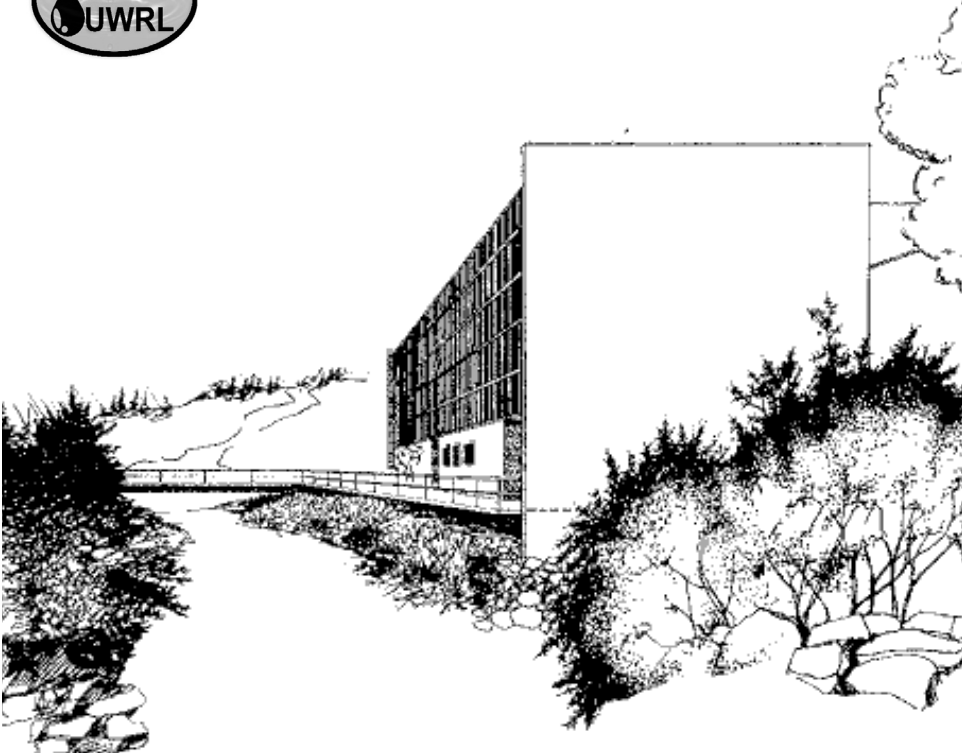


Utah State
UNIVERSITY



UWRL Guidebook 2015-2016

*An employee and student guide to the
Utah Water Research Laboratory*

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UWRL Mission Statement

The mission of the Utah Water Research Laboratory includes the following activities that are related to stewardship of water quantity and quality:

- Facilitate research that supports education and teaching within a university environment.
- Conduct research that is directed at solving interdisciplinary water-related problems of state, national, and international scopes.
- Cooperate with academic departments and other academic research units in generating, transmitting, applying, and preserving knowledge in ways that are consistent with the land grant university mission of Utah State University.
- Conduct research that provides for a technically informed water-related policy that can be used to ensure and improve human health and environmental assets in Utah, the United States, and globally.
- Facilitate research, testing, and design activities that involve training university students to provide services to audiences that are external to the university.
- Provide research-based training on water-related subjects to governmental and private organizations and to the general public.

The UWRL Mission Statement is based on the philosophy that activities related to water science and engineering be organized to integrate research, testing, and design components with university and public education. The context for water includes multimedia aspects that incorporate atmosphere and surface and subsurface earth components, and that address environmental as well as public health issues.

1 BACKGROUND

In the early 1950s, Utah State University faculty and administrators began planning for an integrated facility for interdisciplinary water resources research. In 1959, the Utah State Legislature authorized the establishment of the Utah Water Research Laboratory. Funding for the original structure was provided by the Utah Legislature, with supplemental funding from the National Science Foundation and the National Institutes of Health. The building was dedicated in 1965, and faculty from a wide range of academic departments began using the facility. By 1975, the research program had outgrown the facility. The Environmental Quality Laboratory was housed in makeshift construction in the back of the Hydraulics Laboratory, and office space was scarce. Additional funding was obtained from the Utah State Legislature, and in 1980, the present UWRL building was completed.

The UWRL's first director was Dr. Vaughn E. Hansen (1964-1966). He was replaced by Dr. Jay M. Bagley, who served until 1976. Dr. L. Douglas James was director from 1976-1991. After serving as Acting Director, Dr. David S. Bowles was appointed Director in 1992 and stepped down in 1996. Dr. Ronald C. Sims was the director from 1996 until April 2003, when he was appointed Department Head of the Department of Biological Engineering. Dr. Mac McKee is currently the UWRL Director.

The UWRL also houses the Utah Center for Water Resources Research, the second largest of 54 U.S. centers. The Center administers the U.S. Geological Survey 104 funding program, performs coordinating roles for water research in Utah, and represents Utah at regional and national levels.

Today, multidisciplinary faculty work together in the following research focus areas to support the mission of the UWRL: Drinking Water and Wastewater Treatment, Environmental Quality Management and Remediation, Surface and Groundwater Quality and Quantity, Water Conveyance Distribution and Control, Water Education and Technology Trans-

fer, Water Resources Planning and Management.

The UWRL is one of six units comprising the College of Engineering, with the other five units organized as academic departments. Two divisions within the UWRL, Environmental and Water, are also affiliated with the Department of Civil and Environmental Engineering (CEE) and the Department of Biological Engineering (BE). The UWRL Director works closely with the heads of the CEE and BE departments and the Division Heads to coordinate academic coursework and UWRL programs. CEE and BE faculty members within the two Divisions typically have joint appointments in CEE or BE and at the UWRL, and students also work in both units. This coordination allows for a larger and more diverse educational environment for undergraduate and graduate students. The collaboration of the UWRL and the academic departments within the College of Engineering facilitates an integration of coursework, faculty skills, and hands-on research/testing training in water engineering and science that is unique in the United States.

The UWRL also collaborates with other academic and research units at USU and at other universities in Utah as well as outside of Utah. Examples of projects and partnerships that illustrate these types of collaboration are provided on the UWRL web site: www.uwrl.usu.edu.

ORGANIZATION

Administration

Dr. Mac McKee is the Director of the UWRL. He is assisted by Associate Directors Dr. William Doucette and Dr. Blake Tullis. The research program at the UWRL is coordinated primarily with the academic programs in the two divisions of the CEE Department, as described previously. Dr. David K. Stevens is Environmental Engineering Division Head and Dr.

Gilberto Urroz is Water Engineering Division Head. Support areas include: Administrative Services and Infrastructure, supervised by Jan Urroz; Publications and Information Dissemination, coordinated by Ivonne Harris; and the Business Office, supervised by Tamara Peterson. In addition, the Environmental Quality Laboratory is managed by Joan McLean, and the Hydraulics Laboratory is managed by Zac Sharp.

Water-related Research Programs at the UWRL add depth and enhance the overall UWRL program. These include: AggieAir Flying Circus, headed by Dr. Mac McKee; the Utah Center for Hydrologic Information and Computing, headed by Dr. David Tarboton and Dr. Jeffery Horsburgh; the Institute for Natural Systems Engineering, headed by Ian Gowing; the Utah Center for Water Resources Research, headed by Dr. Mac McKee; and the Utah On-Site Wastewater Treatment Training Program, coordinated by Judith Sims.

