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## ESM Administrative Personnel

### Department email addresses

Please use department service accounts as they assist department staff process requests in a timely and efficient manner.

- [esm\\_admin@pdx.edu](mailto:esm_admin@pdx.edu) Requests for department office staff can be sent here.
- [esmoffice@pdx.edu](mailto:esmoffice@pdx.edu) Requests to distribute items to ESM's Google Groups can be sent here (for example, job or event announcements).
- [esmlabs@pdx.edu](mailto:esmlabs@pdx.edu) Requests for lab staff can be sent here.
- [maxnp@pdx.edu](mailto:maxnp@pdx.edu) Requests for ESM department chair.

### ESM Department Chair: Dr. Max Nielsen-Pincus

Office: SRTC 218C

Phone Number: (503) 725-8038

Email: [maxnp@pdx.edu](mailto:maxnp@pdx.edu)

### ESM Department Manager: Sherie Huffman

Office: SRTC 218B

Phone Number: (503) 725-9856

Email: [sherie@pdx.edu](mailto:sherie@pdx.edu)

- Monitors, reports on and advises availability of funding for all departmental funds allocated by PSU or the PSU Foundation.
- Department liaison to Human Resources (onboarding and others phases of hiring through notices of appointment).
- Course scheduling, rooming (including departmentally held classrooms/labs), and course evaluations (distribution, collection and processing).
- Purchasing and procurement: review and approval of departmental (non-grant) purchase orders, processing of invoices, personal services invoices, personal reimbursements, foundation check requests, scholarship funds, etc.
- VISA procurement card (pCard) custodian and use coordinator.
- Prepares invoices for small projects and partnerships and management of associated accounts receivable due to the department.
- Airfare via contracted agencies: review and approval (non-grant).
- Creation and approval of any facilities work orders that incur charges.
- Oversee and approve hourly employee time sheets.
- Tuition remissions.

### ESM Laboratory and Stockroom Coordinator: Dr. Becca Wilson-Ounekeo

Office: SB1 425

Phone Number: (503) 725-9817

Email: [rwi2@pdx.edu](mailto:rwi2@pdx.edu)

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- Manages the ESM stockroom and associated instructional spaces.

- Purchases and maintains the department teaching lab inventory of chemicals, equipment and consumable labware.
- Develops and implements policies, procedures, and standards for instructional labs.
- Coordinates with the Chemical Hygiene Officer to ensure that chemicals and wastes are properly handled and stored.
- Provides support and advice for the operation, troubleshooting, maintenance and repair of most lab equipment and methods, as well as assistance related to PSU facilities.
- Collaborates with faculty to design and improve lab experiments and field studies for core lab sequences.
- Supervises, trains, and evaluates ESM graduate teaching assistants.
- Facilitate GTA/mentor course assignments (assignments, faculty approvals, distribution and adjustments)
- Coordinates course related vehicle rentals.

### **ESM Program Coordinator: Emma Spadaro (Office Support & Coordination)**

Office: SRTC 218

Phone Number: (503) 725-4982

Email: [espadaro@pdx.edu](mailto:espadaro@pdx.edu)

- Graduate program coordinator.
- Office coordinator (phone, department email, mail distribution & packages, copy, filing, scanning, faxing; maintaining office environment; checking out departmental equipment).
- Event Coordinator (assisting with planning and carrying out of departmental events).
- Purchasing assistant (processes department credit card transactions, processes department invoices, creates official purchase orders if required by vendor, etc.).
- Dept. Admin. Staff (DAS) for travel authorizations.
- Maintains ESM website.
- Room reservations (including departmentally held classrooms/labs).
- Department Telecom Coordinator. Processes key requests and building access.
- Processes student forms and requests: By Arrangement, Graduate School forms, etc.
- Dissemination of relevant announcements/information to faculty, staff, and students via Google Groups.

### **ESM Departmental Research Administrator (DRA):**

Email: [spa\\_esm@pdx.edu](mailto:spa_esm@pdx.edu)

SPA Team Cedar

**Megan Erlacher**, Sponsored  
Projects Officer

**Karena Bayruns**, Grants &  
Agreements Analyst (Team  
Lead)

**Katrina Dahlke**, Departmental  
Research Administrator

**Siobhan McDonalds**,  
Departmental Research  
Administrator

**Donnie Morgan**, Grants &

Agreements Analyst

**Ben Smuin,**

Departmental Research

Administrator

- Assist with grant proposals and submission (budget, form completion, etc.).
- Budget monitoring and advising/forecasting.
- Post review of grant expenditures for allowability, allocability, and reasonableness (per federal guidelines and PSU policy).
- Employment: managing grant related hiring and contracts (Post Docs, Research Assistants/Associates, Graduate Research Assistants [including tuition remissions], hourly students, and temporary employees), labor distribution forms (LDF) for any ESM employees with grant funding.
- Reimbursements (travel & personal): review and approval, processing.
- Travel Authorizations: review and approval, processing.
- Invoice payment: review and approval, processing.
- Etc. – anything related to grants.

