$2.00 4 hour \$6.00 8 hour |

Fisheries and Wildlife Standard Operating Procedures

II. PURCHASES AND EXPENDITURES

Account Numbers

Business transactions within the University are facilitated through the use of accounts and account numbers. Prior 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. Generally the last 4 digits of a department phone number will be used as a sub-account for tracking start-up fund spending.

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. If you chose to assign supply ordering responsibilities to a Lab Tech, they can be set up within the MSU Web Requisitioning system with “input-only” status for your ordering. Please work with department CFO if you wish to set someone up within this system.

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, Direct Payment Vouchers, 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://purchasing.msu.edu/PurCard/pCard.htm>. The CFO or Bookkeeper 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

All receipts for materials purchased (either on-campus or off-campus) packing slips, library copy receipts, proof of Stores delivery, anything relating to Department or research account charges, 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 the date the order was received, description and quantity if not clearly noted on paperwork, and account number. Note any discrepancies or damage on the packing slip before

Fisheries and Wildlife Standard Operating Procedures

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) Reconciliation

Each month, promptly upon receipt of your statement, you must:

- ❖ Review 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 two (2) copies of signed statement, and one (1) copy each of log and receipts; **give all copies to bookkeeper**
- ❖ Retain originals in your files according to MSU Record Retention policies. (see <https://www.msu.edu/unit/msuarhc/retention.htm>)

Remember! Even if the charges are staying on the account with which the card is associated, they still need to be moved to the appropriate expense code(s), so ***you still need to do all of the above!!!!***

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 assistance, please complete an order form. Forms can be found at the FWIT site <http://www.fw.msu.edu/~fwit/> and click on "IT Forms --> TLE Orders" form. All orders must include a Department Account Number and a Department Server Account is required. If you don't have a server account, please send your request 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 in the Department's main office (Room 13) or 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. Materials may be picked up at Stores or

Fisheries and Wildlife Standard Operating Procedures

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 at <http://purchasing.msu.edu/pages/contracts.htm>. The University Purchasing Department has a bidding procedure for both equipment purchases and purchases that quantitatively total to \$5,000 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://usdinfo.msu.edu/mbp/sect270.htm#BIDPROC>.

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://universitystores.msu.edu/PDF/MRForm.pdf>). It is important that the Bookkeeper be notified immediately to prevent payment to the vendor until the issue is resolved. 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.

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

Fisheries and Wildlife Standard Operating Procedures

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.

Authorizations

For an employee to be reimbursed for Department-related travel expenses a travel authorization form must be completed at least one work week prior to your traveling. 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 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. Before the start of the field season you, graduate students, and any employees hired on respective projects should write a blanket travel authorization letter for approval from the Department Chair.

Fisheries and Wildlife Standard Operating Procedures

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

Upon completion of travel, the travel reimbursement voucher must be completed; attach all receipts (e.g., air fare, gas, lodging, bridge tolls, conference/meeting agendas or programs etc.); email a copy of voucher to the Main Office Secretary. Place a paper copy of the voucher with all receipts in an envelope and place in the Main Office Secretary's mailbox in Room 14. There are provisions for food per diem and rates for travel by personal car (please refer to the University Reimbursement Chart for up to date rates additional requirements <http://ctrl.msu.edu/combp/ex70a.aspx>) although departmental trucks are more commonly used.

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.

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 travel authorization form, which has been signed by the Department Chair and their Major Professor, no earlier than 30 days prior to travel. The signed authorization form must be taken 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

Fisheries and Wildlife Standard Operating Procedures

receipt attached must be submitted to the FW Main Office Secretary in Room 13, prior to travel. Again, refer to the guidelines in the Manual of Business for complete details at <http://ctrl.msu.edu/COMBP/mbp70.aspx#160>.

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 Pay 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, and a copy of your approved Travel Authorization Form, in the Main Office Secretary's mailbox in Room 14. Every effort should be made to utilize the early registration date and lower cost.

IV. Mail/Phone/Fax and Copying Procedures

Mail

US Mail: Department business mail may be placed directly in the mail slot located in Room 14. All mailings requiring postage need to have a separate GREEN POSTAGE CARD completed with appropriate account number, signature, date, etc. and securely attached to the mailing material before it is placed in the outgoing mail tray. These cards are available in Room 14 along with a SAMPLE of how to complete it. 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 tray. For additional mail processing information please visit the University website at <http://mailprocessing.msu.edu/>.

