

This material is part of a collection that documents the harassment, discrimination, and retaliation perpetrated against Alaska's women research scientists by their supervisor, with full knowledge (and arguably, "tacit approval") of their federal employer, the USDA Agricultural Research Service (ARS)

**LOCATION POLICIES AND
REGULATIONS
for the
Subarctic Agricultural Research Unit**

See "Workplace Violence Issues" (page 37)

The authors of this policy manual excluded examples from the USDA Agricultural Research Service "Policies and Procedures" Manual #122.1 (Preventing Workplace Violence), thereby minimizing the issues that were of immediate concern to the women research scientists in the unit.

Contained herewith are policies and regulations of the Subarctic Agricultural Research Unit (SARU) with working sites in Fairbanks, Palmer, and Kodiak, Alaska. They apply to all ARS persons employed at these general locations. The intent of this booklet is to provide ready answers to frequently asked questions and to give new employees a quick overview of the policies of this location.

These policies and regulations complement and supplement those of the USDA ARS Directives and USDA ARS Employee Handbook. If you have any questions concerning topics discussed, or questions which affect your employment, consult with your supervisor or the Administrative Officer.

Alberto Pantoja
Research Leader, Location Coordinator

Date

Janis Contento
Administrative Officer

Date

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Section I GENERAL

1. All employees shall maintain a high degree of conduct and performance.
2. Solicitation by employees or non-employees is prohibited.
3. Private business shall not be conducted during working hours.
4. Bulletin boards are maintained for employee information on Civil Rights/EEO, safety and health, and employment opportunities.
5. Obey all official signs.

SMOKING

1. No smoking allowed inside facilities or inside official motor vehicles.
2. Smoking will be allowed in designated smoking areas only.
Designated smoking areas are:
 - i. A minimum of 15 feet away from common points of ingress and egress and building intake vents
 - ii. Established by appropriate ash and filter receptacles
3. Cigarette butts must be extinguished in a designated ash receptacle.

VISITORS

All Visitors should be logged in the Visitor Log and given a Visitor ID badge to wear while in any ARS facilities.

Section 2

TIME AND ATTENDANCE

1. Each employee is responsible for accurately completing his or her time and attendance log. Submit your "T&A" to the Admin. Office (with supervisor's signature) by noon on Friday at the end of each pay period; earlier if Friday is a holiday or if you will be on leave. If you desire credit hours, employees must have supervisory approval. There are 26 pay periods per year. Federal regulation requires that all paychecks be directly deposited into your checking/savings account at your bank.
 - a. Absence during core hours (not including lunch period) must be charged as leave, unless approved by supervisor. All leave will be taken in 15 minute intervals.
 - b. Each approved regular workday of 7 hours or more must include an unpaid break of no less than 30 minutes between 11:00 a.m. and 1:30 p.m.

CALCULATING ANNUAL LEAVE

ANNUAL LEAVE ACCRUAL (5 U.S.C. 6303(A))

	Less than 3 years of service	3 years to less than 15 years of service	15 or more years of service
Full-time	1/2 day (4 hours) for each biweekly pay period	3/4 day (6 hours) for each biweekly pay period. Last pay period is 1 1/4 days (10 hours)	1 day (8 hours) for each biweekly pay period
Part-time	1 hour of annual leave for each 20 hours in a pay status	1 hour of annual leave for each 13 hours in a pay status	1 hour of annual leave for each 10 hours in a pay status
Uncommon tours of duty	(4 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate. See note below.	(6 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate. See note below.	(8 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate. See note below.

- c. Credit Hours may not be used before they are earned. Up to 24 credit hours may be carried over from one pay period to another. A part time employee may carry over an amount equal to 1/4 of his/her biweekly work requirement. Credit time must be approved by your supervisor.
- d. Overtime is all hours in excess of 8 in a day or 40 in a week, which is officially approved in advance by your supervisor and the Research Leader, and is in addition to completion of the biweekly work requirement.
- e. Compensatory Time is time which would have been accrued as overtime, but the employee elects Compensatory time rather than overtime. Compensatory Time must be approved in advance by your supervisor.

	<u>CREDIT HOURS</u>	<u>OT/COMPENSATORY TIME</u>
Employee or Management	Employee initiative	Management directed
Approval	Supervisor approval	Supervisor and RL approval
Eligibility	SES and Intermittent employees are not eligible to earn credit hours.	<p>Non-exempt employees always have the choice of taking overtime, or accepting comp-time in lieu of OT.</p> <p>Exempt employees earning the salary of a GS-10 Step 10 or less, have the choice of overtime.</p> <p>Management has the choice of selecting overtime or comp time payment for exempt employees earning over the GS-10 Step 10 pay rate.</p>
Time	<p>In excess of basic work requirement for FT and PT employees.</p> <p>Flexible work schedules</p>	<p>In excess of basic work requirement 8 hours/day or 40 hours/week.</p> <p>Comp-time is in lieu of overtime.</p>
Limitation	<p>Maximum of 24 hours for FT employees.</p> <p>Maximum of ¼ hour of duty for Step 1 or the hourly rate of basic pay, PT employees.</p> <p>Hours of credit above the maximum cannot be carried over from one pay period to the next.</p> <p>NOTE: Hours worked over and above the 24-hour limit cannot be recorded as OT or comp time.</p>	<p>Unlimited – with exception of the bi-weekly pay limitation. Overtime pay is capped at the overtime pay rate of GS-10 whichever is greater.</p> <p>NOTE: Hours required by management and approved for overtime/comp cannot be recorded as credit hours.</p>
Usage	Can be carried over from one year to the next.	Can be carried to the end of the leave year following the year in which it was earned.
Payment	Upon separation – paid at straight hourly rate via Lump Sum Payment	If not used before time limit or upon separation, will be paid at overtime rate.
Travel	Credit time cannot be used for transit time.	Overtime/Compensatory typically cannot be earned for transit time.

Section 3

LEAVE

(P&P 402.6)

1. If you are going to be away from the office/laboratory during work hours, including field work, inform your immediate supervisor and/or the secretary in the Admin. Office, when you leave and when you return. An email to the secretary or supervisor will satisfy this requirement.
2. You are required to notify your supervisor any time you will be off station, including but not limited to, calling in on the mornings when you will be late for work.
3. The minimum charge for any leave is 15 minutes, and additional charges must be in multiples thereof.
4. Your supervisor's approval must be obtained on Form OPM-71 for annual leave.
5. Leave without Pay must be approved in advance by your supervisor.
6. Subject to advanced approval by the supervisor, an employee may be granted official leave for such purposes as court jury or witness, voting, blood donation, change of official station, military reserve duty, etc.
7. At termination of Government employment, an employee will receive a lump sum payment for unused annual leave. Unused sick leave is held "on the books" for use if the employee returns to federal employment.

SICK LEAVE

Sick leave may be used for the purposes and under the circumstances specified below:

- a. When you are personally unable to perform your duties because of sickness, injury, or pregnancy and confinement.
- b. For medical examination or treatment.

A Doctor's excuse is required when 3 or more days of sick leave are taken.

SICK LEAVE TO CARE FOR A FAMILY MEMBER

Most Federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to:

- a. provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth
- b. provide care for a family member as a result of medical, dental, or optical examination or treatment
- c. make arrangements necessitated by the death of a family member or attend the funeral of a family member

A covered full-time employee may use 40 hours (5 workdays) of sick leave each leave year for these purposes. An additional 64 hours (8 workdays) of sick leave may be used each year if the employee maintains a balance of at least 80 hours of sick leave in his or her account. Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave permitted for family care and bereavement is pro-rated in proportion to the average number of hours of work in the employee's scheduled tour of duty each week.

Most Federal employees may use an additional 376 hours (47 days on top of the already established 13 days) for a serious family health condition.