## How-To's:

### Request or purchase course related (lab) supplies

The department stockroom maintains an inventory of the supplies routinely used in our courses. [See Appendix 2](#) of your logistics guide and the [ESM labs website](#) for the current procedure for accessing department materials. Check the department inventory online and/or ask the Lab Coordinator about the availability of supplies. If we do not have the materials you need for your course, contact the Lab Coordinator to request purchases.

Providing the Lab Coordinator with your syllabus and supply list ahead of time helps to reduce overlap with similar courses and helps to maintain the low cost of student lab fees. Accommodating requests to borrow equipment may not be possible with less than one week of lead time, and requests to purchase new equipment should preferably be made at least three weeks in advance to account for shipping times.

### Chemicals and related labware available from the Chemistry Stockroom

- Many of the consumable items and labware we use in labs, such as gloves, Kimwipes, and small quantities of reagents are stocked by the Chemistry Department. They also loan extra glassware and other small items we don't routinely stock for use in instructional labs.
  - 1 Obtain approval from your instructors (who can confirm with the Lab Coordinator total funds available for course) or your principal investigator (who can confirm department fund availability with the Department Manager).
  - 2 Place your order with the index code you receive from your instructor or principal investigator, note your name and course number.
  - 3 Provide at least 24 hours for the chemistry stockroom staff to organize your materials - they prioritize their own department's needs over ours.
- You can contact the Chemistry Stockroom in three ways: In person, phone, or email. They are located in SRTC 280 and are staffed during regular business hours. The phone number for general inquiries is 503-725-4273 and you can email Ashley Wase ([jawase@pdx.edu](mailto:jawase@pdx.edu)) or Nicolas Meier ([nicholasm@pdx.edu](mailto:nicholasm@pdx.edu)).

### Equipment & Supplies

#### General office supplies

- General office supplies for employees are kept in SRTC #218, and available upon request. If you see a shortage of any item please notify a member of the staff.

#### Personal Reimbursement

In the event that you used your personal funds to purchase instructional or other equipment and supplies (purchase must be approved in advance by primary instructor or principal investigator and if applicable the department research administrator) please complete the PSU [Personal Reimbursement Request](#) module. Your Department Admin Staff (DAS) will be Sherie Huffman for personal reimbursements on department and grant indexes.

*Purchases will only be reimbursed by PSU, when the following documentation is provided:*

- ✓ Original itemized receipts.
- ✓ Business Purpose: per IRS definition - "the business benefit gained or expected to be gained."

- ✓ Proof of payment by the employee/ student. If paid in cash, receipt should show cash paid. If paid with a debit/credit card, the receipt should show total paid on card and last digits of debit/credit card (for example, VISA xxxxx1234). Proof of payment could also be a copy of credit card or bank statement. If using a credit card or bank statement, black out the card number or account number.
  - ✓ For computers and high value equipment, the physical location and custodian must be clearly stated on the form.
  - ✓ If purchased items were for an event, an agenda and participant list must be provided.
- Index is required. Please note what index you're using in the comments section. If you're using your professional development funds, attach your email approval from the ESM Department chair approving use of the fund for your specified purchase.

***All supplies, equipment and other purchased items are PSU property and are intended for business purposes and not personal use.***

### **Payment by credit card**

If the vendor requires payment with a credit card and you are paying with funds in a department index, send the quote with the items (links are requested) you wish to acquire and the index to be charged to ESM department staff at [esm\\_admin@pdx.edu](mailto:esm_admin@pdx.edu). Faculty approval must be attached. Once you receive you item(s), you are required to provide a packing slip to the Department Manager.

### **Payment by invoice**

If the vendor will send an invoice, and you're paying from a department index, you may complete a purchase order worksheet and submit this to the vendor. See below.

Other times, you will need to provide an "official" purchase order to the vendor. ESM staff will create the purchase order for you. In order for them to do so, email the quote, index to be used and faculty approval to [esm\\_admin@pdx.edu](mailto:esm_admin@pdx.edu). Once the purchase order is created, you will be provided with a copy of the PO that you can submit to the vendor. Once you receive your item(s) you will need to provide the Department Manager with the packing slip.

