FACILITIES & SERVICES

General Information and Office Staff
The Department of Soil, Water, and Climate main office is located in 439 Borlaug Hall. The Administrator’s office is 446 Borlaug, and the Accounting Office/dropbox is located in 442 Borlaug Hall. There are three departmental rooms: Borlaug 375, Borlaug 438 and Soils S415. These rooms are scheduled for meetings, classes, seminars, and any other gathering which seem appropriate. To reserve any of the conference rooms, please contact the receptionist, who will provide instructions to reserve the room online, listing your name and a telephone number should someone need to contact you.

Keys
Keys for entry to Department buildings, (Borlaug Hall, Soils Building, Greenhouse, and Crops Research) and to offices and research laboratories which students use can be obtained from the main office. There is a $5 deposit per key when keys are issued which will be refunded when keys are returned. You will need your University of Minnesota valid ID to be approved for access to the building. This activation can be done in the main office.

Security
Campus buildings are locked from 7:00 p.m. to 6:00 a.m. weeknights, Saturday afternoon, and all day Sunday. Many people have access to building facilities during working hours. Keep items of value out of sight, preferably locked in a desk or cabinet. We encourage you to keep your offices and labs locked when you are not around. Windows should be closed for the evening. If you have valuable articles taken from your workplace, please report it immediately to the University police and the main office.

Computer Room
Computers, printers and graphic arts equipment are available for graduate student use. The computer equipment is stationed in Soils 521 under security arrangements. Guidelines and resources are posted in the computer room.

Mail & Packages
Graduate student mailboxes are located in 435 Borlaug Hall. Messages and mail are distributed to mailboxes daily. If you plan to be gone for an extended period of time, please let the main office know if you need any special handling for your mail. The campus post office is located in the St. Paul Student Center and a mailbox is located at the front steps of Borlaug with a 4PM pickup time.

Packages are normally delivered to the main office (unless too large) behind the main desk. Please complete the signout sheet for any package you are picking up. If you have large equipment coming on a pallet, please inform office staff of expected arrival.

Telephones
Telephones are set up according to what your advisor deems necessary. The University publishes an on-line student/staff directory which is useful in finding various departments, services and individuals. The directory is available at: http://www1.umn.edu/systemwide/directories/ The main office can also provide you with a departmental phone list.

Job Postings
Information regarding available positions is posted on the bulletin board outside 439 Borlaug Hall and in the weekly e-newsletter, The Profile. The information includes various notices of post doctoral and faculty positions available at other institutions.

Bulletin Board
The main Departmental Bulletin Board is located outside the Department Office, 439 Borlaug Hall. There you will find information on departmental and intradepartmental seminars, conferences, social activities, also, information on scholarships, fellowships, special course information and other pertinent announcements.

Newsletters
A weekly newsletter, The Profile, distributed to your departmental email address is used for departmental announcements, seminars, meetings, job vacancies, social activities and to introduce new people in the Department. We encourage you to use the newsletter for any announcements you might have. Articles should be submitted to the receptionist by Friday each week. The College of Food, Agricultural and Natural Resource Sciences has a newsletter that can be found online at http://www.cfans.umn.edu/about/solutions. The University has a daily newspaper, which can also be found online at http://www.mndaily.com/.

Copy Machines
The Canon machine is located in Room 446 Borlaug Hall and requires a code. Graduate students needing to use the Canon machine for their research project must get an account number from their project leader. There is also a copy center in the St. Paul Student Center across from the bookstore.

Departmental Computer Network
Departmental computers are connected to the campus network. Each employee is assigned an e-mail account by the University.
Office Staff
The Department office staff serves as a source of information on University procedures and policies. The staff will help you with any questions or problems you may encounter. If you need to meet with the Department Head, (with or without an appointment) inquire with his secretary, located in the main office in 439 Borlaug Hall.

Payroll Staff
Student payroll, where hours worked are flexible, is handled by finance. All time is recorded in your portal under MyU. There are tutorials available to help you navigate the system. All Nonresident Aliens must report to the payroll staff to have their human resource information entered into the University's system, and then over to International Student and Scholar Services (ISSS), and then over to payroll. Most human resource functions are available at MyU including viewing your paycheck, updating your W-4, changing your W-2, as well as viewing your vacation/sick leave balance.