Environmental Engineering Division

Faculty within the Environmental Engineering Division have joint appointments with the UWRL and the CEE Department. The Environmental Engineering Division has focused research programs in Air Quality Management, Bioprocess Engineering, Green Infrastructure and Stormwater Management, Hazardous and Toxic Waste Management, Watershed Management, and Water and Wastewater Treatment.

A multimedia thrust within each program is carried out by a multidisciplinary group of engineers and scientists conducting basic and applied field research in such areas as: fate and transport of contaminants in air, soil and surface/groundwater environments; performance evaluations and design of biological and plant-based pollutant remediation systems; modeling and measurements of reach to basin-scale water quality; ecosystem impacts of water resources and basin development; characterization of ozone and particulate emissions and ambient behaviors; stormwater management; and water and wastewater treatment.

The Environmental Quality Laboratory (EQL) supports the experimental research program within the Division. Research in environmental engineering conducted at the UWRL is supported by a variety of funding

sources including the State of Utah, industry, USEPA, USGS, NSF, DOD and other federal agencies, consulting firms, and private organizations.

Water Engineering Division

Faculty within the Water Engineering Division have joint appointments with the UWRL and with the CEE Department. The Water Engineering Division is supported by state, federal, and private research funds. Specialty areas within the program include: Fluid Mechanics and Hydraulics, Subsurface Hydrology, Hydrology, Contaminant Hydrogeology, Water Resources Planning and Management, and Irrigation and Drainage.

The academic curriculum supporting research is one of the most comprehensive offered in the United States. Elements of ongoing research projects are routinely and effectively incorporated into the classes. The program combines research, training, and experience to understand the water issues and water resources management challenges in the United States and internationally.

Fluid Mechanics, based on fundamental principles of conservation of mass, energy, and momentum in fluids, is the logical core for all water-related engineering research programs. The hydraulic modeling laboratory at the UWRL is world-famous, having added a new modeling building in 2009 to take care of incoming projects.

Hydrology is a branch of geoscience concerned with the origin, distribution, movement, and properties of water of the Earth. The hydrology program at USU has strength in both theoretical and applied aspects of modern hydrology. The program strives to advance the capability for hydrologic prediction by developing technology. Research addresses, model calibration, spatially distributed modeling, land-atmosphere interactions, and the impact of land use changes on hydrology, risk and uncertainty.

Subsurface Hydrology and Contaminant Hydrogeology are focused on the flow of fluids in the subsurface, transport of dissolved and absorbed contaminants in the subsurface, water quality, remediation, risk-based decision analysis, and groundwater management and policy issues.

Water Resources Planning and Management involves the analysis of water

supply and demand, economics of water resources including water pricing, the analysis of water resources institutions, the optimization of water resources allocation, social and economic implications of water usage, and water conservation policies.

The Irrigation Program at Utah State University is world-famous. In recent years, USU Irrigation engineers have participated in irrigation projects in Ecuador, the Dominican Republic, Armenia, Egypt, Iraq, Thailand, Moldova, and China, among other countries. The Irrigation Program at USU, now part of the Civil and Environmental Engineering Department, includes research on remote sensing for irrigation applications, irrigation infrastructure, optimization of groundwater resources for irrigation, surge furrow irrigation, canal automation, hydraulics of irrigation systems, and irrigation system simulation.

Current research activities in Water Engineering cover a well-balanced variety of topics, from theoretical (e.g., stochastic analysis of hydrologic processes) to practical problems (e.g., design and management of watershed-scale activities and decision-support systems for watershed managers). Water resources engineers need a sound understanding of how water storage, delivery, and other management systems function. A focus area of the research program is to develop decision support systems for sustainable water quantity and quality management in the United States and in developing regions of the world.

Research Programs Affiliated with the UWRL:

AggieAir Flying Circus

The AggieAir Flying Circus is a service center at the Utah Water Research Laboratory which provides high resolution, multispectral aerial imagery using a small, unmanned aerial system called AggieAir. Because AggieAir is a low cost, easy-to-use platform, the AggieAir Flying Circus is able to map small areas quicker, more frequently, at greater resolution, and at a smaller cost than conventional remote sensing platforms (satellite and manned aircraft). Some applications for AggieAir include monitoring of soil moisture and evapotranspiration in agriculture, riparian habitat mapping, road and highway surface monitoring, wetland mapping, fish and wildlife

tracking, etc.

Institute for Natural Systems Engineering (I.N.S.E.)

Researchers in this unique program develop, test, and apply a wide range of multidisciplinary assessment tools for use in water resource systems and environmental impact assessment frameworks. Research on the development, testing, and application of these analysis tools and their associated integration in multidisciplinary assessment frameworks range across basic life history of aquatic species, spatial sampling strategies of river corridors using remote sensing, Global Positioning System (GPS) and hydro-acoustics, 2- and 3-dimensional hydraulic modeling, and advanced forms of physical habitat modeling including multi-agent based modeling approaches. Research is now being developed in collaboration with AggieAir Flying Circus. AggieAir is a low-cost, autonomous remote sensing platform which is being applied in river corridor restoration monitoring, fish telemetry, and habitat use for applications in hydraulic modeling.

Utah Center for Hydrologic Information and Computing

The Utah Center for Hydrologic Information and Computing (UCHIC) is advancing the capability for hydrologic prediction by developing models that take advantage of new information and process understanding enabled by new technology. Over the next decade, it is likely that science and engineering research will produce more scientific data than has been created over the whole of human history. The successful use of these data to achieve new scientific breakthroughs will depend on the ability to access, integrate, and analyze these large datasets. UCHIC is focused on research to bring the full power of advanced information technology to bear on problems in hydrology and water resources. UCHIC is conducting research aimed at advancing the information systems and computational technology needed to support measurement, data analysis, data sharing, visualization, and modeling in hydrology and water resources. This includes the use of hydrologic and geographic information systems and digital elevation models that take advantage of spatially distributed information for hydrologic prediction.

Utah Center for Water Resources Research

The Utah Center for Water Resources Research (UCWRR) was established by the Water Resources Act of 1964 and is currently eligible to receive grants under the provisions of Section 104 of the Water Resources Act of 1984.

The mission of the UCWRR is to foster interdepartmental research and educational programs in water resources; to administer the State Water Research Institute Program funded through the U.S. Geological Survey at USU for the State of Utah; and to provide university-wide coordination of water resources research.

The governing body for the UCWRR is a council composed of the deans of the Colleges of Agriculture, Engineering, and Natural Resources; directors of the Utah Agricultural Station, the UWRL, and the Ecology Center; and the Vice President for Research. The UCWRR office is housed at the UWRL.

All university faculty engaged in water resources education or research are considered associates of the center. The center promotes and coordinates the development of research and instructional programs that will further the training of water resource scientists and engineers. It maintains liaison relationships with appropriate state, national, international organizations, and agencies having similar objectives.

Utah On-Site Wastewater Treatment Training Program

The Utah On-Site Wastewater Treatment Training Program was established in January 1998. The mission of the training program is to assist in the protection of public health by providing technology transfer, training, and information dissemination in on-site wastewater treatment to stakeholders in Utah and the surrounding region, and by raising the level of public awareness and education in on-site wastewater treatment issues. The program also provides the classroom and field training that is required as part of the Utah Department of Environmental Quality mandatory certification program for on-site (septic system) site evaluators, designers, inspectors, and operators.