See [APPENDIX 1 "ESM PURCHASE ORDER TEMPLATE"](#)

- Obtain approval for the PO
  - a) From Faculty that oversees index
  - b) Department Manager to confirm funds are available.
- Create a PO number for the order using the following convention: ***index # to charge, the date, and vendor***. Example: Order for supplies to be paid from index ESR257 on Oct-15<sup>th</sup> from Fisher Scientific ***ESR257-101521-FS***. Append the date with .1, .2, etc. if you happen to create more than one PO that day.
- Place your order
  - a) Orders could be placed via phone, online or fax
  - b) Use only PSU or ESM contracted vendors. Contact the ESM Lab Coordinator for any account information needed.
- Write on the purchasing worksheet the order confirmation number, estimated total (including shipping if possible,) and delivery date.
- When ordered items are received, sign packing slip(s), attach PO worksheet and all approvals, and submit to the Department Manager. The Department Manager will pay the invoice if department funds are used.
- All orders should be shipped to the ESM office (SRTC #218) unless approved otherwise.
- If you receive the vendor's invoice, forward it to the Department Manager for payment processing.
- When orders are received, ESM office staff will notify the person listed on the package's shipping

address label.

**Billing:**

Attn: Department Manager  
PSU-Environmental Science & Management  
PO Box 751  
Portland, OR 97207

**Address:**

Attn: *(yours or PI name)*  
Portland State University  
Environmental Science & Management  
1719 SW 10<sup>th</sup> Avenue, SRTC Room 218  
Portland, OR 97201

## EPSU Marketplace

PSU has special contract rates with several common vendors. Best pricing may be available by acquiring from these: Dell, Apple, Inc., Amazon, CDW, Office Depot, Staples Inc., Grainger, Fisher Scientific, VWR International. Contact ESM department office staff at [esm\\_admin@pdx.edu](mailto:esm_admin@pdx.edu) for assistance in purchasing from marketplace vendors. Index and faculty approval required.

## Purchases on grant funds

If you are purchasing items and paying with a grant fund, you will need to complete a Sponsored Project Administration (SPA) [purchase request form](#).

## Travel / Fieldwork / Fieldtrips

**Basic Principles of Travel: It is your responsibility to know and understand, *before traveling on PSU business*, the policies, procedures and guidelines surrounding business travel. A summary of travel reimbursement rates (updated annually) and travel references may be found at <https://portlandstate.atlassian.net/wiki/spaces/UFS/pages/1992855413/Summary+Effective+1+1+2021>**

The university has several fundamental travel guidelines:

- a. University travel shall be allowed only when the **travel is essential** to the normal discharge of official duties.
- b. Travel is to be conducted in the most efficient and cost-effective manner, resulting in the best value to the university.
- c. Each department is charged with the responsibility for determining the necessity and justification for travel, including the selected method of travel. The justification of travel or business purpose must be explained when completing a Travel Authorization. See below section on Business Purpose.
- d. Departments shall make every effort possible to minimize personnel time spent on out-of-state travel.
- e. Departments and university personnel must comply with all provisions of the travel policy. Traveler will only be reimbursed according to policy. If policy is not followed, any additional charges the traveler incurred that fall outside of the travel policy will not be reimbursed.

## Business Purpose & Completing your Travel Authorization (TA) and Travel Reimbursement (TR)

All Travel Authorizations and Reimbursements are processed through the Viking Travel online module. Visit <https://www.pdx.edu/financial-services/travel> for online forms and training.

All submissions must include a business purpose which serves as justification for travel. The nature of the business needs to be described in detail for each destination. IRS defines business purpose as “the expense or

the business benefit gained or expected to be gained.” Descriptions should give enough information to determine the benefit.

## Submitting your Travel Authorization (TA) and Travel Reimbursement (TR)

Your Department Admin. Staff (DAS) will be Emma Spadaro for travel on department and grant related funds. Katrina Dahlke will be your Department Research Administrator for travel on grant funds.

All faculty and instructors that plan on traveling will need to send an email to the department chair informing them of your travel plans and provide travel dates.

Please include the index you’re using in the comments section of your TA/TR. If you’re using your professional development funds, attach your email approval from the ESM Department chair approving use of the fund for your specified travel.

Individuals who travel where no formal agenda is provided (i.e. conference and or workshop) must attach a daily itinerary to document a business purpose for all days. The itinerary should include dates, name of the organization involved (no acronyms please), names and positions of individuals, places monuments or institutions visited; or other descriptions as appropriate and a description of the activity itself. The description of the activity should be specific and mention, for example, research topic, paper title etc.

