NEBRASKA COOPERATIVE FISH and WILDLIFE RESEARCH UNIT

Handbook

University of Nebraska–Lincoln
This Handbook outlines official policies and procedures for the Nebraska Cooperative Fish and wildlife Research Unit.
This Handbook is under revision.
Revision 11/2017
FOREWORD

Information in this handbook is assembled to assist staff and students in answering some of the more frequently asked questions concerning the operation of the Nebraska Cooperative Fish and Wildlife Research Unit (NECFWRU) and to state some of the policies of the Unit. Although the Unit functions on as informal a basis as possible, certain standards are essential to maintaining the Unit’s operation. Our goal with this manual is to prevent new students and employees from “reinventing the wheel” by building on the previous experience of students and technicians. We have intentionally incorporated as much flexibility as possible into the policies and procedures. Any and all policies and procedures are subject to appeal, revision, or elimination.

The Unit was established through a Cooperative Agreement between U.S. Geological Survey, University of Nebraska–Lincoln, Nebraska Game and Parks, U.S. Fish and Wildlife Service, and the Wildlife Management Institute. The Unit is staffed with both federal employees and UNL employees, and funds numerous UNL graduate students. Because of this unique agreement, we are required to follow both federal and university processes, guidelines, and procedures.

Note to graduate students. Graduate school is often the most intellectually satisfying and challenging time in your life. As is the case for most things worthwhile, graduate school is demanding and requires personal sacrifice and discipline. It is an opportunity to learn at an advanced level, to conduct world-class research, to grow as a professional, and to make a significant contribution to our understanding and management of natural resources. Only a few assistantships are available each year through the NE CFWRU and the competition for them is fierce; only the best candidates are selected. Accordingly, we have high expectations of our graduate students—we expect a high degree of dedication, energy, productivity, and commitment from students. You will likely never have as much freedom to learn in such an unrestricted setting—make the most of this time. The scheduled demands are relatively few, but the responsibilities are yours alone. Keep in mind that you are being provided with ample resources to complete your research project and that you are getting paid to go to school; this really is a rare opportunity and a major investment in you. Enjoy graduate school, be challenged by it, and revel in the success of scientific discovery. The skills you learn in graduate school will follow you throughout your entire professional career.
### UNIT CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Room</th>
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<tbody>
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<td>Kevin Pope</td>
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<td>Joseph (TJ) Fontaine</td>
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<td>Wilma Gerena</td>
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<td>Erica Stuber</td>
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<td>511</td>
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<tr>
<td>Allison Zach</td>
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<td>506</td>
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**FAX:** 472-2722  
**Address:** Hardin Hall, 3310 Holdrege  
Lincoln, 68583-0984  
**Boat Storage (PFD)** 6520 N 56 St., Lincoln,  
**Wet Labs,** rms 118 and 122  
**Graduate Students:** rm 013, zip -0980  
**Behavioral Analysis Lab**, rm 200

### SNR CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>John Carroll</td>
<td>472-9873</td>
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<td>Karen Gilbert</td>
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<td>Lisa Greif</td>
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<td>Maria Hansen</td>
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<td>Tri Tran</td>
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<td>Jacki Loomis</td>
<td>472-7550</td>
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<tr>
<td>Christine Steggs</td>
<td>472-8120</td>
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<tr>
<td>Patty Swanson</td>
<td>472-5355</td>
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<tr>
<td>Maps Sales Desk</td>
<td>472-8197</td>
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<tr>
<td>Mail Room</td>
<td>room 123</td>
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### NATURAL RESOURCES BUSINESS CENTER (NRBC) CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Corey Cook (mgr)</td>
<td>472-5536</td>
</tr>
<tr>
<td>Tiffany Bellows</td>
<td>472-7214</td>
</tr>
<tr>
<td>Kyle Bogus</td>
<td>472-6703</td>
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<tr>
<td>Cheri Huisenga</td>
<td>472-7788</td>
</tr>
<tr>
<td>Hannah Kahler</td>
<td>472-5585</td>
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<tr>
<td>Leo Masek (personnel)</td>
<td>472-0833</td>
</tr>
<tr>
<td>Mary Prai (time sheets, leave requests)</td>
<td>472-7701</td>
</tr>
<tr>
<td>Jerry Schluckebier (asst. manager)</td>
<td>472-8876</td>
</tr>
<tr>
<td>Pat Wemhoff (purchasing)</td>
<td>472-8726</td>
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EMERGENCIES

INJURIES

On campus, daytime, call your advisor Craig Allen (402-472-0229), Joseph Fontaine (472-0339), Kevin Pope, (402-472-7028) or Wilma (472-0449) if possible. Minor injuries can be treated at:
- University Health Center on City Campus, 15th & U Streets, 472-5000
  8:00 a.m. – 6:00 p.m., M-Th, 8:00 a.m. – 5:00 p.m. F
  9:00 a.m. – 12:30 p.m. Saturdays

For emergencies and after-hours care (bring UNL ID):
- St. Elizabeth’s Company Care, 5000 N 26 Street, 475-6656
- Bryan LGH East, 1600 S. 48th Street, 489-0200
- Bryan LGH West, 2300 S. 16th Street, 475-1011
- St. Elizabeth Regional Medical Center, 555 S. 70th Street, 486-7142
- Linc-Care (all locations) requires a supervisor signature unless you pay the bill and then request reimbursement. (3910 Village Dr.; 5000 N. 26th St.)

In case of an injury working on a project while in the field, forms and procedures are included in each vehicle.

Immediately notify Unit staff (Craig Allen, Joseph Fontaine, Kevin Pope, Wilma Gerena or Caryl Cashmere) of any field or laboratory accidents, equipment losses or damage, mishaps, or injuries involving you or your technicians, including relatively minor incidents.

REPORTING HAZARDS

Fires. To report fires (or request an ambulance), dial 9-911 from a campus phone and pull the nearest fire alarm to evacuate the building. Hardin Hall is building #A065. If you hear a fire alarm, evacuate immediately! Do not use elevators.

Police. Dial 2-3550 (from a campus phone) to report crimes in progress and emergencies.

Chemical Spills. For hazardous chemical spills, call the campus operator (0) to provide information for emergency responders.

Natural Gas Leaks. Call the University Operator (0) or the UNL Police at 2-3550 to report.
GENERAL INFORMATION

ASSISTANTSHIPS

A graduate assistant must be enrolled for credit during the fall and spring semesters. Tuition remission of up to 12 hours per semester is provided as a benefit of eligible assistantship employment.

Graduate assistants are not required to register for courses during the summer term. However, graduate assistants employed in the summer but who are not registered for courses during the summer term are subject to FICA and Medicare taxes; fees for recreation center usage; limited access to libraries and health center fees. See Graduate Studies web site for more information.

Tuition – Other University of Nebraska Campuses

If you enroll in a course at another NU campus (i.e., UNK, UNO), your benefits will cover this tuition. However, it is important that you contact the Graduate Studies Office to let them know of the situation. There is an NU system, inter-campus agreement in place for processing the tuition, but it is not automated. Graduate Studies will contact the appropriate campus, such as UNK, and request that they send UNL Graduate Studies the tuition bill. The current contact is Jane Schneider (472-8670, jane.schneider@unl.edu). You will need to provide your name, student ID number, and a description of the situation. Enrolling in such a course should be done only in response to your advisor's request to do so, or in consultation with your advisor. There are restrictions based on the number of credit hours you are enrolled in. It would be best for you to contact Graduate Studies before enrolling so that you understand the process and your responsibilities. This is not something your advisor or NE Coop Unit can assist with.

COMPUTER USAGE

The scientists within the NE CFWRU believe that it is important to provide graduate students with personal computers for the purpose of supporting its fundamental activities of research, instruction, and administration. However, computer usage is a privilege—not a right. Students are expected to use all computing resources responsibly and are expected to adhere to guidelines and policies as set forth by UNL and laws and regulations of federal, state and local government. As such, students should conduct themselves as professionals while using NE CFWRU computers.

Only work-related use of computers is allowed. Examples of non-work-related use include on-line auctions, social networking sites, personal chat rooms, and games. Such activities may result in suspension of computer privileges. Use of computers to create and maintain CVs and other materials for career advancement is appropriate and encouraged.

If you need software packages currently not provided on a computer, visit with your supervisor to determine whether such software can be added. Under no circumstances shall unauthorized software be installed on any of these computers.

Students are to take the necessary measures to safeguard the operating integrity of computer systems, including their associated networks. Students should also safeguard the accessibility of these computers. Finally, students should familiarize themselves with UNL computer use policies (information provided at http://www.unl.edu/unlpub/special/compuse/index.shtml).
**EQUIPMENT AND SUPPLIES**

**Copiers and Fax Machines**
The Unit’s copier and fax machine are for Unit business and research only. For personal copying and faxes, see Lisa or Bernice at the first-floor front desk. They have a copier and fax available for personal use for a minor fee. Otherwise, check with the University Bookstores or retailers such as Kinkos.