3 FACILITIES

The 102,000 square-foot UWRL facility contains offices and laboratories that house engineers, scientists, laboratory technicians, and students from a variety of engineering and water science disciplines. Designed to meet the needs of these disciplines, the UWRL has well-equipped environmental quality and hydraulics laboratories; computer facilities; conference rooms; and administrative, faculty, staff, and student offices.

Our new annex, the 11,000 square-foot Hydraulics Modeling Lab, was completed in 2009. This lab increases the number and scope of open channel hydraulics modeling projects possible at the UWRL. Detailed large scale models of dams and spillways, as well as other hydraulic models, can be constructed and tested with an even larger possible flow rate than the existing hydraulics laboratory. As a recirculating facility, the new laboratory can provide a flow of nearly 50,000 gallons per minute, in any season of the year, without impacting river operations. With balanced inflow and outflow, the stored water used in research studies is freshened constantly from the Logan River, but the level of the river never changes.

Environmental Quality Laboratory

The 11,000 square-foot Environmental Quality Laboratory (EQL) at the UWRL consists of chemistry, microbiology, and analytical instrumentation laboratories; two 300 square-foot constant temperature rooms; bioassay and research project areas; a refrigerated sample storage area; separate solvent and gas cylinder storage areas; and a loading dock. The EQL is organized into several analytical sections: Organic, Chemicals, Metals, Major Ion/Nutrient and General Water Quality, Biological, and Radiochemical.

Hydraulics Laboratory

The 50,000 square-foot hydraulics section of the UWRL contains a variety of flumes, channels, pumps, pipelines, equipment, and instrumentation for conducting hydraulic research, model studies, valve flow testing, and flow meter calibrations. Water is supplied by gravity flow at rates up to 200 cfs from an upstream reservoir through a 48-inch diameter pipe to a flume (8-feet wide by 6-feet deep) that extends more than 500 feet. The 48-inch pipe can deliver water at 25 feet of head to the main laboratory level (35 feet at lower laboratory level) through a network of steel piping (18, 24, and 36 inches in diameter) located under the floor.

Under-the-floor channels conduct water from the experiments back to the river, to recirculating pumps, or to precise flow measurement facilities. Precision flow measurement is made with weight tanks and master flow meters. The largest weight tank has a 250,000 pound capacity. The lab has the ability to measure water flow with maximum expanded uncertainties of less than 0.20%. High head pumps are also available for water supply. Pipelines and pipe components from ½-inch up to a 72-inch in diameter size can be tested. The laboratory has two tilting flumes, the largest of which is 4-feet wide by 48-feet long.

Also contained within the hydraulics laboratory is a 400 square-foot rainfall simulator, a sunlight simulator, and a tiltable soil-filled test flume, for erosion control testing.

Accidents

All accidental injuries suffered during work (whether in the building or not) should be reported to Jan Urroz in Room 203 or at 7-3157. First Aid kits are available in the shop, the EQL, and in the reception area.

Bicycles

Bicycle racks have been provided along the northeast wall of the 1st floor Hydraulics Laboratory and outside along the southeast side of the building's front bridge. All bicycles should be kept in these racks. Please do not bring bicycles through the front lobby.

Break Room

The break room is equipped with a sink, microwave, refrigerator, and hot/cold water dispenser, and is provided for UWRL faculty, staff, and students. It is located on the 2nd floor, room 212. Please be courteous and keep the area clean.

Building Problems

Any observed problems with the building or with its heating and cooling, should be reported to Jan Urroz in Room 203 or at 7-3157. Emergencies should be reported to Jan or to the USU Police at 7-1939.

Building Security

The UWRL is locked between 5:00 p.m. and 5:00 a.m. on workdays and continuously on weekends and holidays. Campus Security checks the building periodically. Offices are the responsibility of the assigned occupant and should be kept locked when not in use. Any vandalism or theft should be reported to Jan Urroz in Room 203 or at 7-3157 and to the USU Police at 7-1939. No one is allowed to sleep in the UWRL facilities.

Conference Rooms

There are three conference rooms at the UWRL. There is one on the 1st floor (Room 110), one on the mezzanine (Room 239), and a large one on the 3rd floor (Room 301). These rooms are available for faculty, staff, and students on a scheduled basis. To schedule a conference room, contact the Receptionist at 7-3168. If the furniture in Room 301 needs to be reconfigured, inform Jan Urroz, in Room 203 or at 7-3157, to make the necessary arrangements. The conference rooms are not for casual use, such as studying or eating lunch. However, the UWRL front lobby is available for informal meetings, studying, or light snacks.

Fire Alarms

University regulations require that the building be vacated immediately when the fire alarm rings. If an alarm should ring, please exit the building as quickly as possible. There are two evacuation meeting areas for the

UWRL. One is in the northeast corner of the parking lot in front of the building and the other is on the new bridge to the west of the main building. Doors with fire alarm actuated-closers should never be propped open.

Members of the UWRL Community Emergency Response Team (CERT) and others have been designated building fire marshals to help ensure proper evacuation in case of an emergency.

Members are as follows:

1st floor: Zac Sharp, Chad Taylor, Steve Barfuss
 2nd floor: Jan Urroz, Blake Tullis, Tamara Peterson, Tracy Brown, Marianne Brown, Jeff Horsburgh
 3rd floor: Joan McLean, Darwin Sorenson
 Mezzanine: Mark Winkelaar, Mac McKee, Carri Richards, Ivonne Harris

Mini Gym

There is a Mini Gym at the UWRL that employees can join for a nominal fee. It consists of an Elliptical Machine, a Recumbent Bike, and a Weight Bench with some weights. Equipment is to be used on personal time. All equipment for the gym was donated, so no UWRL funds have gone into the set-up of this gym. The fee structure is:

Staff:	\$1.00 per month or \$10.00 per year
Engineering Students:	\$2.00 per month or \$20.00 per year
Faculty:	\$3.00 per month or \$30.00 per year

Members must register and sign a Release of Liability Agreement Form before being allowed to use the Gym. To do this, see Carri Richards in Room 246.

No Smoking Policy

All USU buildings, including the UWRL, are classified as nonsmoking environments by the State of Utah. Therefore, smoking is strictly prohibited in the UWRL building. Also, there is no smoking allowed within 25 feet of any entrance to the building.

Parking

Employees of the UWRL may park in the lot east of the building or in the gravel area above the main parking lot. Parking permits are not required for these lots. (If parking in the gravel lot, park only on the west side. Do not block access to the Facilities building on the lot.)

Parking Permits are required in order to park on campus. Faculty is required to purchase their own permit if they need to park on campus. The UWRL has parking permits available for staff to go to campus on UWRL business for purposes of research, errands, meetings, and pickup/delivery. These are available from the Receptionist in Room 214. These permits should not be used by faculty or others to attend classes or seminars.

Vending Machines

There are vending machines located on the 1st floor in the southeast corner of the building. Candy, snacks, and beverages are available. If you experience any problems with the vending machines, contact the Receptionist in Room 214 or at 7-3168.

4 ADMINISTRATION SERVICES

Custodial

A Facilities team provides cleaning services in offices, hallways, and other public areas. All UWRL staff are expected to clean up after themselves. If you need custodial help, a message may be left on the door of the custodial office (on the 1st floor). Problems requiring the attention of Facilities should be directed to Jan Urroz in Room 203 or at 7-3157.

