



NEBRASKA COOPERATIVE FISH and WILDLIFE RESEARCH UNIT

Handbook

422 Hardin Hall
3310 Holdrege
Lincoln, 68583-0984

University of Nebraska–Lincoln



This Handbook outlines policies and procedures for the
Nebraska Cooperative Fish and wildlife Research Unit.
This Handbook is continuously under revision.
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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; often referenced as “the Unit” in this document) 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. 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. We are required to follow both federal and university processes, guidelines, and procedures because of this unique agreement.

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 NECFWRU and the competition for them is fierce; we only select the best candidates. Accordingly, we have high expectations of our graduate students—we expect a high degree of character, 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

Kevin Pope, 472-7028, rm 423

Sarah Sonsthagen, 472-0985, rm 424

Jon Spurgeon, 472-0957, rm 420

Donna Robinson, 472-0449, rm 422

Jess Collins, 472-0559, rm 418

Derek Kane, rm 404

Allison Zach, 472-3133

Boat Shed 6520 N 56 St., Lincoln

Wet Labs, rms 118 and 122 and 114 (114A)

Graduate Students: rm 013, zip -0980

SNR CONTACTS

Larkin Powell, 472-6825 (director)

Karen Gilbert, 472-8197 (keys, phone svcs., BMR)

Lisa Greif, 472-3679 (BMR)

Sarah Thorell, 472-9873 (admin sec.)

Gregg Hutchison, 472-5436 (IT Support)

Marwa Elnaem, 402-472-5436 (IT Support)

Jacki Loomis, 472-7550 (sales & events)

Christine Steggs, 472-8120 (special projects)

Emma Hazel, 472-5355 (grad students)

Maps Sales Desk, 472-8197

Mail Room: room 121 Hardin Hall

NATURAL RESOURCES BUSINESS CENTER (NRBC) CONTACTS

237a HARH, 0972, fax 472-4915

Lisa Beethe, 472-8876 (financial specialist)

Kyle Bogus, 472-6703 (financial specialist)

Heather Bork, 472-5585 (Coop contact, grants)

Corey Cook, 472-5536 (manager)

Cheri Huisenga, 472-7788 (financial associate)

Jon Rife, 472-0833 (human resources, personnel)

Olivia Boender, 472-8726 (P-Card reconciler)

Anh Trinh, 472-7701 (financial associate)

Katie Reinmiller, 472-8734 (Office Depot purchasing)

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EMERGENCIES

INJURIES

On campus, daytime, if injury is life threatening call 911. Immediately after, call your advisor, Kevin Pope, (402-472-7028), Sarah Sonsthagen, (402-472-0985), Jon Spurgeon, (402-472-0957), or Donna Robinson (402-472-0449).

For **emergencies and after-hours care** (have NCard ready):

- St. Elizabeth's Company Care, 5000 N 26 Street #200, Closes 5PM, 402-475-6656
- Bryan LGH East, 1600 S. 48th Street, 402-481-1111
- Bryan LGH West, 2300 S. 16th Street, 402-481-1111
- St. Elizabeth Regional Medical Center, 555 S. 70th Street, 402-219-7142
- MedExpress Urgent Care (all locations) requires a supervisor signature unless you pay the bill and then request reimbursement. (3910 Village Dr.; 5000 N. 26th St.)

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. – 5:00p.m. F
9:00 a.m. – 12:30 p.m. Saturdays

VEHICLE ACCIDENT

Drivers of Coop Unit Vehicles who are involved in an accident must report the accident to Kevin Pope, (402-472-7028), Sarah Sonsthagen, (402-472-0985), Jon Spurgeon, (402-472-0957), or Donna Robinson (402-472-0449) **immediately**.

1. Stop immediately. If you are injured, call 911 or ask someone else to do so. If you are seriously injured, try not to move, and wait for emergency personnel. If you are not injured and able to move, check on the other passengers of your vehicle. If anyone is injured, call 911 or ask someone else to do so.
2. Take steps to prevent another accident at the scene. If your vehicle is safe to drive and is causing a hazard where it is, pull it to the side of the road or sidewalk. Otherwise, leave it where it is and get everyone to safety. Remember to turn off your engine, turn on your hazard lights, and if available use road flares or warning signs.
3. Even if it was a non-injury crash with minor damage or a major collision, calling the police is important. In some states it is legally required. The responding officers will fill out an accident investigation report and document the scene. If law enforcement cannot come to the scene, fill out a University Crash Report, which if requested can be provided to law enforcement.

UNL Police - 402-472-2222

UNK Police - 308-865-8911

UNO/UNMC Police - 402-554-2911

Lincoln Police - 402-441-6000

Kearney Police - 308-237-2104

Omaha Police - 402-444-5600

Nebraska State Patrol - 800-525-5555

North Platte Police - 308-535-6789

Scottsbluff Police - 308-630-6261

4. After making sure you and any passengers are not injured, secure the following information:
 - Registration information for other vehicle(s) (owner's full name, license plate number, expiration date and state, vehicle identification number).
 - Information on other driver(s) (name, address, operator's license number and expiration date).
 - Name and address of the company insuring other vehicle(s).
 - Name and address of each person involved and extent of injury, if any.
 - General information such as location, time, road condition, weather, property damage and estimated damage to other vehicles.