"Family member" is defined as:

- spouse, and parents thereof
- children, including adopted children, and spouses thereof
- parents
- brothers and sisters, and spouses thereof
- any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

FAMILY AND MEDICAL LEAVE (FMLA)

Key Provisions:

Full-time employees who have completed 1 year of Federal service are entitled to 12 administrative workweeks (480 hours) of leave without pay during any 12-month period for one or more of the following reasons:

- (a) birth of a child and care of the newborn (within 1 year of birth);
- (b) placement of a child with the employee for adoption or foster care (within 1 year after placement);
- (c) care for those of a family relationship with a serious health condition; or
- (d) a serious health condition that prevents the employee from performing essential duties.

For part-time employees, entitlement to FMLA leave is pro-rated, based on the employees' scheduled workweek (i.e., the number of hours scheduled per week).

FMLA may be taken as annual, sick, advanced leave, donated leave, compensatory time off, credit hours, or LWOP.

Benefits and Protections.

While on FMLA leave, employees may maintain health benefits coverage by paying the employee share of the health benefits premium while on leave or upon return to work. Also, employees who take FMLA leave will be restored to the same or equivalent positions upon return to employment.

JURY DUTY

Jury Duty is recorded on the T&A as Admin Leave. Time off for Jury duty must be approved in advance by your supervisor.

Any fees received from the Court must be turned in to the Admin. Office.

Section 4 TRAVEL

(See www.gsa.gov for full regs)

1. All travel of greater than 12 hours requires a written request (Travel Authorization Worksheet) submitted and approved by the RL.
2. GovTrip must be used for all official travel arrangements.
3. Travelers must plan modes of transportation that are most efficient and least costly.
4. If automobile is the most efficient mode of transportation, use of a government vehicle is the preferred first choice. Employees are responsible for verifying the availability of a government vehicle for their travel day(s). If a private vehicle must be taken in lieu of a Government vehicle, reimbursable mileage rates will be based on whether or not a Government vehicle was available.
5. All travel documentation is subject to review, verification, and audit at any time.
6. Travelers should ensure they obtain a copy of their official travel authorization to review government rates for per diem and lodging.
7. Travel that is conducted outside your regularly scheduled tour of duty may be approved for earned travel comp time. Please see the AO or Admin. Office for specific rules.
8. Agency policy on the terms of annual leave while on official travel must be strictly followed. You are required to submit a Request for Leave form for the dates of annual leave along with your travel authorization request
9. Employees are required to indicate on the travel reimbursement form, the meals provided as a part of your meeting registration.
10. Travel itinerary must be the most direct round-trip economy fare. Any deviations made in the travel itinerary to accommodate personal interests and/or annual leave must be paid by the traveler. If travel deviations are made and the cost incurred by the government is less than the direct round-trip economy fare, copies (from the travel agency) of travel itineraries with cost comparisons for the direct round trip and modified itinerary must be submitted prior to beginning the outbound travel .

Airport car parking fees for annual leave days during official travel cannot be claimed on travel reimbursement.

11. If you are going to be away from the office/laboratory during work hours (for any length of time during the day) including field work, inform your immediate supervisor and/or the secretary in the Admin. Office when you leave and when you return. An email to the secretary or supervisor will satisfy this requirement.

Section 5

SY TRAVEL

1. All SY travel must show a clear linkage with the Unit's mission, CRIS objectives and deliverables, and contribute to professional development. Invitational papers and the plenary lectures are significant recognition to the Unit as well as the scientist's contributions.
2. Scientists are encouraged to maintain their continued association with their respective professional national societies by participation in annual meetings and serving on committees and journal editorial boards. Senior authorship paper (volunteered or invited) presentation is required for scientists to attend the annual or international meetings.
3. An ARS-115 must be approved in ARIS before an abstract can be submitted for conference or meeting travel.
4. The abstract must be approved in ARIS prior to obtaining a travel authorization from the RL.

***** NO REGISTRATION FEES MAY BE CHARGED TO TRAVEL CARD OR TO YOUR PERSONAL CREDIT CARD! *****

5. Types of travel include:

Service to the Agency

- RPES Panel – funded by RPES
- Competitive Grant panel – funded by external source
- Emerging critical issues meeting at national or regional level on emerging problems – invitation with funding by the meeting sponsors
- Mandatory trainings required for leadership position and/or by the supervisor.
- Performance Plan job skill improvement training recommended by the supervisor to bring job performance up to “fully successful”.
- National Program workshop that is recommended by the RL

Research Travel (no limit on this type of travel w/clear justification)

- To visit field sites
 - If outside of driving distance, must be justified with clear vision on plan of work, magnitude of the problem to be studied, proposed research plan, cooperating parties, and potential for new resources etc.
- To respond to industry request of crisis (preferably within driving distance)
- National or regional research coordination committees – scientists requesting this type of travel are required to demonstrate a significant leadership role or committee assignment for research coordination at the national or regional level.

Scientific or Tech Transfer Meeting: Presentation of senior authorship paper is required to justify attendance subject to the following guidelines:

- International conferences/symposiums
 - Dependent on CRIS fund status, location and travel cost for the meeting, relevance of the meeting to the agency mission and CRIS objectives/deliverables, and the projected impact of this role on the scientist's future research. Usually one every 2 years.
- National Society Annual meetings. Usually once per year.
- Annual meeting of the regional chapters of the national professional society can be substituted if attendance to the national annual meeting was not possible (due to

schedule conflict) in a given fiscal year.

- Local grower/Coop extension meetings. Participation/presentation of recent research accomplishments is highly encouraged; however, presentation of paper is not mandatory to justify participation in the local meetings.

EXCEPTIONS:

1. Invited to present a paper with full or partial sponsorship,
2. Soft money (other than the ARS base funds) is used for the presentation of papers at professional meetings,

FOREIGN TRAVEL

1. All foreign travel requests must be submitted in writing (Travel Authorization Worksheet AND Foreign Travel Request/ARIS form) and approved **90 work days** prior to departure date.
2. Traveler must complete a Foreign Travel Justification Form, a Foreign Trip Host/Contact Information sheet, Visa application (if required by country), abstract, and provide website address.
3. Flight itinerary (with flight dates and times) and Leave Request Form (if applicable) must also be included.

OFFICIAL PASSPORTS

1. The location travel personnel are responsible for monitoring the expiration date of all official passports, and will contact the respective scientists to provide input required for the passport renewal process.
2. All official passports will be maintained in the Admin. Office.
3. Official passports must be returned to the Admin. Office within 5 working days of trip completion.
4. Passport renewals need 90 work days lead time for processing.
5. Renewal process requires the completion of these forms:
 - **DSP-82**
 - **AD-121**
 - **2 official passport photos**
 - **Existing official passport**
4. To obtain an official passport when you have a personal one requires completion of these forms:
 - **AD-121**
 - **DS-82**
 - **2 official passport photos**
 - **Existing personal passport**
5. To obtain an official passport when you have no personal one requires completion of these forms:
 - **AD-121**
 - **DS-11**
 - **2 official passport photos**
6. All newly hired scientists will be required to apply for a passport.

CONTRIBUTED TRAVEL

- All contributed travel requests must be submitted in writing with the Travel Authorization Worksheet and approved 60 work days (90 days for foreign travel) prior to departure date.
- Traveler must complete a Request and Justification for Acceptance of Travel Funds from the Non-Federal Source, a Conflict of Interest Analysis form, and provide a Letter of Offer from the inviting entity which includes the following information:

1. **Name of employee being invited**
2. **Name of event**
3. **Dates of event**
4. **Place of event**
5. **What ARS will gain from the event and what they will gain from the ARS scientist's attendance**
6. **What exact items will be funded (hotel, air ticket, per diem, registration)**
7. **A signed copy of an "invitation" letter (or at the least, the name and address of inviter)**

An acceptance letter template is available upon request. This letter must accompanied documents to the Area Office.