Library Assistant

Jessica Griffiths (Room 108, 7-3210, jessica.griffiths@aggiemail.usu.edu) is the Library Assistant. She is available to obtain copies of articles and books as well as conduct searches of literature databases for research projects and proposals. Copies of older UWRL publications and journal reprints can be obtained through her. Various articles are available online through Digital Commons@USU and can be found at: digitalcommons.usu.edu/water/.

Various databases including Web of Science, the Engineering Index, Water Resources Abstracts, etc., are available through <http://library.usu.edu/>. Simply click on the 'find resources' link and choose 'electronic resources and databases.'

Mail

UWRL envelopes are available for UWRL business and can be obtained from the secretarial offices. UWRL letterhead is also available for official use. Mail pickup is at 9:30 a.m. Monday-Friday in the lobby area. Unless marked, all letters will be sent first class. Unless requested otherwise, packages will be sent at the least expensive rate.

Mail should have an attached 'Mail Charge Slip' (available in Room 104 above the mailboxes or in Room 214) indicating to which project the mail should be charged, along with the authorized PI signature. If there are multiple boxes or large items you are sending in the outgoing mail, you must notify Distribution at 7-1875 so the mailman will be prepared to take your mail.

Personal mail is discouraged, but will be picked up if proper postage is attached. Incoming mail will be placed in employee mailboxes. Students may pick up their mail in the student boxes located outside Room 104 in the Hydraulics Laboratory.

Printers

There is a Hewlett-Packard laser printer in Room 239, and a Hewlett-Packard color laser printer in Room 104, both of which can be accessed from all computers at the UWRL. The printer in Room 239 can print on 11x17

paper and the one in Room 104 has duplexing properties. The printers are for faculty, staff, and student use for official university business and coursework only. Since operation of the printer is expensive, please make only your final printout from the printer and then make subsequent copies from a copy machine. All other laser printers in the building are assigned to specific support areas and are not for general use.

Please contact the Receptionist in Room 214 (7-3168) if you need assistance for one of the printers.

Room Assignments

Office space is assigned through Jan Urroz in Room 203 or at 7-3157. Students should contact their major professors for room assignments. The Environmental Engineering Division and Water Engineering Division Heads assign students space in rooms designated for each division.

Safety

It is required that everyone working in the EQL and the Hydraulics Laboratory wear the proper safety equipment. If you have any specific questions, contact the USU Environmental Health and Safety Office at 7-2892.

CERT Training

The UWRL has a Community Emergency Response Team (CERT) trained in how to handle disaster situations. Their training consists of disaster preparedness, extinguishing fires, conducting search-and-rescue, and some emergency medical treatments.

The UWRL CERT members include: Steve Barfuss, Marianne Brown, Tracy Brown, Ivonne Harris, Mac McKee, Joan McLean, Tamara Peterson, Carri Richards, Darwin Sorenson, Blake Tullis, and Jan Urroz.

If anyone would like to participate in the CERT training, contact Judy Crockett, Emergency Management Coordinator, at 797-0807. The training is free and very useful.

Defibrillator

A defibrillator is a device that administers an electric shock to someone experiencing cardiac arrest. At the UWRL there are three defibrillators: one is located on the 1st floor just east of the breezeway; one is mounted in the 2nd floor hallway, just outside of the Receptionist's office, Room 214; and the third one is located in the 3rd floor hallway.

The defibrillator is very user friendly. Instructions are mounted in the 2nd floor hallway with the device. In addition, here is a link to a quick video training on how to use the defibrillator. http://www.healthcare.philips.com/main/shared/Assets/multimedia/flash/resuscitation/AED/HS1_demo_home/index.htm.

Evacuation Policy

- All staff should become familiar with the location of the emergency fire alarm pull station and fire extinguisher nearest their work areas.
- All fire alarms shall be treated as if they are real.
- All staff should be aware of the best exit route from their work area and also have a secondary exit route planned.
- Staff should become aware of the presence of occupants in their vicinity in order to help ensure all people exit the building during the fire alarm.
- Building occupants should leave the building and remain at a safe distance until authorized police or fire personnel have checked the cause of the alarm and determined that the building is safe to re-enter.

THERE ARE TWO DESIGNATED EVACUATION MEETING POINTS FOR THE UWRL:

1. In the Northeast corner of the main parking lot (designated by a metal sign)
2. On the new bridge out the West end of the building

- Doors should be closed when exiting to help isolate the fire or smoke and help prevent smoke or fire damage if the fire origin is in another area. MAKE CERTAIN THAT LOCKED ROOMS ARE VACANT.

- Elevators should NOT be used for emergency exiting.

- For personal safety, if there is heavy smoke in a corridor, occupants should get down low, crawl if necessary, to breathe the fresher air near the floor. If clothes catch on fire – stop, drop, and roll. Running will only increase the flames.

Gun Policy

IF ANYONE SHOWS UP IN OUR BUILDING WITH A VISIBLE GUN, THE USU POLICE ARE TO BE CALLED IMMEDIATELY.

Current Utah law states that it is okay to carry a gun on campus with a concealed permit, but the gun must not be visible. If it is visible, it is against the law. If someone shows up with a visible gun, call the USU Police (7-1939), and then notify Jan Urroz (7-3157, jan.urroz@usu.edu) or someone in the Business Office (7-3155, uwrl.receptionist.usu.edu.).

Sexual Harassment Training

It is a university policy that all faculty, staff, and students attend Sexual Harassment Training. The UWRL Receptionist will notify all UWRL personnel when these sessions will be held. Please plan to attend one session and let the Receptionist (Room 214 or 7-3168) know when you have completed the course.

Training Policy

The UWRL is committed to the development of its support staff. All supervisors and support staff are requested to identify training needs as part of the annual performance evaluation process and to plan for addressing those needs. In addition, support staff is encouraged to propose to their supervisors training which they believe will enhance their ability to perform their UWRL assignments. More information regarding the training policy is available in the Director's Office.

5 BUSINESS OFFICE

The Business Office is supervised by Tamara Peterson. She oversees all functions of the Business Office and coordinates with other business-related campus departments.

Tracy Brown works with Tamara in overseeing all accounts and expenditures. He works closely with overhead, service, state line projects, and contractual matters, as well as being the Purchasing Card (P-Card) Business Manager.

Maria Gates handles all proposals, contractual, and expenditure items for the Hydraulics & Shop groups. Natalie Larkin is an hourly who helps Maria as needed.

Andrea Carroll handles all student payroll items, graduate health insurance & tuition waivers, travel, and receives all payments. Andrea is also our backup to purchasing requests and reimbursements.

NeCole Walton assists Tamara and Tracy with the monitoring and closing of contracts, grants, miscellaneous and service accounts. She oversees all of the on-campus charges for the UWRL. NeCole is also responsible for the tracking of all UWRL leave.

Mindy Whiteley is the Purchasing Card (P-Card) Manager as well as being the UWRL Receptionist/Staff Assistant handling vehicle checkouts, campus parking permits, P-Card check outs, receipts and reconciling, purchasing requests, reimbursements, ordering keys, conferences room scheduling, and petty cash. Mindy is also responsible for the tracking of all UWRL surplus and inventory.

Marianne Brown handles the filing, binding, and archiving.

Lexi Zucker is the UWRL runner who hand-carries our paperwork throughout campus and assists with filing, binding, and data entry. She also acts as our backup receptionist when needed.