International Mail: A white international mail card must be completed as above, including the sender's signature, when using MSU Mail Processing. Cards are located in the main office storage cabinet. In addition to the white international card, the letter or package 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

Fisheries and Wildlife Standard Operating Procedures

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 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), 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 or voicemail. You may purchase an alternate phone of your choosing from your spending funds if applicable or pay for it personally. If you elect to have voicemail service, you will be responsible for providing an account number so the department can bill the monthly fee (if applicable) along with any long distance charges applied to your phone line. Instructions on how to set up your MSU voicemail can be found at the following link;

http://www.telecom.pp.msu.edu/VoiceMail_Campus_Instructions_Admin.html

Main Office staff will prepare and send an electronic phone statement monthly of phone calls made from your phone extension and/or lab areas. You then need to review and respond with the appropriate account number to be charged for your phone costs. It is recommended that you maintain a phone log sheet of long distance calls. This will be most helpful when you are reconciling your monthly phone bill to determine which account should be charged for each call if you have multiple accounts.

Fisheries and Wildlife Standard Operating Procedures

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 in the bin above the FAX machine. 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.

Photocopiers

An ID pass code is necessary to use the copy/fax machine. You can obtain your ID pass code by contacting the Secretary in Room 13. The copier in Room 13 is a color copier and primarily for office staff/department use; the copier in Room 12 is black and white only and available for individual use. You will be charged for usage for 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 go to the FWIT site (<http://www.fw.msu.edu/~fwit>) and click on "IT Forms --> Technical Support," complete the form and submit. Your request is then

Fisheries and Wildlife Standard Operating Procedures

handled by one of our IT staff or emails can be directed to fwhelp@msu.edu. You can find additional IT information at the “News” tab on the FWIT site listed above.

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, 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 and lab if applicable, the building, and the main office. **GUARD KEYS CAREFULLY**. If you should lose your keys, report this immediately to the Main Office. There will be a charge to replace lost keys.

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. 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.

Fisheries and Wildlife Standard Operating Procedures

- ❖ **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 public.
- ❖ **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. A list of recyclable items can be found at <http://www.recycle.msu.edu/services/material.html>. Additionally, our own Jared T Myers myersjar@msu.edu continues to make regular trips to a local recycle station and will be happy to provide a list of items they will accept.

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.

Fisheries and Wildlife Standard Operating Procedures

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 day. The following link describes the list of funded services and select by building to see the schedule for Natural Resources <http://custodial.msu.edu/GeneralServices.htm>. 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 two building conference 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. The manual (paper) calendar/schedule to reserve this room is located in Room 126 in the Forestry Office. There is a small (6-8 capacity) Department conference room located in Room 40. You can reserve this room by using the department reservation system (user ID and password are required) on the FWIT website <http://www.fw.msu.edu/~fwit/reservation.html>.

Department Resources

Graduate theses and dissertations are available on loan. They are checked out through the Main Office Secretary in Room 13. Theses and dissertations can be checked out for up to two consecutive 30-day periods (a maximum of 60 days).

Fisheries and Wildlife Standard Operating Procedures

Storage Facilities

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 cages is for Department storage of office supplies and equipment. To arrange for needed storage space, see the Associate Chairperson. Aisles must be kept clear at all times.

Garage: The garage is intended for storage of specific Department vehicles or boats, items too large or awkward to be stored in Room 34D (e.g., cages, traps, boat motors) and excess building and hardware supplies. Items stored must be clearly identified with the Professor's name and the date. The construction of large research apparatus may be done in the garage with prior approval of the Associate Chairperson. In some cases boats are stored in the Garage, but only with prior approval of the Associate Chairperson. 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 Associate Chairperson to have access to space and the necessary keys for use of the boat storage barn.

VI. WEB-SITE

Department Web Page / In the News and Seminars / Listserv

Please direct all changes and posting request to the Director of Academic Programs.

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.rsgis.msu.edu/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).

Fisheries and Wildlife Standard Operating Procedures

VII. STAFFING

When considering a new hire in an academic position discuss with the Chair whether this position requires a search. If yes, 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 project)

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.

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. Date of Birth and various demographic information
9. Complete I-9 form, eligible to work in the U.S.

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/HRsite/Documents/Faculty/Handbooks/Faculty/AcademicPersonnelPolicies/default.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/HRsite/Documents/Faculty/Handbooks/>.