5. Once the police arrive:
 - Obtain the name and badge number of all responding officers. Ask the police officers present where you can obtain a copy of the crash report. Fleet Management and Risk Management may ask for a copy of the report.
 - Document the accident thoroughly by taking pictures of your vehicle from different angles, showing the damage done to both cars. It might also be a good idea to take pictures of the other car's license plate.
 - Write down the names and addresses of all parties involved, including any passengers in the other vehicle.
 - If there were any witnesses to the accident, take down their names and their contact information, as well.

6. Notify your advisor or supervisor.

7. If the vehicle is unsafe to operate, have it towed to the nearest garage or service station. Call *LeasePlan USA*, 800-323-6644, after the main greeting press 1 and follow the prompts for accident scene. As an option, you may also dial the number on the back of the *Voyager* card for towing assistance. If possible and safe to do so, please remove personal and Unit equipment from the vehicle before it is towed away.

8. Within 10 days, submit a University of Nebraska-Lincoln accident report to the University Risk Manager. Forms are in the vehicle glove box, the aluminum case or online at [UNL Fleet Management](#), provide copy to Donna.

9. Within the state of Nebraska injury accidents or accidents with damage in excess of \$1,000 must be reported to the [Nebraska Department of Transportation](#). Information from the law enforcement report will be needed.

If safe, 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.

For University Rental Vehicles or any other rental vehicles contact your supervisor and follow the procedures above.

FIELD OR LABORATORY ACCIDENTS, EQUIPMENT LOSSES, DAMAGE OR MISHAPS

Notify Kevin Pope, (402-472-7028), Sarah Sonsthagen, (402-472-0985), Jon Spurgeon, (402-472-0957), or Donna Robinson (402-472-0449) as soon as possible. Please provide detailed information to include what is being reported, when it happened, how it happened, and who else was involved.

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 without being 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 the Office of Graduate Studies [website](#) for more information.

Tuition – Other University of Nebraska Campuses

If enrollment in a course at another NU campus (i.e., UNK, UNO) is required, your benefits will cover tuition. However, it is important that you consult with the [Office of Graduate Studies](#) before enrollment regarding [intercampus enrollment](#) because each campus has restrictions based on the number of credit hours of total enrollment.

COMPUTER USAGE

The scientists within the NECFWRU believe that it is important to provide graduate students with office computers or supporting our 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 Unit 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 we can add such software. Under no circumstances shall unauthorized software be installed on any computer owned by the Unit.

Students are to take the necessary measures to safeguard the operating integrity of computer systems, including their associated networks. Students are to safeguard the accessibility of these computers. Finally, students need to familiarize themselves with UNL [Computer Use Policies](#).

EQUIPMENT AND SUPPLIES

Supplies

Supplies in the Unit office cabinet are for minor research-related activities. Significant research supplies will be purchased from grant funds, rather than being obtained from supply cabinet.

To print a letter on Unit letterhead, please email Donna a request. It should reflect Unit business.

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

Once printed and signed, Donna will keep a copy with other Unit correspondence.

Print and Copy Services

The Unit has a copy code for Unit business and research activities; please ask your supervisor for the code. Please ask Donna for assistance with the copier.

For personal copying or faxing, see Lisa or Karen at the first- floor front desk. They have a copier and fax available for personal use for a minor fee.

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).

Hardin Hall 013

Hardin Hall room 013 (HARH 013) is the dedicated space for Unit students to collaborate on research and course work.....

Housekeeping

UNL Custodial Services

Custodial Services staff are scheduled to work in Hardin Hall from 4:30 a.m. - 1:30 p.m., Monday through Friday, unless otherwise noted. Custodial staff members do not remove trash from offices (including HARH 013); rather, they pick up trash and recycling from the pickup stations in Hardin Hall. The stations are located on each elevator lobby in the tower and north wing, and in the public spaces in basement, and 1st, and 2nd floors. The pickup stations are separated for landfill or recyclables. Custodial staff members are not authorized to empty any other recycling bins marked with the recycling logo or do any cleaning not listed on their [website](#).

Maintaining clean and inviting HARH 013 and laboratories is your responsibility. Frequently performing the following tasks helps ensure a safe and inviting workspace:

- Dispose of recycled paper using the building’s recycling stations.

- Dust your office, lab furniture, and equipment weekly—two microfiber dusters and a container of disinfecting wipes are available to use in room 013. Microfiber dusters should be washed periodically (alternating duster) by the last person used. Gently wash duster in warm soapy water, and rinse with clean water. Wring dry any water excess with paper towels and allow to air-dry. Return duster to its location in room 013.
- Place fetid garbage and food packaging in an outside trash bin to reduce odors and infestations of insects and rodents.
- Cans, bottles, cups, and beverage containers are not allowed in the laboratories.

Remember, room 013 and laboratory areas are shared space. Be considerate of others.