- Any external contributions to scientists' travel must be approved and finalized 60 WORKING days in advance of your travel date. Traveler cannot accept external contributions (for lodging and/or meals) which are not approved in the travel authorization. It is the responsibility of the traveler to make prior arrangements for these external contributions with sufficient lead time for processing. If an external contribution offer is made during travel status, it is the scientist's responsibility to politely decline such offer to avoid administrative complications in processing the travel reimbursement.
- Scientists are required to account for official duties for each day of travel, except for actual travel dates. A copy of the meeting announcement (showing the dates of the meeting plus website address) must be submitted with the travel authorization request. Each scientist must clearly indicate any additional official travel prior to, or following, a professional meeting. If the meeting ends on Friday, the return travel date is on Saturday of the same week. It is not justifiable to claim lodging and per diem for Saturday and show Sunday as the return travel day.
- Agency policy on the terms of annual leave while on official travel must be strictly followed. You are required to submit a Request for Leave form for the dates of annual leave along with your travel authorization request.
- Committee assignments (professional societies and/or journal editorial boards) conducted outside the dates of professional society annual meetings are not considered as official duty. Such activities must be clearly shown in each scientist's travel authorization form, and need to be approved by the Area Director.
- Scientists are required to indicate on the travel reimbursement form, the meals provided as a part of your meeting registration.
- Travel itinerary must be the most direct round-trip economy fare. Any deviations made in the travel itinerary to accommodate personal interests and/or annual leave must be paid by the traveler. If travel deviations are made and the cost incurred by the government is less than the direct round-trip economy fare, copies (from the travel agency) of travel itineraries with cost comparisons for the direct round trip and modified itinerary must be submitted prior to beginning the outbound travel.

Airport car parking fees for annual leave days during official travel cannot be claimed on travel reimbursement.

- The traveler will prepare a mandatory trip report upon completion of foreign travel. The report will be a brief digest highlighting the basic accomplishments of the trip. This report

will be entered into FTIS and should not exceed 54 lines of 75 characters. It should include personnel contacted, achievements, actual cost of the trip, etc. This trip report is not in lieu of any requirement for a more detailed trip report that may be required by the AD or supervisor. Please submit within 15 workdays after return to Official Duty Station.

Section 6

SY PUBLICATIONS

All manuscripts with ARS scientists as senior authors **MUST** be peer reviewed by at least 2 experts prior to submission to journals and/or entry into ARIS.

The senior author is responsible for revision of the manuscript by incorporating peer reviewers' comments prior to submission to the RL.

Peer review forms (ARS-533) and reviewers' comments must be attached to Form 115 when submitting a senior author manuscript for ARIS entry. The ARS-533 forms will remain in the location's office manuscript file. The reviewers' comments will be returned to the SY.

It is critical that each scientist monitor publication status and provide this information to update the ARIS publication entry status. Upon publication, submit 3 copies of reprints for the location's office manuscript file. The ARS senior author is responsible for updating the Admin. Office upon completing the procedure, and for sending an electronic copy (or 3 hard copies) of the published document to the NAL:

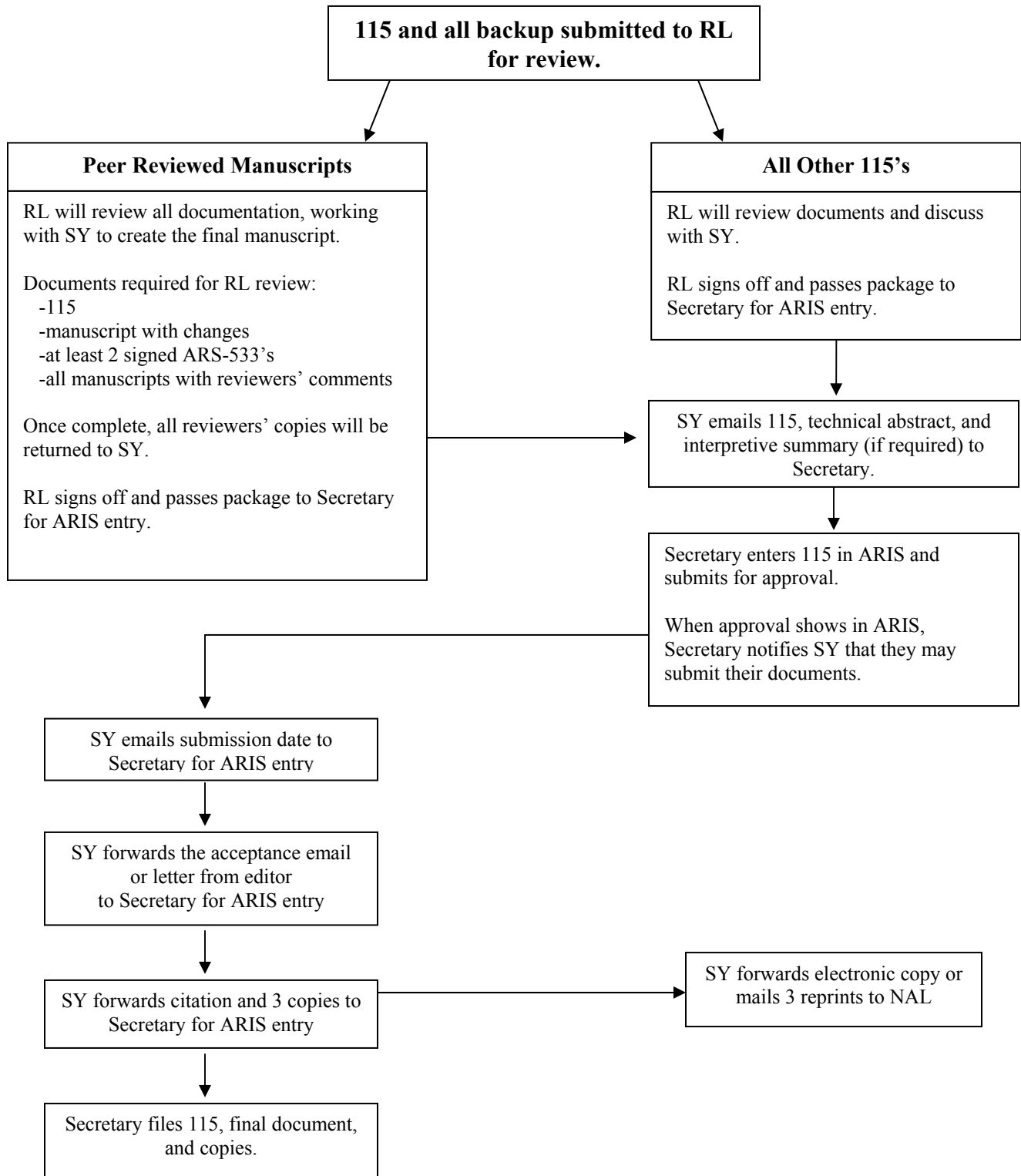
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(301) 504-5938
Fax: (301) 504-5243

Electronic copies may be sent to dherendeen@nal.usda.gov.

Please note: The CRIS annual reports will only accept publications with ARIS log numbers **and** publication citations. Therefore, any publications not updated and approved in ARIS will NOT receive credit.

ARIS

Agricultural Research Information System



These are the instructions that will come with the ARS-115 fillable form.

**United States Department of Agriculture Agricultural Research
Service Subarctic Agricultural Research Unit**

ARS-115 FORM INSTRUCTIONS

1. Any publication, including manuscripts (scientific journal articles, semi-technical or trade journal articles, book chapters, reviews, popular articles, workshop reports, symposium proceedings, etc.), books, monographs, electronic publications, and abstracts must be entered into ARIS via form ARS-115 (Request to Submit Manuscript for Publication), and approved at all levels. Approval via ARS-115 is obtained prior to submitting material for publication or for any conference.
2. Hard copies of the ARS-115, manuscript, all ARS-533 forms, reviewers' comments, and annotations for the manuscript are to be submitted to the Research Leader prior to submission for ARIS entry.
3. The principal ARS author is responsible for preparation and completion of the ARS-115.
4. Unless the Research Leader has granted written approval, an Acting Research Leader may not approve the submission of documents for ARIS entry.