Absence

If you are unable to report to work, or will be late for any reason, please notify your supervisor directly as soon as you recognize the problem. Leave requests must be filled out by benefit eligible employees and signed by your supervisor for all types of leave. Annual leave and compensatory time must be requested and approved in advance. After three consecutive days of sick leave, an FMLA form will need to be filled out and notification from a physician may be required. These forms are available in the Business Office or on the Human Resources web site under forms. <https://hr.usu.edu/hr/forms>.

Family and Medical Leave Act of 1993

USU has adopted the federal mandate on family and medical leave for benefit eligible employees. Essentially, this policy means that if you are in need of time off for yourself or an immediate family member (spouse, parent, or child--natural, adopted, step, or foster) or have a medical reason of catastrophic proportion, you may be eligible to request leave without pay for up to 12 weeks while maintaining a comparable position at USU.

Requests must be made in writing to your supervisor and Human Resources with proper medical certification from your doctor attached. Copies of the Family and Medical Leave Act of 1993 are available in the UWRL Business Office, Human Resources, or on USU's website (<https://hr.usu.edu/forms>).

Sick Leave for Benefit Eligible Employees

Sick leave can be used for yourself, spouse, dependant children (including newborn, adopted, or stepchildren) or parents/parents-in-law. Also, any employee with at least four years of contractual service and 48 days of accumulated sick leave may convert up to four days of the most recent year's 12 days of earned sick leave to annual leave. A copy of the complete sick leave policy is available at the Business Office, Human Resources, or on USU's website (www.usu.edu/hr).

Cash Reimbursement

Petty cash reimbursements may be received from the Receptionist in Room

214. A reimbursement requires an itemized receipt with the name of the vendor, the amount, a business purpose justification of the purchase, the project number and the project leader's signature. The reimbursement form, available from the Business Office, must be filled out and signed. The petty cash reimbursement maximum is \$49.99. Anything \$50 and over will be reimbursed through purchasing.

It is prohibited by law to purchase personal supplies from state or project funds. The State Officers and Employees Ethic Act regulate purchases by all University employees under Utah Code 67-16.

Driver Training Video

It is a university requirement that all employees who drive university vehicles complete Driver's Training every two years. It is done online and the link and a required form will be sent to you from the Receptionist. The certificate of completion as well as the completed Drivers' Authorization form will need to be turned into the Receptionist in room 214 before driving any USU vehicles. If driving is more than 50% of your job assignment, it will need to be renewed annually.

Equipment:

Audio/Visual Equipment

Audio/visual equipment is available for UWRL-related work. This equipment must be checked out through the Receptionist in Room 214. Potential needed expendables are not supplied with the equipment; they must be purchased through a project. Information on the available equipment can be obtained from the Receptionist in Room 214. Please inform the Receptionist when any equipment is not operating correctly. A TV/VCR is also available for checkout for UWRL-related work only.

Binding

A GBC binder and supplies are available in Room 214. To have materials bound, excluding class work, take them to the Receptionist in Room 214. She will bind it for you as her schedule permits or she can train you in how to use the binder.

Copiers

The copier in the reception area (Room 214) is available for UWRL faculty, staff, and students. The copy machine uses 8 1/2 x 11, 8 1/2 x 14, and 11 x 17 papers. Copies are \$0.04 per page and are tied to a project through the use of a required copy guard number. It is available for two-sided jobs, overhead transparencies, large volume projects and complex jobs. The transparencies (available from Mindy Whiteley) can be fed manually or from the paper trays. If you experience trouble, please contact the Receptionist in Room 214, ext. 7-3168 or uwrl.receptionist@usu.edu.

Personal Use of University Equipment

All property, supplies, and services purchased with University funds should be used only in the operation of the business of the University. Under USU Policy #344, use of any personal use of office equipment such as computers and printers, or any other equipment, must be approved in advance by the employee's supervisor and should be incidental in nature. Any costs incurred by the University for personal use must be reimbursed by the individual to the University.

The University telephone system is provided for conducting official business. Local, toll, or long distance use of the telephone system for personal reasons should be kept to a minimum. Any costs incurred by the University for personal telephone use must be reimbursed by the individual to the University.

Telefax

The Telefax machine is available in the reception area (Room 214). After sending a telefax from Room 214, please write your name and the project the fax is to be charged to on the activity sheet. Contact the Receptionist for assistance.

The prices for faxes are as follows:

Long-distance faxes transmitted: \$0.60 per page.

Local faxes transmitted or received: \$0.60 per page.

Incoming faxes will be retrieved by the Receptionist who will notify the

appropriate recipient.

Equipment Repairs

If you have a piece of equipment that needs to be sent out for repair, you must work with Tamara Peterson in Room 210A, at ext. 7-3127 or tamara.peterson@usu.edu, who will arrange the proper repair arrangements (warranty, shipping, etc.) are taken care of. All repairs, regardless of whether or not the equipment is under warranty, should be shipped using a return authorization form from USU Purchasing. If the equipment is inventoried under USU, USU Purchasing is the responsible party for any equipment that has left campus for repair. If the repair is not under warranty, work with the Business Office to process a purchase order prior to shipping the equipment. This will provide us with shipping documentation if the equipment is lost or the repairer does not receive the equipment.

In-House Courier Service

Lexi Zucker is our part-time employee that is available to hand-carry packages and mail between campus departments and the UWRL. We typically make these runs on Monday, Wednesday and Friday each week but we can make additional trips if there is a need. To use this service, leave instructions and/or items in the 'Runner' mailbox by the lobby area or take them directly to her station in the Business Office, Room 210A.

International Students

All international students must have a current visa and work permit from the Office of International Student and Scholars (OISS), as well as an application receipt for a social security number from the Social Security Administration before they can begin work at the UWRL. Work permits must be renewed annually through the OISS. Whenever your passport or visa is renewed or changed, you must bring them to the Business Office as well as take them to the HR Office to update your I-9. Once you receive your social security card you need to bring it into the Business Office immediately.

Inventory

An extensive inventory record is kept at the UWRL. Whenever any equipment is moved, lost, damaged, or transferred to another responsible party, it must be reported to Mindy Whiteley in Room 214 or at 7-3168, in order to keep the records up-to-date. Contact Mindy Whiteley for surplusing of all inventory equipment.

Keys

Key requests are to be made through the Receptionist in room 214. These requests are to be authorized by the project leader. It takes about one week to process these requests. Students and hourly personnel are required to pay a one-time refundable \$25 deposit for their key(s). You will be notified when your key is ready to be picked up from the key office. Keys must be picked up in person from the Key Office at the USU Facilities south entrance (1295 E. 700 N.; Next to Aggie Ice Cream). Identification is required. Keys must be returned to the Key Office upon graduation or termination of employment. Any keys ordered and not picked up will have a \$25 fee assessed against the requestor of the key.

It is requested that faculty and area supervisors notify the Receptionist of employees and students leaving the UWRL to ensure proper update of office key records and verification of USU's Key Office records.

We require that outside doors are not propped open after business hours. Only people with keys issued from the USU Key Office are to have access to our building during non-business hours.

New Contract Employee Orientation

Employment orientation is provided through USU's Human Resources Office. Information on staff benefits and USU policy will be provided at this time. If you have any questions or concerns, contact Tamara Peterson in Room 210A, ext. 7-3127 or tamara.peterson@usu.edu.

Subsequently, hourly employees/students who are terminating please contact the Receptionist at 7-3168 or visit Room 214 to complete the necessary paperwork.

