Department of Biological Sciences

Graduate Student Orientation

Spring 2020
January 7, 2020
The Department of Biological Sciences is composed of three divisions and houses two institutes.

Biological Sciences is located in three buildings:
- Life Sciences Complex (LIFE), Buildings A & B
- Environmental Sciences Building (EESAT)
- Science Research Building (SRB)
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# Checklist for Grad Students

<table>
<thead>
<tr>
<th>To Do:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>International TA applicants: Complete <strong>Speak Test</strong> today at 11 a.m.</td>
<td></td>
</tr>
<tr>
<td>If new to UNT or if break in service greater than 1 year:</td>
<td></td>
</tr>
<tr>
<td>1) Complete <strong>Onboarding</strong>; 2) Go to Career Center for <strong>I-9 Verification</strong></td>
<td></td>
</tr>
<tr>
<td>Submit completed <strong>Employee Information Update Form</strong>* to Deborah Douglas, LIFE A210</td>
<td></td>
</tr>
<tr>
<td>Enroll in <strong>Direct Deposit</strong> (instructions on page 9)</td>
<td></td>
</tr>
<tr>
<td>TAs/GSAs: locate <strong>mailroom</strong> (LIFE A: 2nd floor, east hallway)</td>
<td></td>
</tr>
<tr>
<td>Connect to <strong>network printers/copiers</strong> by searching \cas-print in your start menu</td>
<td></td>
</tr>
<tr>
<td>Obtain <strong>Student ID Card</strong> from ID Systems in the Eagle Student Services Center, 1st floor</td>
<td></td>
</tr>
<tr>
<td>Purchase <strong>Parking Permit</strong> online @ <a href="https://transportation.unt.edu">https://transportation.unt.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Meal Plan:</strong> Contact <a href="mailto:dining@unt.edu">dining@unt.edu</a> with questions. Visit <a href="https://dining.unt.edu">https://dining.unt.edu</a> for meal plan options</td>
<td></td>
</tr>
<tr>
<td><strong>Autoclave training</strong> contact Roxana Hughes <a href="mailto:Roxana.Hughes@unt.edu">Roxana.Hughes@unt.edu</a></td>
<td></td>
</tr>
<tr>
<td>If applicable, enroll in <strong>TexFlex Health Assistance</strong> within 30 days of employment</td>
<td></td>
</tr>
</tbody>
</table>

*Emailed as attachment

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**For your reference, please note the following department ID numbers:**

- Biology 121100
- AERI 121101
- BDI 190402
### Helpful Information

#### Names & Numbers:

E-mail addresses are Firstname.Lastname@unt.edu, unless otherwise indicated.

### Administrative Staff - Located in LIFE, building A, 1st and 2nd Floors; & LIFE, building B, 1st floor

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jyoti Shah</td>
<td>Chair, Biological Sciences</td>
<td>A210</td>
<td>940-565-3590</td>
</tr>
<tr>
<td>Shirley “Shirl” Gulley</td>
<td>Employment letters, Assistant to Chair</td>
<td>A210</td>
<td>940-565-3593</td>
</tr>
<tr>
<td>Deborah Douglas</td>
<td>Travel, Conference room, Website</td>
<td>A210</td>
<td>940-565-3593</td>
</tr>
<tr>
<td>Mark Burleson</td>
<td>Graduate Advisor</td>
<td>A210A</td>
<td>940-369-7388</td>
</tr>
<tr>
<td>Kim Piccolo</td>
<td>Assistant Director/Instructional Lab Manager – TA/GSA hiring/payroll</td>
<td>A205B</td>
<td>940-565-3600</td>
</tr>
<tr>
<td>Sarah Houdek</td>
<td>Assistant to Instructional Lab Manager, Employment Waivers</td>
<td>A205A</td>
<td>940-565-3586</td>
</tr>
<tr>
<td>DJ Lynch</td>
<td>Stockroom, Biology copier, IDTs, purchasing</td>
<td>A115</td>
<td>940-565-3451</td>
</tr>
<tr>
<td>Katy Tunks</td>
<td>Stockroom Clerk</td>
<td>A114</td>
<td>940-565-3585</td>
</tr>
<tr>
<td>Carol Gagnon</td>
<td>Accounting, Budgets, Purchasing</td>
<td>B125</td>
<td>940-369-5363</td>
</tr>
<tr>
<td>Novita Rahman</td>
<td>Research Analyst (RA hiring/payroll)</td>
<td>B113</td>
<td>940-565-8679</td>
</tr>
<tr>
<td>Heather Tunnell</td>
<td>Grad Secretary – Scholarships, Milestone paperwork, TA Applications</td>
<td>A128</td>
<td>940-565-3627</td>
</tr>
</tbody>
</table>

### Specialized Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Timmons</td>
<td>Instrument Shop PT — Keys, building rep, fleet vehicles, etc.</td>
<td>A122</td>
<td>940-565-3584</td>
</tr>
<tr>
<td>Charles Pittman</td>
<td>Instrument Shop PT — Back up building rep, instrument repair</td>
<td>A122</td>
<td>940-565-3584</td>
</tr>
<tr>
<td>Andrea Bernardino-Schaefer</td>
<td>Confocal microscopy &amp; Forensic Lab Supervisor</td>
<td>A222</td>
<td>940-369-8721</td>
</tr>
</tbody>
</table>

