

**LABORATORY OF
TREE-RING RESEARCH**



**GRADUATE STUDENT
HANDBOOK**

2010-2011

Last Updated: 19 October 2010

I. GENERAL INFORMATION

The faculty and staff of the Laboratory of Tree-Ring Research (LTRR) welcome you to the University of Arizona. This introductory information packet has been prepared for your convenience. If you do not see answers to your questions about the Lab and its members, please stop by the Main Office front desk or consult a LTRR faculty advisor.

Remember, information in this packet is provided as a courtesy, and procedures may be updated more frequently than this packet, so always double-check. Ultimately, you are responsible for your education and actions.

AFFILIATION

The Laboratory of Tree-Ring Research is an interdisciplinary research unit in the [College of Science](http://cos.arizona.edu/) (<http://cos.arizona.edu/>). As the LTRR does not grant or host a degree, affiliation is, typically, in addition to your home department or program. Typically, student affiliation means that at least one LTRR staff or faculty member (including our core faculty, joint appointed faculty, or adjunct faculty) is serving in some advisory or supervisory capacity for that student. It is not necessary to “work with wood” to be affiliated with the LTRR.

Affiliation with the LTRR is a privilege, and with privilege comes responsibility.

You are responsible to the LTRR *and* to your home department or program; so you should consider this “academic dual citizenship”.

ACADEMIC ADVISING

Because the LTRR does not grant degrees, and the requirements vary substantially from one degree program to another, students should learn the programmatic requirements of their degree programs directly from academic advisors and coordinators within their home departments. Of course, LTRR faculty advisors also play a key role in elective course selection for a student’s degree program, as well as other academic matters.

LTRR ADMINISTRATION

Location: 105 West Stadium (Bldg # 58)
Telephone: 520-621-1608
Fax: 520-621-8229

Dr. Thomas W. Swetnam, Director and Professor

Email: tswetnam@ltrr.arizona.edu

Telephone: 520-621-2112

Location: West Stadium 105B2

Info: Dr. Swetnam as the Director is responsible for leadership aspects of the LTRR’s mission, goals and activities; strategic planning; faculty recruitment, retention, and development; educational and academic issues; research activities including grants & contracts; program development and implementation; community outreach; development and fund raising. Students are welcome to meet with the Director when he is available or by appointment to discuss any aspect of their work and studies within the Lab.

Dr. Steven Leavitt, Associate Director and Professor

Email: sleavitt@ltrr.arizona.edu

Telephone: 520-621-6468

Location: West Stadium 218

Info: Dr. Leavitt serves in support of all of the duties of the Director, and when Dr. Swetnam is unavailable he is responsible for approvals and immediate decision making, etc.

Ana Martinez, Business Manager

Location: LTRR Main Office (West Stadium 105B)

Telephone: 520-621-6469

Email: martinez@ltrr.arizona.edu

Info: Ana manages the administrative and financial operations of the LTRR, and she supervises all other office staff. She has a range of duties and expertise, which include: payroll, time sheets, purchasing card, vacation/sick forms, supplemental compensation, job specific hires, assistance with grant proposal/budget preparation and routing, GTA and GRA hires, motor pool authorizations, account reconciliation, FRS accounts 1000, 2000 & 5000 series, scholarships, invoicing, faculty minutes, annual reports, etc.

Should you need her assistance, *please schedule an appointment.*

Regan Holliday, Accounting Specialist

Location: LTRR Main Office (West Stadium 105B)

Telephone: 520-621-2191

Email: rfisher1@email.arizona.edu

Info: Regan works primarily with accounting and travel related expenses and issues. She is the contact for travel advances and authorizations, travel expenses, travel operations, and FRS accounts 3000 and 4000 series, among other tasks.

Regan is typically available in the afternoons.

Loretta (Lori) Wilson, Administrative Assistant

Location: LTRR Main Office (West Stadium 105B)

Telephone: 520-621-6298

Email: lmwilson@ltrr.arizona.edu

Info: Lori serves as the initial contact person for the Main Office, and the Tree-Ring Society (<http://www.treeringsociety.org/>). She answers the general telephone number for the LTRR, greets visitors, helps to schedule room use, and prepares applications for room keys, among many other duties. She also assists the Director in making appointments and various other tasks in supporting his duties.

Lori is typically available in the mornings.

Student Assistant (hours posted in main office)

Location: LTRR Main Office (West Stadium 105B)

Telephone: 520-621-1608

Info: The student assistant (currently Shawn Florchak) assists with distributing mail, accepting deliveries, request services on equipment, store purchases, FedEx, walking errands, photocopying, faxing, ordering supplies, miscellaneous typing, etc.

INFORMATION TECHNOLOGY

Dr. Martin Munro, Research Specialist, Sr.

Location: West Stadium 104B
Telephone: 520-429-2944
Email: mmunro@ltrr.arizona.edu

OUTREACH & WOODSHOP

Rex Adams, Research Specialist, Sr.

Location: Math East 18
Telephone: 520-626-3617
Email: radams@ltrr.arizona.edu

WOODSHOP & MEASUREMENT ROOM

Chris Baisan, Research Specialist, Sr.

Location: West Stadium 104D
Telephone: 520-621-7681
Email: cbaisan@ltrr.arizona.edu

COLLECTIONS

Dr. Pearce Paul Creasman, Curator of Collections

Location: West Stadium 226
Telephone: 520-621-2414
Email: pcreasman@ltrr.arizona.edu
Web: <http://litu.ltrr.arizona.edu/collection/> (under construction)

The Laboratory of Tree-Ring Research (LTRR) at the University of Arizona currently houses approximately 2,000,000 wood research specimens and their associated records, photographs, analyses, etc. The continuously expanding multi-taxon collection contains records of life on earth that are an irreplaceable source of biological and human information, built over the past 100 years.

The Collection only exists as a result of decades of research and care, and should function to support current and future science, education, and outreach. As a member of the Lab, you are expected to do your part to make and keep the Collection a viable source of scientific information.

To ensure the long-term viability of the Collection, and its future growth, an appropriate set of policies and procedures must be clearly stated and adhered to closely, while accounting for the necessary degree of flexibility associated with a multidisciplinary field that rapidly advances, such as dendrochronology.

All students who would like to work with portions of the archives **MUST** meet with the Curator prior to accessing the material.

The archive areas are not to be used as “temporary” storage space for student projects.

When in doubt, *ask* the Curator.

LTRR, Adjunct, and Affiliated Faculty eligible to serve on Graduate Degree Committees (may vary depending on departmental/college affiliations):

For contact addresses and personal data on faculty, see the main LTRR webpage:
<http://www.ltrr.arizona.edu/>

LTRR Faculty:

Pearce Paul Creasman
Jeff Dean
Katie Hirschboeck
Malcolm Hughes
Steve Leavitt
Dave Meko
Paul Sheppard
Tom Swetnam
Ramzi Touchan
Ron Towner
Valerie Trouet (beginning January 2011)

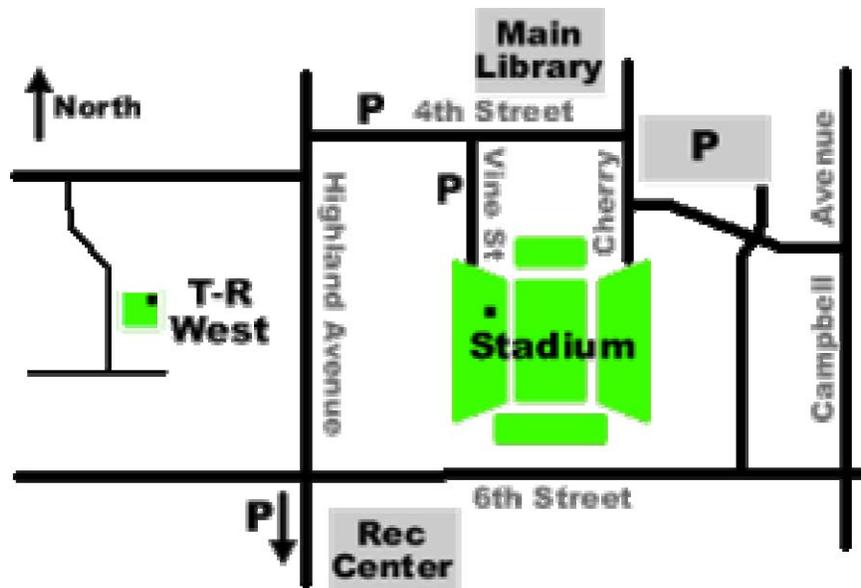
Adjunct Faculty:

Julio Betancourt
Henry Diaz
Mike Evans
Steve Gray
Ann M. Lynch
Steve Nash
Irina Panyushkina

Joint Faculty:

Don Falk
Peter Ffolliott
Gregg Garfin
Russ Monson (beginning January 2011)
Connie Woodhouse

LOCATION MAP



If I have questions, who do I ask?