**Supplies**
Supplies in the Unit office cabinet are for minor research related activities, not for class work. Significant research supplies will be purchased from grant funds, not obtained from supply cabinet.

To print a letter on Unit letterhead, please email Wilma a request. It should reflect Unit business. Once printed and signed, Wilma will keep a copy with other Unit correspondence. The email request should include:

1) The reason for wanting to use Unit letterhead
2) The full letter text, including address and salutation, either as part of the email or as an attachment

**Telephones**
When dialing a campus number from a campus phone, drop the “47.” On campus, dial university 472-XXXX numbers as 2-XXXX, or if dialing a State of Nebraska number from a campus phone, dial 471-XXXX numbers as 1-XXXX. If dialing off-campus numbers from a campus phone, you must first dial “9” + (area code) + (7 digit number).

**HOUSEKEEPING**

**UNL**
UNL custodians will clean floors once a week, restrooms twice a week. Trash is emptied from the labs and 013 once a week, but from the restrooms twice a week.

*Your* responsibilities include:

- Recycle paper by using the building’s recycling bin, west end of Hardin Hall.
- Dusting office and lab furniture and equipment as needed—a lambs-wool duster as well as glass cleaner are available to use from room 425 Hardin.
- Maintain a clean and inviting lab for all—fetid garbage and food packaging should be placed in an outside trash bin or restroom trash to reduce odors, and insect/rodent infestations.
- Cans, bottles, cups, and beverage containers are not allowed in the labs.

**Remember, lab space is shared space. Be considerate of others.**

**PFD**
To NE CFWRU Users of the Popegg Fishery Domicile (PFD) at 6520 N 56th Street:
Listed below are items that you are expected to practice at PFD.

1. Cleanliness and order are to be maintained at PFD. This should not be interpreted as your standard of clean, but rather as Dr. Pope’s and Dr. Pegg’s standard of clean. If you are unclear on that standard, please ask. As a general rule of thumb, the standard is not the military’s “white-glove” standard. Yet, I assure you that the standard cannot be met unless someone from each crew utilizes cleaning equipment (broom, dust pan, vacuum, power washer, etc.) and supplies (towels, soap, etc.) on each and every visit to PFD.

2. Tools are provided for maintenance of our equipment. If you need a tool that we do not own, please let me know so that a proper tool can be obtained. Tools are to be used and maintained in a manner that promotes a safe working environment. Tools are to be stored in their proper location. If you use a tool at PFD, return it to its proper storage location. If you need to take a tool in the field to work on equipment, please leave a note in the proper storage location of that tool. The note should clearly identify your name, the type of tool, and the date borrowed. Once you return the tool to its proper storage location, please remove and dispose of the note. NOTE: PFD general-use tools should not be taken to the field for more than a day or two. General field tools are also provided (generally stored in vehicles) for your use.

3. Trash cans and bags are provided for your use. However, trash pick-up is NOT provided at PFD because we deemed that an unnecessary expense. We would be happy to provide trash service at PFD if someone is willing to donate money for a year’s worth of service. Until then, you are expected to transport trash to the dumpster at Hardin Hall (located at the loading dock). Trash should be transported as soon as the trash can is three-quarters full. Even if you do not place any trash in the trash cans, you are responsible for checking to see if trash needs to be emptied each time you visit PFD. If trash items are too large for the trash can, then immediately transport those items to the Hardin Hall dumpster.

4. Wet items are never to be stored (put away). They should be hung to dry. Once items are dry (usually within a day), they are to be immediately stored in their proper place.

5. Mice and rats continue to be a serious threat to our equipment and health. Poison stations are location throughout PFD; new “baits” should be placed in these every couple of months. In addition, all reasonable efforts should be employed to minimize the attraction of mice and rats (e.g., don’t leave fish attractants and un-eaten food lying around).

6. Containers to capture oil are provided for your use. These are to be emptied with UNL’s Environmental Health Services (located on East Campus Loop) immediately after oil is collected. These containers are NOT to be used for storing oil more than a day or two because they have a propensity to leak.

7. Floor Dry is provided to clean up oil and other spills. All messes are to be cleaned immediately. If you use the last of the Floor Dry, be sure that a new supply is obtained immediately.

8. The Hotsy is to be used to decontaminate boats and field equipment. Please obtain training from experienced users. This pressure washer may also be used to clean equipment. Use extreme caution to avoid injury as well as damage to equipment.
9. NECFWRU boats are to be ready for use on a moment’s notice. That means that all repairs, general maintenance, and cleaning are to be completed at the conclusion of each day’s use. That also means that all required MOCC equipment is dry and properly stored within each boat.

If you read the above list and thought to yourself that you need to improve on your work habits, please do so. If you read the above list and thought to yourself that you already do these items, please begin to hold your colleagues accountable.

MAIL

Outgoing mail is picked up around 9:15 from room 123 Hardin Hall. Graduate students will receive mail in room 013 Hardin Hall. All mail is delivered to room 123 on odd days only. Only internal mail is delivered to room 013.

Plain manila envelopes are used for on-campus mail. Envelopes are re-used. No postage is needed on campus. Include: Name, room and building abbreviation, four-digit zip code extension. Building abbreviations and four-digit zip codes for faculty and staff can be found in the UNL online directory at directory.unl.edu.

Jerry Smith
111 Hardin Hall (or 111 HarH)
0711

Routine, off-campus, research-related mail needs a complete Coop Unit return address, including the Unit’s 4-digit extension (e.g., 68583-0984). Give to Wilma for mailing.

Federal express may also be used for research-related mailings when required and approved. Fill out all materials and give to Wilma or Caryl.

MANUSCRIPT SUBMISSION PROCEDURES

USGS policy requires peer review and agency review of all manuscripts prepared for publication. The procedure for Fundamental Science Practices (FSP) changes frequently (quarterly it seems); thus, you should visit with your advisor about this process when you have a nearly completed manuscript. Also current directions and forms needed are posted on the INFORMATION FOR STUDENTS AND EMPLOYEES section of our website.

FSP also is required for abstracts submitted to conferences. Abstracts must go through the FSP process. For abstracts, this means submission to your advisor of a document that includes the abstract text, the title, the authors, author affiliations, name of conference, location and date of conference.

PET POLICY AND WORK

Regarding policies concerning pets (e.g., dogs, cats, etc.) in state or university, or federal vehicles, or on research sites:

State or Federal Vehicles: University policy is very clear on this – no pets in university vehicles, period. Same for federal vehicles. The only exception possible is a dog for safety, and that
would require a series of written approvals from high levels of university administration. This would be appropriate, perhaps, for someone working alone late at night in very remote locations. Approval is likely to be difficult.

**Research Sites**: An animal on research sites requires IACUC approval. If they are helping with research, an IACUC protocol needs to be in place. If they are not involved officially in research, they should not be on research sites.

In addition, the University of Nebraska-Lincoln prohibits pets inside UNL buildings, except for dogs that have been trained to do work or perform tasks for an individual with a disability.

University and federal funds can never pay to house a pet in a hotel, rental housing, or similar property.

It’s very important to keep research and personal endeavors separate.Appearances are everything to most of the public.

**Public Relations**

Because we are government employees, we are highly visible; thus, we must practice good public relations. You represent the Unit, the University, the state, and the county. Be careful to do everything possible to foster positive public relations with the general citizenry. This includes “defensive driving.” Please dress appropriately when in the field or when acting on behalf of the university (e.g., clothing should not have imprints that could appear offensive.)

**Purchasing**

Plan in advance. Purchase requests are processed and ordered regularly as time permits. Fill out the purchasing request form available on the Coop Unit website. Go to the Students page, Student and Employee Information. Once the form is completed give your order to Caryl; she’ll verify the order with the project PI. Some orders may be forwarded to the Natural Resources Business Center (NRBC) as appropriate. NRBC will process orders on their time frame.

To complete the purchasing request form, you will need:
- The Cost Object Number
- The purpose/use for the item ordered
- The vendor information
- Qty, Unit (i.e., each, dozen, case), catalog #, description, unit cost, total cost of item ordered

**Reimbursement for Mileage and Expenses**

Nebraska legislation mandates that all reimbursements must be processed within 60 days of incurring the expense. The following polices were designed to meet this requirement.

- **Non-Travel.** You must turn in any non-travel receipts to our office no later than 45 days from the date of purchase.

- **Personal Mileage.** You must turn in claims for personal mileage expenses to our office by the 10th of each month for the prior month’s mileage. For those of you who
submit monthly log sheets for personal mileage, the 45-day limit begins from the first day of travel, not the last day. Each day is a day of travel.

Example. Turn in mileage for the month of April no later than May 10.

- **TRAVEL EXPENSES.** Travel expenses must be submitted to our office no later than 45 days from the completion of travel. *All expenses for a single trip must be turned in on a single voucher.* If you have mileage and paid for lodging or other expenses during field research, submit those receipts together, just as though you attended a conference. If you personally pay for a conference registration fee prior to the conference, submit the receipt along with the conference agenda immediately for reimbursement on a non-travel voucher. Do not wait until after the conference to submit this expense.