Payroll:

Contract-Faculty/Professional/Classified

When you begin your employment at the UWRL, you need to report to Tamara Peterson in the Business Office and fill out any necessary paperwork. If you are new to USU, you will need to fill out an I-9 form; this requires identification, which you can select from on the list supplied with the I-9. A couple of the easiest items that are used are either a passport or an original social security card with a driver's license or state-issued ID with a picture. Additionally, you will be informed about recording of work effort, leave policies, and UWRL procedures.

Also, contract employees who are terminating will need to report to Tamara Peterson in Room 210A. She will go over all of the necessary arrangements in order to complete a smooth termination.

Graduate Research Assistants

Requests for financial assistance should be initiated with the Environmental Engineering Division Head or Water Engineering Division Head. Awards are made by individual faculty within each division. Students with awards should keep in contact with Andrea Carroll or Tamara Peterson in the Business Office to make sure arrangements are kept current. New assistantships are usually awarded by May or June. Assistantships may be awarded throughout the year. There are required Student and Insurance Agreements that have to be read and signed by each Graduate Student before any assistantships or tuition awards are put into place.

Research assistantships are for work with a specific faculty member and project. Students must make satisfactory progress in their work in order to continue their UWRL assistantship. Once the award has been made, paperwork for employment can be initiated and an I-9 form filled out. A project number, monthly amount, and period of coverage are needed for the paperwork to be completed.

Any changes in funding for assistantships need to be made in writing to the Business Office by the faculty member by the 5th of the month when

the change is to take place. Notification beyond the 5th could result in overpayments or adjustments to future checks.

Hourly Employees

All new hourly employees apply through Career Aggie for available jobs. If you don't have a current job at USU, you will need to fill out an I-9 form; this requires identification that is supplied with the I-9. A couple of the easiest items that are used are either a passport or an original social security card with a driver's license or state-issued ID with a picture. You cannot begin work until the I-9 is filled out. USU payroll is paid through direct deposits, so a voided check or a savings statement will also be required. Also a W-4, Variable Hour Employee Notice, Memorandum of Agreement and Ethnicity form are required to be filled out.

Time sheets are due in the Business Office around the 9th and the 24th of each month. The 'official' dates will be posted around the UWRL as reminders for you. In November and December, due to holidays and the school semester ending, time sheets are due earlier so please watch for the reminder notice. Each project worked on should be listed at the top of the column(s) on your time sheet. You need to sign your time sheet, total your hours, and get the appropriate project leader(s) to sign your time sheet before it can be turned in. Overtime MUST be approved by your supervisor before it is worked. The work week starts each Saturday at 12:01 am and ends each Friday at midnight.

Purchases

Project-related purchases must be charged to a valid UWRL account. Accounts are funded for research or research support, and can only be charged as budgeted. A special form has been established to request purchases. This form must be completed, legibly filled out, and signed by the appropriate project leader prior to placing your order.

Off-Campus Purchases

Most purchases under \$5,000 can be made with a Purchase Card. These cards are available from Mindy Whiteley in Room 214. To be able to use a Purchase Card you have to have had the required training and be set up

as either a Purchase Card holder or delegated user. It is the purchaser's responsibility to make sure the purchase is done as tax exempt, used appropriately, and that the card with the itemized receipt documented with a clear and specific business justification indicated on the receipt and signed by the Project Leader be returned immediately to Mindy. If the purchase needs to be transferred to another project, this needs to be indicated on the receipt and turned in immediately after the purchase. In some cases, additional forms may need to be filled out and signed.

Other purchases, and anything over \$5,000, require a purchase order. Purchase order (PO) request forms are available from the Business Office and from Ivonne Harris (Room 232, 7-3693) in the case of EQL purchases. These forms must be filled out, signed by the appropriate project leader, and submitted to the Business Office. The UWRL Business Office will then issue a Requisition to have the Purchasing Office email or fax in your order after the PO has been issued.

On-Campus Purchases

Project-related purchases may be made with the purchase card using the OCC number which is printed on the P-Card. This card can be used at campus departments such as Chemistry Stores, the USU Bookstore, Stores and Facilities. These cards are available from Mindy Whiteley in Room 214 of the Business Office. To be able to use a Purchase Card you have to have had the required training and be set up as either a Purchase Card holder or delegated user. Supplies may also be ordered from USU Stores through Mindy Whiteley. All purchase cards and receipts from on-campus purchases must be promptly returned to Mindy with the project leader's signature authorizing each purchase and a business justification documented on the receipt. If the purchase needs to be transferred to another project, this needs to be indicated on the receipt and turned in immediately after the purchase.

Purchasing Cards/ "P-Card"

The "P-Card" is a credit card that enables individuals to purchase goods or services that are typically under \$5,000 without the use of purchase orders. Each card is tied directly to a specific account and they are only issued as needed. They require special training and the card holder has clearly

defined responsibilities to be able to utilize the card(s). If the card holder wants someone other than themselves to use the P-Card, then there is a "Delegated User" form that has to be filled out. The delegated user is required to pass an online training course before being able to use any P-Card. All delegated users are held responsible as if he/she was the card holder.

For each purchase, the card user should check to make sure the purchase is tax exempt (unless purchased out of the state of Utah or possibly on the Internet), request an itemized receipt, and get the appropriate authorized signature on the receipt before returning it to Mindy. If the purchase needs to be transferred to another project, this needs to be indicated on the receipt and turned in immediately after the purchase.

Internal controls are in place to prevent misuse and the cards can be cancelled anytime if concerns of abuse are encountered. Mindy Whiteley is responsible for checking out the P-Cards, verifying designated user forms, receiving the receipts and matching them to the statements. If additional paperwork is required, Mindy will follow up on it. Failure to turn in appropriately signed receipts will result in the P-Card being cancelled and the P-Card privileges being restricted or revoked. The P-Cards cannot be used for travel expenses of any kind (lodging, rental vehicles, airline tickets, fuels, etc.), research chemicals and controlled substances, personal use, and other things you will learn during the training session.

Wrong Orders

If you receive an order from a requisition or a P-Card that is incorrect, please work with Mindy Whiteley in Room 214, ext. 7-3168, or uwrl.receptionist@usu.edu in the Business Office for assistance in correcting the error. Mindy can contact the supplier for resolution and will arrange all shipping and replacement materials with the USU Purchasing Office. Mindy will also make sure that she watches for the credits and appropriately documents the statements. We will still need itemized receipts for returns, just like we need for the purchases. If at any time, you don't follow these procedures, you are risking not receiving credit for the wrong order and therefore may pay for both orders. When bringing in a wrong order, please have the following information ready: the requisition or purchase order number and/or P-card used, what the correct item is supposed to be, what

the wrong item was that was shipped, and if you know of a reason for the error.

Receptionist

Mindy Whiteley is the UWRL receptionist (Room 214, ext. 7-3168 or uwrl.receptionist@usu.edu). She is responsible for all aspects of P-cards, purchasing, tracking the UWRL inventory, receiving packages, petty cash reimbursements, checking out the UWRL vehicles, UWRL parking passes and P-Cards, sending and receiving faxes while notifying recipients, helping with shipping preparation and labels, conference room scheduling, answering the UWRL main phone line, processing key requests, drivers training certifications, and sexual harassment training.