Building Maintenance Reporter (BMR)

Each building on campus has a person assigned to report facility-related issues for repair and maintenance (e.g., door does not lock, window is broken, water leak, flickering light, occupancy sensor turns off when room is occupied, electrical circuit is out). BMRs for Hardin Hall are Karen Gilbert, kgilbert5@unl.edu, (402-472-8197), and Lisa Greif, lgreif2@unl.edu, (402-472-3679)

If the problem is an after-hours emergency, dial 0 from a university phone (there is one located in the tower lobby) for the University Operator and leave a call-back number where the service personnel can reach you for additional information.

Boat Shed

The Boat Shed is located at 6520 N 56th Street; see pictures below for image of building and identification of building “stalls.” Please note that this is a shared space with Mark Pegg’s lab, and that the name does not exclude wildlife-affiliated personnel from using this storage facility. Unit personnel must complete several safety trainings (Ladder and Portable Power Tools) before they can be issued a key to the Boat Shed.

1. Cleanliness and order are to be maintained at Boat Shed. Cleaning equipment (broom, dust pan, vacuum, power washer, etc.) are provided for the Boat Shed. Please let us know when we need to restock supplies.
2. Tools are provided for maintenance of our equipment. If you need a tool that we do not own, please let your supervisor know so that we can obtain a proper tool for the job. You are expected to use and maintain tools in a manner that promotes a safe working environment. Tools are to be stored in their proper location. NOTE: you should not generally take Boat Shed tools to the field. Field tools are 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 Boat Shed because we deemed that an unnecessary expense. You transport trash to the dumpster at Hardin Hall (located at the loading dock). Trash is to be transported as soon as the trashcan is three-quarters full.
4. Wet items are never to be stored (put away); they need to 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 located throughout Boat Shed; new “baits” need to be placed in these stations every two months. In addition, all reasonable efforts should be used 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 the oil is collected. These containers are NOT to be used for storing oil for 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.
8. The Hotsy is to be used to clean and decontaminate boats and field equipment. Please obtain training from experienced users. Use extreme caution to avoid injury and damage to equipment.



Boat Shed location



Boat Shed front

MAIL

Faculty, staff, and student mail is delivered to Hardin Hall room 121 on odd days only. Outgoing mail is picked-up around 9:15 am on odd days. Outgoing mail can be dropped off in the red, upright metal mailbox located by the connecting north and south door of Hardin Hall, across from the auditorium or in room 125, with appropriate access.

On-campus (*internal UNL*) mail does not require postage, it is delivered using plain manila envelopes. Re-use of envelopes is highly encouraged. Address on-campus mail using the following structure: 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. UNL building abbreviations can be found in the [All Building](#) webpage of the Campus Maps website.

Jerry Smith
111 Hardin Hall (or 111 HarH)
0711

Routine, off-campus, research-related mail via United States Post Service (USPS) requires complete Coop Unit return address, **including the Unit's 4-digit extension** (e.g., 68583-0984).

Special delivery couriers such as United Parcel Service (UPS), and Federal Express (FedEx) are available for *research*-related mailings when required and approved by unit leader or assistant unit leaders. See Donna or Jess for courier options, rates, and materials.

MANUSCRIPT AND ABSTRACT 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 need to visit with your supervisor or advisor about this process when you have a nearly completed manuscript. Current directions and needed forms are posted on the [Information for Personnel and Students](#) section of our UNL website.

FSP also is required for presentations at conferences. Specifically, abstracts must go through the FSP process.

PET POLICY AND WORK

Buildings and Vehicles: University policy prohibits faculty, staff, students, and visitors from bringing animals or pets into UNL-controlled buildings, including residential halls, and vehicles (state or federal), except for service animals approved by the UNL Office of Equity and Compliance. For details on this policy please refer to the Animals/Pet Policy section in the UNL's Business & Finance [website](#).

Research Sites: An animal on research sites requires Institutional Animal Care and Use Committee (IACUC) approval. If animals are part of the research, an IACUC protocol needs to be in place. If they are not involved officially in research, not allowed on research sites.

University and federal funds can never pay to house a pet in a hotel, rental house, or similar property. It is important to keep research and personal endeavors separate. Appearances are everything to most of the public.

PUBLIC RELATIONS

We are highly visible because we are government employees; 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. Please dress appropriately when acting, or being perceived as acting, on behalf of the university (e.g., clothing should not have imprints that could appear offensive).

PURCHASING

Plan purchases in advance. Purchase requests are processed and ordered regularly as time permits. Fill out the purchasing request form available on the [Information for Personnel and Students](#) section of the Unit website. Once the form is completed verify the order with your project PI, then give it to Jess for processing. 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:

- Cost Object Number
- Purpose/use for the item ordered
- Vendor information
- Quantity, Unit (i.e., each, dozen, case), catalog #, description, unit cost, total cost of item ordered

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 approving. This is part of being a supervisor.

UNL's pay period runs Friday to Thursday. Time sheets must be submitted weekly through Firefly. Please verify the hours listed on the timesheet are in line with your technician's work schedule. Once this information has been verified, approve the timesheet in Firefly weekly before Tuesday for the previous week worked. If you have any questions on approving timesheets, please inquire with the NRBC.