### Instructional Lab Supervisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Laboratories</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arland Alberts</td>
<td>Genetics, Molecular, Parasitology &amp; Immunology labs</td>
<td>A349D</td>
<td>940-369-8683</td>
</tr>
<tr>
<td>Jaime Baxter-Slye</td>
<td>Environmental Science &amp; Ecology labs (various)</td>
<td>ENV325</td>
<td>940-891-6891</td>
</tr>
<tr>
<td>Geoffrey “Lance” Brooks</td>
<td>Cell, Biochemistry &amp; Plant Physiology labs</td>
<td>A349B</td>
<td>940-369-5963</td>
</tr>
<tr>
<td>Anthony Curran, Jr.</td>
<td>Anatomy &amp; Physiology, Animal Physiology, Anthropology labs</td>
<td>A323</td>
<td>940-369-7697</td>
</tr>
<tr>
<td>Claudia Gonzalez</td>
<td>Freshman non-majors’ labs (various)</td>
<td>A109</td>
<td>940-565-3611</td>
</tr>
<tr>
<td>Roxana Hughes</td>
<td>Microbiology labs (various); *autoclave training</td>
<td>A227</td>
<td>940-369-3602</td>
</tr>
<tr>
<td>Ipsita Lahiri</td>
<td>Freshman majors’ labs</td>
<td>A126E</td>
<td>940-565-4472</td>
</tr>
</tbody>
</table>

### Laboratory Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Laboratories</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Simone</td>
<td>Freshman Biology labs (all)</td>
<td>A130 &amp; A131</td>
<td>940-565-3851</td>
</tr>
<tr>
<td>Carey Earthman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Pace (part-time)</td>
<td>Genetics, Parasitology, Immunology, Molecular</td>
<td>A234</td>
<td></td>
</tr>
<tr>
<td>Andrea Hasenmyer (part-time)</td>
<td>Microbiology</td>
<td>A219</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Resources

Graduate Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dane Crossley, Ph. D.</td>
<td>Biology</td>
<td><a href="mailto:Dane.Crossley@unt.edu">Dane.Crossley@unt.edu</a></td>
<td>940-369-7329</td>
</tr>
<tr>
<td>Dan Kunz, Ph.D.</td>
<td>Biochemistry &amp; Molecular Biology</td>
<td><a href="mailto:Kunz@unt.edu">Kunz@unt.edu</a></td>
<td>940-565-2037</td>
</tr>
<tr>
<td>Jeff Johnson, Ph.D.</td>
<td>Environmental Science</td>
<td><a href="mailto:Jeff.Johnson@unt.edu">Jeff.Johnson@unt.edu</a></td>
<td>940-369-8071</td>
</tr>
</tbody>
</table>

Graduate Advisor

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Burleson</td>
<td>Graduate Advisor</td>
<td><a href="mailto:Mark.Burleson@unt.edu">Mark.Burleson@unt.edu</a></td>
<td>LIFE A210A</td>
</tr>
</tbody>
</table>

Graduate Secretary

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Tunnell</td>
<td>Biochemistry and Molecular Biology, Biology</td>
<td><a href="mailto:Heather.Tunnell@unt.edu">Heather.Tunnell@unt.edu</a></td>
<td>940-565-3627</td>
</tr>
<tr>
<td>Deni Gallagher</td>
<td>Environmental Science</td>
<td><a href="mailto:Denice.Gallagher@unt.edu">Denice.Gallagher@unt.edu</a></td>
<td>940-565-2694</td>
</tr>
</tbody>
</table>

Toulouse Graduate School

Website: [https://tgs.unt.edu/toulouse-graduate-school](https://tgs.unt.edu/toulouse-graduate-school)

Email: GraduateSchool@unt.edu

Phone: 940-565-2383

Where to find:

Life Sciences Complex, Building A

Resources and locations:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Chair</td>
<td>LIFE A210</td>
</tr>
<tr>
<td>Stockroom</td>
<td>LIFE A114</td>
</tr>
<tr>
<td>Instrument Repair Shop</td>
<td>LIFE A122</td>
</tr>
<tr>
<td>Copier</td>
<td>LIFE A127</td>
</tr>
<tr>
<td>Faculty/Staff mailboxes</td>
<td>LIFE A127</td>
</tr>
<tr>
<td>TA/GSA mailboxes</td>
<td>2nd floor, east hallway</td>
</tr>
<tr>
<td>Building A Women’s Restrooms</td>
<td>1st &amp; 2nd floors</td>
</tr>
<tr>
<td>Building A Men’s Restrooms</td>
<td>1st &amp; 3rd floors</td>
</tr>
<tr>
<td>Biology website</td>
<td>biology.unt.edu</td>
</tr>
<tr>
<td>Employee Self-Service and Faculty Center</td>
<td>my.unt.edu portal</td>
</tr>
</tbody>
</table>
Environmental Sciences Building (ENV/EESAT)

Resources and locations

<table>
<thead>
<tr>
<th>Environmental Sciences Main office</th>
<th>ENV 215</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier, mailboxes</td>
<td>ENV 215</td>
</tr>
</tbody>
</table>