Example. A travel voucher includes two trips, 5/02 – 5/5/2010 and 5/12 – 5/17/2010. The request for reimbursement for the first trip must be submitted no later than 45 days after 5/5/2010. If you personally paid for a hotel, or campsite, include that receipt with the mileage.

As a precaution, if you are conducting field research based at one location for an extended period of time, submit expenses monthly, by the 10th of each month, to ensure that you will be reimbursed. Do not wait until the conclusion of your field season.

The 45-day time limit is necessary to ensure that the forms have been processed by the NE Coop Unit office and by the Natural Resources Business Center, and, in no-more than 60 days, received by the UNL Accounting Office. This does not mean approximately 60 day; this means exactly 60 days to Accounting.

**IMPORTANT:** Expenses received in the NE Coop Unit offices after the 45-day deadline may not be reimbursed. As this is a State of Nebraska legislated mandate, there is no forgiveness, no exceptions!

![Meal Reimbursement During University Travel](http://travel.unl.edu/policies/food-reimbursement-policy)

Out-of-state travelers who choose to use motor vehicles instead of available commercial air service will not be reimbursed for food or lodging expenses that would have been avoided by using commercial air service.

Travelers using privately owned aircraft on official travel will not be reimbursed for food or lodging expenses incurred while en route.
SUPERVISING RESEARCH TECHNICIANS

If you are supervising technicians who submit time sheets and/or vouchers, it is your job to make sure their information is complete and accurate before they are turned in to Caryl. This is part of being a supervisor.

UNL’s pay period runs Friday to Thursday. Time sheets must be turned in on Friday AM after you have verified the hours match your technician’s work schedule and that the hours listed add up to the total hours worked on the time sheet. Once this information has been verified, sign the time sheet, copy it, turn the file copy into Caryl and take the original to the Jolene in the business center.

TRAVEL

Prior to Travel
A Travel Authorization (TA) must be completed for out-of-state travel and be signed by your advisor or supervisor and the SNR department head prior to any out-of-state travel. Complete the travel authorization and turn it in to Caryl or Wilma for review and processing.

Airline tickets paid for with University funds must be purchased through Travel and Transport and will not be purchased until an approved TA is received. See Wilma or Caryl for help.

After Returning
Requests for travel expense reimbursement are made by using a Travel Voucher (see Exhibits). You are expected to complete the form yourself, sign it, and turn it in to Caryl with your receipts. If you would like, complete the form and email it to Caryl who can check it over for completeness before you print and sign the voucher.

- A tip of 15% is customary; UNL Accounting will not reimburse more than a 20% tip.
- Lodging receipts must be on hotel letterhead and show a zero balance.
- Meals, supplies and miscellaneous expense receipts should be taped to 8 ½ x 11 paper and paper clipped to the back of travel voucher. Do not highlight or tape over the printed area of the receipt as this may dissolve the ink making the receipt unreadable. Meal receipts must show details—a credit card receipt showing only the amount charged will be reimbursed for a maximum of $4.99. For meals paid with a credit card, submit both the detailed receipt and the amount charged receipt.
- Check with you advisor as to what research project will reimburse your expenses. Caryl can fill in the account number, but only if she knows which account to charge.
- If you are traveling with others in the same vehicle to the same destination, make sure your arrival and departure times match.
- Don’t forget to sign and date your voucher, if either is missing, it cannot be processed and you will not be reimbursed.

Submit all receipts to Caryl for processing within one week of returning. Completed Travel Vouchers must be signed by you and your advisor or the project PI in order to be processed. Allow two weeks to receive your direct-deposit reimbursement. Alcohol and personal phone calls cannot be reimbursed.
Note: non-travel expenses require a non-travel voucher. Complete, print, sign the voucher and bring to Caryl with your receipts. If non-travel expenses incurred during travel, they may be included on your Travel Voucher.

**Both vouchers are available on-line on the Coop Unit Web site. The link is found at the bottom of the Students page, “Student and Employee Information”.**

When traveling for Coop Unit business or research and driving, use of a Coop Unit vehicle is preferred. If a personal vehicle is used, mileage will be reimbursed at one of two rates.

1. If a Coop Unit vehicle is NOT available, requiring use of a personal vehicle, mileage will be reimbursed at the full current rate established by UNL which is based on the federal reimbursable rate.
2. If a Coop Unit vehicle is available but the individual opts to use their personal vehicle, they will be reimbursed the current rate that research projects are being charged for use of Unit vehicles. (most recently, $0.54/mile).

**WORK HOURS AND TIME OFF**

**Hours**
The College of Graduate Studies at the University of Nebraska–Lincoln expects graduate research assistants to work approximately 20 hours per week supporting their advisor's research, not including time spent on their own thesis or dissertation research. Unit policy is to allocate those 20 hours to the graduate student's thesis or dissertation research instead, to optimize the quality of that research.

Of course, additional time often far in excess of 20 hours per week is associated with academic research leading to successful completion of the student's thesis or dissertation, including reading and synthesizing scientific literature, technical writing, field and/or laboratory work, data management, graphics and presentation preparation, and quantitative analyses. Unit students are occasionally asked to help out with various tasks associated with Unit operations or to assist with other Unit research projects when need arises. Whenever possible, we try to minimize such duties to give students more time for their research and coursework.

**Time off**
If you have a graduate student assistantship (teaching or research), you are both a student and a UNL employee. Graduate research assistants do not accrue official vacation time, but we accommodate requests for time off if (a) project activities and academic milestones are on schedule, (b) the absence will not interfere with scheduled activities, and (c) we are provided sufficient lead time to preclude any scheduling problems (at least two weeks). **Time off should be approved by your advisor.**

The undergraduate calendar does not necessarily apply to your role in graduate school. Example: Fall and Spring Breaks can be ideal times for field research. **Do not assume that you automatically have this time off.** Time off taken for Fall or Spring Break must be cleared in advance with your advisor just as any other leave time would be cleared. Graduate students without an assistantship are also expected to discuss, in advance, leave time with your advisor to ensure that there is no conflict with research activities and schedules.
When taking leave, always provide your advisor with the dates of your absence, and a phone number or email address where you can be reached during this time.

**University Holidays**

UNL holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. Normal University operations are closed down on these days.

These twelve holidays are paid holidays for all regular employees. Regular part-time employees, and temporary part-time employees with appointments of *more than six months* receive holiday pay prorated according to their FTE. On-call employees, temporary employees with appointments *less than six months*, and student workers, do not receive holiday pay.

Four additional "working holidays" are provided, for which University operations continue as usual, with alternate holiday time off given later. Working holidays are: Presidents Day, Arbor Day, Columbus Day, and Veterans Day. University classes and offices are operational and staffed on these days. Employees will normally take alternate holiday time off during the December holiday break when the university is closed. Working during the holiday break must be essential and must be pre-approved by the SNR director.

Employees may be required to work on a University holiday. **Hourly** employees required to work on a holiday will be paid for the holiday plus the hours worked. At the supervisor’s discretion, one of two options will be exercised. (1) Employee receives pay for the hours worked and takes the holiday (hour for hour) with pay at a later date. Use earnings type FLH (floating holiday) to record holiday hours on the time sheet when the hours are earned and when also when floating holiday hours are used. (2) Employee receives holiday pay (earnings type HOL) plus pay for hours worked on the holiday. **Monthly** paid employees required to work will be given an alternate time off for hours worked on the holiday (hour for hour) within 60 days of the holiday worked.

*(Condensed from the UNL Human Resources web pages.)*

**Vacation and Sick Leave (permanent/temporary employees)**

Benefits-eligible employees must submit a request for leave electronically via Firefly to receive advance authorization for vacation leave. Sick leave approval should be requested via Firefly as soon as the employee is able.

Accruals and usage for vacation leave, sick leave and floating holidays are found on the bottom section of the employee payroll advice.
GENERAL SAFETY AND SAFETY TRAINING

As a joint federal and university unit, we are subject to both federal and university safety guidelines and training requirements.

All Unit personnel are expected to maintain current certification in CRP/AED and First Aid. Classroom training is preferred over online training.

DEPARTMENT OF THE INTERIOR/U.S. GEOLOGICAL SURVEY (DOI/USGS)

Federal training is required of everyone, based on your responsibilities. Refer to the exhibit at the back of this document for details for using DOI learn to complete federal training requirements.