TRAVEL

Blanket Travel Authorization – In State

At the beginning of each fiscal year a *Zero\$ Trip* Blanket Travel Authorization (TA) must be completed and submitted for approval in *Concur* for in-state-travel. Log into Firefly and click on the *Concur* Request, Travel, and Expense tile. Details on how to complete a Blanket TA can be obtained in the [Concur Help Resources](#) on the University of Nebraska website.

Those that have NEW Project object code numbers and the beginning of the year will need to create a NEW *Zero\$ Trip* Blanket Travel Authorization (TA) with that new object code.

Travel Authorizations - Domestic

Prior to completing a travel authorization, students must check with their advisor as to what project will cover travel expenses. Once identified, Jess or Donna can provide the account number.

A travel authorization must be completed prior to each travel instance or each trip (excluding in-state). Travel requests require advisor or supervisor approval prior to making any travel arrangements (airfare, hotel, conference registration, etc.). Details on how to create a travel authorization can be obtained in the [Concur Help Resources](#).

Coop travel delegates, Jess and Donna, may assist creating a travel request, organize expenses, and complete an expense report, but the traveler must submit it. These steps cannot be delegated. Resource on how to create a travel authorization can be obtained in the [Concur Help Resources](#).

Travel Authorizations – International

The University of Nebraska-Lincoln and the Unit value protecting all our students, staff, and scientists, especially when traveling overseas. Registration of all international travelers allows UNL to provide evacuation insurance, travel alerts, and guidance on following federal export control laws.

Prior to completing a travel authorization for international travel, students, staff, and scientists are required to complete their respective International Travel Registry. Once the travel registry is completed a registry number will be issued to finalize travel authorizations, purchase airfare, reserve lodging, and complete all travel arrangements.

Enrolled students (including Graduate Assistants) are required to register UNL-related international travel with the [Education Abroad Office](#).

Scientists (including federal scientists) with a faculty appointment at UNL are required to register [International Travel Registry for Professionals](#).

Travel Reimbursement

All travel expenses must be submitted within 60 days after the last day of travel. Expenses submitted past this deadline will not be paid or reimbursed per State of Nebraska statutory requirement ([81-1174](#)). Therefore, it is always recommended that the traveler submits travel expense. For the complete University of Nebraska Travel Policy go to <https://travel.unl.edu/>

Lodging

University travelers are expected to go through Concur for airline tickets and lodging accommodations when on official business and will be requested to justify charges that appear to be excessive. A travel authorization must be completed prior to completing lodging reservations. Lodging can be booked through the Concur booking tool using the built-in university paid credit card. If using a personal credit card for lodging expenses, the traveler will not be reimbursed until after the travel has occurred and may incur additional expenses.

Meals

Meals are not a guarantee. **Communicate with your advisor regarding meals before traveling.** State law requires meals to be reimbursed on a “per diem” basis while students, faculty, and staff are traveling for business overnight. The reimbursement may not exceed 70 percent of the federal rate for the city to which the employee is traveling. Prior to travel check with Jess or Donna if your travel funding project requires receipts for meal reimbursements.

Group travel

If you are traveling with others in the same vehicle to the same destination, make sure your arrival and departure times match your respective entries in Concur.

Vehicle

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 the federal standard business mileage rate set by the Internal Revenue Service. Before using a personal vehicle for Unit business please consult with your advisor prior to travel.

Aircraft

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

Car Rental travel

When reserving a car rental through Concur, NOTE that you will need to pay for rental with personnel credit card and get reimbursed after your return.

WORK HOURS AND TIME OFF

Hours

The College of Graduate Studies at the University of Nebraska–Lincoln expects graduate research assistants (GRAs) 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 assist 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.

Remote/Alternative Work Site

In response to COVID-19 the University of Nebraska-Lincoln adopted wider alternative worksite processes and updated policies. A remote or alternative worksite arrangement is an option that allows an employee to work at home or another alternative off-site location. Speak with your advisor or supervisor about a remote work site option. Visit the [Alternative Work Sites](#) website for guidelines, best practices, policies, and request forms.

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, the Friday after Thanksgiving, and Christmas Day. Normal University operations are closed 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, Juneteenth 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)

Benefit-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 in the Employee Self Service (ESS) tile in Firefly and on the bottom of the 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.

For your situational preparedness and safety, before an emergency situation occurs, please review [Crime Prevention and Safety](#) policies provided in the SNR Employee Handbook.

The unit highly encourages students, faculty, and staff to subscribe to UNL Alert <https://emergency.unl.edu/unlalert>. UNL Alert is a mass notification system that sends text messages and emails to the device and address you designate. The system is activated for severe weather events, weather-related closings, and emergency notifications determined by UNL Police.

All Unit personnel are expected to maintain current certification in CRP/AED and First Aid.

SAFETY 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 on requesting a *DOI Talent* account 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 1342: Safety and Occupational Health Program Overview (duration: 1 hr.)
- Bloodborne Pathogens for Non-Lab Personnel ([UNL EHS](#))

All Administrative Employees complete the following USGS Administrative Employee Safety Orientation:

- USGS 1315: Safety and Occupational Health Overview (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.)