Environmental Sciences Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Roberts</td>
<td>Director of the Institute of Applied Sciences &amp; AERI</td>
<td>ENV-215</td>
<td>940-891-6957</td>
</tr>
<tr>
<td>Shelby Kinsall</td>
<td>Office Manager, Budget</td>
<td>ENV-215C</td>
<td>940-369-5207</td>
</tr>
<tr>
<td>Becky Petrusky</td>
<td>Travel, purchasing, keys, vehicles</td>
<td>ENV-215B</td>
<td>940-565-2983</td>
</tr>
<tr>
<td>Vacant</td>
<td>Travel, purchasing, shipping, receiving</td>
<td>ENV-215</td>
<td>940 565-2694</td>
</tr>
<tr>
<td>Deni Gallagher</td>
<td>Grad Student Admin, IAS copier, shipping/receiving</td>
<td>ENV-215A</td>
<td>940-565-2977</td>
</tr>
<tr>
<td>Jaime Baxter-Slye</td>
<td>Instructional Lab Supervisor, Environmental Science labs</td>
<td>ENV-325H</td>
<td>940-891-6891</td>
</tr>
<tr>
<td>Kelly Bassinger</td>
<td>Proposal Manager (AERI)</td>
<td>ENV-215D</td>
<td>940-369-5776</td>
</tr>
</tbody>
</table>

Science Research Building/Life Sciences Complex, Building A & B

BioDiscovery Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandi Anderson</td>
<td>Laboratory Facility Manager, purchasing</td>
<td>LIFE B126</td>
<td>940-565-3469</td>
</tr>
<tr>
<td>Martha Frantz</td>
<td>Sr. Research Analyst</td>
<td>LIFE B123</td>
<td>940-565-2301</td>
</tr>
<tr>
<td>Brier Lee-Renken</td>
<td>Sr. Administrative Specialist</td>
<td>SRB 134</td>
<td>940-565-2491</td>
</tr>
<tr>
<td>Crystal Garrett-McEwen</td>
<td>Administrative Specialist</td>
<td>LIFE B128</td>
<td>940-565-2389</td>
</tr>
<tr>
<td>Tracy Kim</td>
<td>Genomic Center Manager</td>
<td>LIFE A415</td>
<td>940-565-2901</td>
</tr>
<tr>
<td>Gail Shadle</td>
<td>Greenhouse Manager</td>
<td>LIFE B311</td>
<td>940-565-4598</td>
</tr>
<tr>
<td>Christophe Cocuron</td>
<td>BioAnalytical Facility Manager</td>
<td>SRB 128</td>
<td>940-565-5233</td>
</tr>
</tbody>
</table>

Institutes

Advanced Environmental Research Institute (AERI)

Director: Dr. Aaron Roberts
940-891-6957

The institute features a thriving interdisciplinary research team exploring fascinating questions about our environment while developing effective solutions to complex problems confronting public and private organizations. The research team conducts ongoing research in a wide array of areas related to local, regional, national and international environmentally influenced problems.

BioDiscovery Institute (BDI)

Director: Dr. Kent Chapman
940-565-2969

The institute delivers research solutions to underpin the utilization of plants, forest products and other biomass for production of biopolymers, new bio-based materials for construction and transportation, bioactive small molecules and biofuels. The institute operates through a pipeline linking sustainable plant production platforms, metabolic engineering and the development of new materials.
Employment

TAs, GSAs, RAs

Onboarding - Never worked at UNT or had a break in service of one year or longer? Complete new hire documents found at “Onboarding for Student Employees” on the Onboarding webpage at the Human Resources website: https://www.untsystem.edu/hr-it-business-services/human-resources/new-employee-onboarding-and-orientation. The Biological Sciences Base Department ID is 121100.

Note: RAs funded from Environmental Sciences should verify their base department ID with the administration in IAS.

I-9 Verification - Following Onboarding, complete I-9 verification at the Career Center. Note: Onboarding must be completed before I-9 Employment Eligibility Verification. Please bring required original documentation for I-9 verification. See list at: http://www.uscis.gov/sites/default/files/files/form/i-9.pdf. Contact the Career Center with questions – 940-565-2105 or career.center@unt.edu.

Failure to complete these steps means you will not be put on payroll = YOU WILL NOT GET A PAYCHECK.

Payroll

Pay levels for new TAs/GSAs/RAs are based as follows for a 20-hour work week:

- Level 1 - $1937.73/month, <18 sh of graduate work
- Level 2 - $2046.59/month, 18 sh or more of graduate work <ABD
- Level 3 - $2264.31/month, ABD

Fall and Spring Payroll Distribution

The FY20 UNT System Payroll Calendar can be accessed at https://www.untsystem.edu/hr-it-business-services/payroll/pay-date-calendars. For reference, pay will be distributed as indicated below.

Fall – October, November, December, January, and February (half paycheck)*
Spring – February (half paycheck)*, March, April, May, and June

*If employed during Fall and Spring terms, two half payments will be distributed, rather than one full payment.