Travel
Travel authorization and expense report forms must be submitted for University travel. This is handled by the accounting office in 442 Borlaug Hall. Requests for advance travel funds must be processed at least three weeks prior to traveling. Any travel requests require approval by your project leader. Details on the University of Minnesota Travel Policy can be found on the web or you can ask the accounting staff. The travel website lists per diem rates, and mileage rates as well as other useful information when traveling on University business. The travel website is: http://travel.umn.edu/

Purchasing
The accounting staff will assist you in ordering of supplies, equipment and repairs as authorized by your research advisor. When ordering, you can use either a Purchasing Card (requires approval by supervisor before a card is issued to you) or a Purchase Order. When using the Purchasing Card, remember to give companies the University’s tax exempt ID number listed on the back of the card. Use the billing address that is listed on the informational sheet that comes with your purchasing card. Process justifications for all purchases made on your card in a timely manner at My Wallet in the Purchasing tab at MyU. When using a Purchase Order, complete the PO including quantity, catalog number, item description, name, address and phone number of vendor and costs. Purchases must be approved by your advisor. Purchase Order forms are on the department website. Orders from the University Storehouse and Fisher Scientific can be made online. You must have an account set up in advance, please see the Accounting Office for help in getting an account set-up. The purchasing website lists purchasing thresholds and steps to go through BEFORE purchasing an item. The website is: http://purchasing.umn.edu/

Reimbursements
Reimbursements are handled by the accounting office. Be sure to use the most current Employee Reimbursement Form that is on the website. The website is: http://www.swac.umn.edu/services-resources/departmental-resources

Human Resource Department Officer
The administrator serves as the Department Human Resource officer and provides information and sources to contact regarding any personnel or grievance matters. Her office is located in 446 Borlaug Hall. Contract and governing documents that cover the various positions at the University of Minnesota are located at: http://www1.umn.edu/ohr/policies/governing/index.html.

Employee Benefits Contact
The administrator serves as the Employee Benefits contact person. A benefit packet is distributed by the administrator to new employees in the department, and other forms are available on the Employee Benefits website: http://www1.umn.edu/ohr/benefits/

USDA-ARS Unit
Scientists with the U.S. Department of Agriculture - Agricultural Research Service (ARS) are adjunct members of the faculty and are housed within their subdisciplines in the department. The ARS faculty advises graduate students and serves on departmental committees.
ST. PAUL FACILITIES

Growth Chambers
We have 6 Conviron and 2 EGC controlled environment chambers located in 196 Borlaug Hall. They are equipped with fully programmable temperature, lighting, and humidity controls. A user fee of $2.10 per day is assessed to cover operating expenses. Be sure to determine if a greenhouse will work as well as a growth chamber before requesting this premium space. To get access to the chambers, see Andrew Scobbie (612-625-2712).

Greenhouse space is managed by the Resources Coordinating Team; visit this link http://greenhouses.cfans.umn.edu/, for information regarding fees, services and the online greenhouse request form. Contact Roger Meissner, 612-624-3631, meiss003@tc.umn.edu or Pam Warnke, 612-625-3153, alter002@tc.umn.edu, for specific questions regarding these facilities.

Research Analytical Laboratories & Soil Testing
The Department of Soil, Water, and Climate operates these facilities to serve the soil testing needs of the public and researchers, and to help support the research done at the University. The facility is directed by Brian Barber, 612-625-7701 and it performs chemical analyses on a fee per sample basis. See the laboratory service request sheets available in Crops Research 135 for the available tests and prices. Their website is: http://soiltest.cfans.umn.edu/

Soil and Plant Sample Handling, Cold Storage, General Storage, Autoclaves
Cold storage is available in 174A and 174B Borlaug Hall and 7 Crops Research. Label, date and inventory your items.

General storage is available in several locations. See advisor if you need storage space. Do not use greenhouse rooms, hallways, or other common areas for this purpose.