1. General – Start with other students and then your faculty advisor – someone should be able to point you in the right direction.
 2. Administrative – Front office (Lori, Ana & Regan)
 3. Academic – Your home department, then your faculty advisor
 4. Collections – Pearce Paul Creasman
 5. Computer & IT – Martin Munro
 6. Student issues – Student representative
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Some Useful Web Page Addresses:

The main UA LTRR webpage is <http://www.ltrr.arizona.edu/>

The main UA College of Science webpage is <http://cos.arizona.edu/>

The Graduate College at the University of Arizona maintains information on the requirements for degrees on their catalog pages, and their home pages for the College. For a direct link to the Graduate College home pages go to grad.arizona.edu

To retrieve the forms used in the degree completion process, you will need a computer that is equipped with Acrobat Reader. You can download the reader at this site grad.arizona.edu/gc/forms

The University of Arizona Student portal: <http://www.arizona.edu/students>

First Things To Do as a New Student:

1. Check with the front office to complete appropriate paperwork (see Lori)
2. Sign up for the tree-ring lab listserv
(<https://schulman.ltrr.arizona.edu/mailman/listinfo/trl-l>)
3. Sign up for the tree-ring lab student listserv
(<https://schulman.ltrr.arizona.edu/mailman/listinfo/grad-l>)
4. Get to know the LTRR Graduate Student representative
Currently: Dan Griffin
Email: dgriffin@email.arizona.edu
5. Sign up for semester outreach
Contact: Rex Adams
Email: radams@ltrr.arizona.edu

Dates and Important Fee Deadlines:

See: <http://www.bursar.arizona.edu/students/dates/index.asp>

Common Questions, Concerns, and Issues:

Annual Student Reports: Each student is expected to complete an annual report (see form in appendix), review it with their primary LTRR advisor, and submit it by the due date. Failure to complete an annual report may disqualify you from consideration for certain forms of Laboratory support, including scholarships and, potentially, assistantships.

Assistantships: Graduate Teaching Assistantships in the LTRR are limited, competitive, and must be applied for annually or by semester. Initial and continuing receipt of teaching assistantships is not guaranteed, unless prior arrangements have been made with an appropriate authority. Graduate Research Assistantships are entirely funded by grants or fellowships, and so are dependent on availability of such funds, and the discretion of the faculty leading or supervising the funded research. Usually GRAs are awarded for one or more semesters, and may or may not include full summer employment, again depending on the grant funding and discretion of the faculty member. To find out more, contact the faculty member(s) with whom you are interested in working.

Research & Desk Space: Desk and lab space is typically allotted to faculty and staff. You should contact your faculty advisor to arrange a place to work in the lab or desk space if available. Student space is not guaranteed.

Outreach: The LTRR is widely known and a frequently used educational attraction for many types of groups including University of Arizona classes and labs, class groups from other universities, class groups from primary and secondary schools, and various non-academic organizations.

Staff, students and faculty spend many hours each year visiting schools and community organizations and leading tours of the Laboratory of Tree-Ring Research. We have many handouts and hands-on demonstrations suitable for many age groups.

Everyone is expected to contribute to our outreach efforts.

Security: If you see or smell someone or something strange, unfamiliar, suspicious Report It! If it is during business hours, report it immediately to the Front Office. Outside of business hours, use your best judgment and report to Campus Police, if necessary.

Please keep in mind that the former Printing and graphics Area is NOT a secure space. Many non-LTRR people have keys (especially maintenance, general contractors, athletics, etc.) and often use this space for breaks and lunch.

Football Game Days: Being located in Arizona Stadium presents certain complications to working immediately before, during, and immediately after home football games.

Avoid coming to the LTRR if at all possible during these times; however, if you must work or access the lab during these times make sure to have your keys, Key Card, Cat Card, and a telephone. Do not access spaces that you are not formally authorized to on game days.

Bicycles: Fire codes prevent the storage (even temporary) of bicycles anywhere inside the LTRR buildings, including stairwells, halls, ramps, etc. There are bicycle racks near the LTRR Main Office, and beside the Math East/Tree-Ring West building, please use them.

Recycling: Recycling bins can be provided for offices, please see the custodian.

University of Arizona Bookstore:

Graduate Assistants (Research and Teaching) are eligible for *discounts* at the UA Bookstore:

10 % off of general items*

10 % off of textbooks*

20% off of general books*

*Must present CAT Card at time of purchase and must be a current student & current graduate assistant.

II. SERVICES, FACILITIES & SAFETY

A. General Safety

ALL students must fill out the LTRR safety checklist and sign document before ANY field or laboratory work (see Lori).

All employee and non-employee injuries that happen while at the LTRR or out in the field (during LTRR fieldwork) must be reported *immediately*, or at the earliest opportunity when communication is possible.

Report to: 1) Supervisor or LTRR advisor and 2) the Main Office (Ana) as soon as possible. The Main Office will assist the individual and/or supervisor/advisor about what forms or procedure needs to be followed through Risk Management & Safety.

Risk Management & Safety Links: Telephone: 520-621-1790

<http://risk.arizona.edu/insurance/wc-reportinjury.shtml>

<http://risk.arizona.edu/healthandsafety/index.shtml>

<http://risk.arizona.edu/forms/index.shtml>

Fire Safety: <http://risk.arizona.edu/healthandsafety/firesafety.shtml>

Tucson Fire Department: <http://www.tucsonaz.gov/fire/>

Campus Health Service: <http://www.health.arizona.edu/webfiles/main.htm>

Telephone: 520-621-6490

After Hours Telephone: 520-570-7898

Campus Police: <http://www.uapd.arizona.edu/>

Non-Emergencies: 520-621-8273

Emergencies: Dial 9-1-1

B. Woodshop

NO ONE is permitted to work in the woodshop without:

- 1- Training by qualified LTRR staff or faculty (see Rex or Chris).
- 2- LTRR personnel nearby (in Math East) and who has been informed that you will be working in the shop.

C. Measuring Room

The measuring room is available for student use, but should be scheduled with Rex or Chris.

D. Web Bio and News Items

See Martin Munro for instructions how to initiate, login, and update a student profile on the LTRR web page.

The first level of the LTRR home page (www.ltrr.arizona.edu), occasionally has opportunities to post exciting Lab news. Should you have an idea based on your work with the Lab, please see Martin Munro.

E. Printer/Copier/Computer Room (West Stadium 104B)

Portions of this space are common use areas, please keep them neat and clean at all times.

Student printing may be limited on a semester, annual, or financial basis. Printing in the common use area is recorded on a page cost basis.

Passwords are necessary for photocopier use (see Martin). Use is charged per page.

Fill the printer tray(s) with paper when needed.
Report when ink/toner is low.

Problems with Copies and Printers: Report to Front Office and/or Martin Munro immediately.