Getting your first paycheck

Regardless of when classes begin or end, you will be paid for working during the semester. The pay period for the fall semester is September 1st – January 15th. The pay period for the spring semester is January 16th – May 31st.

You will be paid on the first working day of the month for the previous month’s work. If a state holiday falls on that day, your payday will be the next working day. Direct Deposit is mandatory for all employees.

- Your first payday for the fall semester will be on October 1st.
- Your first payday for the spring semester will be on February 1st.

▶ Note: First paycheck may be paper! Pick up in LIFE A210, Office of the Chair.

Assistantship Insurance Options

Please go to the Toulouse Graduate School website for more information: https://tgs.unt.edu/insurance
Direct Deposit –

UNT System Faculty & Staff: As part of our ongoing effort to improve processes and serve team members, we are excited to launch a convenient and secure self-service function for faculty and staff to update their direct deposit information. This new, self-service feature for updating your direct deposit information is available immediately and utilizes multifactor authentication (MFA) to help eliminate cyber threats and ensure that our team members’ personal information remains private.

In order to use this new self-service feature, simply enroll in DUO multifactor authentication online at https://mfa.untsystem.edu. Once securely enrolled in DUO, you will be able to update your direct deposit information in EIS.

A helpful list of FAQ related to this secure and convenient new service are listed below. For questions or assistance, please contact your local department’s IT support group, the UNT System Service Desk at 940-565-HELP (4357) or email ITHELP@untsystem.edu.

**FREQUENTLY ASKED QUESTIONS: Secure, Self-Service Direct Deposit**

**Why Are We Implementing Self-Service for Direct Deposit?**
The employee self-service function is being made available to allow you to personally update your direct deposit information. Implementation of this service will save time and improve efficiency by reducing the number of staff, technology, and procedures that are currently in use to support direct deposit functions. In addition to providing the convenience of self-service, the security of employee information will also be strengthened through the implementation of multifactor authentication.

**What is Multifactor Authentication?**
Multifactor authentication (MFA) is a security measure that adds an additional layer of protection to sensitive information. It requires an individual to provide secondary information that verifies that the individual is authorized to access the information before the individual is also allowed to view or change the information.

**What are the Benefits of Multifactor Authentication?**
Multifactor authentication improves the security of technology, which in turn protects sensitive information from being accessed and used by unauthorized individuals for fraudulent purposes. It reduces the risks of identity theft and financial loss to employees and the University. Multifactor authentication is also being implemented to comply with state law, Texas Administrative Code §202.76.

**How Do I Use Self-Service for Direct Deposit?**
In order to use self-service for direct deposit, you will need to enroll in Duo multifactor authentication online at https://mfa.untsystem.edu. After you enroll, you will be able to update your direct deposit information in EIS. Once enrolled in MFA, you will not be asked to go through the enrollment process again.

**Where to Go for Help with Enrolling in DUO or Using MFA?**
If you have any questions or need assistance, you also may contact your local department’s IT support group, the UNT System Service Desk at 940-565-HELP (4357), or email ITHELP@untsystem.edu.

**Where to Go for Help with Direct Deposit Questions?**
If you have questions regarding your direct deposit information, you may contact Payroll at 940-369-5500, toll free at 855-868-4357, or email Payroll@untsystem.edu.
Graduate Student Teaching Excellence Program (GSTEP)

The Center for Learning Experimentation, Application, and Research (CLEAR) is very excited to announce fall 2019 enrollment is now open for the Graduate Student Teaching Excellence Program (GSTEP) for Scientific Teaching. GSTEP for Scientific Teaching is an online workshop especially designed for Graduate Students in the College of Science (Biology, Chemistry, Physics, and Mathematics) who are busy with their own research but wish to learn about researched and effective teaching practices for both instructors and students. This workshop will focus on topics related to scientific teaching and student learning. The format is very flexible and allows the participants to work in flexible hours. However, the modules build on the previous ones, so it is important for the participants to keep on track and complete the activities on time.

The course will NOT require any audio or video recording. GSTEP for Scientific Teaching is offered as a zero-credit-option, meaning that students register (at no cost) and receive official documentation of completion on their transcripts after fulfilling the workshop’s requirements. The participants are expected to complete several assignments and discussions every two weeks. There are six modules in this workshop, two practicum, and 3 in-class observations (See Syllabus’ table 1.0)

Please contact us if you wish to receive more information and the enrollment survey for fall 2019. We look forward to hearing from you! Have a great semester!

Contact Information:

Claudia Gonzalez
GSTEP for Scientific Teaching Student Investigator and Mentor
Instructional Lab Supervisor
Department of Life Sciences
Office: LIFE A109
Office Phone: (940) 565-3611
claudia.gonzalez@unt.edu
Scholarships

Tuition Benefit Program (TBP) / Beth Baird Scholarship

Teaching Assistants are eligible for a tuition scholarship that covers tuition and mandatory fees. Information regarding the TBP may be found at https://tgs.unt.edu/new-current-students/tuition-benefit-program. For questions about either scholarship, contact the graduate secretary.

Health Assistance Scholarship*

Teaching Assistants are eligible for a health assistance scholarship. For questions about the scholarship, contact the graduate secretary.
*Note: Enrollment in ERS Flexible Spending Account (TexFlex) must occur within the first 30 days of employment or by a date identified by ERS/TexFlex.