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

Other:

- *Over the Water (OTW)* training is required for anyone in the Unit conducting research over or near the water.
- *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 Talent)

DEFENSIVE DRIVING

USGS requires all unit personnel to complete a Defensive Driving course. The Cooperative Research Units provides the National Safety Council Defensive Driving online course. Please contact Donna or Jess for information.

SAFETY TRAINING UNIVERSITY OF NEBRASKA–LINCOLN

UNL Environmental Health and Safety (EHS) offers safety training for UNL employees. Training courses are available at <https://ehs.unl.edu/web-based-training>. To register for online courses provided through EHS you must provide your NU ID number.

- **Online: Core 1 - Injury and Illness Prevention Plan (IIPP)**
- **Online: Core 2 - Emergency Preparedness Training**

It is recommended that you complete the Core-Emergency Preparedness Training *after* you have taken the Core-Injury Illness and Prevention Plan training module. NOTE: The School of Natural Resources (SNR) requires all employees to retake Core 1 and 2 every five years.

In addition, anyone working in a lab is required to take the online **Chemical Safety** (4 modules) courses.

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

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 always 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 a special permit) should be clearly identifiable as belonging to NECFWRU (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 students and major advisor's names, date of completion, contents, and discard date.

Data Ownership

Almost all 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 delegating 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 regarding 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 the publication of popular articles in magazines such as *Nebraskaland* magazine. The Unit will pay all costs (page charges, reprints, postage) associated with the 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 Donna Robinson 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. Online training can be taken at any time. When completing the online 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 Jess for inclusion in your personnel file.

In addition, investigators must also fill-out the *IACUC Training Documentation Form* and submit it 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 Jess 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 the 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 of 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 involves 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

VEHICLES

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.

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. (**NOTE: Anytime you renew your license, you will need to submit a copy to Donna or Jess**)
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.

Students, faculty, and staff can verify driver’s authorization using their NUID number and birthdate in the [Driver Authorization Check](#) portal. If you appear as an unauthorized driver, please contact Scott Ensor via email at sensor2@unl.edu or by phone at 402-472-7733.

Because UNL requires students, faculty, and staff to maintain a ‘good’ standing driving status to drive its vehicles UNL Fleet Management obtains driver reports every other year cycle for all students and employees. Major traffic offenses, such as Driving Whole Under the Influence (DWI) or Driving Under the Influence (DUI), will mean a loss of driving privilege for state or federal vehicles. All drivers are to report any conviction for any Major Traffic Offense (whether points are assessed or not) or any change in the status of their license to their advisor or supervisor. Any moving or parking violations caused while using any Unit vehicle is the

responsibility of the driver. Additional information regarding UNL Fleet Management policies can be located at: <https://fleetmanagement.unl.edu/policies> and <https://bf.unl.edu/policies/university-vehicle-management>.

Driving a state or federal vehicle is a privilege not a right. Unit students, faculty, and staff must adhere to state, federal, and local ordinances. In addition, drivers are expected to:

- Operate vehicles in a courteous manner
- Observe all traffic rules and regulations
- Always wear seatbelts, and assure passengers wear them also
- Never have alcoholic beverages in federal or state vehicles, open or closed
- Abstain from smoking in federal or state vehicles
- Drive carefully, safely, and courteously
- Ensure that vehicles are returned they have *at least a ¾ tank* of gas and are clean inside and out.

To maintain Coop vehicle field readiness, we ask each driver to return clean vehicles inside and out. This means a car wash and [interior disinfection](#).

- You will be reimbursed for any cash transactions—turn receipts into Donna/Jess. However, when in Lincoln, the JetSplash Car Wash at 2730 Dan Avenue, just south of 27th and Superior, east side of street will accept Voyager cards,
- to disinfect vehicle, use the provided disinfectant kit containing materials and [instructions](#) on what and how to disinfect.

Passengers

Federal vehicles: All passengers in federal vehicles must have a signed federal Volunteer Services Agreement with approval from the unit leader.

State Vehicles: All passengers in state vehicles must have a signed federal Volunteer Services Agreement with approval from the unit leader. 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)

When University students, other than Unit students, travel in University of Nebraska vehicles, a "Student Trip Form" must be completed and submitted to Fleet Management prior to release of the vehicle. This will activate the student trip insurance.

Vehicle Records

Unit vehicles are assigned to graduate students for maintenance and overall care. Students are responsible for making sure the vehicle is maintained (cleaned, oil changes, tires rotated, safety

checks, repairs as needed, and turning in vehicle logs and fuel receipts by deadlines indicated). 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 also be asked to help shuttle vehicles to UNL Fleet Management and back, regardless of whether you are assigned to a vehicle.

Vehicle record keeping is critical unit business. Please make sure that the following items are listed on the prior to turning it in to Jess at the end of each month:

- beginning and ending mileage for each trip
- destination
- fuel amount in gallons, and cost of fuel purchased, obtain point of sale receipt!
- driver's name
- project name or account number to be charged
- any maintenance performed (be specific)

Before turning in vehicle mileage logs please verify that all gas receipts for the respective log month are paper clipped because UNL Transportation Service does not print receipts. Assuring receipts are collected helps Jess in maintaining vehicle records and dispute any charges placed against Coop project accounts.