D. Conference Room (West Stadium 104C)

Use can be scheduled through Lori.

Conference room chairs stay in the conference room.

III. LTRR OFFERINGS

A. “Tree Ring Talks” – LTRR’s lecture series

What is it?

The Tree-Ring Talks are a regular (usually two per month or more) lunch-time talks featuring LTRR faculty, staff, students, guests, and other scholars’ ongoing research.

Is attendance required?

No, but you should attend for at least the following reasons:

- A. Demonstrates that you are taking your education seriously
- B. Opportunity to stay on the leading edge of related research
- C. Could give you ideas/lead to opportunities for your own work
- D. Opportunity to meet many respected scholars
- E. Opportunity to present your own work and support peers and colleagues

When: Most Wednesdays (see <http://www.ltrr.arizona.edu/events.html> or <http://www.ltrr.arizona.edu/seminar.html>)

12:00 – 1:00 pm

Math East multipurpose room (basement), unless stated otherwise.

Organizer: Dr. Pearce Paul Creasman
Location: West Stadium 226
Telephone: 520-621-2414
Email: pcreasman@ltrr.arizona.edu

Student Co-Organizer: Dan Griffin
Email: dgriffin@email.arizona.edu

B. Scholarships & Awards

The LTRR faculty recognizes the accomplishments and potential of its students with these scholarships. They are intended to encourage students to continue their tree-ring studies and to apply that learning in their future career.

Affiliated LTRR students should note that the awardees are selected by LTRR faculty, and for graduate students completion of their most recent annual report is ordinarily required to be selected.

These awards are made intermittently (typically every 2 to 3 years), because they are shared with other departments and/or they are based on endowments that accrue funds at variable rates through time depending on the market.

For a list of previous recipients, please see: <http://www.ltrr.arizona.edu/awards.html>

Andrew Ellicott Douglass Memorial Scholarship

The Douglass Scholarship indicates outstanding academic achievement and high expectations of future contributions to dendrochronology. The late Mrs. Ida Whittington Douglass and Elizabeth Hale Strickler established this fund to benefit upper division or graduate students in the fields of dendrochronology and astronomy. Recipients are named by the Departments concerned and approved by the Dean of the College of Science subject to approval of the Student Financial Aid Office.

Alsie French & Edmund Schulman Memorial Scholarship

The Schulman Scholarship indicates outstanding students in our dendrochronology courses who have demonstrated high potential for making future contributions to the field of dendrochronology. This award is gift from Florence E. Phillips and Gladys Phillips of Tucson, Arizona, in memory of Alsie French Schulman, formerly Assistant Professor of English, and Edmund Schulman, formerly Professor of Dendrochronology at the University of Arizona. Upper division students in the Departments of English and Dendrochronology are eligible. Candidates are recommended by the Department concerned, subject to the approval of the appropriate Deans and the Office of Student Financial Aid.

Bristlecone Award

The Bristlecone Award indicates outstanding contributions by a graduate or undergraduate student working in the Laboratory of Tree-Ring Research on research related to bristlecone pine. The award is a gift from an anonymous donor, and is awarded irregularly.

IV. University Wide Regulations and Important Information

A. Acceptable Use of Computers and Networks at The University of Arizona

From <http://security.arizona.edu/aup> (25 August 2010)

I. Introduction

The University of Arizona provides a wide variety of computing and networking resources to all qualified members of the university community. Access to computers, computing systems and networks owned by The University of Arizona is a privilege which imposes certain responsibilities and obligations and which is granted subject to university policies and codes, and local, state and federal laws. All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly while using shared computing and network resources including wireless. The purpose of this policy is to promote the efficient, ethical and lawful use of the University of Arizona's computer and network resources.

II. Scope

This policy applies to all users of University of Arizona computing and network resources, whether initiated from a computer and/or network device located on or off campus.

III. Policy Statement

Individuals using computer resources belonging to The University of Arizona must act in a responsible manner, in compliance with law and University policies, and with respect for the rights of others using a shared resource. The right of free expression and academic inquiry is tempered by the rights of others to privacy, freedom from intimidation or harassment, protection of intellectual property, ownership of data, and security of information.

Violations of this policy are subject to sanctions prescribed in, but not limited to, the following policies: Arizona Board of Regents Code of Conduct, Student Code of Conduct, Code of Academic Integrity, Classified Staff Personnel Policy Manual, University Handbook for Appointed Personnel. Some potential sanctions are listed in Article V of this policy.

IV. Acceptable Use Guidelines

The specific usage guidelines that follow are not intended to be comprehensive, but rather to establish and clarify the intent of this policy. Situations not enumerated here will inevitably arise, and they should be interpreted according to the spirit of this policy.

Each person using the University of Arizona's computer and network resources should:

1. Take no actions that violate the Codes of Conduct and Academic Integrity, Classified Staff Personnel Policy Manual, University Handbook for Appointed Personnel, or other applicable policy or law. This is not a comprehensive list of applicable University policies. In the event of a conflict between policies, the more restrictive use policy shall govern.

See the following related manuals/documents for more information:

- [Faculty and Staff Manuals](#)
- [Student Code of Conduct](#)
- [Misuse of University Assets](#)
- [Approved Use of University Computing and Communications Equipment](#)

2. Use security measures to protect the integrity of information, data, and systems.

Users shall protect their computer systems and accounts by using strong passwords, installing anti-virus software consistent with management directives and keeping such software, as well as the operating system and application security patches, up to date. Users are responsible for safeguarding their identification codes and passwords, and for using them only as authorized. Examples of misuse include using a computer account and/or obtaining a password that you are not authorized to use, using the campus network to gain unauthorized access to any computer system, and using a "sniffer" or other methods in an attempt to "crack" passwords.

See the following related documents for more information:

- [Information Security Policy](#)
- [UA Electronic Privacy Statement](#)
- [UA summary of FERPA](#)

3. Clearly and accurately identify one's self in electronic communications. Do not forge or misrepresent one's identity. Concealing or masking the identity of electronic communications such as altering the source of an email message by making it appear as if the message was sent by someone else is a violation of this policy.

See the following related policies for more information:

- [Electronic Mail Policy](#)
- [Official Student E-mail Policy](#)
- [Employee Email Policy](#) (Use of Email for Official Correspondence with Employees)

4. Use computer and network resources efficiently. Computing resources are finite and must be shared. Users may use the University's computer and network resources for

incidental personal purposes, provided that such use does not (A) unreasonably interfere with the use of computing and network resources by other users, or with the University's operation of computing and network resources; (B) interfere with the user's employment or other obligations to the University; or (C) violate this policy or other applicable policy or law. The university retains the right to set priorities on use of the system, and to limit recreational or personal uses when such uses could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or to interfere with research, instructional or administrative computing requirements, or to violate applicable policies or laws. Examples of inappropriate use include circumventing the editor or moderator to post messages to private (closed) listservs, sending "chain letters" or engaging in pyramid schemes, or engaging in unauthorized peer-to-peer file sharing. Sending "spam," defined as unsolicited "junk" e-mail sent to large numbers of people to promote products or services or inappropriate promotional or commercial postings to discussion groups or bulletin boards, is not permitted.

See the following related policies for more information:

- [Approved Use of University Computing and Communications Equipment](#)

5. Do not harass or intimidate or use computer and network resources for unlawful acts. The University, in general, cannot and does not wish to be the arbiter of content maintained, distributed or displayed by users of the University's computing and network resources. For example, the University, in general, cannot protect users from receiving e-mail they may find offensive. Using the University's computer or network resources for illegal activities, however, is strictly prohibited. Unlawful use of University computer and network resources can expose the individual user and the University to damages claims, or potential criminal liability. Unlawful uses may include, but are not limited to: harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation or disability; obscenity; child pornography; threats; theft; attempting unauthorized access to data; attempting to breach security measures on any electronic communications software or system; attempting to intercept electronic communication transmissions without proper authority; and violation of intellectual property or defamation laws. Do not use computer systems to send, post, or display slanderous or defamatory messages, text, graphics, or images. By using the University's computer and network services, each user accepts the responsibility to become informed about, and to comply with, all applicable laws and policies.