ALL field employees are required to complete the following USGS Field Employee Safety Orientation:

- USGS 1300: Safety Program Requirements (duration: 1 hr.)
- USGS 1304: Industrial Hygiene Program Requirements (duration: 1 hr.)
- USGS 1315: DOI Safety and Occupational Health Overview (duration: 1 hr.)
- USGS 1338: Authorities, Roles, and Responsibilities (duration: 1 hr.)
- USGS 1342: Safety and Occupational Health Program Overview (duration: 1 hr.)
- USGS Defensive Driving for General M/V Drivers (2.5 hrs.)
All Administrative Employees complete the following USGS Administrative Employee Safety Orientation:

- USGS 1315: Safety and Occupational Health Overview (duration: 1 hr.)
- USGS 1338: Authorities, Roles, and Responsibilities (duration: 1 hr.)
- USGS 1339: Safety Program Requirements for Administrative Personnel (duration: 1 hr.)
- USGS 1342: Safety and Occupational Health Program Overview (duration: 1 hr.)
- USGS Defensive Driving for General M/V Drivers (2.5 hrs.)

If you conduct field or lab work, you are required to complete:

Other:
- Motorboat Operators Certification Course (MOCC) is required for anyone in the Unit conducting research that involves working from a boat.
- Principles of Electrofishing (taught by U.S. Fish and Wildlife Service) is required for anyone in the Unit that is a leader of an electrofishing crew.
- Other DOI Training maybe required if required by your responsibilities. Those with keys to PFD must complete:
  - Ladder training (UNL EHS)
  - Power tools training (DOI)

**SHELTER IN THE EVENT OF A TORNADO**

Auditorium. Occupants of the auditorium should go to the basement.

Tower. Occupants of first and second floor in the tower should go to the basement. Occupants of tower floors three through nine should move to an interior room, not the hallway.

Link/South Wing. Occupants of the offices and labs on first and second floor of the link between the tower and the north wing should go to the basement using the west stairs.

North Wing. Occupants of the north wing should go to the basement using the stairs. Occupants of classrooms in the north wing should go to the basement. Classrooms 141 and 142 should access the basement by going to the right down the hall to the stairs by the freight elevator. Classroom 163 should go to the basement by going across the lobby to the stairwell.

Basement. Occupants of the basement should remain in the basement

**UNIVERSITY OF NEBRASKA-LINCOLN**

UNL Environmental Health and Safety (EHS) offers safety training for UNL employees. Training courses and an Employee Needs Assessment are available at:
http://ehs.unl.edu/training/

In order to be registered for online courses provided through this website you must provide your NU ID number. If you have not yet been issued an NU ID you may take the course, but your session will not be recorded until an NU ID number is provided to Environmental Health & Safety (EHS) by phone (402-472-4925) or email (ehs@unl.edu).
NOTE: If you do not have an NU ID or have not previously taken an online EHS safety course, you will be directed to a second page to provide basic information.

**Online: Core - Injury and Illness Prevention Plan (IIPP)**  
*Required by all staff and faculty once during employment at UNL.*  
The Injury and Illness Prevention Plan module is required for *all* employees who get a paycheck from UNL. Some departments require a refresher.

**Online: Core - Emergency Preparedness Training**  
*Required by all staff and faculty once during employment at UNL.*  
The Emergency Preparedness module is required for all employees who get a paycheck from UNL. Some departments require a refresher.

NOTE: It is recommended that you complete this Emergency Preparedness module AFTER you have taken the Core-Injury Illness and Prevention Plan (IIPP) training module.

Those who will be **working in a lab** are required to take the following lab courses:  
1. Chemical Safety: online (4 modules)

**ADDITIONAL TRAINING NEEDED**

When certain hazards are associated with tasks the employee performs, specific training generally available through EHS, is required. Examples include: potential exposure to bloodborne pathogens, respirator use, forklift operation, ionizing radiation, confined space entry, etc. Additional guidance is available in the EHS document found at:  
[http://ehs.unl.edu/Training_Needs_Assessment.pdf](http://ehs.unl.edu/Training_Needs_Assessment.pdf)
RESEARCH INFORMATION

Agency Contact

Do not expect to work on private land without permission or staying in contact with landowners. The same respect and professional courtesy should be extended to state and federal agency personnel. They are responsible for the management of wildlife and fisheries resources and should at all times know what we are doing on their land or in their area. They also have law enforcement responsibilities in many situations.

Before any activity is started, all potentially affected agency personnel should be contacted and briefed on the proposed activity. All should also be informed when and where you plan on doing something in their area. All Unit equipment (some of which is illegal without special permit) should be clearly identifiable as belonging to NE CFWRU (or UNL). This is especially true for traps, nets, cages, etc.

Archiving Samples

Prior to leaving UNL, graduate students and faculty should attend to non-essential research materials such as stomachs, scales, hides, chemicals, carcasses, etc. These must be removed from the facilities and destroyed by Good Laboratory Practices (GLP) Guidelines. Essential materials such as data, etc., must be retained for:
   a) 5 years when publication is sought;
   b) 2 years if no publication is sought;
   c) Indefinitely if data are likely to be sought by EPA, FDA, or other regulatory agencies;

Usable field samples should be given to the appropriate faculty member. Data should be stored with faculty advisor. If research material is archived, it must be in a sealed box, clearly labeled with the graduate student’s and major advisor’s names, date of completion, contents, and discard date.

Data Ownership

Almost all of our research in the Unit is done on grants and contracts. Although we commonly refer to data as being “mine” or “ours,” data ownership rests with the contracting agency; data collected do not belong to the student. Our responsibilities are to collect, analyze, and publish their data. Major advisors are principal investigators (PI) on projects and are responsible for relegating authority for research activities. The transmission of data to the PI or contracting agency can be required at any time; noncompliance may result in legal action. All research data are the property of the project and must be permanently filed with the major advisor.

Ethics

Ethical behavior and actions are expected. Ethical behavior in regard to class exams, writing assignments, etc., is important to a student’s academic and professional development. There are also ethical issues that graduate students must consider with respect to research data collection, interpretation, and reporting. The scientific method assumes ethical behavior. Ethics are something that should be innate, not something that is written as a rule or regulation. In general, if you question the ethics of some action, it is probably not ethical. Seek guidance from your major professor.
Publication

Research is not complete until it has been published in the peer-reviewed scientific literature. We therefore require that Unit students complete research of a quality that is publishable and submit at least one manuscript co-authored by your advisor to a national-level, peer-reviewed scientific journal (preferably before graduation). Failure to publish your research results within one year may result in rearrangement of author order. Manuscripts published under the Unit byline must be certified by the USGS Cooperative Research Units Program (see Manuscript Submission Procedures section) prior to submission. We also encourage publication of popular articles in magazines such as *Nebraskaland* magazine. The Unit will pay all costs (page charges, reprints, postage) associated with publication of accepted articles. The reputation of a research university is dependent on the number and quality of peer-reviewed publications it generates; publishing therefore enhances the value of your degree. The most successful graduate students, in terms of getting the jobs they desire after graduation, are those with multiple publications. Publishing is a strong indication to potential employers that you are smart, dedicated, hard-working, and willing and able to complete projects. Most importantly, publishing provides considerable personal satisfaction and gratification in knowing that you have advanced science substantively.

Reports

Most contracting agencies require reports of completed research activities. To ensure communication between Unit students and their major advisor, students will prepare a monthly report of their academic activities (emphasizing research). Specific details of the report are to be worked out between student and advisor.

Research Expenditures

The state, University, and federal government have specific procedures for the expenditure of funds from a variety of accounts, use of credit cards, travel reimbursements, etc. See Wilma Gerena before any expenditure to ensure that it is legal and authorized. Incorrectly expended funds cannot be reimbursed.

Chemical Safety

It is the responsibility of each student using chemicals on his or her research project to be knowledgeable about their proper use, storage, disposal, and any hazard their use may pose. This information may be obtained from the Material Safety Data Sheet provided with each chemical purchased. Students should read (and copy if the material is especially dangerous) the MSDS for any chemical being used in their research or other activity before it is initially used. Students are also responsible for the proper disposal of any unused chemicals at the completion of their project. MSDS must be posted in the lab where they are used and stored.

Chemical Spills. For hazardous chemical spills, call the campus operator (0) to provide information for emergency responders.

Laboratory Protocol

There are various teaching, research, and support laboratories and areas available for our use. There are specific faculty members responsible for these areas and there are specific things that occur in each. No one has the authority or right to remove or use any material, equipment, etc.,
from these areas without permission. Do not move glassware, scopes, supplies, etc. without permission.

Polite Laboratory Protocol, or PLP, refers to behavior that increases the safety, efficiency, and comfort of colleagues working together in laboratory conditions. This behavior includes (1) clearly labeling rooms, work areas, and containers; (2) cleaning thoroughly (because it is unsafe for others to clean after your experiment); (3) communicating the need for space and equipment in shared labs; and (4) transporting samples in double containers. PLP also includes wearing laboratory apparel only in the laboratory to avoid spreading contaminants, odors, or waste.

Use of Animals in Research

Animal Research Protocol

Before beginning research that involves manipulation or use of animals, investigators must complete IACUC (Institutional Animal Care and Use Committees) General Evaluation Training—either on-line or in person. All training programs are free and good for five years. Campus workshops are offered once at the beginning of the fall and spring semesters. On-line training can be taken at any time. When completing the on-line training, participants are responsible for printing the Certificate of Completion and forwarding it to the UNL Institutional Animal Care Program. Provide a copy of the certificate of completion to Caryl for inclusion in your personnel file.