Fisheries and Wildlife Standard Operating Procedures

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

Work with Graduate Secretary using the steps below to process hiring paperwork. It is expected that funding for these positions will come from a grant/research account. Prior approval from the Chair will be needed for any use of general funds.

1. Bring employee to Room 40 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. He/She will be responsible for getting the paperwork completed and returned to Undergraduate Secretary in Room 40 before the start date.
3. A good, clear copy of the employee's social security card and driver's license will be needed to process hiring paperwork; along with proper ID to complete an I-9 form (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. **DO NOT ALLOW AN EMPLOYEE TO BEGIN WORKING BEFORE THEY ARE OFFICIALLY HIRED.**

Hiring – Graduate Assistantship Positions

When hiring a Graduate Assistant [The Graduate Assistant Brochure](#) 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/HRsite/HiringPostings/Students/GradAsst/>.

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 outline in the Department of Fisheries and Wildlife Graduate Student Handbook.

Fisheries and Wildlife Standard Operating Procedures

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 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/all/ris04relations.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.

Fisheries and Wildlife Standard Operating Procedures

Prior to the employee's last day arrangements should be made with their immediate supervisor to collect keys, obtain forwarding address, review status of any open projects, gather personal belongings, and communicate voicemail pass word.

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 transmittal submission. Transmittals can be routed electronically and well as hardcopy. The eTransmittal is especially convenient when there are multiple investigators and units. CGA will want one of the transmittal formats in their office before releasing or signing off on any proposal.

Prior to starting the transmittal process, have your budget pre-approved by CGA. Do not assume you will receive approval the same day you submit the budget to CGA. 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 CGA 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. A conflict of interest form may be required. See CGA website for agencies requiring this and the form. The College of Agriculture and Natural Resources (CANR) has an additional requirement, the overhead calculator which can be found on the CANR BFO website: <https://www.canrbfo.msu.edu>. This must be completed even if there will be no overhead charged to the project. A breakdown of each investigator's percent of the total budget will be needed to complete this form. Consult co-investigators for any special overhead return arrangements they may have so the adjustment can be made on the calculator. If there are documents that must be signed by CGA and accompany your proposal submission, work with the F & W Budget Office to ensure it is returned. Usually CGA will not send out the signed document for the proposal process.

Fisheries and Wildlife Standard Operating Procedures

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 Doug Buhler, Associate Director MAES, Associate Dean ANR (buhler@msu.edu) and Bill Humphrey, Administrative Assistant MAES (humphre4@msu.edu):

1. A written request from the Chair of the department in which the individual is appointed and addressed to the Research Associate Dean stating that the department will provide an appointment, space and any additional resources not included 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 responsible tenure system faculty member.
2. A copy of the CGA Transmittal Sheet, signatures not needed (info on this document will provide our office with a profile of the proposal).
3. A project abstract or brief description.
4. The deadline date of the proposal.

This information will be reviewed and forwarded to 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. Questions should be directed to Doug Buhler or Bill Humphrey at buhler@msu.edu, humphre4@msu.edu, or 355-0123.

IX. RESEARCH PROGRAM

Incoming Lab Samples

During the second week of each month there will be people from 8 different localities coming to drop off water samples for Room 3 laboratory. In the event the Lab Tech is not here when they arrive, they will have to wait for them to return. **DO NOT SIGN FOR THE SAMPLES IF NO ONE IS THERE.** Because of the temperature sensitivity of the samples, temperatures need to be checked before they are signed for. Samples received from Fed-Ex or UPS are generally delivered directly to the main office and can be signed for by someone other than a Lab Tech.

Field and Laboratory Policies and Procedures

As an advisor/mentor to FW Graduate students your awareness of the policy and procedures is critical for student adherence. The Field and Laboratory Policies and Procedures manual is distributed to all incoming students during the New Graduate

Fisheries and Wildlife Standard Operating Procedures

Student Orientation Retreat, which takes place in early September. The manual can be found at <http://www.fw.msu.edu/graduates/FWSafetyManual.pdf> for specific details regarding safety policies and procedures. In the manual, graduate students must complete the Field and Lab Policy Procedure Documentation form and turn it in to their advisor upon starting their graduate program. Some highlights of the manual are repeated below:

Required Training: All students conducting field research are required to obtain up-to-date certification in CPR and First Aid.