Section 7

PURCHASING

1. Your first method of purchasing is by using your Government Visa credit card (if you have one). You are personally responsible for following purchasing rules and regulations, following the proper order of sources of supply, maintaining your own purchase log and reconciling in PCMS. If purchasing guidelines are not followed properly, you will be in jeopardy of losing your credit card.
2. For any purchase over your delegated authority (> \$2,499), complete CATS Form AD-700 (Procurement Request) with appropriate signatures and full account number and turn approved AD-700 into the AO. The ARS AO is responsible for deciding the most appropriate method of filing a request as well as locating the most inexpensive vendor. Use of GSA contracts is mandatory.
3. Credit card holders are responsible for reconciling purchase card transactions **weekly** within PCMS.
4. Each employee has a credit limit which is a maximum amount authorized to charge per month, and a single purchase limit which is the maximum amount on a single purchase.
5. If there is a question or problem regarding your purchase card or statement, discuss these concerns with the AO.
6. If your purchase card is lost or stolen, report it immediately to Bank of America and the AO.
7. Use of the purchase card is for official Government purchases only and is monitored.
8. Purchase card logs are subject to audits.
9. If you do not have a Government Visa credit card and need to purchase an item, contact the AO.
10. It is illegal for anyone except you to use your government Visa credit card. Do not give your card number to anyone else to use.

Section 8

BUILDINGS AND GROUND SECURITY

1. All doors and windows shall be kept locked during non-business hours. Please check and lock them if you are the last one to leave a work area.
2. Keys for all UAF and federal vehicles, buildings, and storage areas may be authorized from the AO or Administrative office staff. **Keys must not be duplicated.** Other keys to state buildings can be checked out from the UAF following UAF or ARS approved procedures.
3. At termination of employment, all keys must be turned in to the ARS Admin. Office.

Section 9

COMMITTEES

Various committees are formed to assist the Unit leadership with smooth functioning of the Unit, and to provide ample opportunities for all employees to participate in various location related issues.

The RL and AO jointly establish these committees and provide specific charges to each. The committee chair and membership will be reviewed annually, and changes will be made as needed.

The committee chair is responsible for execution of the committee charges by:

- a. Conducting committee meetings at a regular interval
- b. Encouraging active participation by the committee members
- b. Delegating responsibilities to all committee members
- c. Following up on the progress
- d. Making recommendations to the Unit leadership on issues that are important

The scientists and support staff must make all efforts to attend the committee meetings, and provide support to the committee functions, except for unavoidable circumstances.

RL will alert chair of the committees, from time to time, if committees fail to perform the assigned functions.

Section 10

SPACE ALLOCATIONS

UAF buildings house ARS laboratories and offices, except for the USDA-ARS Modular Laboratories & Growth Chamber modules in Fairbanks, and the greenhouses and Germplasm Laboratory (Barn) in Palmer.

Space needs in UAF or ARS buildings must be requested by the scientists to the Physical Facility/Space Allocation (PFSA) Committee who discusses the issues for necessary action. The committee will determine if the request will be forwarded to UAF.

All problems in your assigned space with respect to heating/cooling, lighting, electrical, water, etc. must be reported to the AO.

ARS FACILITY

Since space is at a premium and the management unit as a whole is growing, the PFSA is responsible for assigning space on an as needed basis. In other words, the current allocation of the space (including laboratories, greenhouses, storage, and growth chambers) is not permanent.

Each request must be specific as to the expected duration of use. All efforts will be made to reasonably accommodate the space needs. At the end of this duration, the space could be assigned to another user.

Section II

INFORMATION EXCHANGE MEETING

The purpose of this meeting is for general announcements and discussion of location issues which are of interest to all employees in the Unit. In addition, safety related training videos may be shown during this meeting to ensure that all employees are up-to-date on safety issues.

All employees are expected to attend this meeting, except for occasional unavoidable circumstances. It is the responsibility of all scientists to ask their employees to attend this meeting. This is the main open forum of direct communication between the Unit leadership and all employees.

Section 12

VEHICLES AND TRAFFIC

GOVERNMENT VEHICLES

Government vehicles shall be used for official purposes only by licensed drivers. The transportation of government personnel in a government-owned vehicle; a government leased or rented; or a privately owned motor vehicle engaged in official business is limited to official passengers only. Government-owned vehicles may not be used to transport either family members or unofficial passengers (i.e., passengers not described below) unless specific written authorization has been obtained from the RL or AO.

The following are considered “official passengers”:

1. Officers and employees of the Federal Government traveling on official business. This includes temporary and volunteer employees hired for the benefit of the Government.
2. Non-ARS employees may operate or ride in a Government vehicle (non-ARS employees include contractors, cooperators, volunteers, students, and other Government employees) when engaged in missions which relate to an Agriculture program.
3. The use of Government-owned vehicles, including the transport of “unofficial passengers” in the case of emergencies, such as natural disaster (storm, floods, fire, etc.), need for medical attention, or other errands of mercy, is not restricted. Employees are authorized to exercise their own judgment.

Employees in Travel Status:

According to Federal Travel Regulations 301-10.201, employees in official travel status may use a Government vehicle (this also includes a commercially leased vehicle), for official purposes for transportation:

1. between places of official business
2. between places of official business and temporary lodging when public transportation is unavailable or impractical to use, and
3. between places of official business, temporary lodging and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

Misuse of a Government Vehicle

Code of Federal Regulations (CFR) (subpart 101-38.3) requires that any officer or employee of the Government who willfully uses, or authorizes the use of, Government owned or leased motor vehicles/equipment for other than official purposes shall be suspended, without compensation, for not less than one (1) month, and shall be suspended for a longer period or summarily removed from Federal Service if circumstances warrant. This penalty cannot be reduced due to mitigating circumstances.

Valid State Drivers License:

Each employee is required to have a valid state driver’s license in their possession for the appropriate class of vehicle before operating a Government-owned vehicle, rental or privately owned vehicle on Government business. Employees will not be allowed to operate a vehicle until their supervisor has determined the employee can operate the vehicle safely under the anticipated conditions. An employee may refuse, without reprisal, to operate a specific type of vehicle if they do not feel that they have the physical capabilities, or the necessary skills and experience to safely complete their assignment. An employee may also refuse to operate any vehicle that is defective.

Suspended Drivers License:

If an employee has their state drivers license suspended, they must notify their supervisor as they can no longer operate a Government-owned vehicle, rental, or privately-owned vehicle on Government business. Driving a vehicle with a suspended license will result in disciplinary action.

Vehicle Alteration:

Government-owned or leased vehicles are not to be altered by any employee with the installation of personal equipment (i.e., stereo equipment, police radar scanners, etc). Vehicles are to remain in the condition that they were received except for equipment subsidiaries required by the agency.

Vehicle Inspection, Maintenance and Request for Repairs:

ARS will maintain its fleet in a safe operating condition by performing scheduled routine maintenance and making prompt repairs when needed. A person/project assigned a vehicle is responsible for its maintenance and for submitting monthly vehicle reports to the AO at the end of each month. Employees should check with the AO and their supervisor before proceeding with repairs over \$500. Any repairs over \$1500 will be coordinated with PWA by the AO.

Vehicle visual safety inspections will be performed quarterly. At a minimum, visual safety inspections will include checking seat belts, parking brakes and lights, headlights, tail and backup lights, brake lights, hazard lights, turn signals, horn, windshield wipers/washer, windshield, rear and side mirrors, tire tread wear, decals, etc. Under no circumstances will vehicle operators operate a motor vehicle with mechanical problems or conditions that are safety hazards or may cause damage to the vehicle. Operators are responsible for immediately reporting any mechanical/safety deficiency.

Vehicles will be kept in clean and neat condition.

Use of Seat Belts:

The operator and all passengers in a Government-owned vehicle, rental, or privately owned vehicle on Government business are required to wear seat belts whenever the vehicle is moving.

No Smoking:

Smoking in all Government-owned or leased vehicles is prohibited.

Vehicle Accidents:

All vehicle accidents, regardless of the amount of damage, are to be reported to the Admin. Office within one (1) working day after occurrence (immediate notification is required if the accident involves a fatality or a serious injury). All employees should review information on reporting vehicle accidents by referring to the Motor Vehicle Accident Reporting Kit found in all government vehicles.