In addition, investigators must also fill-out the IACUC Training Documentation Form and submit to UNL Institutional Animal Care Program at 110 Mussehl Hall, 0720. This form is good for three years. The form can be submitted at the same time the on-line Certificate of Completion is submitted or at a different time; however, the form MUST be submitted before animal research is started.

A. Workshop Training
   To participate in one of the training workshops, contact UNL Institutional Animal Care Program at 472-4486 for the date and time, and to register.

B. On-Line Training
   1. Go to: www.citiprogram.org
      It can take from 20 minutes to two hours, depending on your knowledge level.
   2. Once the on-line training is complete, print the Certificate of Completion. Submit a copy to Caryl as well as send the original certificate to along with the Documentation form (in forms drawer):

      UNL Institutional Animal Care Program
      110 Mussehl Hall
      Lincoln NE 68583-0720
      Campus mail: UNL Institutional Animal Care Program, 110 MUSH, 0720
      Questions, call 472-4486.

Animal Care and Handling

There are approved procedures that pertain to best possible practices for animal care and welfare, both in the laboratory and in the field. The UNL Institutional Animal Care and Use Committee (IACUC) will review all proposals that deal with University-related animal experimentation to
ensure that proper protocols are in place. Your major professor and/or you must have the proposed work evaluated and approved before your project commences. We are in this field because of our beliefs and feelings for the resource. Consequently, we should do everything possible to ensure that the organisms are treated properly.

**Animal Collection Permits**

If a research project requires collecting or live trapping of animals for study, the major advisor will make arrangements for proper collecting permits. Under no circumstances will the Unit condone collecting of animals not for use on research projects.

**Animal Disposal**

Animal and animal parts must be disposed properly. Current preference is that carcasses be incinerated. The UNL Vet Diagnostic Lab, located on East Campus, will incinerate animal carcasses. Call 742-1434 before delivering carcasses.

**USE OF HUMAN SUBJECTS IN RESEARCH**

UNL has a Human Research Protection Program and an Institutional Review Board (IRB), which reviews and authorizes study protocols for research with human subjects. All UNL faculty, staff or students who involve human subjects in their research must file a study protocol with the IRB via NU grant.

If your research will involve human subjects (e.g., interviews, surveys), you are required to submit a study protocol to IRB for approval. This ensures that research is conducted in accordance with the ethical principles of autonomy, beneficence and justice, and in compliance with internal policies and federal regulations.

Discuss this with your advisor. Refer to “Research Responsibility” on the web site for the UNL Office of Research and Economic Development.
VEHICLES AND BOATS

Boats

The following regulations concerning boat operations and boat towing on the highway are mandatory.

a) All students must complete Motorboat Operators Certification Course (MOCC) before they will be allowed to operate any boat on official business. Passengers on boats (i.e., non-operators) will complete the next available MOCC.

b) All personnel will wear life jackets when in a boat.

c) Boats will not be loaded beyond capacity.

d) Boats will not be operated at night without running lights.

e) All personnel netting fish in the electrofishing boat will wear rubber waders or boots and electrician gloves (minimum rating of 5000 watts).

f) No trailer or vehicle will be operated without legal complement of running lights in operable condition.

g) All gear in boats being towed on the highway will be securely fastened within the boat.

Vehicles

In Case of a Vehicle Accident

For University Rental Vehicles or any other rental vehicles contact your supervisor and follow the procedures from UNL Transportation Services on their website.

For Coop Unit Vehicles, the driver involved in an accident must report the accident to Craig Allen, (402) 472-0229, Kevin Pope, (402) 472-7028, TJ Fontaine, (402) 472-0339 or Wilma Gerena, (402) 472-0449, and local police or, if on campus, to UNL Police (402) 472-3555, immediately as they can render assistance and officially inspect the scene of the accident. Please follow these

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance, if necessary
5. DO NOT sign any paper or make any statement as to who was at fault (except later to your supervisor).
6. Get name, address, and phone number of each witness.
7. State your name, address, place of employment, name of your supervisor, and upon request show your operator's license, vehicle registration, and insurance card.
8. Secure the following information:
   a. Registration information for other vehicle(s) (owner's name, license plate number, expiration date and state, vehicle identification number);
   b. Information on other driver(s) (name, address, operator's license number and expiration date);
   c. Name and address of the company insuring other vehicle(s);
d. Name and address of each person involved and extent of injury, if any;

e. General information such as location, time, road condition, weather, property damage and estimated damage to other vehicles.


10. If the vehicle is unsafe to operate, have it towed to the nearest garage or service station.

11. Submit a University of Nebraska-Lincoln accident report to the University Risk Manager. Forms are located in the vehicle glove box or aluminum case or online at UNL Transportation Services. Provide copy to Wilma.

12. Accidents involving injury or damage in excess of $1,000 must be also be reported to the State Accident Records Bureau, Department of Roads - Box 94669, Lincoln NE 68509-4669 on the accident report form provided by the State Patrol, Sheriff or local police.

Please do not sign any papers or make any statements concerning responsibility for blame since any admission may impair the insurer’s ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability. Please complete forms and comply with instructions.

If safe to do so, please take photos of accident scene and damaged vehicles at several angles and proximity. Be sure to include traffic indicators such as traffic lights, yield or stop signs in reference to the scene. Also, if applicable, include photos of the closest traffic intersection or street signs for proper area identification.

**Towing**

Towing is available in selected areas by calling the Fleet Assistance number on the back of the Voyager card OR by using the online Voyager Acceptance locator. If the driver is familiar with a local repair shop in the area, they may contact the shop for towing assistance and direct invoice to the Unit. Please note the Unit cannot use the Purchasing Card (P-Card) for towing services. If a towing company is available but cannot invoice the Unit for service, drivers may cover the cost, and then submit for reimbursement.

If a vehicle is immovable while in a rural area, the driver must report the accident to Craig Allen, (402) 472-0229, Kevin Pope, (402) 472-7028, TJ Fontaine, (402) 472-0339 or Wilma Gerena, (402) 472-0449, as soon as possible. **Do not abandon a Coop vehicle without contacting appropriate Coop staff.**

**Vehicle Records and Maintenance**

A vehicle list, with those responsible for each vehicle, is attached.

Make sure that the following are listed on the vehicle mileage sheet prior to turning it in to Caryl at the end of each month: beginning and ending mileage for each trip, destination, gallons and cost of gas purchased, driver’s name, project name or account number to be charged, any maintenance performed (be specific), and ensure that gas receipts are kept with the mileage sheet (note: UNL Transportation Service does not print receipts).

Unit vehicles are assigned to graduate students for routine maintenance. If your vehicle is used by someone else who is out on fieldwork for an extended period, **you are still responsible** for that vehicle. Therefore, make sure that you communicate with each other to ensure that all vehicle responsibilities are completed timely. You may be asked to help shuttle vehicles to UNL Transportation Services and back, regardless of whether or not you are assigned to a vehicle.
Ensure that vehicles are equipped with Nebraska map, working flashlight, jumper cables, inflated spare tire, tire gauge, jack, emergency triangles, first-aid kit, snow scraper, an updated insurance card, and current Voyager gas cards.

Each vehicle is assigned a specific Voyager Fuel Card. The card is unique to each vehicle and must remain with the assigned vehicle. The Voyager card may be used only for purchases for the vehicle to which the card is assigned. Misuse of the Voyager card and unauthorized charges will be reported to Craig Allen for appropriate actions. For those of you who use the Voyager cards for our fleet vehicles and boats, please note the following.

Each Voyager card has a **three-scans per day limit**—regardless of whether or not gas was purchased. If you are using a finicky pump and scan the card several times, remember, three times is the maximum per day limit. The limit resets the next day. If you need to scan the card a fourth time, you must call the 800 # on the back on the card. Only one telephone authorization will be allowed.

Do not sign gasoline charge slips unless it is a regular credit slip form used by the oil company represented by the vendor. *Always* get a receipt for off-campus purchases. When possible, purchase gas from UNL Transportation Services pumps on either campus. These do not print receipts but a monthly statement shows gallons and cost.

**NOTE:** The Voyager fuel card can be used at point of sale pumps when they are available. The first six digits of your NU ID # or your personnel # is the PIN number.

When purchasing boat gas and vehicle gas at the same gas pump, reset gas pump and use separate Voyager fuel card for specified boat. Be sure to obtain separate receipts for each purchase. *(Include boat gas receipt with boat log.)*

**PLEASE PERFORM THE FOLLOWING WHEN FUEL IS PURCHASED**
1. Check oil level in crankcase. Add oil only if level is at the "add" mark.
2. Check tires for proper inflation. If tire air pressure is low, inflate to recommended pressure (printed on vehicle door post of State vehicles)
3. Clean exterior windows.