6. The use of university computer resources and networks is for legitimate academic or administrative purpose. Incidental personal use is permissible to the extent that it does not violate other provisions of this policy, interfere with the performance of employee's duties, or interfere with the education of students at the university. Use of your computer account or the network for commercial activities that are not approved by appropriate supervisory University personnel consistent with applicable policy, or for personal financial gain (except as permitted under applicable academic policies) is prohibited. Examples of prohibited uses include using your computer account for engaging in unauthorized consulting services, software development, advertising products/services, and/or other private commercial activity.

See the following related document for more information:

- [Acknowledgment and Advertising on UA Web Pages](#)

7. Respect copyright and intellectual-property rights. Users must adhere to the U.S. Copyright Act, the University of Arizona Interim Intellectual Property Policy, and the terms and conditions of any and all software and database licensing agreements. Any form of original expression fixed in a tangible medium is subject to copyright, even if there is no copyright notice. Examples include music, movies, graphics, text, photographs, artwork and software, distributed in any media -- including online. The use of a copyrighted work (such as copying, downloading, file sharing, distribution, public performance, etc.) requires either (A) the copyright owner's permission, or (B) an exemption under the Copyright Act. The law also makes it unlawful to circumvent technological measures used by copyright owners to protect their works. Copyright infringement exposes the user, and possibly the University, to heavy fines and potential criminal liability. Therefore, without limitation of other possible sanctions, the University may refuse, suspend and/or terminate computer and network access, with respect to any user who violates the copyright law, or who uses the University's computer or network resources contrary to the terms of the University's software or database license agreements.

See the following related document for more information:

- [Copyright and the Web](#)
- [United States Copyright Office](#)
- [Copyright and Fair Use](#)
- [Use of Peer to Peer File Sharing Programs](#)

8. Respect University property. Misuse of university property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

See the following related manuals/documents for more information:

- [Misuse of University Assets](#)

9. Make only appropriate use of data to which you have access. Authorized university personnel (e.g. system, network and database administrators, among others) may have access to data beyond what is generally available. Privileged access to data may only be used in a way consistent with applicable laws, University policies, and accepted standards of professional conduct. Those who have access to databases that include personal information shall respect individual privacy and confidentiality, consistent with

applicable laws and University policies regarding the collection, use and disclosure of personal information. Users should be aware however that state laws and university policies, guidelines and regulations may prevent the protection of certain aspects of individual privacy. Both the nature of electronic communications, and the public character of the University's business make certain uses less private than users may anticipate. For example,, in certain circumstances, the University may permit the inspection, monitoring or disclosure of e-mail, consistent with applicable laws and with the University's Electronic Mail Policy.

See the following related polices/documents for more information:

- [UA Electronic Privacy Statement](#)
- [Electronic Mail Policy](#)
- [UA summary of FERPA](#)

10. Respect and adhere to other departmental/college/Internet Service Provider's acceptable use policies. When using a university computer system and/or network to connect to a non University of Arizona system or network, adhere to the prevailing policies governing that system or network. This does not in any way release your obligation to abide by the established policies governing the use of University of Arizona computer systems and networks.

V. Recourse for Misuse and/or Non-Compliance

Aforementioned policies in this document include action steps to be taken to determine whether or not an individual has, in fact, misused University computing and/or network resources. Protections of the rights of individuals accused of policy violations afforded by those policies also apply.

Users who misuse University computing and network resources or who fail to comply with the University's written usage policies, regulations and guidelines are subject to one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions taken by the department or Dean of Students Office up to and including expulsion from school or termination of employment
- Subpoena of data files
- Legal prosecution under applicable Federal and State laws
- Possible penalties under the law, including fines and imprisonment

Violations, complaints and questions should be reported to the University Information Security Office by email (iso@arizona.edu) or call 626-0100.

B. University Motor Pool Vehicles

last updated: 3/16/2006

accessed: 25 August 2010

1. **University Vehicles may ONLY be used for official University business and may NOT be used for any other purpose.** University vehicles are not covered by liability insurance. Rather, University employees, students, agents or volunteers who drive a University vehicle for the sole purpose of participating in authorized University activities are covered for liability ([contact Risk Management for details](#)). This means that no coverage is provided for anyone, including any University employee, who operates a Motor Pool vehicle for nonauthorized, non-University business purposes.
2. University employees, University students, agents of the University and University volunteers may be **drivers** and/or **passengers** of University vehicles. Non-University employees or non-University students may only ride in a Motor Pool vehicle if they are participating in the function for which that vehicle is being used; however, they cannot drive a Motor Pool vehicle. See [Reserving a Vehicle](#), for required approvals. Contact Risk Management for the definition of an agent.
3. Only drivers with valid driver's licenses may operate a Motor Pool vehicle. The driver must have the license in his or her possession at all times while driving the vehicle.
4. The individual operating a vehicle is responsible for any parking and traffic violations. **Damage to a vehicle due to other than normal usage may be charged to the department.**
5. **UNIVERSITY POLICY PROHIBITS TAKING UNIVERSITY VEHICLES TO PRIVATE HOMES.** Violation of this policy means the driver may be personally liable for injury or property damage. (See **UA Insurance Coverage Brochure** available from [Risk Management](#).) The University Fleet Manager may make occasional exceptions to the policy if taking the vehicle home is integral to the business purpose of the trip.

Reserving a Vehicle

6. Complete a [Request for Motor Pool Vehicles \(RMPV\)](#).

NOTE: State Risk Management requires that drivers of High Occupancy Vehicles (HOV) receive training. Due to the new requirements, Requests for Motor Pool Vehicles (RMPV) must be completed for all HOV rentals and the names of all driver's listed on the RMPV. Please contact [UA Risk Management](#) at 621-1790 to schedule this training.

7. Obtain the following approvals:
 - a. Department head, director, dean or faculty advisor: All forms.
 - b. Student Programs: Non course travel by University students.

- c. Fleet Manager:
- When Agents of the University or University volunteers will be a driver.
 - When passengers in a vehicle are not University employees or University students.
 - For out-of-state travel or foreign travel.
8. Click [Here](#) for current vehicle rates.
 9. Call the Motor Pool to reserve the required vehicle as soon as the details of the trip are known OR [reserve a vehicle online](#).
 10. Cancel vehicle reservations as soon as possible, as others may wish to use the vehicle. Failure to cancel 24 hours prior to dispatch time will result in a cancellation fee equal to one days vehicle rental.
 11. Notification should be given in writing, not less than 24 hours before the trip in the event of any change involving:
 - a. Change in hour of departure or return,
 - b. Change in destination, OR
 - c. Change in type of equipment.
 12. Vehicles will be held for one hour after the scheduled departure. Vehicles may be released to other users after that time. A cancellation fee of one day's rental will be assessed.
- Picking up Vehicles from the Motor Pool
13. Vehicles may be picked up at the Motor Pool from 6:00am to 5:00pm Monday through Friday. 6:00am to 12:00pm Saturday and 12:00pm to 6:00pm Sunday
 14. Inspect the vehicle for preexisting damage/discrepancies, if any, request that the dispatcher notate on the rental contract.
 15. Individuals driving Motor Pool vehicles must show a valid driver's license, a current University ID and sign a Motor Pool Rental Agreement when picking up a vehicle. The dispatcher will verify that all drivers of HOVs have attended the state mandated training sessions.
 16. The individual picking up the vehicle must know the account number to be charged. (This account number must match the one given on the Request for Motor Pool Vehicles form.)