Employment (Tuition) Waiver Request

If you are being charged non-resident tuition as a TA, TF, GSA, or RA you are eligible for in-state tuition rates while working at least half-time (20 hours per week).

NEW! Effective Fall 2019: If you are a recipient of TBP, Toulouse Graduate School will post your Employment Waiver. TBP recipients who have signed and submitted a TBP Agreement to their hiring department do not need to submit an Employment Waiver Request form.

For those without TBP: To obtain your Employment Waiver:

1. Visit https://tgs.unt.edu/employment-waiver-request on the Toulouse Graduate School website. Here you will find more information on Employment Waivers and the appropriate form.
2. Fill out, print and sign the “Employment Waiver Request Form” and submit it by email to Sarah.Houdek@unt.edu for further approvals and employment confirmation.
3. The Web Form is submitted on behalf of the student. The Web Form must be submitted by the employing department, otherwise it will be void.

**PLEASE NOTE: This process must be repeated each semester**
Lab Safety:

Introduction to Risk Management Services

From the RMS homepage (https://riskmanagement.unt.edu/)
(some links may only be available from UNT computers or VPN server)

Home Page:  https://riskmanagement.unt.edu/msds-online

Pulldown menu:  https://riskmanagement.unt.edu/emergency-preparedness  Building Evacuation Routes; International Travel

Pulldown menu:  https://riskmanagement.unt.edu/environmental-risk  Radiation & Laser; Waste Management

Pulldown menu:  https://riskmanagement.unt.edu/resources  Forms; Report Incident; Online Training

RESPONSIBILITIES

EVERYONE IS RESPONSIBLE FOR A SAFE ENVIRONMENT!!
All senior colleagues should pay attention to the training needs of junior colleagues
All junior colleagues need to acknowledge they need training to avoid hazards

SUPERVISORS
Supervisors are responsible for instructing all personnel under their direction in
exercising proper operational procedures, and seeing that all facilities and equipment
under their jurisdiction are maintained in safe operating condition at all times.
Supervisors will provide initial training to newly assigned personnel and annual training
for all employees.
Training will include proper safety procedures, operation of equipment, wear and
maintenance of safety equipment, and maintain a record of training for each individual.
TRAINING THE NEW EMPLOYEE

All new employees or students must be made aware of all immediate safety work considerations during their first day of employment.

RMS TRAINING MODULES ARE A GOOD PLACE TO START YOUR NEW STUDENTS
(...but are a not a substitute for In-lab, at-the-bench training...)

To determine on-going training needs, supervisors should observe employees frequently to see that short cuts or violations are not occurring.

General safety meetings or training sessions should be conducted a minimum of twice a year, or more often in hazardous environments, to assure that safe practices and procedures are being followed. Specific training should occur at least annually.

ON-LINE TRAINING AVAILABLE THROUGH RMS

From the RMS homepage (https://riskmanagement.unt.edu → Resources → Training (https://riskmanagement.unt.edu/resources/training)
Old site with different training:

The following modules are available and those in uppercase bold font should be completed by everyone in a Biology Research Lab (other training may be appropriate, depending on the lab/project)

TRAINING, TESTING AND DOCUMENTATION SHOULD BE DONE ANNUALLY

BIOSAFETY LEVEL 2  Art Safety
BIOLOGICAL SAFETY  Bloodborne Safety
CHEMICAL LAB SAFETY  Globally Harmonized system online training
GAS CYLINDER HANDLING  Hydrofluoric Acid
LABORATORY WASTE  Hazmat Transportation
                     Pyrophoric Safety
PERSONAL PROTECTIVE EQUIPMENT (PPE)

Overly loose-fitting clothes, shorts, skirts must not be worn while working with hazardous materials; Open toed-sandals and shoes, or footwear that does not cover the whole foot should not be worn in the laboratory; Loose jewelry should be avoided; Long hair should be adequately restrained.

PROTECTIVE CLOTHING

Protective clothing and equipment will be provided and used wherever it is necessary to protect workers from chemical or physical hazards

Minimum requirements:
- a. Provide protection against the hazard(s) for which they were designed.
- b. Reasonably comfortable when worn under the designated conditions.
- c. Will fit snugly, comfortably, and not interfere with the movements of the worker. *Safety equipment worn too tight or too loose will not protect the worker.*
- d. Made of durable materials.
- e. Capable of being cleaned and disinfected (safety devices & protective clothing will not be interchanged between employees until properly cleaned).

HAND PROTECTION

Generally, the recommended gloves for chemicals are vinyl, latex, or neoprene. Consult the manufacturer's specifications as each glove is not satisfactory for all chemicals.

**Gloves must not be worn outside the laboratory:**
1) Contamination of public areas;
2) Contamination from public areas;
3) Perception by public: What contamination is that guy spreading all over campus?

EYE AND FACE

Protection in the form of goggles, face shields, or shields/screens is required where hazards are present due to flying particles, hazardous substances, splashing risk, or injurious light rays.