After each usage and periodically, ensure that vehicles are equipped with 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. 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.

Vehicle Maintenance

Vehicles are to be kept clean. This will require taking vehicles to car washes. You will be reimbursed for any cash transactions, save receipts and complete a Non-Travel Expense form in Concur. However, when in Lincoln, every attempt should be made to use JetSplash Car Wash, 2730 Dan Avenue, just south of 27th and Superior, east side of street. UNL Fleet Management will wash vehicles if you request it.

All vehicles must undergo an annual vehicle safety inspection through UNL Fleet Management. Your vehicle log will indicate when that will be for each vehicle.

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

Repairs should be discussed immediately with your major professor or supervisor prior to repairs, and work with Donna to arrange appointments for repairs. Please coordinate the maintenance and repair of the vehicle with the UNL Fleet Management 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 Fleet Management 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 Fleet 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.***

Approval may be obtained by calling (402) 472-7733, or -7937. After hours within the Lincoln calling area, call the University operator (402) 472-7211 for connection with the proper individual. After hours, when outside of the Lincoln calling area, call (800) 332-0265 for connection with the proper individual

Services in the field

Most vendors will accept the Voyager card for mechanical repairs. If you can't find one that does, here is a link to locate one:

<https://www.fleetcommanderonline.com/app/public/merchantLocator.do> Please Make sure that sales tax is not charged when you get services done otherwise, you will need to go back to that location and have them credit the sales tax. Please remember to write down in the "Services performed" section at the top of the *vehicle log* anytime maintenance, repairs, or car washes is completed to the vehicle.

Local Vendors – vehicle and boat care

Blum's Auto 2415 N 33 Street Lincoln NE 68504 402-464-5261 Accepts Voyager card	Randolph's Carwash (Auto Detailing) 21 st & N Lincoln NE 68510 402-474-7722 Accepts Voyager card
Embassy Suites (SNR Account) 1040 P Street Lincoln NE 68508 402-474-1111	TO Haas Tires 1150 N 48 Street Lincoln NE 68504 402-467-3561 Accepts Voyager card
Graham Tire 2121 Cornhusker Hwy Lincoln NE 402-474-2277	Drydock Marine LLC 1808 Yolanda Ave Lincoln NE 68521 402-474-2244

Voyager Fuel 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 Kevin Pope for appropriate actions. For those who use the Voyager cards for our fleet vehicles and boats, please note the following.

It is recommended the Voyager Fuel card be used at point-of-sale pumps (pay at the pump) when they are available. The first six digits of your NU ID # or your personnel # **is the PIN number**. 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. Once the scan limit is reached the card locks. The limit and card reset the next day. If you need to scan the card a fourth time, you must call the 800 number on the back of the card. Only one telephone authorization will be allowed.

When an inside transaction (not pay at the pump) is completed the Voyager must ensure the vendor/cashier has selected the correct product type i.e., gasoline or diesel and list the number of gallons purchased.

Voyager must always get a full receipt; no prepaid receipt should be turned in with logs. Also, we should never have tax on the receipt. If you see they have charged you tax, please make sure you go back to the cashier or vendor and have it credited back to the card.

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 Fleet Management pumps on either campus. These do not print receipts, but a monthly statement shows gallons and cost.

When purchasing boat gas and vehicle gas at the same gas pump, reset the 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 the oil level in crankcase. Add oil only if the 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 Fleet Management 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 Jess no later than the 2nd of every month.**

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 Parking

Park all unit vehicles, state and federal, in the lot north of Hardin Hall, in the first northeast row, between the signs that denote State Vehicle Parking. 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 Area A Lot—use the graveled area, not the paved area.



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 Kevin Pope and the UNL Fleet Management 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 Unit) is forbidden by law.

Vehicle Accident

Please see instructions under [VEHICLE ACCIDENT](#) at the front of this handbook.

Roadside Assistance and Towing

Vehicles traveling outside the Lincoln area are eligible for nationwide [roadside assistance](#) through a new partnership with *LeasePlan USA*. For assistance, drivers can call 800-323-6644, press 0 after the main greeting, and follow the prompts for maintenance, repair, or Emergency Roadside Assistance. A service advisor will request information to identify the vehicle, type of assistance necessary and then schedule the service. LeasePlan will pay all charges, apply available discounts, and bill University Fleet Management for services performed.

In addition to LeasePlan (preferred towing method), 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 it for reimbursement.

If a vehicle is immovable while in a rural area, the driver must report the incident to Kevin Pope, (402-472-7028), Sarah Sonsthagen, (402-472-0985), Jon Spurgeon, (402-472-0957), or Donna Robinson, (402) 472-0449, as soon as possible. **Do not abandon a Coop vehicle without contacting appropriate Coop staff.**

BOATS

Following are regulations concerning boat operations and boat towing on the highway.

- 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 operating 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.
- h) Unit boats are to be ready for use at a moment's notice. Thus, all repairs, general maintenance, and cleaning are to be completed at the conclusion of each day's use. In addition, all required MOCC equipment is to remain dry and properly stored within each boat.