MOTOR VEHICLE ACCIDENTS

- | |
|--|
| <ul style="list-style-type: none">A. Stop immediately, warn traffic both ways. Notify police, if possible.B. Call for medical help, if required.C. If possible, take pertinent measurements before moving vehicles.D. Notify supervisor as soon as possible.E. Refer to Motor Vehicle Accident Report Kit, which can be found in all government vehicles for instructions on completion of Forms SF-91 and SF-94, etc.F. Accident Report SF91 and SF94 should be returned to the AO for proper documentation to the vehicle file and for guidelines to follow for vehicle repair, if necessary. |
|--|

Note: All motor vehicle operators should be familiar with the contents of the Motor Vehicle Accident Reporting Kit.

FUELING VEHICLES/EQUIPMENT/TOW SERVICE

Post receipts into CATS. Turn in all receipts to the Financial Technician.

Each time you fuel up a vehicle, you will need to also log the date and # of gallons into the brown 'vehicle operation log book' located in each vehicle. (This is critical for proper reporting purposes.)

To find locations of accepting voyager merchants, go to: <http://www.usbank.com/voyagerfleet/search.jsp>

On the back of your voyager card you will find a 1-800 number that should be used in emergencies (tow, lock out, fuel delivery). Voyager negotiates a rate that is often lower than acquiring the service ourselves.

PRIVATE VEHICLES

- Parking is permitted only in marked areas.
- Please observe all signs.
- Parking stickers for personal vehicles are the responsibility of the individual owner.

OTHER MOTORIZED VEHICLES

- Only certified operators are permitted to operate official vehicles.
- Operators must adhere to regulation on operation.

TRAFFIC

- Speed limit of vehicles motorized or not, within federal/state grounds is 5 mph or as marked by UAF or local police.
- Do not impede traffic or laboratory activities within federal/state ground.
- Traffic violations are the responsibility of the driver.

OTHER

- **Each time you use a government vehicle it is important to record the mileage at the end of your destination. Please include your initials to indicate the last driver.**
- Use of cell phones while operating government vehicles is **not allowed**. Please pull to the side of the road to ensure your safety. Note: It is against the law in some states to use a hand-held telephone while driving.
- Users are responsible for maintaining vehicles and must ensure that vehicles are plugged in when temperatures dictate such (normally temperatures of 20°F or below).

Section 13

GENERAL ADMINISTRATION

1. **Supplies and Equipment**

- a. Government supplies and equipment are for official use only.
- b. Research supplies and/or equipment shall be stored neatly in designated areas and identified with the responsible person's name. Unlabeled supplies and/or equipment can be used by all projects or be subject to disposal.

2. **Mail/Federal Express:**

- a. Projects/individuals are responsible for preparing/packaging/addressing ALL outgoing mail prior to submitting to office for postage or mail.
- b. Projects are responsible for preparing/packaging/addressing/labeling ALL outgoing FedEx packages.
- c. Labels, envelopes, and all packaging supplies are located in the Admin. Office.
- d. Outgoing FedEx packages are to be placed on the main office counter no later than 9:00AM.
- e. If package is less than 30 pounds you must use Fed Ex.

3. **Forms**

- a. Common forms can be found in the Admin. Office, O'Neill 356. These forms include, Travel Authorizations, Travel Vouchers, OPM-71 Leave forms, Credit/Comp/OT requests. Visit <https://reeforms.ars.usda.gov/REEForms/> for common forms. Contact the Admin. Office for assistance.

4. **Faxes**

- a. Incoming faxes will be placed in the appropriate recipient's mailbox as they are received.
- b. The secretary will assist in sending faxes.

5. **Keys**

- a. Keys to federal buildings can only be issued by a member of the administrative staff (i.e., AO, Secretary or RL).
- b. Requests for federal keys must come through the SY.
- c. All keys must be returned to the Administrative staff and accounted for at termination and expiration of temporary appointments.
- d. Lost and/or misplaced keys will be charged to the respective person at the rate set up by UAF.
- e. No duplication of federal or UAF keys.

6. **Property Pass**

- a. An official Property Pass (AD-873) is to be used whenever government property is removed from the duty location. Continuous long-term use passes can be obtained as necessary. Please coordinate with the AO.

Section 14

COORDINATION/COOPERATION WITHIN AND ACROSS CRIS PROJECTS

Improved communication is the key to enhance shared use of resources, both within and across the CRIS projects, and to enable cooperative interdisciplinary research that can result in efficient problem solving recommendations with positive impact to the customers and stakeholders. To facilitate this:

- a. Project leaders within a CRIS are requested to meet monthly to discuss ongoing research, progress towards CRIS objectives, plans for future research, relevance of ongoing research to CRIS objectives, limiting factors, and strategies to overcome the limitations, etc. The lead scientist within each CRIS is responsible to coordinate this meeting.
- b. Each SY is requested to conduct regularly scheduled lab (project) meetings with the permanent technicians within that working group. The purpose of this meeting is to discuss the progress, assign tasks to different personnel in the project, discuss the additional need for assistance, evaluate the project resources, and look for strategies to overcome any limitations.
- c. Supervisors must inform their employees of their absences, and provide clear instructions for the tasks to be carried out during said absence.
- d. If you will be out of town, you must delegate supervisor responsibilities over your technicians to another SY, the RL, or AO. You may issue an authorization to cover:
 - A specific absence
 - A longer period of time (i.e., semester, month, etc.)

Section 15

USE OF UAF, UAA FACILITIES AND STAFF

Issues related to administrative and financial support **MUST** be discussed with the AO and approved by the RL **prior** to requesting services from UAF or other state agencies. This includes, but is not limited to:

- Setting up cooperative agreements
- Setting up RSAs
- Maintenance with UAF Facilities Services

Unless an emergency situation exists (doors to building freezing), you are advised not to seek assistance from UAF administration staff without prior consultation with AO. In the event you do seek emergency assistance, please notify the AO as soon as possible.

Section 16

GOOD HOUSEKEEPING

1. Broken glass and bulbs should be disposed of in Sharps/Broken Glass Containers to prevent injury to others. Fluorescent lamps, including broken ones, shall be disposed of properly as hazardous waste. Contact UAF Environmental Health, Safety, and Risk Management (x5413) to determine correct procedure to dispose of other types of bulbs (CFB's, halogen, etc.).
2. Styrofoam packing shall be packaged before recycling or for disposal.
3. Keep all exits, hallways, and means of egress clear.
4. Keep work area neat, clean, and uncluttered.
5. Areas outside of outbuildings shall be kept presentable at all times. Garbage, soil, dirt, pots, etc., are not to be left in front of/around buildings.
6. Soil, plant material, and other items are NOT to be washed down sink drains.
7. Break room cleanliness—dishes, countertops, and floors must be kept clean.
8. Do not leave any unidentified substances in your laboratory, the break room, or any other common areas.
9. Do not litter. Pick up litter, whether yours or not.
10. Clean up your mess. Liquids spilled on the floor should be wiped up immediately. This includes coffee spills in the hallway. (See sec. XVI3c for chemical spills.)
11. All chemical or hazardous materials spilled should be dealt with immediately. Contact UAF Hazmat (474-5487) or 911 if professional help is needed. Report hazardous spills to the supervisor and SHEM committee for proper cleanup procedures. See SARU SHEM manual for more information.

******* Remember we are all responsible for common areas *******

Section 17

FOOD AND REFRESHMENTS

1. The refrigerator in the break room is for food only. It is for everyone's use so please keep it clean.
2. Never store drinks or food in any other laboratory refrigerators and freezers.
3. Microwave oven in the break room is for your use. Please keep it clean.
4. Fruits and vegetables found on the premises are not for consumption, unless otherwise stipulated.
5. Ornamental and crop plants grown in plots or on the premises are for research purposes only.
6. No food or drink allowed in any laboratory or research area per OSHA regulations and ARS policy.

Section 18

WORK ORDERS

1. As the initial contact for all project-related work requests, work order forms need to be submitted directly to the AO and approved prior to any work taking place. All work orders require a reasonable amount of 'lead time' and will necessitate accommodation of existing workload, and personnel and equipment availability.
2. Each project will be responsible for moving their own smaller pieces of furniture (i.e., desks, file cabinets, "household" size appliances, etc) and/or computers.