**Note:** Contact lenses can trap splashes and fumes and are discouraged in the laboratory

GLASSWARE

Broken glassware or any other sharp likely to cause injury is NOT to be disposed of with regular trash. Use a cardboard box, lined with a double layer of plastic, and leave flaps open until filled. Then tape flaps closed and mark box "Broken Glass. “

Glass vessels, one liter or over, used in high vacuum systems, are to be enclosed with screening or safety glass shields or wrapped with tape. Suction flasks will collapse
violently under vacuum if cracked or otherwise weakened. Tamping flasks, when suction is on full is an unsafe practice.

**CHEMICAL STORAGE:** Store chemicals in accordance with compatibility. Incompatible chemicals can generate violent reactions. Flammable liquids >1.0 liter should not be used on the benchtop, and should only be removed from a flammable cabinet to transfer liquid to a smaller container in a fume hood.

**CHEMICAL INVENTORY:** Perform a chemical inventory annually –update when material is disposed or procured; keep records tracking the most toxic and dangerous chemicals, including procurement, expected usage, consumption, disposal, and related dates (BIOL & Chem Stockrooms are now involved in this).

**CHEMICAL WASTE DISPOSAL:** It is the responsibility of the waste originators to contact RMS through the RMS webpage Hazardous Waste Pickup Request Form with the information required for our removal of their wastes.

**FUME HOODS:** Laboratory-type fume hoods will be used to prevent harmful exposure of hazardous substances to students, faculty and staff. Items that need continuous venting can be stored in the hood, but items that do not need venting contribute to clutter and disrupt air flow should not be in the hood. Dirty glassware, equipment, water baths, stirrers, ring stands, etc., should be removed from the hood when not in actual use.

**LABELING**
Original manufacturer’s labeling includes essential hazard warnings and must not be tampered with. Secondary containers of hazardous chemicals, solutions derived from hazardous chemicals or mixtures of chemicals must also be labeled.

“Hazardous” chemical can be defined in many ways: check the MSDS for details on the particular chemical. The National Fire Protection Associations (NFPA) "Hazard Identification System" is a precise way of labeling materials as to their hazardous properties. The NFPA label system identifies the hazards of a material in terms of three principal categories, namely, "health,” "flammability," and "reactivity" (instability); this indicates the order of severity numerically by five divisions ranging from 4, indicating a severe hazard, to 0, indicating no special hazard. Any substance with a hazard rating of 3 or more must be labeled.
Ethanol: original bottle (4 L in flammable cabinet), bottle (> 1 quart) on your bench, including dilutions and mixtures, must be labeled because the flash point 13-14°C (NFPA “3” for flammability).
MSDS CONTAINS SAFETY AND HANDLING INFORMATION
RMS MAINTAINS MSDS DATABASE; EVERY LAB SHOULD HAVE MSDS FOR HAZARDOUS CHEMICAL READILY AVAILABLE

MSDS sheets contain information such as:

Names of hazardous chemicals: *Ex: Acetone, alcohol*
Physical and chemical properties: *Ex: Flammable & highly volatile*
Physical hazards of the products: *Ex: Burns*
Hazardous ingredients: *Ex: Acetone 80%, Alcohol 20%*
Health hazards of the products: *Ex: Headaches, eye irritation*
Reactivity of the chemical: *Ex: Water reactive*
The main way the chemical enters the body: *Ex: Inhalation*
The legal limit allowed in the air: *Ex: 750 ppm*
Carcinogenic of the chemical: *Ex: Not carcinogenic*
Precautions for safe use of the hazardous chemical: *Ex: Use with adequate ventilation*
Exposure control method, including personal protective equipment (PPE): *Ex: Wear respirator, goggles, gloves, etc...*
Emergency and first aid procedures: *Ex: Eyes flush with water at least 15 min*
Emergency Procedures

Eagle Alert

UNT conducts a routine test of its Eagle Alert system once every long semester. This is a good time to check your contact information at my.unt.edu.

Eagle Alert allows UNT administrators to quickly contact campus community members about emergency situations affecting the safety and well-being of people on and around the UNT campus.

The system sends a message (recorded voice and text) to the user’s phone and an email to all active students, faculty and staff. The system must have the user’s updated information and permission to send text messages for Eagle Alert. Only phone numbers in the U.S. 50 states are supported.

Students, staff and faculty should update their phone numbers in my.unt.edu.

@UNTEagleAlert is UNT’s official campus emergency Twitter account. By following @UNTEagleAlert, you will receive emergency messages and updates in real time to keep you informed.

More information can be found at https://www.unt.edu/eaglealert

Emergency Situations

- If the Fire Alarm sounds and evacuation is required, exit the building.
- If the Tornado sirens sound, proceed to the first floor of the Life Sciences Complex, Building A.

Inclement Weather

The Department of Biological Sciences, including all divisions and Institutes, will be closed when the university is closed. It is imperative that you are aware of university closures by watching the local news, listening to local radio stations, viewing the UNT website, and signing up for Eagle Alert notifications.
Active Shooter

While the likelihood of any single individual experiencing an active shooter situation is relatively low, history clearly indicates these types of scenarios can play out in any environment. To better prepare and protect the UNT community, the following information is provided to help UNT prepare for such a situation.

Because active shooter situations are unpredictable and evolve quickly, individuals must be prepared to respond before law enforcement arrives at the scene. This information is provided to help you protect yourself and those around you should you ever be in an active shooter situation.