Firearms: No firearms are allowed in the student's possession during any Departmental field research or within Departmental or University vehicles, office or laboratories unless they have prior approval from the Department Chair and their Major Professor. (Note: Due to the remoteness of some of our field research activities (e.g., Alaska) agencies funding research activities may required you to be trained and carry a firearm for safety purposes against wild animals.)

Vertebrate Animal Use: Proper approvals need to be obtained prior to initiation of research. Details at http://www.aucauc.msu.edu/iacuc/guidelines_policy_index.htm.

Laboratory Safety: You are expected to be familiar with laboratory safety procedures. Each lab should possess an ORCBS Safety Manual and post lists of hazardous substances and material safety sheets for materials used or stored in the lab. Anyone working in a lab with chemicals or where chemicals are stored is required to attend an ORCBS training session see the link for training information. ORCBS will perform annual inspections of campus labs. Details can be found at http://www.orcbs.msu.edu/training/training_general_info.htm.

Field and Gear Safety: There are numerous procedures that apply to specific types of field activities. The student is expected to be familiar with the specific requirements and follow them. These policies include requirements to file daily itineraries when in the field, to become familiar with local emergency services and the study area, to be prepared to prevent and handle heat and cold related illnesses, boat safety, scuba and snorkeling safety, electrofishing, motorcycle safety, and snowmobile safety. Some of these activities require specialized training.

Water Craft Registration

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. Registrations are good for three years and usually expire on March 31. Keys to Boat Barn can be obtained from the Main Office Room 13 Natural Resources.

1. Watercraft Registration Number (MC #)

Fisheries and Wildlife Standard Operating Procedures

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

Department Truck Use

The department has trucks available for research-related use. Pick-up trucks may be checked out by using the department reservation system (user ID and password are required) at the FWIT website <http://www.fw.msu.edu/~fwit/reservation.html>. Select IT Forms toggle top left of page → select Reservation System → Login to FW Reservation System → View Calendar of all reservations to see if 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. Cheruvilil | D. Hayes | W. Li |
| J. Rose | 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 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 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 the finished with the truck (indicate that gas was for department truck and include the vehicle number on travel reimbursement voucher).

Fisheries and Wildlife Standard Operating Procedures

3. A travel request must be submitted before the truck is used to assure insurance coverage (insurance covers only those authorized to travel on MSU business). Refer to section on travel and blanket travel authorizations.
4. The truck must be reserved for use online at <http://www.fw.msu.edu/~fwit/reservation.html> (see instructions under Department Truck Use) on a first come, first served basis. (Insurance coverage demands sign-out.) From this same web page, you may access a trip report form that must be used to log use of the truck.
5. The truck should be signed out for the actual hours of use. General statements such as "all day" or "weekend" are not acceptable (i.e., 8:00 a.m. until 12:30 p.m.)
6. Be considerate of the fact that other people are also trying to schedule use of the Department truck. Do not sign up for blocks of time, only to cancel at the last minute when you decide or don't feel like using the truck.
7. Truck usage must be kept up to date via the Truck Trip Ticket. Fill out the trip ticket completely. Forms are located in Room 12 under Truck Trip ticket mail slot near copier or on-line under <http://www/fw/msu/edu/~fwit/reservation.html>, see step 2 above.
8. Report any mechanical failure, damage, or required maintenance to the Main Office Secretary in Room 13, via a truck trip ticket.
9. Park trucks in the Trowbridge Ramp. Do not keep at home for weekends or overnight unless absolutely necessary.
10. 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.**
11. You are responsible for the truck during its use. Therefore, it should be treated with the greatest care.

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.

Fisheries and Wildlife Standard Operating Procedures

Requirement for Employees Driving University Vehicles

Effective July 1, 2005, all employees (faculty/academic staff, support staff, and students) who are assigned to drive a university-owned vehicle to perform any MSU assigned tasks must:

- ❖ Possess a valid unrestricted U.S. driver's license, with proper class and endorsements listed for the vehicle(s) to be operated;
- ❖ Have a satisfactory driving record;
- ❖ Sign an Employee Driver Certification form or update annually if one is already on file <http://www.ctrl.msu.edu/download/forms/RMI11.pdf>. The completed Employee Driver Certification form must be on file in Room 13. Submit to Main Office Secretary. (baar@msu.edu)

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 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

Fisheries and Wildlife Standard Operating Procedures

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.**

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

Fisheries and Wildlife Standard Operating Procedures

(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 flynnc@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.