17. All vehicles will have a full tank of gas when they are picked up from the Motor Pool. When using the Motor Pool vehicle around Tucson, use the Motor Pool gas pump to refuel.
18. If using a Voyager Fleet gasoline credit card (obtained from the Motor Pool staff) while on an extended trip, write the license plate number and the Motor Pool vehicle number on the charge slip. A list of companies, which will honor the credit card, will be provided with the credit card. If the service station will not accept the credit card, pay for the gasoline and get a receipt. Every Effort should be made to use the Voyager Fleet card, as it saves the University money, i.e. fuel purchased by other means may be reimbursed at the per gallon rate **less** the \$0.18 per gallon Federal Excise Tax savings realized by using the Voyager Fleet card. (Mexico exempt.)

A valid receipt must show date of purchase, name of vendor, the license plate number and Motor Pool vehicle number, and the total amount paid. Present this receipt to the Motor Pool staff upon completion of the trip and they will prepare a Check Request.

- a. If \$50 or less, the Check Request will be forwarded to Accounts Payable.
 - b. If greater than \$50, the Check Request will be routed to the fund accountant for signature. The fund accountant will forward the Check Request to Accounts Payable.
 - c. Accounts Payable will process the reimbursement and it will be added to the employee's after tax net pay.
19. All credit cards and receipts must be returned to the Motor Pool upon completion of the rental.
 20. In the event of a mechanical breakdown or an accident, follow instructions in the Operator's Guide, located in the glove compartment of each vehicle. Emergency phone numbers are also supplied in this material.
 21. If repairs to a Motor Pool vehicle are necessary, call the Motor Pool for approval. The Motor Pool will either pay the vendor directly or instruct the driver to pay for the repairs with the credit card. If the driver must personally pay for any repairs, a valid receipt must be obtained for reimbursement.

The receipt must show date of purchase, name of vendor, license plate number, Motor Pool vehicle number, and the total amount paid. Present this receipt to the Motor Pool staff upon completion of the trip and they will prepare a Check Request.

- a. If \$50 or less, the Check Request will be forwarded to Accounts Payable.

- b. If greater than \$50, the Check Request will be routed to the fund accountant for signature. The fund accountant will forward the Check Request to Accounts Payable.
 - c. Accounts Payable will process the reimbursement and it will be added to the employee's after tax net pay.
22. Any alterations to a vehicle (for example, removal of seats from a carry-all) must be performed by Motor Pool personnel.

Returning a Vehicle

23. Return vehicle(s) to the Motor Pool immediately upon completion of official University business in compliance with University policy.
- a. If returning the vehicle between 6:00 am and 5:00 pm, park the vehicle in the spaces provided inside the Motor Pool compound, locked. Return the key to the dispatch counter.
 - b. If returning the vehicle between 5:00 pm and 6:00 am, park in the north parking lot. Leave the vehicle locked and place the keys in the drop box on the fence to the Motor Pool compound, next to the blue emergency phone.
24. Any unclaimed items left behind in a Motor Pool vehicle are turned over to University of Arizona Police Department (UAPD) if not claimed within one week.
25. Use the form in the glove compartment to report any mechanical defects to the Motor Pool upon return of the vehicle.
26. If any damage is incurred, fill out the Automobile Loss Report located in the glove compartment.

C. Volunteer Coverage

(accessed: 25 August 2010, <http://risk.arizona.edu/insurance/volunteercoverage.shtml>)

Volunteers and Insurance Coverage

The University provides limited liability coverage for authorized volunteers. The University's insurance program, administered by the State of Arizona, covers liability arising from the acts of volunteers while providing service in an authorized capacity. This coverage will provide a legal defense for claims made against the volunteer for alleged harm to others or damaging the property of others. Settlement of claims and/or payment of court judgments is by the State of Arizona Risk Management Division on behalf of the

University of Arizona. This insurance program is statutory, governed by [Arizona Revised Statutes §41-621 et seq.](#)

Volunteers who are injured while performing work for the U of A are provided accident insurance to cover medical expenses incurred up to \$25,000. Coverage is excess other available insurance, and there are specific limitations and exclusions. There is no cost to volunteers for this insurance (see: [program details](#)).

Volunteer Registration

Departments using volunteers must keep on file sufficient information to document each volunteer's status and authorized duties. Failure to properly document a volunteer's duties and authorization will jeopardize the liability coverage described above. Risk Management and Safety recommends that this be accomplished with a Volunteer's Letter of Appointment for each volunteer.

A Volunteer's Letter of Appointment should contain the following information:

- Volunteer's full legal name.
- Program title and brief description where the volunteer will be serving.
- Name and title of the person or persons responsible for volunteer supervision.
- Anticipated duration of volunteer service.
- A description of the services the volunteer is authorized to perform, and an acknowledgement that the services rendered will not be compensated.
- Instructions for immediately reporting accidents or other incidents.

Volunteer Safety

Departments should plan for the safety of volunteers just as they would regular employees. Tasks that require special training, certification, or equipment should only be conducted by volunteers who are appropriately equipped and qualified. If a volunteer's duties will include driving on University business, the department must determine that the volunteer has a valid driver's license, and keep a photocopy with the Letter of Appointment.

D. ABBREVIATED: Requisitions/Reimbursements

(accessed: 25 August 2010 <http://www.fso.arizona.edu/fso/deptman/9/910reimb.html>)

- 2. Allowable Expenditures:** Reasonable and business-related expenditures, as defined below, are allowable. Some expenditures are only allowable from certain funding sources; refer to [Table 1](#).

NOTE: Some expenses appear to be personal, for example, flowers or clothing. Other expenses appear to be nonbusiness related, for example, firearms or gasoline for vehicles used in town. Expenses that appear to be personal or nonbusiness related must be supported by a written explanation of why and how they are reasonable and business related.

- a. **Reasonable:** An expenditure is considered reasonable if: 1) the nature of the goods or services acquired and the amount involved reflect the actions of a prudent person under the circumstances, 2) the expenditure is appropriate given the purpose of the University, and 3) reimbursement for or direct payment of the expenditure is not otherwise disallowed by any University policy.
- b. **Business-Related:** Ordinary and necessary expenses incurred to conduct University of Arizona business.

Additional Restrictions

4. **Business Meeting Expense vs. Business Entertainment:** A distinction must be made between Business Meeting Expense and Business Entertainment because Business Meeting Expense may include the bid process.
 - a. **Business Meeting Expense (for groups):** The primary purpose is to conduct business or disseminate information. Business meetings require advance planning, involve groups of people and have considerable cost. Examples include luncheons and dinners for groups, banquets, conferences, workshops, retreats and seminars.

These events must be preceded by a dPR to a vendor far enough in advance to allow for the bid process when applicable. Business meetings may include elements of morale-building activities meant to reward or celebrate successes or to publicly recognize employees for good performance. These take on more of an informal-type employee recognition nature, and might include expenses incurred for incidental (small dollar) tokens given to motivate, inspire or express appreciation.

Code Business Meeting expense to object code [5170](#). Business Meetings are not allowed on State accounts and have restricted usage on Sponsored and Local Accounts (refer to [Table 1](#) for details).

NOTE: When events on main campus are planned that include food, and the total cost exceeds \$500.00, departments and organizations must contact the Student Union Dining Services to make food service arrangements. AHSC departments have the option of using the UMC food service. [Refer to the Catering Policy for details.](#)

- b. **Business Entertainment (for a few individuals):** The primary purpose of Business Entertainment is to further business relations. Business Entertainment is smaller in scale, includes a small number of people and is

fairly low cost. Examples include business lunches or dinners, tickets to athletic, cultural or other events.

Process reimbursements to University employees with a [Check Request](#); payments to vendors should be requested in advance with a [dPR](#), a PO or PPO.

Code Business Entertainment to object code [5550](#). Business Entertainment is allowed only on Local Accounts (refer to [Table 1](#) for details).