Oil must be changed every 4,000 miles (new vehicles at 1800 miles) and logged at the top of the monthly vehicle log. Make an appointment with UNL Transportation Services 1931 N. 14th Street, 472-2422 or Blum’s Auto, 2415 N 33, 464-5261 (preferred). Also, write down vehicle maintenance specifics at the top of the vehicle log. **Vehicle logs must be turned in to Caryl no later than the 2nd of every month.**

Vehicles are to be kept clean. This will require taking vehicles to car washes. You will be reimbursed for any cash transactions—turn receipts into Wilma. However, when in Lincoln, every attempt should be made to use Randolph Car Wash at 21st and N Streets. Transportation Services will wash vehicles if you request it.

Repairs should be discussed immediately with your major professor, and work with Wilma to arrange appointments for repairs.

All vehicles must undergo an annual vehicle safety inspection through Transportation Services.
When outside the Lincoln area, please use the following procedures:

Service
For oil change and related service, please take the vehicle to a garage recommended by UNL Transportation Services honoring the Voyager Credit Card. Call (402) 472-7937 for the garage in your area.

Maintenance or Repair
Please coordinate the maintenance and repair of the vehicle with the UNL Transportation Services shop to assure comprehensive use of warranty, benefit of available discounts and replacement with quality parts. Please call (402) 472-7937 for coordination and determination on whether to return the vehicle to Transportation Services for repair or have repair completed at a commercial facility. The individual responsible for the vehicle may authorize any maintenance or repairs costing less than $50.00. For any maintenance or repairs estimated to cost over $50.00, please coordinate with Transportation Services management or shop supervisor prior to authorizing any work by commercial facilities. Only minor repairs of an emergency nature and costing less than $50.00 are authorized at credit card service stations.

Vehicle Reservations
Vehicles must be reserved for use. The vehicle reservation calendar is located in Hardin Hall room 425. Clear your reservation with your advisor who has a broad view of what vehicles are needed when and where. A vehicle that is not reserved must have its keys in the key box. If the keys are not in the key box, the vehicle is considered in use – not in stand-by status.

1. To use a vehicle, it MUST be reserved on the calendar in room 425. People check out vehicles, not research projects, not field sites.
2. The hours of use should be noted when reasonable (e.g., 7am – 6 pm; noon – 2 pm; 4 pm – 5 am). A vehicle should not be checked out for the entire day if that vehicle will be on campus and could be used for a portion of the day, especially for local errands. Indicating hours that you need a vehicle on checkout—especially if working at night, based in Lincoln—helps make the vehicle available during the day to someone else, but still makes it available when you need it.
3. Keys should always be in the key box, except during the time you have the vehicle checked out.
4. Vehicles are for business use only. Eating lunch in Lincoln is NOT business use even IF you will begin travel immediately following lunch.
5. Your advisor is a resource! If you are uncertain about the need for a vehicle, which vehicle to check out, or access to keys, check with your advisor.
6. Vehicles may not be taken home, except with special administrative approval.

Vehicle Usage
When using the vehicles, you represent both the federal government and the University. The fleet vehicles are “moving billboards.” Public perception of federal and university employees is often
influenced by how a vehicle is driven and observed. You must operate vehicles in a courteous manner. Never exceed the speed limit.

Operators must hold a valid Driver’s License. A copy of your license is required for your personnel file and for the federal Volunteer Services Agreement.

a. Faculty and Staff – Any new resident with a valid license from another state must obtain a Nebraska license within 30 days.

b. Students – Resident students must hold a valid Nebraska Operators License. Non-resident students shall be exempt from the licensing requirement of this state if such person is duly licensed under the laws of the state of his or her residence.

UNL policy requires faculty, staff and students to be approved by the University to operate motor vehicles. To be considered for approval to drive, the individual must:

1. Have submitted their first and last name, date of birth, and a photocopy of their driver’s license to the Natural Resources Business Center for the purpose of conducting a driving record check.

2. Have in the last 36 months driving records free of:
   a) A current suspension or revocation of a state driver's license that restricts an employee's ability to drive at work.
   b) Any traffic violations within a three-year period accumulating a total of 6 or more points. NOTE: Driving Under the Influence (DUI) is 6 points (first and second offense); failure to report an accident within 12 hours to law enforcement is 8 points; see the Nebraska Department of Motor Vehicles website for specifics on all points.

Seat belt use is always required for the driver and all passengers.

NO alcoholic beverages are allowed in federal or state vehicles, open or closed.

NO smoking is allowed in federal or state vehicles.

DO observe all traffic rules and regulations.

DO drive carefully, safely, and courteously.

DO ensure that, when returning vehicles, they have at least a ¾ tank of gas, and are clean inside and out.

NO passengers may be transported in federal vehicles unless they have signed, and received approval, a federal Volunteer Services Agreement.

ONLY the following individuals qualify as authorized passengers in university owned vehicles:

- Employees and emeriti staff members of the University of Nebraska
- Members of the Board of Regents
- Members of an official University committee approved by the chancellor’s office to travel on University business
- Individuals on special assignment who have received approval from a dean/director or higher
- University of Nebraska students traveling on official University business
Student trip insurance is required for all students traveling in university vehicles. (unless they are covered by a UNL Blanket Travel Authorization)

Failure to comply with the above rules will result in the loss of vehicle privileges.

When University students will be traveling in University of Nebraska vehicles, an additional completed “Student Trip Form” must be submitted to Transportation Services prior to release of the vehicle. This will activate the student trip insurance.

Park all vehicles in the lot north of Hardin Hall, in the first northwest row, between the signs that denote State Vehicle Parking. See Exhibits pages for further clarification of Hardin Hall parking areas for state vehicles. Vehicles can be parked for short periods in any University red Area A lots. Alternative long-term parking can be found on the north Campus Loop, by the poultry barn in the Area A Lot—use the graveled area, not the paved area.

Note: When parking in a metered space or parking garage, the parking fee must be paid for all vehicles. Citations for all parking and traffic violations will be the personal responsibility of the driver. This includes parking tickets received while parking on the UNL campus lots.

On campus, do not park in:
- Handicap parking spaces (never!)
- Reserved parking spaces
- Loading and unloading zones (except to load and unload)
- Posted “No Parking” zones (Including fire lanes)
- Pedestrian crosswalks
- Construction sites and lots
- Barricaded or closed lots and streets
- Any other area not specifically marked as a parking space, including on sidewalks (Special Permit Required)

The use of all Unit vehicles is confined strictly to the conduct of official business of the Unit. There may be situations where the best interest of the Unit is served by having the driver retain possession of the vehicle during non-duty periods and authorization to do so should be cleared with Craig Allen and the Transportation Services Director.

Use of vehicles for personal use or for purposes other than authorized Unit business (teaching, research, and staff activities that relate specifically to the NE CFWRU) is forbidden by law. All vehicles have a Nebraska and a Kansas map as well as a Nebraska Gazetteer (shows county roads). A U.S. Road Atlas and other state maps can be checked out from room 425.
EXHIBITS

SETTING UP A DOI LEARN ACCOUNT FOR NON-FEDERAL CRU STAFF AND STUDENTS

Go to http://gm2.geolearning.com/geonext/doi/login.geo and click the “Request a new account” link.

Enter all required fields (*) and the values in yellow highlighted fields below and click “Create Account”
- Under “Add Reason” provide the course name such as “USGS Field Employee Safety Orientation”
- Add your Unit’s Org Name and Org Code using the information below.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Code</th>
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<td>Ed. Inst. NECFWRU</td>
<td>GGHEBD4400</td>
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Example:
Coop Unit Staff/Student that needs to take USGS Field Employee Safety Orientation

Enter Org Code and Org Name for your Unit from the attached
Upon Account Completion
Upon completion, the USGS DOI Learn team will create the student’s account and revise the student’s username to include “ext” (for external) at the beginning. The student will receive an email from the DOI Learn system saying that they have an account in DOI LEARN and that they can register for courses. If a student gets a message denying them a DOI Learn account, or if they have not received a message after five working days, please let Don Dennerline know as soon as possible (don_dennerline@usgs.gov; 706-542-4988). In the latter case, they might also want to check their “spam” box in case their spam filter catches the notification message.