Autoclaves and instructions for their use are in 290 Borlaug. Access must be obtained by bringing your UCard to the main office.

Larger quantities of soil or plant material can be dried, stored, cleaned, ground or otherwise prepared for analysis in the Crop Service building. Containers have been provided for disposal of plant and soil material; do not dispose of them in the dumpster. Please see Andrew Scobbie for assistance (612-625-2712).

Equipment Maintenance & Fabrication
There is a wood shop available for use in the Seedhouse, while the equipment is older and limited it is in good working condition and available at no charge.

There is a mechanical shop at 1866 Dudley Ave, it is operated by Ag Services, the phone number is 612-625-7817. Vehicle and equipment maintenance and service is available for a fee, see the web site for details http://agservices.cfans.umn.edu/.

Vehicles
For your convenience the department has available 2 mini-vans and one 15-passenger van for general checkout. The mileage charge (as of 9/13) is $0.76/mile for the mini-vans. The vehicle checkout book is located in the mailroom, 435 Borlaug Hall, keys for the mini-vans are there also.

All traffic offense fines and penalties are the personal obligation of the driver. Fines for traffic or parking violations are not reimbursable University expenses. Authorized drivers must comply with all requirements of the University’s Vehicle Loss Control Program and must follow the rules in the Appendices section of this policy. The University of Minnesota vehicle use policy can be viewed at the following URL: http://policy.umn.edu/finance/vehicles
Vehicles, cont.

Vehicles can be rented on a daily/weekly/monthly time period from Fleet Services, http://www1.umn.edu/pts/fleet/. The service is very convenient and parking is available at no cost. Hours are M-F: 6:30 a.m. to 6:30 p.m., and Sunday: 7:00 a.m. to noon. After hours drop-off is available. Charges for a mini-van are currently $38/day and $0.23/mile. If you are traveling more than 170 miles it is cheaper to rent from Fleet Services than to use the departmental van. If you can use a mid-size sedan it is cheaper if you traveling over 105 miles and half the cost at 350 miles.

Fuel is available on campus 24/7, if you are below half a tank, fill it up, it is only courteous to do so. The pump is at the Ag Services building directly east of Crops Service. Use the fuel “computer chip key” attached to each car’s key ring.

Keys should be dropped off in the mailroom immediately after you are finished with the vehicle, do not wait until the next morning.

Please inform Andy of any concerns or problems as they arise, a note in the vehicle checkout book is a nice gesture for the next user but will likely not solve the problem.

To reiterate, to operate a university vehicle you must:
- possess a valid U.S. driver’s license, and be at least 19 years of age.
- return the vehicles as soon as possible.
- return the vehicles clean and full of fuel.
- accidents must be reported immediately and forms filled out within 24 hours. Forms are available on fleet services website.
- report any problems to Field Crew Office, 262 Borlaug Hall, p) 5-2712.

Safety

We will do whatever we can to provide you with a safe work environment but this is only possible if you practice safe work habits. Safety should be practiced when operating a motor vehicle, working in extremely hot or dusty environments, fields recently treated with pesticides, as well as the more obvious laboratory situations. Project leaders and supervisors are responsible for the safety and well being of their employees, and are required to instruct you in safe procedures for working in your work place. Safety training is required of all employees and includes both video and in person training, depending on the employee’s work environment. To document this training, please use the CFANS “Worker Training Requirement Checklist”. Training should be updated as the work environment of the employee changes, noting these changes on the checklist. Annual refresher training is also helpful and should be documented as well. Finally, while the supervisor has responsibility to provide training, employees must also be aware of hazards in their work environment, ask questions as needed and obtain safety related guidance whenever the work situation calls for it.

For minor cuts and scrapes, there is a supply of bandages, gauze, antiseptic etc. in the Soil, Water, and Climate main office, 439 Borlaug Hall, as well as a very well stocked first aid cabinet located in room 412 Borlaug Hall, that we share with Agronomy & Plant Genetics.

Summary

In conclusion, our Department has some excellent research facilities available for you. Please use them fully, but don’t abuse them. If we all treat these facilities with care, they will be available in good order the next time you want to use them.