5. **Unallowable Expenditures:** Some examples of unallowable expenditures, which are not payable from any University funds, are:

- a. Expenditures for employee social or recreational functions - where no business is conducted nor business objectives are present (for example, non-approved individual retirement farewells or employee recognition programs, picnics, or memorial services; Christmas or other holiday related parties and employee functions).
- b. Gifts of any type for personal life events or for holidays (for example, for condolence, congratulations, birthdays).
- c. Dues for membership in community service organizations (for example, Kiwanis, Rotary).
- d. Charitable contributions or donations.
- e. University parking fees and permits for faculty, staff or administrators personal use.
- f. Fines and penalties (for example, parking fines and returned check charges).
- g. Personal expenses (for example, passports and related expenses, personal phone calls, personal use of photocopy machines, supplies for home or personal use, such as, briefcases).
- h. Alcohol.

Table 1 - Allowable Expenditure Summary

The following chart outlines specific categories of business-related expenses as they are generally allowed by fund type, assuming proper approval and documentation. Exceptions may occur where the expenditure is specifically budgeted or specifically prohibited by the source of funding. The terms of individual contracts and grants may also require sponsor preapproval for certain types of expenditures. Refer to the appropriate Fund Accountant for details.

Category of Expenditure	<u>State Accounts</u>	<u>Sponsored Accounts</u>	<u>Local Accounts</u>
Administrative salaries	Allowable	Restricted (10)	Allowable
Business entertainment Expenses incurred on behalf of non-University employees or appropriate University employees when the primary purpose of the activity is to further business relations but not to conduct business functions. <u>Alcohol cannot be reimbursed using any University funds.</u>	Not allowable	Not allowable	Restricted (7)
Business meetings (11) Costs of meetings and conferences, when the primary purpose is to disseminate technical information or conduct business. This includes the costs of meals, refreshments and other items incidental to the meetings or conferences. <u>Alcohol cannot be reimbursed using any University funds.</u>	Not allowable	Restricted (8)	Restricted (7)
Departmental or institutional recognition programs, awards, and retiree farewells (refer to <u>paragraph 3.</u>)	Not allowable	Not allowable	Allowable
Employee recruiting (2) Expenses incurred to recruit a prospective University employee, including airfare, transportation, lodging, meals, and other necessary expenses related to the job interview or recruiting process (4)	Restricted (3)	Restricted (10)	Allowable
Employee relocation-from outside Arizona	Not allowable	Restricted (10)	Restricted (5)
Employee relocation-within Arizona	Allowable	Restricted (10)	Restricted (5)
Local Telephone	Allowable	Not allowable	Allowable
Meals at local professional organization meetings	Not allowable	Restricted (8)	Restricted (9)
Office coffee, tea or water (does not include food)	Not allowable	Not allowable	Allowable
Office Supplies	Allowable	Restricted (10)	Allowable
Postage	Allowable	Restricted (10)	Allowable

Professional organization dues (6)	Allowable	Restricted (10)	Allowable
Registration fees at local conferences	Allowable	Allowable	Allowable
Student Recruitment Expenses	Not Allowable	Restricted (10)	Restricted (12)
Subscriptions and books (if job-related)	Allowable	Restricted (10)	Allowable

V. FORMS

See the following, appended:

- 1) LTRR Orientation Checklist (applies to all students).
- 2) Wet Lab – New Personnel Checklist (may not apply to all students).
- 3) LTRR Safety and Operating Procedures for the Woodworking Shop (applies to all students).
- 4) Fieldwork Safety Sheet (applies to all students conducting fieldwork with/through the LTRR).
- 5) Travel Authorization *Request* (to be filed BEFORE LTRR/University related travel). See Regan with questions.
- 6) Travel Expense *Request* (May not apply to all students. To be completed within 10 days of return from trip. MUST include an account number for reimbursement.) See Regan with questions.
- 7) P-Card Authorization (May not apply to all students. MUST include an account number for reimbursement. Requires PI's signature.) See Regan with questions.
- 8) Graduate Student Annual Report template

Laboratory of Tree-Ring Research Orientation Checklist

Name:

Initial each line that applies. Do not complete parts that do not apply. (Everyone must complete lines marked #)

Laboratory of Tree-Ring Research

- Acceptable behavior (including gender, race and disability issues) #
- Introduction to Main Office, time sheet and paycheck procedures #
- Working hours, vacation and sick time procedures #
- Key procedures #
- Telephone and fax use #
- Mail and FedEx procedures #
- Photocopying-use of machine and copyright restrictions #
- General rules for computer and network use, including software copyright protection
- Travel procedures (mainly, contact the office several weeks in advance, and keep receipts for every last thing)
- Proposal routing procedures
- Purchasing procedures (again, always ask in the office before purchasing)
- Access to office supplies and equipment #
- Visitors and volunteers

U of A mandated orientation/courses (*certificate must be on file in Main Office)

- UA Orientation (student, staff or faculty)
- Lab Safety Course - applicable if working in wet lab *(date taken_____)
- UA Radiation Safety Course, if applicable *(date taken_____)

Security Issues

In case of major emergency use nearest phone to call 911, giving room number and identifying building as Arizona Stadium, West Building, University of Arizona. Then call the Main Office, 621-2191 or 621-6494. For minor injuries provide aid from the nearest first aid kit and call the Main Office or your supervisor. The Student Health Center is available to students and employees in the case of non-life threatening injuries. Always remember to fill out an accident report form.

- All building entrances, stadium gates, windows, office, lab and hallway doors locked after hours and on weekends.#
- Lock unoccupied rooms at all times #
- Fire extinguishers #
- Fire alarms and evacuation procedure #
- Location of emergency phones and numbers, 911 procedures #
- Bicycles may not be brought into rooms - the bike racks provided should be used. #
- Acceptable areas for eating/drinking/smoking #
- DO NOT admit anyone into the buildings after hours if they do not have a key. #
- Beware of cyclists near doors and on sidewalk under stadium #

Shop procedures

- Shop training and check list completed *(date completed_____)

Measuring room procedures

- Training completed (countersignature of trainer_____, date_____)

Other specialist equipment

_____ Training completed on (name apparatus _____, _____, _____)
(Countersignature of trainer _____, date _____)

Wet lab procedures

_____ Wet lab training and check list completed *(date completed _____)

Field Safety

_____ Field safety check sheet completed *(date completed _____)

Chain Saw use

_____ Chain saw practical and safety training completed *(countersignature of trainer _____,
date _____)

Sign to indicate that the topics initialed above have ben discussed, and relevant training given where appropriate:

Name: _____ Supervisor+ _____, date:

Position: _____ LTRR Director _____, date:

Date

+ This signature indicates that all necessary instructions or training has been given and the relevant sections have been initialed.

WET LAB

New Research Personnel Checklist

EMPLOYEE, STUDENT OR VISITOR NAME

The Wet Chemistry Lab in Room 100, like all chemistry labs, harbors danger for those who act carelessly. However, with a few precautions, it can be a lot of fun, and safe!

In case of major emergency use the phone on the middle part of room 100 to call 911, identifying location as Room 100, Arizona Stadium, West Building, University of Arizona. Then call the main office, 621-1608. For minor injuries provide aid from the first aid kit on the towel dispenser above the sink in the Wet Lab, and call the Main Office or your Supervisor. An emergency shower is next to the sink in the Wet Lab. A fire extinguisher is located in the outer part of room 100, next to the through door. The Student Health Center is available to students and employees in the case of non-life threatening injuries. Always remember to fill out an accident report form.