Section 19

SAFETY AND HEALTH

The SARU SHEM manual is accessible to all employees, electronically and in all SARU labs. See the SHEM manual for more information on topics covered in sections 19-22.

1. Any employee can participate in the USDA Occupational Safety and Health Program fully with freedom from restraint, interference, coercion, discrimination, or reprisal.
2. As an employee, you are required to perform your duties in a manner that will promote and maintain established safety and health standards. You are also expected to encourage other employees to function in the same manner.
3. Report all accidents, injuries, illnesses, and unsafe or unhealthful conditions and acts to your supervisor. Warn others of known hazards.
 - a. To seek medical attention, accident forms must be completed and accompany the injured person.
 - b. After an accident, an employee and the immediate supervisor are, by law, responsible for completing within 2 workdays all reports necessary to protect an injured employee's rights (see Directive 231.1).
 - i. Penalties are provided by law for failure to make required reports and for filing false reports.
 - ii. Compensation may be denied if written notice of injury is not given to the supervisor or if the supervisor does not have actual knowledge of the injury (see Directive 231.2).
 - c. If not satisfied with the actions taken, or not taken, to correct a reported hazardous condition, an employee may report, in writing, to higher authorities (see Directive 233.3).
4. The location has an Occupational Medical Surveillance Program (OMSP) which provides occupation health testing for employees exposed to toxic agents or pesticides on a daily basis or high quantities infrequently. See the ARS AO for participation. This procedure can generally be performed shortly after being hired and then on an annual basis. It is optional yet highly recommended.
5. Material Safety Data Sheets (MSDS) for all chemicals purchased by the laboratory should be maintained in a file in each individual laboratory. The MSDS contains important information about the chemical including health hazards, first aid procedures, special precautions, waste disposal, emergencies, etc. Supervisors are responsible to assure that employees who work with chemicals have access to and are familiar with the information contained in the MSDS's.
6. Appropriate clothing is required at all times within the laboratory and while conducting field work. It is the responsibility of supervisors to be certain that employees are informed of possible hazards and that necessary precautions are taken to avoid on-the-job-injury, and that necessary personal protective equipment is provided.
7. For laboratory work, closed-toe shoes and clothing that covers your body, legs, and arms is your best protection from chemical burns and other accidents. A lab coat must be worn in the laboratory while handling hazardous chemicals. Shorts, sandals, and sleeveless tops are never appropriate for laboratory work.
8. In the field there are many dangers and personal protective clothing is your first line of defense. Never wear open shoes in the fields. Protect yourself from the sun, blowing dust, tree branches, and insects by covering as much of your skin as possible. Light colored, cotton clothing is the most comfortable during the summer field season. Shorts, sandals, and sleeveless tops are not appropriate for field work.

9. Additionally, items of personal protective equipment are available upon request at government expense. Items such as: safety glasses, steel-toe boots, respirators, dust masks, lab coats, lab gloves, and other items are supplied if necessary to conduct your job safely. If you are aware of a need for one of these items, please see the ARS AO, or a Senior Technician within the project you are assigned to, to determine if they are available on site or if an order needs to be placed.
10. When working in the field, make sure to always have drinking water available with you to help prevent dehydration or heat stroke.
11. Animal Repellent is available through the AO office. The Animal Repellant SOP is available for review in the central safety files.

Section 20

CHEMICALS

1. All chemicals shall be handled and used properly.
2. A supervisor shall be responsible to assure that his or her employee is knowledgeable on proper laboratory procedures and use of chemicals.
3. A supervisor, or a designated Senior Technician, shall maintain a Material Safety Data Sheet (MSDS) file in his/her laboratory for chemicals used therein, and assure that his/her employees have access to, read, and understand those MSDS's.
4. Use of protective clothing and equipment is mandatory.
5. Chemicals and solvents shall be stored in laboratories only in authorized containers and cabinets, and only minimum amounts of solvents necessary. See SHEM manual for proper labeling of chemical containers.
6. Never flush hazardous chemicals and solvents down the drain. It is the responsibility of supervisors, or designated Senior Technicians, to be sure that their employees are knowledgeable in proper handling and disposal of chemical waste.
7. Pesticides
Only authorized and trained personnel shall be permitted to use pesticides.
Rules posted in pesticide treatment areas and pesticide storage areas shall be strictly enforced.

Chemical (includes pesticides) Emergency: see emergency procedure section

For chemical on arms, legs, and/or torso:

- a. Wash chemical off skin as quickly as possible with lots of clean water. Continue washing for at least 15 minutes.
- b. Remove contaminated clothing.
- c. Complete accident forms (see your supervisor).
- d. Get medical treatment. Seek medical treatment immediately if life threatening.

For chemical in eyes:

- a. Wash immediately with clean, cool water with the eyelids open. Remove contact lenses, if worn by the victim. Continue washing for at least 15 minutes.
- b. Do not rub eyes.
- c. If particles of dry chemical are floating on the eye, lift them off with sterile gauze or folded dry facial tissue.
- d. Get medical help immediately.
- e. Complete accident forms (see your supervisor).

For chemical spills:

(See SHEM manual pages 3-2 and 4-2 for more information)

- a. Evacuate the area immediately if the chemical is highly toxic or flammable.
- b. If the material is highly toxic or flammable, call 911, UAF Hazmat (474-5487), or the fire department.
- c. Notify your supervisor, person in charge of the laboratory, the Safety and Health Committee Chair person, or the Administrative Officer.
- d. **Cleanup should be done only by the UAF or other trained spill team.**

If the spill is from a motor vehicle, notify UAF Police, fire Department or State Troopers.

Section 21

TOOLS, POWER EQUIPMENT & MACHINERY

1. Tools and equipment shall be used properly.
2. Power tools, shall be operated only by authorized personnel (designated by supervisor).
3. Machinery (tractor, mower, etc.) shall be operated only by authorized personnel (designated by supervisor).
4. Use of protective clothing and equipment is mandatory.
5. The Power Tools/Shop Equipment section of the SARU SHEM manual should be reviewed.
6. A Job Hazard Analysis indicating that the employees understand the hazards and proper steps and PPE to limit exposure to the hazards, should be reviewed and signed by all personnel operating the equipment.
7. Clean and return all tools, equipment, and machinery immediately after use. Report all losses, breakages, and malfunctions to person(s) responsible.
8. Clean up work area after you are done.
9. Only approved individuals shall have access to rooms, buildings or equipment posted **"AUTHORIZED PERSONNEL ONLY"**.

Section 22

EMERGENCY PROCEDURES

INTRODUCTION

Emergencies, both major and minor, are a part of our everyday lives. We deal effectively with them if we are prepared and in control.

Safety requires that all tenants be well informed of the proper steps to take in the event of an emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information in these Emergency Procedures and the Emergency Plan in the SARU SHEMA manual.

Anyone having knowledge of any unsafe conditions in the USDA-ARS at UAF Fairbanks, Palmer, or Kodiak, Alaska should inform the Research Leader at 907-474-7536 or the AO at 907-474-6516.

We appreciate your cooperation and look forward to working with you as a team to produce a safe and comfortable work environment.

EMERGENCY TELEPHONE NUMBERS

Maintenance Emergency HOTLINE	474-7000
Security/Safety/Environmental Emergency	474-6200
Physical Security & Environmental	474-6200
EMPLOYEE ASSISTANCE PROGRAM	1-888-290-4327

FIRE

If you discover a fire or smell smoke, pull the nearest fire box. If there is no fire box in the area, evacuate immediately and call the Fire Department at 911.

If the fire is small (wastepaper basket size), extinguish it, and immediately notify your supervisor.

NOTE: Familiarize yourself with location of fire extinguishers, fire alarm, and fire department phone number.

In larger fires that cannot be extinguished, trip fire alarm and call the fire department. Have someone meet the fire truck to direct it to location of fire.

Upon hearing the fire alarm, all personnel shall:

1. Close door upon leaving room.
2. As you are exiting, check other rooms for fellow employees.
3. Leave the building through the nearest exit and meet at the emergency check point.