*Travel reimbursements will only be approved by PSU when the following documentation is provided:*

- ✓ Original itemized receipts.
- ✓ Business Purpose: per IRS definition - “the business benefit gained or expected to be gained.”
- ✓ Proof of payment by the employee/ student. If paid in cash, receipt should show cash paid. If paid with a credit card, the receipt should show total paid on card type and last digits of credit card (for example, VISA xxxxx1234). Proof of payment could also be a copy of credit card or bank statement. If using a credit card or bank statement, black out the card number or account number.
- ✓ Index is required and should be noted in the comments section of the TR/TA.
- ✓ If attending a conference, please provide the conference agenda.
- ✓ Airfare itinerary if applicable.
- ✓ Vehicle rental receipt if requesting fuel reimbursement.
- ✓ Map documentation or use of the mileage chart.

## Fieldwork

Fieldwork is an important part of teaching and research at Portland State University. Environmental Health & Safety (EHS) has composed the booklet [Safety Guidelines for Fieldwork](#) to help you prepare for health and safety problems you might encounter when fieldwork takes you off campus. For more specific information on fieldwork hazards and precautions, talk to your supervisor or contact Environmental Health & Safety (EHS) at 503-725-3738 or <https://www.pdx.edu/environmental-health-safety>

A [Fieldtrip Release and Waiver](#) form should be filled out before leaving for field work or field trips to provide consent and emergency contact information. Fieldtrip Release and Waiver for course related activities can be submitted to the ESM Lab Coordinator.

## Course related and non-course related vehicle rental (on department funds)

ESM uses Enterprise **Rent-A-Car/National Car Rental**, which is centrally billed through PSU using an index code.

## ***Instructions for reserving Enterprise/National Car Rental***

ESM Lab website URL: <https://sites.google.com/pdx.edu/esmlabs/vehicles>

To rent a car through Enterprise/National Car Rental please visit the ESM Lab webpage link above. Complete and submit the form at least two weeks in advance of your intended travel.

### STEPS

1. Ensure drivers are currently authorized to drive for PSU. PSU requires that the driver submit a Driver Registration form (found [here](#) under Travel). Completed forms can be submitted to the ESM Lab Coordinator.
  - Be at least 18 years of age and possess a valid driver's license. Rentals for drivers under the age of 25 may have additional fees.
2. Submit a reservation form for each vehicle. Have the following information ready before you attempt to complete the form:
  - Index code (For class field trips, the index is ESR010)
  - Pick up location (vans available at 1623 W Burnside St. and 310 SW Lincoln St.)
  - Pick up date and time
  - Return date and time
  - How many seats you need in the vehicle
  - Name and Phone # of Driver
  - Approval from Primary Instructor or Principal Investigator required
3. Wait for an email response from ESM with your booking information.
4. If overnight parking is required, request a pass from PSU Transportation and Parking Services. The request form link is available on the ESM Lab website.
  - An index number is required for parking
  - Vans for field trips typically request 'oversized spaces next to the greenhouses on Montgomery'
  - A PSU Parking employee will arrange pass delivery
5. If you will need short-term parking for unloading/loading (<30 min), contact the Lab Coordinator in advance to get a loading/unloading parking permit.
6. If you need short-term parking for several hours, contact the Lab Coordinator in advance to get a day scratch-off parking permit.
7. Pick up the vehicle.
  - An index number and rental number are required to pick up the vehicle.
8. Return the vehicle and obtain a receipt from Enterprise or have one emailed to the Lab Coordinator.
  - ESM absolutely needs the information on the receipt, do not forget this step.
9. Submit the receipt (if not emailed) to the Lab Coordinator.

**Note:** *Vehicles cannot be used for personal use! The charges go through central billing, and personal use may result in reprimand and/or dismissal.*

### **Non-course related, grant funded vehicle rental (grant funds)**

Contact ESM's DRA at [spa\\_esm@pdx.edu](mailto:spa_esm@pdx.edu).

## Key and Building Access Requests

You will need to request a room key to access your secured lab space and/or office space. You will need to request a key to SRTC 214 to access the ESM copier and GTA/mentor mailboxes.

Those teaching in department classrooms or lab rooms will need to request a key for ESM spaces (SRTC 149, B1-82, 201, 207; SB1 424, 426). If you temporarily need a key for short-term use – ask ESM office staff.

### Submitting Key Requests

The key request form can be obtained from the ESM office or it can be found [online](#).

- Requestor must have PSU ID number and an ODIN.
- Building and room numbers must be on the form.
- Requestor must initial form (on right hand side).
- Submit completed form to the Department Program Coordinator in the ESM office or via email to [esm\\_admin@pdx.edu](mailto:esm_admin@pdx.edu).