Recycling Services

We have a recycle site located just inside the garage doors against the wall. There are several containers that are marked for particular recyclable items. Campus comes down once a week to pick up the material. If you notice that it is full or if you have a large amount of items you would like to recycle, please contact the Receptionist in Room 214, ext. 7-3168 or uwrl.receptionist@usu.edu, and she will make the arrangements for pick-up. Please do not contaminate the rest of the container by adding something that is not allowed. Also, please break down any boxes.

Surplus Property Handling

The UWRL Business Office is responsible for acquiring government surplus items for UWRL use and disposing of surplus UWRL items through the USU Resource Recovery and Surplus Sales Department. USU surplus items are available for both departmental and private purchase. All purchases for private use must be handled through the USU Resource Recovery and Surplus Sales Department.

Travel

Travel for UWRL business must be authorized by the Project Leader and the Director's office. Expenses for hotels, meals, and travel are claimed on Travel Authorization (TA) forms prepared in the Business Office. Actual

lodging receipts are required for all travel in the United States as well as internationally. Meal per diem is still available for those who do not want to worry about receipts and when the Project Leader approves it. For partial-day travel you need to be in travel status for more than 12 hours to be eligible for any meal reimbursement. For multiple days of travel the meal per diem rate is \$46 a day except for the first and last day of travel where it will be reimbursed at 75% (\$34.50) on each of those days. Per diem will be reduced for any meals provided (25% for breakfast, 30% for lunch & 45% for dinner). International travel meal per diem rates are dependent upon the destination and can be found at the Department of State website: https://aoprals.state.gov/web920/per_diem.asp . USU has contracted with International SOS to provide us with the necessary coverage to help out in emergencies. Almost all international travel requires that this SOS insurance is added into the cost of your travel. Travel must be approved on campus before travel begins. Immediately after your return, you should turn all receipts for reimbursement into the Business Office. Andrea Carroll handles the travel paperwork (Room 213, ext. 7-3169 or andrea.carroll@usu.edu).

Salt Lake Express Airport Shuttle

Salt Lake Express will shuttle you to and from the Salt Lake International Airport or downtown Salt Lake City. The shuttle can be paid for personally or with the UWRL Travel Card. If paid for personally, you will be reimbursed for it when you turn in your receipts to close out your Travel Authorization. To use the UWRL Travel Card please contact Andrea Carroll (Room 213, ext. 7-3169 or andrea.carroll@usu.edu). UWRL/USU pricing for door to door service is approximately \$50 for a one-way ticket.

They can pick you up from various locations besides your home address. The standard pickup locations are at the CVTD, Holiday Inn Express, University Inn, the Comfort Inn on 2000 South or their office at 3679 North HWY 91. You can make your reservations on line at www.saltlakeexpress.com or by calling 1-800-356-9796. They are open 24 hours a day, 7 days a week, for your convenience. Changes can be made with 24 hrs notice and any credit for canceled flights made before the required 24 hour time period are good up to six months.

Student Travel

If students are traveling to a conference (e.g., Fall or Spring AGU conferences, AWRA conferences) or supplementing their travel with Graduate School funds, all travel must be initiated and coordinated through the UWRL Business Office. The rules for assistance from the Graduate School change periodically and without notification. Please contact Andrea Carroll, in Room 213, ext. 7-3169 or andrea.carroll@usu.edu, for assistance and group coordination.

University Vehicles

The UWRL has five vehicles available for project use: two 3/4 ton Chevrolet Silverado's, a four-wheel drive Toyota Highlander, a 4x4 Toyota Tacoma truck, and a Toyota Camry. The trucks are available to be used for field work. The Silverado's are the only vehicles we have available that can be used for towing. You need to have demonstrated that you are confident and capable of towing vehicles before you will be allowed to tow anything. If you have never had any experience towing then we can arrange for some training on campus. The Highlander and Camry are not to be used for field work. If the trucks are unavailable, Motor Pool, rental cars, or personal vehicles can be used for this type of work. These vehicles may be checked out using a project number with the UWRL Receptionist in Room 214. *Because of the additional cost to have towing vehicles the Director has mandated that anytime the trucks are reserved, and canceled with less than 24 hrs notice, there will be a \$50 charge. Four-wheel drive should not be engaged if you are not familiar with its operation. Ask if you have any questions about four-wheel drive. To use these vehicles you must have completed the USU's Drivers Training Certification, have a current valid driver's license, and be a safe, conscientious driver.

When checking out a UWRL vehicle, a checkout form must be filled out and signed by the person picking up the vehicle. All passengers are required to be listed and if going more than 10 miles we will need their emergency contact information. The vehicle check out form will state the checkout time, purpose, project number, and starting mileage. A paragraph explaining the responsibilities of the driver for any damage to the vehicle, the no personal use policy, and other instructions are

spelled out on this form. PLEASE READ these instructions before departure. When the vehicle is returned, you will need to turn in the form, specifying the ending mileage, how much gas is remaining, and any problems you noticed with the vehicle.

If you return a UWRL vehicle damaged or unnecessarily messy, you may be restricted from future use of any UWRL vehicle. You are expected to return the vehicles as clean, if not cleaner, than when checked out. Either you personally, or your project, will be charged for any cleaning that must be done.

If you are driving a UWRL vehicle out of town, there are gas cards available to purchase gas at a reduced rate. There is a location listing that can be issued to you with the card, giving you the names and addresses of all the gas stations on your route that will accept the gas cards. You are required to use these cards if you are in an area where the gas stations are available. If you happen to be in a location that does not accept the gas card, pay for the fuel, record your mileage, and obtain an itemized receipt. You will be reimbursed when you return to the UWRL and turn in the receipt.

Poor judgment or abuse of vehicles will not be tolerated. Use of these vehicles is a privilege, not a right, and can be withheld for any reason.

Highlander: \$0.56/mile or
\$2.00/hour (up to \$22/day) + \$0.20/mile

Camry: \$0.51/mile or
\$2.00/hour (up to \$22/day) + \$0.20/mile

Tacoma Truck: \$0.56/mile or
\$2.00/hour (up to \$22/day) + \$0.20/mile

Two 3/4 Ton Silverado Trucks: \$0.70/mile or
\$2.00/hour (up to \$22/day) + \$0.20/mile

When kept outside, vehicles must be locked with the windows rolled up and the keys returned to the Receptionist in the Business Office. When

kept in the laboratory, the vehicles must remain unlocked with the keys in the ignition. It is a USU/UWRL policy that keys must remain in any vehicles that are parked inside the building. While UWRL vehicles are available for trips of any duration and use of them is strongly encouraged, USU Motor Pool vehicles are also available. A completed Travel Authorization (TA) will be required before the Motor Pool vehicle can be picked up. If you decide to go with a Motor Pool vehicle, please work with Andrea Carroll in Room 213, phone 7-3169 or at andrea.carroll@usu.edu and she will do the required TA for you.

Personal vehicles may also be used for USU travel. Mileage is reimbursed at \$0.485 per mile based on legislative mandates. See the Business Office for specific explanation. Local travel can be reimbursed on a quarterly basis. Reimbursements cannot be made on personal vehicle usage over six months old. It is prohibited by law to use USU and UWRL vehicles for personal use or to transport anyone who is not a USU or State employee, or someone who is not involved in official USU business to be in these vehicles. Any damages or vehicle problems are to be reported to Tracy Brown (Room 209, 7-3184, tracy.brown@usu.edu) immediately.