EXHIBITS

Requesting and Using a DOI Talent Account for Non-Federal CRU Staff and Students

1) Request your non-federal account at: <https://doitalent.ibc.doi.gov/login/signup.php?>

There are 3 sections to the form; “Username and Password”, “More Details” and “Other Fields”, *you must complete all sections*. The first two sections are your specific information. See table below and screen shot on page 2 for appropriate values for the “Other Fields” section.

OTHER FIELDS SECTION:

Field	Value
Role ID	IN_OTHER
DOMAIN ID	IN_USG
Sponsoring Bureau	GEOLOGICAL SURVEY
Affiliation	VOLUNTEER-WAIVER
Affiliate Org/Sponsor	UNIT – ORG CODE IN08ADGGHEBD4400
Comments	SUPERVISOR: Don Dennerline Also indicate whether or not you have attended training with us before or have been affiliated with DOI in the past.

Upon completion, an email is generated to the user confirming their email. Once the confirmation has been received, the USGS DOI Talent steward (Jennifer Braden) will review the student’s request to be sure all information has been added correctly. The student will receive an email from the DOI Talent system saying that they have an account in DOI Talent and that they can register for courses. If a student gets a message denying them a DOI Talent account, or if they have not received a message after five working days, please let Don Dennerline know as soon as possible (ddennerline@usgs.gov; 706-705-6042). In the latter case, they might also want to check their “spam” box in case the notification message got caught by their spam filter.

2) Once you have an account log in at: <https://doitalent.ibc.doi.gov/login/index.php/?saml=off>

NOTE: Recommended to Bookmark this link for future logins.

Scroll down and click on the **Login.gov** button

You use Login.gov because:

- you are not employed by a U.S. Government Agency
- you do not have a .gov or a .mil email
- you do not have a PIV card

▼ Other fields

Role ID

IN_OTHER ▼

Domain ID

IN_USG ▼

Postal Address City

Denver

Postal Address State

CO ▼

Postal Address Zip Code

80225

Sponsoring Bureau

GEOLOGICAL SURVEY ▼

Affiliation

VOLUNTEER - WAIVER ▼

Affiliate Org/Sponsor

COLORADO CFWRU -IN08ADGGHEBD2800

Comments

SUPERVISOR: Don Dennerline

Request account

Cancel

Affiliate Org/Sponsor Values (copy and paste the row for your unit)

ALABAMA CFWRU - IN08ADGGHEBD0400
ALASKA CFWRU - IN08ADGGHEBD3900
ARIZONA CFWRU - IN08ADGGHEBD3000
ARKANSAS CFWRU - IN08ADGGHEBD3600
CALIFORNIA CFWRU - IN08ADGGHEBD3700
COLORADO CFWRU - IN08ADGGHEBD2800
FLORIDA CFWRU - IN08ADGGHEBD0700
GEORGIA CFWRU - IN08ADGGHEBD0600
HAWAII CFRU - IN08ADGGHEBD3800
IDAHO CFWRU - IN08ADGGHEBD4300
IOWA CFWRU - IN08ADGGHEBD1200
KANSAS CFWRU - IN08ADGGHEBD3300
LOUISIANA CFWRU - IN08ADGGHEBD3400
MAINE CFWRU - IN08ADGGHEBD2300
MARYLAND CFWRU - IN08ADGGHEBD1800
MASSACHUSETTS CFWRU - IN08ADGGHEBD2200
MINNESOTA CFWRU - IN08ADGGHEBD1100
MISSISSIPPI CFWRU - IN08ADGGHEBD0500
MISSOURI CFWRU - IN08ADGGHEBD1300
MONTANA CFRU - IN08ADGGHEBD2600
MONTANA CWRU - IN08ADGGHEBD2500
NEBRASKA CFWRU - IN08ADGGHEBD4400
NEW MEXICO CFWRU - IN08ADGGHEBD3100
NEW YORK CFWRU - IN08ADGGHEBD2000
NORTH CAROLINA CFWRU - IN08ADGGHEBD0900
OKLAHOMA CFWRU - IN08ADGGHEBD2400
OREGON CFWRU - IN08ADGGHEBD4100
PENNSYLVANIA CFWRU - IN08ADGGHEBD1900
SOUTH CAROLINA CFWRU - IN08ADGGHEBD1000
SOUTH DAKOTA CFWRU - IN08ADGGHEBD3200
TENNESSEE CFRU - IN08ADGGHEBD0800
TEXAS CFWRU - IN08ADGGHEBD3500
UTAH CFWRU - IN08ADGGHEBD2900
VERMONT CFWRU - IN08ADGGHEBD2100
VIRGINIA CFWRU - IN08ADGGHEBD1700
WASHINGTON CFWRU - IN08ADGGHEBD4000
WEST VIRGINIA CFWRU - IN08ADGGHEBD1600
WISCONSIN CFRU - IN08ADGGHEBD1400
WISCONSIN CWRU - IN08ADGGHEBD1500
WYOMING CFWRU - IN08ADGGHEBD2700