Upon your initial log in, YOU MUST UPDATE YOUR PROFILE by:

- click Settings and Preferences
- click My Profile tab
- update all blank fields
- set the Time Zone
- click Update
- click My Supervisors tab
- add the following people as your supervisors (if they aren’t already there). It is very important that you add the 2 individuals from the CRU headquarters staff (e.g., Don and Shana):
  - Your direct supervisor (Craig R. Allen, Kevin L. Pope, or Joseph J. Fontaine)
  - Don Dennerline
  - Shana L. Coulby

DOI Training Courses
***After each course is completed, follow the instructions to either print or save certificate PDF’s. Regardless of method, provide certificates to Wilma Gerena at 422 Hardin Hall.
## COOP UNIT VEHICLE MAINTENANCE

1. (A71) Chevy Suburban, tan, federal  
2. (A72) Chevy K2500HD pick-up, 2007 silver, federal  
3. (A73) Jeep Liberty, silver, federal  
4. (65A) Dodge Dakota, brown, state  
5. (107A) Chevy 2500HD pickup, 2009, white, state  
6. (A128) Chevy HHR, silver, federal  
7. (256A) Chevy 3500 Cheyenne, white flat-bed, state  
8. (429A) Dodge Ram, white flat-bed, state  
9. (138A) Chevy 1500 Silverado, white, state  
10. (281 A) Chevy Colorado pick-up, white, state  
11. (305A) Chevy Trailblazer, white, state  
12. (A82) Chevy 2500 Crew Cab pick-up, 2011, red, federal  
13. (33A) Ford F250 pick-up, green, state  
14. (429A) Dodge Ram Flatbed, white, state  
15. (256A) Chevy 3500 Cheyenne, white, state  
16. (168A) Jeep Patriot, maroon, state  
17. (170A) Jeep Patriot, white, state  
18. (164A) Jeep Patriot, silver, state  
19. (169A) Jeep Patriot, charcoal, state  
20. (173A) Jeep Patriot, dk blue, state  
21. (106A) Dodge Ram, dk blue, state  
22. Boat, 18’ Electrofish  
23. Boat, 18’ Clark  
24. Boat, 20’ Clark

*Locations:*

HarH = Lot A, directly north of Hardin Hall, *the two far north rows*, in between the signs

N 56 = PFD Rental Storage Unit on N 56 Street
<table>
<thead>
<tr>
<th>Local Vendors</th>
<th>Address</th>
<th>Phone Number</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blum’s Auto</td>
<td>2415 N 33 Street, Lincoln NE 68504</td>
<td>402-464-5261</td>
<td>Accepts Voyager card</td>
</tr>
<tr>
<td>Randolph’s Carwash (Auto Detailing)</td>
<td>21st &amp; N Street, Lincoln NE 68510</td>
<td>402-474-7722</td>
<td>Accepts Voyager card</td>
</tr>
<tr>
<td>Drydock Marine LLC</td>
<td>1808 Yolanda Ave, Lincoln NE 68521</td>
<td>402-474-2244</td>
<td></td>
</tr>
<tr>
<td>Super 8 Hotel</td>
<td>2545 Cornhusker Hwy, Lincoln NE 68521</td>
<td>402-467-4488</td>
<td></td>
</tr>
<tr>
<td>Embassy Suites (SNR Account)</td>
<td>1040 P Street, Lincoln NE 68508</td>
<td>402-474-1111</td>
<td></td>
</tr>
<tr>
<td>TO Haas Tires</td>
<td>1150 N 48 Street, Lincoln NE 68504</td>
<td>402-467-3561</td>
<td>Accepts Voyager card</td>
</tr>
<tr>
<td>Graham Tire</td>
<td>2121 Cornhusker Hwy, Lincoln NE</td>
<td>402-474-2277</td>
<td></td>
</tr>
<tr>
<td>Holiday Inn, downtown (SNR Account)</td>
<td>141 North 9th Street, Lincoln NE</td>
<td>402-475-4011</td>
<td></td>
</tr>
</tbody>
</table>
**NEBRASKA VENDORS**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Phone Numbers</th>
<th>Address</th>
<th>Authorized Purchasers/ Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Western West Hills Inn</td>
<td>308-432-3305</td>
<td>1100 W. 10th St, Chadron NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Imperial Inn</td>
<td>308-882-4880</td>
<td>748 E.12th St (Junction N Hwy. 61 &amp; 12th St), Imperial, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Days Inn &amp; Suites</td>
<td>308-345-7115</td>
<td>901 N Highway 83, McCook, NE</td>
<td>Dustin Martin, Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Kenny’s Marine</td>
<td>1310 N Highway 83, McCook, NE</td>
<td></td>
<td>Wilma Gerena, Dustin Martin, Kevin Pope</td>
</tr>
<tr>
<td>Comfort Inn Scottsbluff</td>
<td>308-632-7510</td>
<td>1902 21st Ave, Scottsbluff, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Colony Inn</td>
<td>(308)745-0164</td>
<td>East Hwy 92, Rt 1, Box 184 Loup City, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Calamus Lodge</td>
<td>(308)346-4331, Fax (308) 346-4433</td>
<td>46358 828 Rd, Burwell, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Holiday Inn</td>
<td>(308) 762-7600, Fax (308)762-6468</td>
<td>1420 West Third Street, Alliance, NE</td>
<td>Wilma Gerena, Kevin Pope, Craig Allen, TJ Fontaine, Kelly Turek, Caryl Cashmere</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>(308)234-8100, fax 308-338-0892</td>
<td>508 2nd Ave, Kearney, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Super 8</td>
<td>308-324-7434, fax 308-324-4433</td>
<td>104 E River Rd, Lexington, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Super 8</td>
<td>308-532-4224, fax 308-534-4317</td>
<td>220 Eugene Ave, North Platte, NE</td>
<td>Craig Allen, Wilma Gerena, Dustin Martin, Kevin Pope,</td>
</tr>
<tr>
<td>Super 8</td>
<td>402-376-1250, fax 402-376-1211</td>
<td>223 E Highway 20, Valentine, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Trade Winds Marina</td>
<td>(308)745-1187, fax (308) 745-1187</td>
<td>1187 Marina Road Loup City, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Rodeo Inn</td>
<td>(308)346-4408, fax-none</td>
<td>150 S. Hwy 1 Burwell, NE</td>
<td>Wilma Gerena, Kevin Pope</td>
</tr>
<tr>
<td>Comstock Premier Lodge</td>
<td>81785 Road 457</td>
<td>Sargent, Nebraska, 68874, United States</td>
<td><a href="mailto:roxanne@comstocklodge.com">roxanne@comstocklodge.com</a> 308-527-4199</td>
</tr>
</tbody>
</table>

*New accounts will be established as needed (next page)*
## MILEAGE LOG

**Responsibility of:** Joe Sample

**MILEAGE LOG**

**August 2013**

**UNL Unit #: A82**

**2011 Chevrolet 2500 Crew Cab** (Red)  License I-433617

---

**SERVICE RECORD:**

- **Oil last changed:** 6-27-14 (date)
- **Change again at:** 28,692 miles (New at 2,000 miles then every 4,000 miles)
- **Tires last rotated:** 6-27-14 (date)
- **Rotate again at:** 28,692 miles (every 4000 miles or sooner)
- **Vehicle Safety Check last done on:** 8-27-13 (date)
- **Schedule again:** One Year

**SERVICE PERFORMED:**

- **oil change, tire rotation**  8-20-14   28,692  $64.30
- **car wash**  8-3-14  25,627  $9.00

**Date**  |  **Beginning Mileage**  |  **Ending Mileage**  |  **Fuel Purchased**  |  **Destination**  |  **Driver**  |  **Project to Charge**
---|---|---|---|---|---|---
1  | 8-1-14  | 25,440  | 25627  | 18  | UNL  | McCook, NE  | K. Pope  | SWR  
2  | 8-3-14  | 25627  | 25630  |  |  | Blum's Auto, Buggy Bath  | L. Maple  | Creel

---

**PROJECT KEY:** Herp (Hellman), Climate C, InvSp (Decker), Wetland Asmnt/EPA (Smeenk), SWR, Creel, Pheasant, NIS Climate (Uden), Trout (Turek), PTP (Lindsey/Jess)
# Employee Non-Travel Expense Voucher

**Employee Non-Travel Expense Voucher**

**THE UNIVERSITY OF NEBRASKA**

**EMPLOYEE NON-TRAVEL EXPENSE VOUCHER**

451 Certified Mail, Lincoln, NE 68588-0149

<table>
<thead>
<tr>
<th>P</th>
<th>Full Name of Claimant (Employee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Joe Sample</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Y</th>
<th>Building &amp; Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>013 Hardin Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th>Campus or Station; Campus Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC</td>
<td>0284</td>
</tr>
</tbody>
</table>

**University Dept Name**: FEIS Coop Admin

**AP Document No**: 123456

**Telephone No**: 402-309-1234

**Email**: jsample1@unl.edu

**Personnel Number**: 0284

**ATTACH RECEIPTS FOR ALL EXPENSES FOR MISCELLANEOUS NON TRAVEL ITEMS OVER $5.00**

<table>
<thead>
<tr>
<th>Date</th>
<th>List Miscellaneous Items</th>
<th>Business Purpose</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/2012</td>
<td>Batteries</td>
<td>To run GPS units</td>
<td>$13.86</td>
</tr>
</tbody>
</table>

**Total**: $13.86

I warrant reimbursement from the State of Nebraska for the above expenses incurred by me in the line of duty and declare that the above statement of these is a true account of such expenses for which payment has not been made herefore by the State of Nebraska.