A gas tank is located at the rear of the UWRL building to fill UWRL vehicles. If the vehicle you are checking out does not have sufficient gas for your travel, please contact the UWRL Receptionist in Room 214, ext. 7-3168 or uwrl.receptionist@usu.edu. Someone will then fill the vehicle prior to your departure. Do not fill up at Motor Pool unless told to do so by the UWRL Receptionist.

UWRL Funding for Faculty Travel

If you are requesting financial assistance for your travel from the UWRL, please make a written request to the UWRL Director stating the purpose of the travel, who will attend, why you need assistance from the UWRL, and an estimated budget. Your request must be approved by the Director and a copy of the approval delivered to the Business Office before a TA can be issued. If attending a conference or presenting a paper, you will be sent a form that will need to be filled out, and turned in with the required documents, before you will be reimbursed for your expenses.

You can also request funds for such things as business development, to vis-

it an agency, or proposal negotiation. You must include an estimated budget and state why you are not able to fund the travel. Usually the UWRL requests matching support from the traveler's accounts (such as your overhead or salary release).

Tuition Waivers and Health Insurance

Tuition waivers are issued in August for fall and December for spring semesters. These are no longer guaranteed but the UWRL and CEE Department are trying very hard to distribute these to as many eligible students as possible. The requirements are changing but the minimum requirements for UWRL students are 1) you must have a 50% time assistantship supporting you for the minimum required monthly amount for the full semester, 2) have at least an accumulative GPA is 3.0 or higher, 3) signed Agreement Form, and 4) have an approved Program of Study (POS) turned in by the second semester. Waivers will only be used for approved classes on the POS and there is a maximum 9 credit hour limit per semester. All tuition waivers must be requested with Andrea Carroll in the Business Office a minimum of eight weeks before the beginning of the semester. It is the student's responsibility to get their information to Andrea Carroll each semester (Room 213, ext. 7-3169, or andrea.carroll@usu.edu).

The College of Engineering will then review all waiver applications. If approved, and your Graduate School files are in order, your waiver will be electronically processed through the College of Engineering Dean's Office.

The UWRL Business Office will remind students and faculty in June of our need to submit the tuition waivers to the Dean's Office. Fall semester changes should be requested by major professors in June/July. Spring semester changes should be requested by major professors by October/November. All tuition waivers are dependent on the availability of sufficient funds.

In order to minimize the use of tuition waiver funds, students should schedule research credits to satisfy minimum registration requirements in fall and spring semesters. During the summer semester, there is no

out-of-state tuition. Also, after 1 year, all eligible students must apply for residency.

Subsidized Health Insurance is available for Graduate Students that meet certain requirements. Andrea Carroll will be able to tell you if you are eligible or not. You can waive out of this benefit if you can prove you have comparable insurance. If you are eligible you will need to log into and register with the First Student web site for both the fall and spring semester each year. This is how they keep your information current in the system.

All Graduate Students will be required to sign a Tuition Award Agreement as well as a Health Insurance Agreement to be eligible for either benefit. Students who opt to leave the University before a degree is awarded will be responsible for repaying all tuition awards received since they will not have a USU degree or final Program of Study. Any student who elects to transfer degrees will be responsible for repaying tuition awards received that do not meet eligibility requirements under the new degree program. Also, any student who chooses to leave before a semester is complete would be responsible to pay for any remaining insurance premiums due for the remaining months of the semester.

6 PUBLICATIONS AND INFORMATION DISSEMINATION

The UWRL Publications and Information Dissemination group, headed by Ivonne Harris (Publications Specialist), assists UWRL personnel in the preparation and management of technical reports, proposals, brochures, and professional presentations. The group also produces press announcements, project summary pages, and scientific posters that promote UWRL research activities. They currently use both Macintosh and IBM computer systems. Whenever possible, the group will use the software programs the project leader requests.

7 SHOP SERVICES

The shop supervisor, Zac Sharp, and a number of student workers, provide shop services for UWRL employees on an hourly basis. These services include carpentry, plumbing, machine shop, metal work, welding, and related crafts. The charges for their services are paid out of the account managed by faculty and by service account managers. The work authorization must then be signed by the faculty member or the service account manager. The account to charge the work to should be set up prior to the work being completed. Please do not borrow tools from the shop without authorization from Zac Sharp. As a safety precaution, only authorized personnel are allowed in the shop area.

8 PERSONNEL DIRECTORY

Alphabetical Listing

NAME:	EXT:	ROOM:	E-MAIL
Adams, Craig	7-9115	305C/EL268	craig.adams@usu.edu
Barfuss, Steven L.	7-3214	107	steven.barfuss@usu.edu
Bishop, A. Bruce	7-9834	215	bruce.bishop@usu.edu
Brown, Marianne	7-3160	211	marianne.brown@usu.edu
Brown, Tracy	7-3184	209	tracy.brown@usu.edu
Buxton, Norma	7-1659	240	norma.buxton@usu.edu
Cannon, Mark	7-3167	Shop	markcannon1@gmail.com
Carroll, Andrea	7-3169	213	andrea.carroll@usu.edu
Castronova, Tony	7-0852	207	castronova.anthony@usu.edu
Doucette, William J.	7-3178	305	william.doucette@usu.edu
Dupont, R. Ryan	7-3227	319	ryan.dupont@usu.edu
Ebtehaj, Mohammad	7-5749	234	m.ebtahaj@usu.edu
Gates, Maria	7-3120	105	maria.gates@usu.edu
Gowing, Ian	7-1184	236B	ian.gowing@usu.edu

Griffiths, Jessica	7-3210	108	jessica.griffiths@aggiemail.usu.edu
Guy, Tessa	7-3121	316B	tessa.guy@usu.edu
Harris, R. Ivonne	7-3693	232	ivonne.harris@usu.edu
Horsburgh, Jeffery	7-2946	201	jeff.horsburgh@usu.edu
Jensen, Austin	7-3315	236A	austin.jensen@usu.edu
Johnson, Michael C.	7-3176	103	michael.johnson@usu.edu
Jones, Amber	7-7147	233	amber.jones@usu.edu
Kaluarachchi, Jagath J.	7-3918	Engr 413F	jagath.kaluarachchi@usu.edu
Lee, Andrew	7-3167	111	monumentmtranch@gmail.com
Leonardo, Miguel	7-1184	230	m.leonardo@aggiemail.usu.edu
Martin, Randal	7-1585	309	randy.martin@usu.edu
McFarland, Michael J.	7-3196	Engr 221	farlandm@msn.com
McKee, Mac	7-3188	248	mac.mckee@usu.edu
McLean, Joan E.	7-3199	315	joan.mclean@usu.edu
McNeill, Laurie	7-1522	Engr 220	laurie.mcneill@usu.edu
Mirza, Babur	7-5631	307	babur.mirza@usu.edu
Neilson, Bethany T.	7-7369	242	bethany.neilson@usu.edu
Peralta, Richard	7-2786	Engr 228	richard.peralta@usu.edu
Peterson, Tamara	7-3127	210A	tamara.peterson@usu.edu
Rahmeyer, William J.	7-3180	EL 276	william.rahmeyer@usu.edu
Reeder, Stephanie	7-7176	231	stephanie.reeder@usu.edu
Reuben, Thomas	7-3208	310	thom.reuben@aggiemail.usu.edu
Richards, Carri	7-8040	246	carri.richards@usu.edu
Rosenberg, David	7-8689	205	david.rosenberg@usu.edu
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