### Retrieving keys

- Once the key request is received at Facilities, the order is usually filled within 1-2 weeks. (Process may take longer during the beginning of the academic year.) Facilities will email you once your keys are ready for you to pick up. You may contact Facilities at 503-725-3738 to inquire about the status of your key request.
- Keys must be picked up by the individual for whom the keys are ordered for. Please bring photo ID. Facilities is located in the University Services Building (USB), 2<sup>nd</sup> floor.
- You must pick up the keys within 30 days of submittal. After 30 days, keys will be returned to the lock shop, and the original request will no longer be valid. If this occurs, you will need to resubmit a key request.

### Reminders

- All keys must come back to Facilities at the end of use. Each key is attached to the PSU ID number of the individual the keys are issued to. Releasing the key to any other person makes it impossible for the original key holder to clear their record or could prevent them from obtaining other keys in the future.
- As of today, a fine of \$50.00-\$350.00 is in place for lost/stolen, misplaced, or unreturned keys. This fine is assessed per individual key and must be paid in full before replacement keys will be issued. Facilities does not issue duplicate keys.
- See the “Terms & Conditions Release Agreement” on your key request form.

### Building Access

The Campus Public Safety Office (CPSO) is responsible for providing building access pursuant to an authorized request. The following information is needed in order to process a request for building access:

- You will need a proximity badge. These can be obtained in the [FMH building](#).
- You will need provide the access badge number from your proximity card (it’s a five-digit number, not your PSU ID number) and your PSU ID# for all hours access to the Science Research and Teaching Center and Science Building 1.
- Submit the above to the department office staff at [esm\\_admin@pdx.edu](mailto:esm_admin@pdx.edu) for submission to CPSO. Department staff will reply with the terms of your access.

## GTA/Mentor Office Assignment

Your office will be assigned by the ESM space committee chair and communicated by the department chair or space committee chair.

## Mailboxes

Faculty, instructors, staff, researchers and graduate students with a GTA/Mentor position have mailboxes. Graduate students without a GTA/Mentor position do not have mailboxes. GTA/mentor mailboxes are located in SRTC 214 (Copy Room).

## Copy Room

You will need to use a designated code for making copies. A list of codes is located in the ESM office – above the key box.

## Scheduling next quarter's classes and GTA/Mentor Appointments

Teaching Assistants will be contacted by the Lab Coordinator after the term schedule is live in order to request their class schedules for the upcoming term. After receiving the schedules, the Lab Coordinator will create a list of assignments and send it to the Department Chair, Department Manager, faculty and instructors for review. GTAs and Mentors will then be notified of their assignments. Should you have questions or concerns regarding your GTA/mentor course assignments contact the Lab Coordinator.

## Human Resources

If you have questions about any of the forms or documents you need to complete for Human Resources, those can be directed to [503-725-4926](tel:503-725-4926) or [askhrc@pdx.edu](mailto:askhrc@pdx.edu).

### New Employee Paperwork

<https://www.pdx.edu/human-resources/new-employee-documents-0>

Hired individuals will need to go to PSU's Human Resources office to complete paperwork and show identification for working. Please don't delay in completing this step. You cannot start working until you have completed this step. It's important to note that even if you've worked as a PSU employee in the past, if it's been more than a year since you last worked, you may still need to visit Human Resources and complete new employee paperwork. HR is located in the Richard and Maurine Neuberger Center Building, 1600 SW 4th Avenue, Suite 518. You don't need to make an appointment. Please complete the three forms in the links below before you arrive:

1. [Employee Information Form](#)
2. [W-4 Form](#)
3. [I-9 Employment Eligibility Verification Form](#) Page 4 lists the documents HR can accept. They need to establish your identity and your eligibility to legally work.

[I-9 Information Sheet - Common FAQs](#)

### Helpful New Employee Human Resource Links

<https://www.pdx.edu/human-resources/onboard>

<https://www.pdx.edu/human-resources/adjunct-resources> (For Adjuncts only)

## **Creating a Culture of Respect Learning Module**

All PSU faculty, staff, and student employees must complete the “Creating a Culture of Respect: Preventing Prohibited Discrimination and Unlawful Harassment” learning module. To access the learning module go to <https://d2l.pdx.edu/> and login to Desire2Learn.

On the left-hand side of the screen, click on the green box labeled “PSU Faculty, Staff & Students” and follow the prompts.

Print or obtain a digital image of your certification of completion when done and submit to the Department Manager.

## **Hiring**

Individuals are hired via an appointment letter or Electronic Personnel Action Form (EPAF).

Graduate EPAFs require the graduate student to accept the position. The graduate student will receive an email when the EPAF is ready for their review and acceptance. Steps to approve can be found here [How to Accept a Graduate Assistantship](#).