RUN and escape, if possible.

• Getting away from the shooter or shooters is the top priority.
• Leave your belongings behind and get away.
• Help others escape, if possible, but evacuate regardless of whether others agree to follow.
• Warn and prevent individuals from entering an area where the active shooter may be.
• Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

• Get out of the shooter’s view and stay very quiet.
• Silence all electronic devices and make sure they won’t vibrate.
• Lock and block doors, close blinds, and turn off lights.
• Don’t hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
• Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
• Stay in place until law enforcement gives you the all clear.
• Your hiding place should be out of the shooter’s view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

• Commit to your actions and act as aggressively as possible against the shooter.
• Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
• Be prepared to cause severe or lethal injury to the shooter.
• Throw items and improvise weapons to distract and disarm the shooter.

Additional Resources:

• http://www.dhs.gov/active-shooter-preparedness
• https://www.ready.gov/active-shooter
• http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-907
• http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf
• http://www.dhs.gov/xlibrary/assets/active_shooter_poster.pdf
• https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf
• http://www.dhs.gov/video/options-consideration-active-shooter-training-video
Places to Eat

University of North Texas Dining Services

Looking for a quick bite or a leisurely meal with friends? UNT Dining Services has campus restaurants to satisfy every taste, with convenient locations near your class or office. Our campus dining halls feature a variety of freshly prepared meals, snacks and beverages. Our retail locations offer a great variety of popular choices from chicken sandwiches to sushi. Whether you are looking to relax in one of our dining halls, or just stopping by for a quick snack, we look forward to serving you your next meal. All of our dining halls accept cash, checks, and meal plans. Meals purchased at Bruce, Kerr, and Champs dining halls may be paid by credit card. All UNT retail locations accept cash, credit cards, Flex Dollars, and Green backs (DCB). For more information and meal plan options, go to: [Campus Dining Guide](#).

For Dining Hall and Retail Restaurants Hours of Operation go to [http://www.dining.unt.edu/hours](http://www.dining.unt.edu/hours)

Faculty/Staff Meal Plans

One of the many perks of being a UNT employee is access to Faculty/Staff Meal Membership. Let Dining Services do the hard chore of menu prep, shopping, cooking, and clean up so you can spend more time focused on making the University a great place to learn, live, and work. So hold onto your parking spot and enjoy wholesome, all-you-care-to-eat breakfast, lunch, and dinner meals for less than the price of a fast food combo.

All students, faculty, staff, and guests are welcome in our dining halls, even without a membership. Simply pay door price ($5.50 and up) using cash, credit, debit, or Apple Pay.

For more information, give us a call at 940-565-2462, email us at dining@unt.edu, or visit our office in the Welcome Center #237. We look forward to serving you!

Why Get a Meal Plan?

- A great way to budget! Eat well and save money at the same time.
- Get great deals on food daily, not just at the monthly Faculty/Staff Appreciation Lunches.
- Treat students, faculty, friends, and family by bringing them to one of our nationally-recognized dining halls as your guest.
- Choose from a variety of diverse options.
- Never lose your parking spot again! Our dining halls and retail locations are located conveniently across campus.
Parking

All employees may now purchase their parking permits online. Please go to https://unt.t2hosted.com/cmn/auth.aspx to purchase your permit. Click on Permits at the top left of the page, then click on Get Permits. (You will need your EUID.)

For questions or concerns please contact your campus parking office:
UNT Denton, Phone: 940-565-3020, email: transportation.services@unt.edu

Transportation Services: UNT e-ride http://transportation.unt.edu/e-ride

Free Park and Ride:

Staff and students may park for FREE at Med Park and ride the Colorado Express route into campus. Check schedule for times.

Parking & Transportation Services Contact Information:

<table>
<thead>
<tr>
<th>Lobby hours of operation</th>
<th>7:30 am - 6:00 pm Monday-Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Main: 940-565-3020 Fax: 940-565-2452</td>
</tr>
<tr>
<td>Office Location</td>
<td>620 Central Avenue</td>
</tr>
<tr>
<td></td>
<td>Offices located in the bottom level of the Highland Street Garage, parking on the side of the building by the entrance.</td>
</tr>
<tr>
<td></td>
<td>Entrance to our lobby is across from the Business Leadership Building (BLB) on Ave A.</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>The University of North Texas, Parking Services, 1155 Union Circle #310948, Denton, TX 76203-5017</td>
</tr>
<tr>
<td>DCTA Customer Service</td>
<td>940-243-0077</td>
</tr>
</tbody>
</table>
Student and Academic Affairs Resources

Accounting Lab | Business Leadership Building 007 | 940-565-3080
cob.unt.edu/students/tutor-labs

Advising Services | Sage Hall 110 | 940-565-3633
Services include: Class Concierge; Pre-Admission Advising; Major-Changer Counseling

Career Center | Chestnut Hall 103 | 940-565-2105
career.center@unt.edu | studentaffairs.unt.edu/career-center
Services include: Career Connect; Career Fairs; Career Workshops; Eagle Careers Job Bank; Individual Career Advising; Internships; Mock Interviews; On-Campus Interviews; Professional Networking Events; Student Employment; Take Flight Job Shadowing