MILEAGE LOG

Nebr. Cooperative F&W Research Unit 402-472-0449, 472-0229, 472-7028	Responsibility of: <u>Joe Sample</u>	<p align="center">MILEAGE LOG August 2013</p>	UNL Fleet Management 1931 N. 14th Street Lincoln, NE 68588-0603 402-472-7937 (Shop) (after hours, 800-332-0265)
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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 date 8-20-14 mileage 28,692 cost \$ \$64.30
 car wash date 8-3-14 mileage 25,627 cost \$ \$9.00

	Date	Beginning Mileage	Ending Mileage	Fuel Purchased		Destination	Driver	Project to Charge
				Gallons	Cost (or "UNL")			
1	8-1-14	25,440	25,627	1.8	UNL	McCook, NE	K. Pope	SWR
2	8-3-14	25,627	25,630			Blum's Auto, Buggy Bath	L. Maple	Creel
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

SAMPLE

PROJECT KEY: Herp (Hellman), Climate C, InvSp (Decker), Wetland Asmnt/EPA (Smeenk), SWR, Creel, Pheasant, NIS Climate (Uden), Trout (Turek), PTP (Lindsey/Jess)

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.

ARRIVING		DEPARTING	
What	Who/Where	What	Who/Where
Complete hiring forms. Provide photocopy or email copy to Wilma	Leonita Masek (2-0833), NRBC	Letter of resignation	Give to Wilma or advisor
Sign USGS Volunteer Services Agreement	Wilma	Sign, date terminated USGS Agreement	Wilma
Sign USGS Motor Vehicle Operators Certification	Wilma		
Provide personal address, phone and email to Unit	Faculty advisor and Wilma	Provide forwarding address	Wilma and NRBC
Read Coop Unit Policies/Guidelines	Obtain from Coop website		
Return signed Policies/Guidelines acknowledgement (last page)	Return to Wilma		
Safety Worksheet from supervisor	Wilma		
Provide UNL blanket TA	Caryl	Delete from blanket TA	Caryl or Wilma
Add to Digital Measures	Wilma or advisor	Disable in Digital Measures	
Desk/Office assigned	Advisor/supervisor		
Make desk sign	Caryl		
JHA reviewed & signed	Return to Wilma		
Get computer access and password, add to <ul style="list-style-type: none"> • Pope's Lab • Allen's Lab, OR • Fontaine's Lab 	Wilma will request	Disable computer access	Wilma or Advisor will request
Hardin Hall after-hours access if needed	Wilma will request	Disable building access	Wilma
Room 013 access, if needed	Wilma will request	Disable 013 access	Wilma
Get UNL HarH keys as needed <ul style="list-style-type: none"> — - 425 — - 122, 118 — - Wet Lab @ Service Bldg. — - other 	Wilma will request; pick up from 1st floor lobby; key deposit is required	Return building keys to Map Sales desk (a deposit refund will be processed)	1 st floor lobby (Karen Gilbert)
Get other keys as needed, such as <ul style="list-style-type: none"> — -red cabinet key — -PFD — -Boats — -Other 	Pick up from Caryl or Wilma	Return other keys as needed	Return, in person to Caryl Cashmere or Wilma; clearly note what they go to

ARRIVING			DEPARTING	
	What	Who/Where	What	Who/Where
— —	Training for PFD access, & as otherwise required: -Portable Ladder Safety (UNL) -Hand & Portable Power Tools (DOI)	Certificate to Wilma		
— — — —	Required UNL training: -Core-Injury (CIIP) -Core-Emergency Prep.(CEMER) -CITI IRB -IACUC	Certificate to Wilma		
—	Safety: 1st Aid/CPR/AED training	Certificate to Wilma		
— — — — — —	-DOI training as per JHA 94782 or 94779 -Defensive Driving -Over Water training -MOCC -E-Fish -UNL Chemical (lab)	Certificate to Wilma		
	Read SNR Youth Activity Policies, return form	Certificate to Wilma		
	UNL Title IX training, permanent employees only, .50FTE or greater	Certificate to Wilma		
	T-shirts, hat, ID badge	Caryl or Wilma	Theirs to keep	
	Other clothing such as coats, PFDs, ice fishing or electro fishing gloves, mosquito hats etc.	Provided by Caryl, Wilma or your advisor; MUST BE RETURNED	Other clothing such as coats, PFDs, ice fishing or electro fishing gloves, etc.	Return to Caryl, Wilma advisor
	Use of Coop Unit research equipment (i.e., GPS, optics, laptops, cameras, etc.)	At the request of your advisor, <i>let Caryl know of equipment that is relocated or removed from the building (include serial # & unit ID #)</i>	Coop Unit research equipment	MUST be returned to advisor, Caryl, or Wilma
	Email software, if applicable	Wilma or advisor	Notify which computer to remove from	Wilma
	Activate office phone and voice mail, if applicable	Wilma	Deactivate office phone and voice mail	Wilma
			Notify advisor of schedule for publications	Advisor
			Give copies of all files, data sheets to advisor	Advisor

COOP UNIT POLICIES /PROCEDURES ACKNOWLEDGMENT

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 is my continuing responsibility to read and know its contents.

Print Name

Signature

Date

(Please sign, date and return to Wilma)