U of A Mandated Lab Safety Class (Scheduling information available from Risk Management 626-1136)

____ Scheduled for the following date

or

____ Completed on _____, certificate on file in the Tree-Ring Lab Office.

Site Specific Training

____ Protective eye wear

____ High temperature hazards

____ Cold liquid hazards

____ Electrical hazards

____ Chemical hazards

____ Waste disposal

____ Chemical safety data sheets location and updating

____ Acid and organic storage

____ Vacuum explosion hazards

____ Hood

____ Eyewash

____ First-aid kit

____ Glass disposal boxes

____ Gas cylinders

____ Procedures in case of fire

____ Fire extinguishers

Sign below to indicate that the above topics have been discussed with employee:

Employee

Date

Supervisor

Date

LABORATORY OF TREE-RING RESEARCH
SAFETY AND OPERATING PROCEDURES FOR
THE WOODWORKING SHOP (ROOM 12 - TRL WEST)

General Information:

PHONE NUMBER TO THIS ROOM IS 626-5658; IN CASE OF MAJOR EMERGENCY PROVIDE AID TO THE INJURED, CALL 911 OR HAVE SOMEONE ELSE CALL 911 TO ROOM 12, TREE-RING LAB WEST BUILDING 45, THE UNIVERSITY OF ARIZONA. THEN CALL THE MAIN OFFICE 621-6469 OR 621-2191. THE FIRST AID KIT IS NEAR THE DOOR. For minor injuries provide aid from the first aid kit and call the Main Office and /or your supervisor.

FIRE!! CALL 911 TO ROOM 12, TREE-RING WEST BUILDING 45. FIRE EXTINGUISHERS ARE LOCATED IN THE SHOP AND IN THE HALLWAY.

1. Only authorized personnel may operate power equipment. The authorized personnel are:
 - A. Full-time employees of the lab who need to use the shop for their lab work.
 - B. Part-time and student employees, and students authorized to use the shop for specific projects by a faculty member or principal investigator.

2. Before operation of any power equipment, instructions must be received from a Laboratory staff member who is authorized to provide such instruction. Authorized staff are as follows:

Rex Adams, Chris Baisan, Jim Burns, Jim Fairchild-Parks, Gary Funkhouser, David Street, Ramzi Touchan, Merrick Richmond, Dick Warren.

It is recommended that after extended periods of time not using the power equipment that people who need to use such equipment have a “refresher” instruction session.

3. Shop hours: 8:00 a.m. to 5:00 p.m. Monday-Friday. Work in the shop is not allowed on evenings, weekends or holidays unless you have arranged for someone in room 11, 16A, or 18 to listen, both the shop and room 11, 16A or 18 doors being open.

4. Working alone in the shop is not recommended. If working alone is necessary, prior to starting, notify someone in room 11, 16A, or 18 that you will be working in the shop, have them agree to listen out, and leave the doors to both the shop and room 12 open.

EQUIPMENT INFORMATION AND BASIC SAFETY GUIDELINES

Trainee will initial and date the left side margin when each tool is explained and demonstrated. The Staff Instructor will initial and date the right hand margin after the trainee has received the information about the tool.

Band Saw

1. THE BANDSAW: other than the chainsaws, which are used primarily in the field, this is the most dangerous, but also one of the most important tools in the woodworking shop. Some “Do’s and Do not’s” for this machine:
 - A. Always leave the shop door open when operating the band saw. Yell loudly if you need help.
 - B. Check to see that the main power switch is off when making blade and table adjustments or when cleaning the band saw. Make no adjustments to the blade tension. Only authorized staff should do that.
 - C. Always wear a face mask when operating the band saw.
 - D. Always use wooden pushers, not your fingers, when feeding wood samples through the band saw.
 - E. Be very careful when feeding round or irregular pieces of wood through the band saw. If necessary, cut a flat surface on the tangential view of the sample or attach an “outrigger jig” to the sample. Explanation of these procedures will be provided during the instruction session(s).
 - F. Never force a piece of wood through the band saw. If the saw is not cutting fairly easily, it may mean the blade is dull, the rip fence is not square or something else is wrong. Contact an authorized staff member for assistance in correcting the problem(s).
 - G. Do not make any adjustments to the blade tension without help from an authorized person. If blade gets bent during use, turn off the saw and contact a staff member as soon as possible.
 - H. Do not wear loose long sleeved shirts or have any other dangling items such as bracelets which could get caught in the band saw machinery. Keep long hair tied up or under a head cover of some kind.

Other Power Equipment

2. OTHER SHOP POWER EQUIPMENT: in using other power equipment, some basic guidelines are:
 - A. Always wear eye protection, either the full face mask, safety goggles or glasses.
 - B. Always wear ear “muffs.” These cut down the high frequency sound waves. You can still hear people talk if they raise the volume of their voice a bit.
 - C. Wear dust masks, either the respirator type or the disposable paper, whenever doing dusty jobs such as sanding or sweeping, or when anyone else is doing these tasks in the shop. When the dust collector is on, it is advised that you wear a dust mask. Even though the dust collector is gathering up the larger dust particles, it is generating a cloud of very, very fine dust. This can be remedied in part by turning on the exhaust fans in the dust collector room.
 - D. Do not wear loose fitting clothes or clothes with fringes that could get caught in the power equipment. Do not wear jewelry that could become entangled in the equipment. Keep long hair tied up or under a head cover of some kind.
 - E. Do not reach across or into running power equipment to clear up a jam or some other problem. Turn the machine off, and then clear up the problem.
 - F. When you finish you work tasks, clean up the equipment you were using and the area in which you were working. Please do not leave your mess for someone else. A clean and less cluttered shop is a much safer shop.

Circular Saw

3. The circular saw is also a dangerous piece of equipment. It is normally used to cut down plywood

sheets and other milled lumber. It is not designed for, nor should it be used to cut up dendrochronology samples. If you need to use this machine, contact a staff instructor.

Jig Saw

4. The jig saw is usually used to cut around the irregular shape of wood samples that have been attached to a backing board or for other special cutting needs. Though less dangerous than the two previously mentioned saws, it requires special instructions for its use. If you need to use the jig saw, contact a Staff Instructor for training.

Belt Sanders

5. Some belt sanders belong to specific principal investigators of certain projects. Some are State of Arizona property and available for use by authorized people. It is best to check with a staff member about the instructions on and use of specific machines.

Other Belt Sanders

6. The other belt sanders such as the Makitas or the Rockwells come in two varieties, either air cooled or oil cooled, and three sizes: 3 by 21 inch belts, 3 by 24 inch belts, or 4 by 24 inch belts. Use of these power belt sanders requires instructions on safety and sanding techniques from an authorized staff member such as Chris Baisan or Rex Adams.

Random Orbit and Disk Sanders

7. The random orbit and disk sanders are under the domain of Dendroecology. Should you wish to use these power sanders, arrangements for instruction and use should be made through Chris Baisan.

Electric Drill and Hammer Drill

8. These two tools are a State of Arizona items. Arrangements for instruction and use can be made through any authorized staff member.

Table Router

9. The table router is used to manufacture the increment core mounts used in the lab. Production of core mounts using this machine must be arranged and instructions provided by Chris Baisan or Rex Adams. Effective and safe use of this tool normally requires two people. Both people must receive instructions before use of this machine is allowed.

Air Compressor

10. The air compressor is used to blow sawdust and other fine materials out of the wood samples and the machinery. It is important that during the use of this machine that the worker wear a dust mask and eye protection. Instruction in the use of this compressor can be provided by any authorized staff member.

Dust Collector & Exhaust Fan

11. The dust collector and exhaust fan should be run simultaneously when power machinery is being operated in the woodworking shop. The dust collector will pick up large particles while the exhaust fan will remove the very fine particles from the air. Instructions for operating them can be provided by any authorized staff member.

Bench Grinder

12. This is a State of Arizona tool. It is used for sharpening bits and sharpening metal. Ask for instructions before using it.

Hand Tools

13. There are several different hand tools in the woodworking shop. Instructions on the safe and efficient use of these hand tools can be provided by any authorized staff member.

I HAVE READ AND UNDERSTAND THE ABOVE ITEMS. WHERE MY INITIALS OCCUR, I HAVE RECEIVED INSTRUCTIONS ON THE ITEM.