There are policies in place to ensure the academic success of students as it relates to the maximum number of hours a student can work. Before accepting a secondary position at PSU, you should confirm with your primary and secondary employers about your ability to accept multiple positions.

## **Timesheets**

Hourly employees may need to complete a timesheet in Banweb. If you’re unsure of your need you may contact the ESM Department Manager. Every month the Department Manager will email all those that need to submit an hourly time sheet. This email will include instructions on how to complete, submit, and request approval of the time sheet.

GTAs and Mentors will not have to complete a time sheet.

## **Payment**

Paychecks are issued on the last business day of each month.

If you wish to set up [Direct Deposit](#), you can do that through Banweb. If you have questions about any of the forms or documents you need to complete for Human Resources, those can be directed to [503-725-4926](tel:503-725-4926) or [askhrc@pdx.edu](mailto:askhrc@pdx.edu).

Information on payday schedules, reviewing your paystub, etc. can be found on the [Payroll website](#).

## **GTA/Mentor Appointment ONLY**

General information about PSU graduate assistantships here: [Office of Graduate Studies](#).

Administration of graduate assistantships is governed by the Graduate Employees Union (GEU) Collective Bargaining Agreement. See appropriate links, [Graduate Employees Union \(GEU\) Collective Bargaining Agreement](#), [Graduate Tuition](#) and [Fee Schedule](#).

In order to maintain eligibility, all GA’s must satisfactorily complete a minimum of 9 graduate credits each term the assistantship is in effect, with term and cumulative GPAs of 3.00 or higher, and show satisfactory academic progress in fulfilling the requirements of the degree program.

Tuition remissions are initiated by the College of Liberal Arts & Sciences (CLAS) Dean's office, and then must be approved by Department Manager, Graduate Studies, Financial Aid, and PSU Cashier before being applied to your student account. With the number of approvals that need to be made, it's important that you register early to allow time for your tuition remission to be fully approved before the first day of classes.

Tuition remissions require the student to be registered for 9 credits, with one exception. If you are in your final two terms before graduation and provided there are no additional credits needed to meet degree requirements, you can register for as few as 5 graduate credits. It's important that you communicate this to the Department Manager.

Work Assignment Notices include dates of employment, FTE, duties/course assignments, expected preparation, required trainings, health and safety information, and work schedule. Work Assignment notices will be distributed 4 weeks before the academic term.

See 'ESM GTA Resources' module on D2L for complete GTA/Mentor Teaching Packet.

### **Grant related Human Resources**

Contact ESM's DRA.

## **List of Appendices**

**APPENDIX 1 "ESM PURCHASE ORDER WORKSHEET"**

**APPENDIX 2 "LABORATORY MANAGEMENT"**



# PURCHASE ORDER WORKSHEET

## Portland State University

*Let Knowledge Serve The City*

Environmental Science and Management  
PO Box 751  
Portland, OR 97207-0751

P.O. #  
DATE:

Contact:  
Quote From:

**VENDOR** Company Name  
Street Address, City, State, Zip Code  
Phone number  
Website  
Federal Tax ID:

**SHIP TO** Portland State University  
Environmental Science and Mgmt  
Attn:  
1719 SW 10th Ave, SRTC Room 218  
Portland, OR 97201-3203

FOB CODE	SHIPPING TERMS	DELIVERY DATE
<input type="checkbox"/> Ship point <input type="checkbox"/> Other: __	<input type="checkbox"/> Net 30 <input type="checkbox"/> Other: __	

INDEX #	CATALOG #	DESCRIPTION	QUANTITY	U/M	UNIT PRICE	TOTAL

Business Purpose

Subtotal	
Shipping Cost	
Total	

1. Please send a copy of your invoice to Environmental Science & Management, Attn: Department Manager, PO Box 751, Portland, OR 97207-0751.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:  
  
PO Box 751 -ESM  
Portland, OR 97201

Expenditure Account Code:

- 20102 - General Operating Supplies
- 20103 - Laboratory Supplies
- 20200 - Minor Equipment
- 20201 - Computer (non-capital equipment)
- 20202 - Software
- 20203 - Printers (non-capital equipment)
- Other -

Phone

Email

Authorized by

Date

## Appendix 2 “Laboratory Management”

Visit the ESM Lab Webpage at <https://sites.google.com/pdx.edu/esmlabs> for updated information and quick links to processes described in this appendix.