Burns and scalds

1. Submerge in cold or iced water.
2. Complete accident forms (see your supervisor).
3. Get medical attention.

Tips in Case of Fire

1. When the fire alarm sounds, leave at once.
2. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, DO NOT OPEN IT. Keep the door closed and seal up any cracks. Call the Fire Department and give the address of the building, the floor you are on, the room number, and directions to the building from the main entrance (include building color and description).
3. If the door feels cool, open cautiously. Be prepared to close it if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, close all doors behind you and proceed to the designated area outside the building and await further instructions.
4. Do NOT use elevators in case of fire. Smoke can enter the elevator shaft and asphyxiate the occupants. Use the stairwell and ensure that the door is closed after all occupants have evacuated.
5. If caught in smoke or heat, get down on the ground where air is better. Take short breaths (through the nose) until you reach a clear area.
6. Mobility Impaired Employees: Contact your agency helpers and go to the nearest stairwell.

FIRE DRILLS

Fire drills will occur at least once a year and are a necessary part of ensuring your safety in case of a real emergency.

These drills help determine problem areas and what kind of improvements are necessary to maintain the level of safety in the building. Please report any potential hazards or difficulties experienced during the drill to the maintenance AO.

Fire Drill Procedures

1. When the fire alarm sounds, take your purse or wallet, close all doors and windows, and proceed to designated evacuation routes.
2. Once you are outside, move away from the building to the designated area. DO NOT congregate near the building entrances.
3. Drills will be as brief as possible and you will be informed when you may return to the building. Maintain orderly lines when re-entering the facility.

CHEMICAL (includes pesticides) SPILLS:

For chemical on arms, legs, and/or torso:

- a. Wash chemical off skin as quickly as possible with lots of clean water. Continue washing for at least 15 minutes.
- b. Remove contaminated clothing.
- c. Complete accident forms (see your supervisor).
- d. Get medical treatment. Seek medical treatment immediately if life threatening.

For chemical in eyes:

- a. Wash immediately with clean, cool water with the eyelids open. Remove contact lenses, if worn by the victim. Continue washing for at least 15 minutes.
- b. Do not rub eyes.
- c. If particles of dry chemical are floating on the eye, lift them off with sterile gauze or folded dry facial tissue.
- d. Get medical help immediately.
- e. Complete accident forms (see your supervisor).

For chemical spills:

See SHEM manual pages 3-2 and 4-2 for more information.

- a. Evacuate the area immediately if the chemical is highly toxic or flammable.
- b. If the material is highly toxic or flammable, call 911, UAF Hazmat (474-5487), or the fire department.
- c. Notify your supervisor, person in charge of the laboratory, the Safety and Health

- Committee Chair person, or the Administrative Officer.
- d. **Cleanup should be done only by the UAF or other trained spill teams.**

MEDICAL EMERGENCY

1. Contact 911 and calmly describe the type of medical emergency.
2. Remain calm. Do NOT move victim unless in immediate danger.
3. If the victim's breathing or heart has stopped, trained personnel should apply cardiopulmonary resuscitation (CPR) or AED.
4. Stop any bleeding and apply first aid.

For other medical situations, notify the AO, at 907 474-6516

DEMONSTRATIONS AND CIVIL DISTURBANCES

1. Stay in your assigned area as much as possible.
2. Do not go to the scene of a demonstration or disturbance.
3. Whenever you observe a demonstration or civil disturbance in or around your facility, contact UAF Police Department at 474-6200.
4. Do not confront or antagonize demonstrators.
5. Contact Building Security to ascertain the safest and most expedient routes into and out of the building.

SECURITY PROBLEMS

Any thefts, emergencies, or security matters such as solicitors, suspicious or intoxicated persons should be reported immediately to UAF Police Department at 474-6200.

Tips on Avoiding Crime

1. Always lock your doors when your office is unoccupied, or if you are working late and are alone.
2. Keep purses and valuables locked up and out of sight.
3. If you remove your suit coat, always transfer your valuables to your trouser pockets.
4. Do not hang coats, hats, purses, etc. near the entrance to your office.
5. Secure all small office equipment when not in use.
6. Ask persons entering your office if you may help them. This discourages individuals who wander.
7. Watch your fellow employees' property.
8. While in federal facilities wear your USDA identification at all times.
9. Visitors need to be registered and wear an ARS visitor pass all the time.
10. Always remove your keys and lock your vehicle.

If you observe someone committing a crime, DO NOT attempt to apprehend or detain the suspect. Try to memorize the physical appearance of the suspect and call 911 or the UAF Police Department at 474-6200, if on Fairbanks campus.

BOMB THREATS

IMPORTANT—There is no capability to trace calls from the switchboard.

UAF Bombthreat Emergency Procedure Checklist should be posted by laboratory and office phones.

Try to obtain the following information from the caller:

1. Time set for detonation.
2. Exact location of the device.
3. Description of the device.
4. What kind of bomb it is.
5. Exact words used by the caller.
6. Any noteworthy background noises.
7. What will cause bomb to explode.
8. Did the caller place the bomb.

9. Why was the bomb placed.
10. Where is the caller calling from.
11. What is caller's name and address.
12. Did caller's voice sound familiar.

Immediately call 911 or notify UAF Police at 474-6200.

According to the USDA Agricultural Research Service "Policies and Procedures" Manual #122.1 (Preventing Workplace Violence), "Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the worksite".

SUSPICIOUS PACKAGES

If a suspicious package or device is located, DO NOT disturb it. Evacuate the area immediately and notify UAF Police Department at 474-6200.

WORKPLACE VIOLENCE ISSUES

Violence in the workplace can take many forms. Examples include: threats of suicide; injury or the threat of injury to property and/or persons; fistfights; shootings; stabbings; sexual assaults; or unauthorized use of deadly weapons and explosives.

This location adheres to a Zero Tolerance Policy regarding heated arguments and/or use of obscene or foul language between employees. If such a situation develops, the employees must discontinue the argument immediately and report the incident to their respective supervisor or the AO.

All acts of violence should be reported promptly to supervisors or managers, and in case of emergency, directly to: UAF Police Department at 474-6200.

MOTOR VEHICLE ACCIDENTS

- A. Stop immediately, warn traffic both ways. Notify police, if possible.
- B. Call for medical help, if required.
- C. If possible, take pertinent measurements before moving vehicles.
- D. Notify supervisor as soon as possible.
- E. Refer to Motor Vehicle Accident Report Kit, which can be found in all government vehicles for instructions on completion of Forms SF-91 and SF-94, etc.
- F. Accident Report SF91 and SF94 should be returned to the AO for proper documentation to the vehicle file and for guidelines to follow for vehicle repair, if necessary.

Note: All motor vehicle operators should be familiar with this kit's contents.

ALL OTHER ACCIDENTS AND OCCUPATION ILLNESSES

1. Notify supervisor at the earliest opportunity.
2. Complete necessary forms.
3. Get immediate medical attention, if needed.

Section 23

HAZARDOUS WEATHER

1. Policy

- a. All employees are to presume, unless otherwise officially notified, that their work facility will be open each regular workday despite weather conditions which may develop. Employees are normally expected to cope with difficult driving conditions or disruptions of public transportation facilities and arrive at work on time.

2. Dismissal Procedures

- a. The decision to close the facilities will be at the discretion of the Research Leader (RL) or designated appointee.
- b. When the location is to be closed or a “liberal leave” policy is in effect, the announcement will be made on the AO’s voice mail (907-474-6516) by approximately 7:30 AM. Each employee is responsible for calling in to hear the message on days when the weather is questionable. THE NUMBER IS 907-474-6516.
- c. Early dismissal of employees, except those in the essential positions, will be announced by the RL’s office through supervisory channels to provide an orderly dismissal of employees. Essential employees are employees who must continue working to perform essential service to protect life and property even when normal activities are necessarily reduced during an emergency period. No individual early dismissals, without charge to leave, will be authorized. Employees who request personal leave after official notice of an early dismissal but before the time of closure will only be charged leave until the time of closure and will receive official leave to complete their tour of duty. Employees who leave before official notice of dismissal or are in any leave category prior to the day of the closure will be continued in that category insofar as the leave was planned to continue.