**X** Joe Sample

**X B-1-12**

Print or Sign name of Claimant Date

Print or Sign Name of Supervisor or Approving Official Date

**X** Joe Sample

Signature of Claimant*

Signature of Approving Official*

---

**NOTE AREA**

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>G/L Account</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-0278-0000-124</td>
<td>537909</td>
<td>$13.86</td>
</tr>
</tbody>
</table>

---

SAPHRM© Business Forms/UNL Business Forms

Updated by Beth Benson

January 2008

- 38 -
**EMPLOYEE EXPENSE VOUCHER**

THE UNIVERSITY OF NEBRASKA

EMPLOYEE EXPENSE VOUCHER

FOR TRAVEL, MISCELLANEOUS & MOVING REIMBURSEMENTS

401 Cumnard Administration, Lincoln, NE 68588-0439

---

**Full Name of Claimant (Employee):** Joe Sample

**Building & Room Number:** 013 Hardin Hall

**Reason For Trip:** Sample and Schultz conducted fish sampling at Enders and Medicine Creek Lakes

**Campus or Station:** EC 0984

**Phone No. or E-Mail:**

---

List expenses by each day. Refer to the listing of allowable travel expenses on http://travels.unl.edu to determine if a receipt must be submitted for each expense. Itemize all miscellaneous expenses. Be sure to enter departure and arrival times.

<table>
<thead>
<tr>
<th>Date</th>
<th>Local</th>
<th>Place</th>
<th>Miles</th>
<th>Description</th>
<th>Meals</th>
<th>Lodging</th>
<th>Motor Vehicle</th>
<th>Miscellaneous</th>
<th>Tax</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/20/2013</td>
<td>2:00pm</td>
<td>Lincoln, NE</td>
<td>12.38</td>
<td>batteries</td>
<td>53.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td>7/21/2013</td>
<td>Arv.</td>
<td>Cambridge NE</td>
<td>11.38</td>
<td>see note</td>
<td>53.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65.14</td>
</tr>
<tr>
<td>7/22/2013</td>
<td>1:00pm</td>
<td>Imperial, NE</td>
<td>11.00</td>
<td>0.00</td>
<td>62.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>73.25</td>
</tr>
<tr>
<td>7/23/2013</td>
<td>Arv.</td>
<td></td>
<td>16.88</td>
<td>0.00</td>
<td>62.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>79.13</td>
</tr>
<tr>
<td>7/24/2013</td>
<td>Arv.</td>
<td>Imperial, NE</td>
<td>18.20</td>
<td>0.00</td>
<td>62.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80.45</td>
</tr>
<tr>
<td>7/25/2013</td>
<td>9:45AM</td>
<td>Lincoln, NE</td>
<td>12.34</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.34</td>
</tr>
</tbody>
</table>

**TOTALS:** 83.18 294.27 0.00 0.00 0.00 12.86 0.00 290.31

I claim reimbursement from the State of Nebraska for the above expenses incurred by me in the line of duty and declare that the above statement of them is a true account of each expense for which payment has not been made heretofore by the State of Nebraska.

---

X Joe Sample 7-25-13

Print or Type Name of Supervisor or Approving Official

---

X Joe Sample

Signature of Claimant

---

NOTE AREA

Joe Sample and Ray Schultz shared a hotel room which were paid for by Sample. Batteries were purchased to run GPS units.
ON BOARDING LIST
(SAMPLE)

NAME ___________________________________________________________ Year __________

Email _____________________________________________________________

Upon joining the Nebraska CFWRU as either student or staff, various items will be processed or procured for your use, depending on your position and/or your responsibilities. Some may need to be returned, or updated when you resign or leave UNL. A copy of this form will be kept in your personnel file.

<table>
<thead>
<tr>
<th>ARRIVING</th>
<th>WHO/WHERE</th>
<th>DEPARTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>What</td>
<td>Who/Where</td>
<td>What</td>
</tr>
<tr>
<td>Complete hiring form. Provide photocopy or email copy to Wilma</td>
<td>Leonita Masek (2-0833), NRBC</td>
<td>Letter of resignation</td>
</tr>
<tr>
<td>Sign USGS Volunteer Services Agreement</td>
<td>Wilma</td>
<td>Sign, date terminated USGS Agreement</td>
</tr>
<tr>
<td>Sign USGS Motor Vehicle Operators Certification</td>
<td>Wilma</td>
<td></td>
</tr>
<tr>
<td>Provide personal address, phone and email to Unit</td>
<td>Faculty advisor and Wilma</td>
<td>Provide forwarding address</td>
</tr>
<tr>
<td>Read Coop Unit Policies/Guidelines (last page)</td>
<td>Obtain from Coop website</td>
<td></td>
</tr>
<tr>
<td>Return signed Policies/Guidelines acknowledged</td>
<td>Return to Wilma</td>
<td></td>
</tr>
<tr>
<td>Safety Worksheet from supervisor</td>
<td>Wilma</td>
<td></td>
</tr>
<tr>
<td>Provide UNL blanket TA</td>
<td>Caryl</td>
<td>Delete from blanket TA</td>
</tr>
<tr>
<td>Add to Digital Measures</td>
<td>Wilma or advisor</td>
<td>Disable in Digital Measures</td>
</tr>
<tr>
<td>Desk/Office assigned</td>
<td>Advisor/supervisor</td>
<td></td>
</tr>
<tr>
<td>Make desk sign</td>
<td>Caryl</td>
<td></td>
</tr>
<tr>
<td>JHIA reviewed &amp; signed</td>
<td>Return to Wilma</td>
<td></td>
</tr>
<tr>
<td>Get computer access and password, add to:</td>
<td>Wilma will request</td>
<td>Disable computer access</td>
</tr>
<tr>
<td>Pope’s Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allen’s Lab, OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fontaine’s Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardin Hall after-hours access if needed</td>
<td>Wilma will request</td>
<td>Disable building access</td>
</tr>
<tr>
<td>Room 013 access, if needed</td>
<td>Wilma will request</td>
<td>Disable 013 access</td>
</tr>
<tr>
<td>Get UNL HarH keys as needed</td>
<td>Wilma will request; pick up from 1st floor lobby; key deposit is required</td>
<td>Return building keys to Map Sales desk (a deposit refund will be processed)</td>
</tr>
<tr>
<td>- 425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 122, 118</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wet Lab @ Service Bldg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get other keys as needed, such as</td>
<td>Pick up from Caryl or Wilma</td>
<td>Return other keys as needed</td>
</tr>
<tr>
<td>- red cabinet key</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- PFD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Boats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVING</td>
<td>DEPARTING</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td><strong>What</strong></td>
<td><strong>What</strong></td>
<td></td>
</tr>
<tr>
<td>Training for PFD access, &amp; as otherwise required: Portable Ladder Safety (UNL) Hand &amp; Portable Power Tools (DOI)</td>
<td>Certificate to Wilma</td>
<td></td>
</tr>
<tr>
<td>Required UNL training: Core Injury (CIP) Core-Emergency Prep (CEMER) CITI IRB IACUC</td>
<td>Certificate to Wilma</td>
<td></td>
</tr>
<tr>
<td>Safety: 1st Aid/CPR/AED training</td>
<td>Certificate to Wilma</td>
<td></td>
</tr>
<tr>
<td>-DOI training as per JHA 94782 or 94779 -Defensive Driving -Over Water training -MOCC -E-Fish -UNL Chemical (lab)</td>
<td>Certificate to Wilma</td>
<td></td>
</tr>
<tr>
<td>Read SNR Youth Activity Policies, return form</td>
<td>Certificate to Wilma</td>
<td></td>
</tr>
<tr>
<td>UNL Title IX training, permanent employees only, 50FTE or greater</td>
<td>Certificate to Wilma</td>
<td></td>
</tr>
<tr>
<td>T-shirts, hat, ID badge</td>
<td>Caryl or Wilma</td>
<td></td>
</tr>
<tr>
<td>Other clothing such as coats, PFDs, ice fishing or electro fishing gloves, mosquito hats etc.</td>
<td>Provided by Caryl, Wilma or your advisor. MUST BE RETURNED</td>
<td></td>
</tr>
<tr>
<td>Use of Coop Unit research equipment (i.e., GPS, optics, laptops, cameras, etc.)</td>
<td>Coop Unit research equipment MUST be returned to advisor, Caryl, or Wilma</td>
<td></td>
</tr>
<tr>
<td>Email software, if applicable</td>
<td>Notify which computer to remove from</td>
<td></td>
</tr>
<tr>
<td>Activate office phone and voice mail, if applicable</td>
<td>Deactivate office phone and voice mail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notify advisor of schedule for publications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Give copies of all files, data sheets to advisor</td>
<td></td>
</tr>
</tbody>
</table>
Coop Unit Policies/Procedures Acknowledgement

I hereby acknowledge that I have read the NEBRASKA COOPERATIVE FISH AND WILDLIFE RESEARCH UNIT HANDBOOK and agree to follow the procedures as outlined. I also understand that it is my continuing responsibility to read and know its contents.

__________________________________________
Print Name

__________________________________________
Signature

__________________________________________
Date

(Please sign, date and return to Wilma)