Contents:

- I. General Policies
    - a. Reservations and Supplies
    - b. Housekeeping
    - c. Lab Experiments and Setup
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### I. General Policies

#### a. Reservations and Supplies:

1. The ESM Stockroom, located in SB1 room 425, maintains the inventory of course-related supplies.
2. If you need to reserve items for a course or research project, contact the Lab Coordinator via the ESM Item Requests Google form or by email (esmlabs@pdx.edu).
3. Submit requests and reservations at least two-weeks in advance. Last-minute requests may be denied.
4. Contact the Lab Coordinator by email to purchase new items for a course. The Lab Coordinator cannot purchase items for your personal research.
5. Pens, chalk, printer paper and related supplies are available in the ESM office.
6. Standards, solutions, and reagents specific to our courses can be obtained from the ESM Stockroom. Large quantities of chemicals are not maintained by the department, however. Most ACS grade reagents can be obtained from the Chemistry Department's Stockroom.

#### b. Housekeeping:

1. You are responsible for leaving your classroom in the same condition you found it, or better.
  - Throw away any trash that you find in the lab after your class ends.
  - Clean muddy boots and equipment before returning from the field.
  - Essential housekeeping duties are performed by PSU Facilities staff. Please help make their jobs easier by keeping the labs tidy.

2. Tell the Lab Coordinator if you have any concerns about the conditions of lab or field equipment.
  3. Computers, projectors, and clocks in your classroom will need service occasionally – report any problems to ESM staff or PSU Office of Information Technology.
  4. If any room needs special cleaning or repairs, such as a water leak from the ceiling, please report to Facilities via the workorder system.  
<https://2fix.psu.ds.pdx.edu/workRequest/profilePage.xhtml>
- c. Lab Experiments and Setup:
1. Lab experiments routinely last beyond your class time – please leave a note with your name, date and duration of the experiment if you don't want other people disposing of your work.
  2. Contact the Lab Coordinator for approval before setting up a new experiment for your personal research in a teaching lab space.
  3. Clearly label any containers of chemicals used in your experiments, including water.
- d. Storage of Items in Lab Spaces:
1. Some courses use materials kept locked in teaching labs. If you are teaching one of these courses, request the current combination or key to a cabinet from the Lab Coordinator. If you lose the key or forget the combination, contact the lab manger or the ESM office staff. As with any key on campus, you may be responsible for the cost of replacing the key or locks.
  2. Put equipment and supplies back where you found them.
  3. Items given to students must be checked out before it leaves the room. Your students are responsible for items in their custody – The cost of replacing or repairing items that are lost, stolen, or broken due to negligence will be charged to the individual.
- e. Labware and Equipment Maintenance:
1. Wash, dry and return glassware and equipment after you have finished.
  2. Items that need more time to dry or clean (ex. Waders, beakers) can be left to dry but should still be put away by the user.
  3. If you notice an item is broken, missing or needs service contact the ESM Lab Coordinator.
- f. Waders:
1. Stored in SRTC 149.
  2. Waders are used frequently, and are quite unpleasant to use if they leak. As with all equipment, please report any punctures or if any more sizes need to be ordered.
  3. In order to reduce the transfer of invasive species, waders and boots must be rinsed and dried before returning to the cabinet.
  4. Clean off mud and sand at the site before it dries. Use a brush if it's especially difficult to get into the nooks and crannies of the boots.
  5. If you have the time, allow the boots and waders to dry in the sun.
  6. If you are drying the waders in 149, please hang them on the hooks near the doors and place a plastic tray underneath them to catch the dripping water.
  7. If your group was working in an area with known aquatic invasive species, take extra precautions and soak the boots and waders in hot (120 F) salt water for 30 minutes.

- g. Online Resources for GTAs/Mentors
  - 1. GTAs and Mentors are given access to the General Resources Drive folder and Course Materials folders for their courses each term.
  - 2. These materials are meant to preserve course knowledge between terms.
  - 3. The Lab Coordinator provides access to these materials and keeps digital backups.