3. Leave Charges

When weather conditions are difficult or not uniform in the commuting area, a liberal leave policy will be in effect without advance approval of the supervisor. However, an employee selecting to use leave is expected to notify his or her supervisor within 30 minutes after the scheduled reporting time.

Section 24

USE OF GOVERNMENT RESOURCES

Employees are expected to abide by Policy and Procedures (P&P) 253.4, dated 9/3/99, which sets forth and defines unacceptable uses of government technology resources such as telephones, email, and Internet service.

Unaccepted personal use of Government resources include but are not limited to:

- a. Any use that could cause congestion, delay or disruption of service to any Government system or equipment. For example, greeting cards, video, sound or other large file attachments that can degrade the performance of the entire network.
- b. Activities that are illegal or offensive to fellow employees or the public. Examples include pornography, hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- c. Use for commercial purposes or 'for profit' activities such as outside employment or to support a personal private business activity.
- d. The personal use of Government-issued (i.e. cellular) phone equipment and service is not authorized except in cases of emergencies.

Unacceptable personal use of email:

1. The creation, copying, or transmission of 'junk mail' such as chain letters, hoaxes, advertisements, solicitations, or other unauthorized mass mailings.
2. Spreading computer virus warnings (hoaxes). While these hoaxes do not infect systems, they are time-consuming and costly to handle. You should be especially alert if the warning urges you to pass it on to your friends.
3. Engaging in any outside fund-raising activities.
4. Sending large attachments that could degrade system performance.

Unacceptable personal use of the Internet:

1. The creation, downloading, viewing, storage, or copying of sexual explicit or sexually oriented materials.
2. Posting agency information to external news groups, bulletin boards, or other public forums without authority. This includes any use that could create the perception that the communication was made in one's official capacity as a Federal Government employee, unless appropriate agency approval has been obtained.
3. Using Government systems as a staging ground or platform to gain unauthorized access to other systems.
4. The unauthorized acquisition, use, reproduction, transmission, and distribution of computer software or other material (i.e. music) protected by national and international copyright laws, trademarks, or other intellectual property rights.
5. Participating in chat rooms.
6. Unauthorized websites – USDA may be monitoring which websites are visited by employees. Certain website visits could cause immediate dismissal, i.e. porn sites. Others to avoid are stock market sites, and no downloading of copyrighted material or music.

Use of Telephones:

1. The telephone is for official government business only.
2. When answering the phone, identify yourself by organization and name.
3. Courtesy is to be observed when answering the phone, and when preparing your voice mail greeting.
4. Local personal calls should be kept to a minimum.
5. Calls made on UAF lines, government cell phones, etc., are for official use only.
6. All long distance calls from landline phones require a 9+1+ code+phone number.

7. For internal calls, use the last 4 digits.
8. Landline phone bills and cellular phone bills are subject to review and verification.

Cell and Satellite Phones:

1. Cellular/satellite phones are for official government business.
2. Cellular/satellite phones are property of USDA/ARS and are to be treated as such.
3. Cellular/satellite phones are to be used in conjunction with official job duties.
4. Cell phone numbers are only to be given out to ARS employees or vendors in conjunction with official duties.
5. All activity on cellular phones is reported on a monthly statement and is subject to review, verification, and audit.

Section 25

PRESS/MEDIA CONTACTS

For all contacts from major and local media, you should contact the RL immediately. He will provide guidance on whether or not you can agree to do an interview.

Section 26 HOLIDAYS

HOLIDAYS OBSERVED

New Years Day

Martin Luther King, Jr.'s Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

MISCELLANEOUS INFORMATION

ARS Commonly Used Acronyms

Resource Assistance

Acronyms commonly used in ARS (not all inclusive)

AA	Associate Administrator
AAO	Area Administrative Officer
ABFO	Area Budget and Fiscal Officer
AC	Administrator's Council
AD	Area Director
ADP	Automated Data Processing
A-E	Architectural-Engineering (Services)
AM	Administrative Management
AO	Administrative Officer
AOE	Area Office Engineer
AOP	Annual Operating Plan
ARMP	Annual Resource Management Plan
ARMS	ARS Resource Management System
ARS	Agricultural Research Service
ASHM	Area Safety & Health Manager
BPMS	Budget and Program Management Staff
C/A	Cooperative Agreement
CAD	Contracting and Assistance Division
CAS	Central Accounting System
CD	Center Director
CRIS	Current Research Information System
DAAM	Deputy Administrator, Administrative Management
DA-NPS	Deputy Administrator, National Program Staff
DAD	Deputy Area Director
DD	Division Director
EOD	Entrance on Duty
ER	Energy Retrofit
FCMD	Facilities Construction Management Division
FDC	Facility Deficiency Code(Repair and maintenance)
FMD	Financial Management Division
FP	Facilities Plan
FTE	Full-Time Equivalency
FY	Fiscal Year
G&A	General & Administrative (Costs)
GRIN	Germplasm Resources Information Network
GSD	General Services Division
HPRL	High Priority Requirements List
HQ	Headquarters
IPA	Intergovernmental Personnel Act]
IPSC	Indirect Program Support Cost
IRC	Indirect Research Cost
LAO	Location Administrative Officer
LC	Location Coordinator
LD	Laboratory Director
MU	Management Unit
NFC	National Finance Center
NPS	National Program Staff
OA	Office of the Administrator
OSQR	Office of Scientific Quality Review

PAO	Procurement Assistance Officer
PD	Personnel Division (now HRD-Human Resources Division)
PDL	Payroll Detail Listing
PM	Program Management
PROP	Procurement Plan
PSC	Product/Service Code
PSP	Position Staffing Plan
QSI	Quality Step Increase
RAP	Research Agreements Plan
R & D	Research & Development
R & M	Repair & Maintenance
RMU	Research Management Unit
RSA	Research Support Agreement
SD	Staff Director
S & H	Safety and Health
SPOT	Salary Projection on Telex (now SAMS - Salary Management System)
SRC	Shared Research Cost
SY	Scientific Year
TUPF	Temporarily Unassigned Program Funds
U.S.C.	United States Code
WGI	Within Grade Increase

RESOURCE ASSISTANCE

Who To See for Help

TASK	Primary Contact	Secondary Contact
ARIS Functions: ARS 416, 417, 425, 550	Juli	Janis
Awards, Certificates, Etc.	Janis	Janis
Budget/Status of Funds	Alberto	Janis
Charge Purchase/Procurement/CATS	Raquel	Janis
Chemical Inventory	Safety Committee	Safety Committee
Civil Rights and Workplace Violence Issues	Janis	Janis
Computer Help and Software	Janis	Janis
Construction Projects	Janis	Janis
Employee Orientation First Day/Employee Exit, Benefits	Janis	Juli
Federal Express, Mail (Outgoing)	Juli	Raquel
Inventories/PROPS	Janis	Janis
Media/Congressional Contacts	Alberto	Janis
OMSP (Occ. Medical)/Health Checkups	Janis	Janis
OWCP/Injuries on the Job	Janis	Janis
Performance Standards/Appraisals & IDP's	Juli	Janis
Personnel (SF-52's and personnel actions)	Juli	Janis
Plotter, Audio/Visual equip., Training Video Library, Satellite TV/VCR	Juli	Janis
Repair & Maintenance Projects (UAF EWORF)	Janis	Raquel
ARIS Entry (publications, reports, foreign trip reports)	Juli	Janis
RSA/SCA (fund transfers, etc.)	Janis	Janis
Safety Training Programs—Employees	Safety Committee	Safety Committee
Space Issues/Space Assignment	Alberto	Janis
Time and Attendance	Juli	Raquel
Training Forms	Raquel	Janis
Travel, Domestic and Foreign(Process authorizations/claims)	Raquel	Janis
Unit Publications List	Juli	Janis
Vehicle Reports & Repairs	Janis	Raquel
UAF (Actions involving)	Janis	Janis
Visitors & guest sign-in, etc.	Juli	Raquel
Website	Juli	Juli