SIGNATURE

DATE

Laboratory of Tree Ring Research
Travel Authorizatin Request
(BEFORE YOU TRAVEL)

Date: _____

Name: _____ Employee Student Other

City departing from _____ Date departing _____

City returning from _____ Date returning from _____

Mode of Transportation

Personal Vehicle
Airplane
Motor Pool Vehicle
Rental Car

How was airfare purchased Personally P-Card
Confirmation # _____

Specific purpose of the trip

Is your lodging designated by the event you are attending? Yes No

Will you need a travel advance before your trip? Yes No

If yes, how much? \$_____ (Min. \$250.00)

*Please note: must allow ten days prior to travel dates for processing

Will there be any personal time during the travel dates? Yes No

Will you be claiming expenses for the trip? Yes No

If so, please provide an account number Account # _____

Additional Notes: _____

Please attach any pertinent information, such as:

- Copy of the announcement of event
- Flight itinerary
- Lodging information (if designated)

Have you filled out a Safety Check Sheet for FY 09/10 Yes No

If driving, please sign a Driver's form and provide a copy of the following: Drivers license, Liability insurance (if applicable) written approval from the director. (If license is out of state, you will need to provide your MVD record)

If traveling as a group/team please provide the names of all additional travelers and their specific purpose for traveling

Signature of Traveler _____

Signature of PI/Supervisor or other approver for the account _____
If using a state account, please have Tom or Ana sign

Laboratory of Tree Ring Research
Travel Expense Request Form
(UPON RETURN)

Name: _____ Date: _____

Destination: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Transportation Information

Airfare: Total Cost: _____

Paid on P-Card Paid Personally Paid by third party

Taxi/Shuttle/Bus/Train: No. of receipts: _____ Total Cost: _____

Vehicle Rental: No of receipts: _____ Total Cost (incl fuel) _____

Parking: No of receipts: _____ Total Cost: _____

Mileage: No of miles: _____ Beg Odometer _____ End Odometer _____

Please note: you cannot claim mileage and fuel receipts for the same part of the trip,
please include odometer readings or Mapquest printouts, if you need this
calculated for you, please include both from and to addresses, mileage is
calculated at .445 cents per mile

Conference Registration: Total Cost _____

Lodging: Total Cost _____

Miscellaneous other business related expenses: _____

Request for Per Diem Reimbursement:

Are you requesting per diem? Yes No

Please specify for which dates you are requesting per diem. If there were nights that you stayed in a non-commercial establishment, and you are claiming per diem for those days, please see Main Office.

***Reminders: Receipts should be original documents, you may include bank statement pages in lue of missing receipts or to show currency conversion. If converting currency yourself, please use www.oanda.com/convert/classic (be sure to use the date on each receipt). List all other travelers (unless they are filing their own Travel Report. Travel Expense Request should be turned in within 10 working days after the trip completion.**

If you did not fill out a Travel Authorization prior to traveling, please do so now and attach to this form

Please provide PI signature for all accounts. If using a state account , Tom or Ana must sign.

Signature: _____

Laboratory of Tree Ring Research DEPT:1204
P-Card Authorization Purchase Form

Date of Purchase: _____
Cardholder Name: _____
Name of Purchaser (if different than above): _____

Account Number for purchase: _____ Tag (If Applicable): _____

Vendor Information:
Vendor Name: _____
Address: _____
Phone: _____
Contact Name: _____

Please provide a detailed business purpose (describe how the purchase relates to the project)

Reminders: Hotel is not allowable on the p-card. Office supplies and printing should be done through AZ Buyways. **DO NOT** write on, highlight or alter the invoice in any way!! If the purchase is related to travel, please fill out a travel auth form. **Do Not** share the credit card number-protect it! Bring all documentation to the Main Office within 72 hours for purchase reconciliation.

Is this purchase tax exempt for research purposes? Yes No
Is this purchase related to fabrication? (Related to an A/D Tag) Yes No

Please provide PI Signature for the account number you are using. Have Tom/Ana sign for state accts

PI Signature: _____
Thomas Swetnam (for Department P-Card): _____

***** **MAIN OFFICE SECTION: DO NOT WRITE BELOW THIS LINE** *****

Post Date: _____ Trans ID Number: _____

Posted Vendor Name: _____

Order Short Description: _____

Acct # _____	Object Code: _____	Subtotal: _____
		Tax: _____
	5560	Shipping: _____
		Total: _____

Split Trans or Other Information/Notes: _____

Reconciled By: _____ Approved By: _____

Date: _____ Date: _____

Graduate Student Annual Report

Reporting Period = Fall 2009 Semester + Spring 2010 Semester + Summer 2010 + Fall 2010 Semester
(For most grad students this report will be 1-3 pages in length)

Name _____

Semester entered UA _____

Semester started current degree _____

Degree Sought: M.S., M.A., PhD

Expected graduation date _____

Major: _____

Title/subject of thesis/dissertation _____

Minor: _____

Advisor: _____

Thesis/Diss. Type: traditional or journal manuscript option

Committee members: Major _____

Minor _____

Graduate College Forms submitted (w/ dates): *(Please attach a copy of each form submitted)*

Departmental Major Forms submitted (w/dates): *(Please attach a copy of each form submitted)*

ACCOMPLISHMENTS

(This summarizes your activities; you might not have anything to report for some categories)

1. COURSES TAKEN AND GRADES RECEIVED

2. RESEARCH

Publications, abstracts, meeting presentations, meeting attendance, etc:

Summary of work progress:

Plans for upcoming year:

3. TEACHING

Assistantships, guest lectures, other course involvement, training and skills development

Contributions to Graduate Teaching Portfolio

Plans for upcoming year:

4. SERVICE

Outreach, committees, Tree-Ring Day, tours, volunteering, special assistance to LTRR, university, community, etc.

Professional society membership / involvement

5. OTHER

Awards, grants (including submission), etc.

Have you collected specimens? YES NO *If so, have you met with the Curator?* Curator's Signature _____

LTRR graduate students should strive to present their ongoing or planned research, teaching or service as an oral talk, poster, or demonstration at a scientific meeting, a departmental seminar, or other public venue. Examples are contributed or invited talks or posters at AGU, AAG, ESA, AAS (etc.) national meetings, Tree-Ring Talks, GEODAZE, or other departmental series, or Tree-Ring day short presentations.

The meeting with the committee may be the entire committee simultaneously (i.e., a full committee meeting, such as at the oral exam), or meeting individually with the committee members.

I fulfilled my LTRR **Research Communication Requirement** in the following way:

I fulfilled my **Annual Committee Meeting Requirement** on _____

Summary of meeting:

- 1. PLEASE SUBMIT TO ANA VIA EMAIL BY DECEMBER 13, 2010**
- 2. LTRR Faculty will meet to review your report by early 2010. You will then meet with your advisor soon afterwards to discuss the Faculty Review. At that meeting you should obtain your advisor's signature and sign this form yourself.**

Date Reviewed by LTRR Faculty: _____

LTRR Advisor: _____

Date _____

Student Signature _____

Date _____

PLEASE RETURN TO ANA WITH ALL SIGNATURES

VI. FORMS

Acknowledgements:

This Handbook is based largely on the format and content of the University of Arizona's School of Anthropology Graduate Student Orientation and Handbook, most recently update by Steven Kuhn, Director of Graduate Studies 07/2010.

It can be found here, and should be cited in lieu of this work, when/if necessary:
[http://anthropology.arizona.edu/sites/anthropology.arizona.edu/files/u240/
HANDBOOK_Rev%20July%202010.pdf](http://anthropology.arizona.edu/sites/anthropology.arizona.edu/files/u240/HANDBOOK_Rev%20July%202010.pdf) Accessed: 25 August 2010

Other portions of this document are based on previous versions of the LTRR's own handbook, official University of Arizona web pages (for policy content), and reviews by the LTRR faculty and staff.