## II. Safety

- a. Important contact numbers:
  - 1. Emergency: Call 911, or Campus Public Safety at 5-4404
  - 2. Oregon Poison Control Center: 1-800-222-1222
  - 3. PSU Environmental Health and Safety (EHS) (SRTC and SB1):
    - Emergency or after hours, CPSO: 5-4404
    - Urgent: 5-3738
    - Safety Advising: 5-4312
    - Waste: 5-3403
  - 4. Student Health and Counseling (SHAC): 5-2800; Located at University Center Building, 1880 SW 6th Ave.
- b. General Lab Safety Rules:
  - 1. Goggles or safety glasses are required when present in working areas of the laboratory, where experiments with potential hazards are being conducted. Other people's work, as well as your own, can accidentally splatter and blind you. Goggles/glasses may be removed in designated 'non-working' areas of the lab – marked by yellow and black tape in SRTC 207 – do not work with chemicals or other hazards in these areas.
  - 2. If you get a chemical in your eye, you must wash it IMMEDIATELY. Familiarize yourself with the eye wash station and know how to use it before you need it - you may only have a few seconds before you are permanently blinded.
  - 3. In the event that a large amount of strong acid or base is spilled on you, get to a safety shower within 15 seconds.
  - 4. There are fire extinguishers in or near the lab. Put out small fires with a towel, a book, or anything that will not easily catch fire.
  - 5. Shoes must completely cover the foot. No sandals, even if you are wearing socks.
  - 6. Clothing must reach from the shoulders to the feet. No shorts or halter-tops.
  - 7. Any questions about lab safety should be directed to your instructor or Lab Coordinator.
- c. Waste Disposal:
  - 1. Many laboratory chemicals pose substantial or potential threats to public health or the environment. Collection and disposal of lab waste is conducted by EHS, but they need our help to make sure the waste is properly labeled.

2. Choose a container with the appropriate size and with a material compatible with the waste generated (glass/plastic). Empty containers are provided by EHS and are available in the loading dock on the first floor (SW corner of SRTC).
3. Separate chemical waste based on compatibility. If you're not sure if chemicals are compatible, do not mix wastes; EHS will combine waste prior to disposal to minimize disposal costs.
4. ALL waste containers must have a proper hazardous waste label and start date. List ALL contents and do not mix incompatible wastes. Do not abbreviate content names or use chemical formulas. If the chemical concentration is less than 1% and is not known (needs to be approximated) write 'Trace'.
5. Other waste items EHS can help you dispose of include pesticides, batteries, aerosol cans, paints, used oil, asbestos containing materials, acetylene and propane cylinders, light ballasts, transformers, and fluorescent light tubes. Contact EHS for advice on proper disposal for any material you are unsure about.
6. When you have finished with your experiment and/or a container is filled, submit a work request via Facilities to schedule a waste pickup:  
<https://2fix.psu.ds.pdx.edu/workRequest>

d. Expected Laboratory Behavior and Protocols

1. Do not let students work in the lab unsupervised.
2. Do not carry out any unauthorized experiments.
3. Do not work in a manner that is unsafe to you or those around you.
4. Wear approved eye protection AT ALL TIMES in the working areas of the lab.
5. Do not work with any chemical above or near your face.
6. Do not taste, smell, or ingest any chemical in the laboratory. For the same reason, you cannot bring food or drink into the laboratory (no chewing gum, tobacco, candy, coffee, etc.)
7. If you are directed to perform an odor test on a sample, use the motion of your hand to waft the vapor to your nose.
8. Never pipet by mouth.
9. Never pipet directly from a reagent bottle.
10. Avoid skin contact with chemicals – Wear gloves.
11. Do not wear gloves outside of the laboratory, or touch items with gloved hands that are used outside of class, like smartphones.
12. Fume hoods must be used when toxic or corrosive vapors are released during the work you are performing.
13. Do not add water to a concentrated reagent, especially sulfuric acid and sodium hydroxide. Add the reagent to water.
14. All broken laboratory glassware must be placed in a special glass disposal box. Sharps and pipette tips must be placed in a sharps bin.
15. Bare feet, sandals, shorts, short skirts and short shirts are unsafe and must not be worn in the lab. For fire safety, loose clothes and ties should not be worn and long hair should be tied back.

16. Only neutral aqueous solutions can go down the drain. Waste determinations and disposal are performed by the instructor and staff – check with them before disposing of any chemical.
17. Wash your hands and wipe down your work bench after completing your experiments.
18. Do not take any chemical out of the laboratory for any reason. It is illegal and you may be liable if another person is injured by anything you remove from the laboratory.
19. If a chemical splashes into your eye, GET HELP IMMEDIATELY. Shout out 'I have a chemical in my eye!'
20. If someone near you gets a chemical in their eye YOU should: Shout for help from the instructor and provide help if the instructor is not immediately there.
21. Wash eyes thoroughly with a stream of water from the wash fountain or closest sink if necessary. Hold the affected eyelid open and rinse FOR 15 MINUTES.
22. If any chemical comes in contact with your skin it should be washed off with a stream of water right away.
23. Know the exit route from your lab in case of a large solvent spill, fire, or other emergency.
24. Immediately report ANY accident to your instructor and Lab Coordinator, no matter how minor it may seem.
25. You are advised to have private health insurance. In the case of minor cuts or burns an instructor or staff member may escort you to the Student Health and Counseling Center. In serious cases 911 will be called.