Center for Leadership and Service | Union 345 | 940-565-3021
leadandserve@unt.edu
studentaffairs.unt.edu/center-for-leadership-and-service
Services include: Academic Leadership Certificate Program; Alternative Service Break Trips; Big Event Day of Service; Eaglethon Dance Marathon; LeaderShape; Leadership Development Programming; Volunteer and Community Service Engagement Opportunities

Center for Student Affairs at Discovery Park
Discovery Park G140 | 940-369-5847 | dplife@unt.edu
studentaffairs.unt.edu/center-for-student-affairs-at-discovery-park

Chemistry Resource Center/Computational Chemistry Instructional Laboratory | Chemistry Building 231 | 940-565-2556

Computer Science & Engineering Help Lab | Discovery Park F232
940-565-2767

Counseling and Testing Services | Chestnut Hall 311
940-565-2741 | counselingandtestingservices@unt.edu
studentaffairs.unt.edu/counseling-and-testing-services
Services include: Animal-Assisted Therapy; Body Image and Eating Awareness Team; Couples, Group and Individual Counseling; Mind-Spa; Testing Services; Therapy Assistance Online (T AO)

DSA Assessment | Chestnut Hall 155 | 940-565-2715
sara.ousby@unt.edu
Services include: Administrative Outcomes; Card Swipe; Learning Outcomes; Planning and Assessment

Dean of Students Office | Union 409 | 940-565-2648
deanofstudents@unt.edu | deanofstudents.unt.edu
Services include: CARE Team; Conduct; Food Pantry; Student Crisis and Assistance; Student-Initiated Withdrawals

Department of World Languages, Literatures and Culture Tutoring | Language Building T08A | 940-565-2404

Dining Services | Crumley Hall 132 | 940-565-2462 | dining.unt.edu

Economics Help Center | Wooten Hall 310 | 940-565-2573
EconHelpCenter@unt.edu

Emerald Eagle Scholars | Union 376C | 940-369-5251
emerald eagles scholars@unt.edu | emerald eagles.unt.edu

Finance Lab | Business Leadership Building 006 | FinaLab@unt.edu
cob.unt.edu/students/tutor-labs

Food Pantry | Union 409, Union 366 and Discovery Park C102C
940-565-2648

Greek Life | 611 S. Welch St. | 940-369-8463 | greeklife@unt.edu
studentaffairs.unt.edu/greek-life

History Help Center | Wooten Hall 220 | 940-565-4772

Housing and Residence Life | Crumley Hall | 940-565-2610
housinginfo@unt.edu | housing.unt.edu

Information Technology & Decision Science Lab
Business Leadership Building 011, 012 | 940-565-3110
cob.unt.edu/students/tutor-labs

International Student Programs/UNT-International
Marquis Hall 105 | 940-565-2197

Kinesiology, Health Promotion and Recreation Study Center
Physical Education Building 220 | 940-565-2651

Learning Center | Sage Hall 170 | 940-369-7006
Services include: Online Tutoring; Study Skills Lab; Speed Reading; Supplemental Instruction; Volunteer Tutor Program; Learning 101; Connecting for Success; TSI Advising and Testing; Academic Success Program; Academic Resource Library

Math Lab | Sage Hall 130 | 940-565-3592 | mathlab@unt.edu

Multicultural Center | Union 335 | 940-565-3424
deo.unt.edu/multicultural-center

New College at Frisco | 2811 Internet Blvd., Suite 100 in Frisco
972-668-7100 | UNTFrisco@unt.edu | frisco.unt.edu
Services include: Executive and Industry Partnerships; Professional Development and Summer Camps; Undergraduate and Graduate Classes

Off-Campus Student Services | Union 345 | 940-565-3807
ocss@unt.edu | offcampus.unt.edu
Services include: Coffee & Convos; Family Fun Night; Housing Fair; Nest Watchers Babysitters Clearinghouse; Off-Campus Housing and Roommate Search; Professional Picture Day; Programs for Non-Traditional, Commuter, Off-Campus and Graduate Students

Office of Disability Access | Sage Hall, 167 | 940-565-4323
Apply.ODA@unt.edu | disability.unt.edu
Services include: Accommodated Testing Center; ADA Grievances; Assistive Technology; Education and Outreach; Interpreting/CART Service

Office of Spiritual Life | Union 376E | 940-565-3288
spirituallife@unt.edu | studentaffairs.unt.edu/office-of-spiritual-life

Orientation and Transition Programs | Union 377 | 940-565-4198
freshman@unt.edu | transfer@unt.edu
studentaffairs.unt.edu/orientation-and-transition-programs
Services include: ACCESS Mentoring Program; Eagle Camp; Family Weekend; First Flight Week; Graduating Year Experience; Orientation; Parent Association; Parent Programs; Senior Year Experience (for high schools); StrengthsQuest; Transfer Center; Transition Programs

Roadmap to Retention | Planning Implementation Workshop | August 15, 2018
Student and Academic Affairs Resources

Physics Instructional Center | Physics 209 | 940-565-3275

Pride Alliance | Union 372 | 940-565-2589

Psychology Clinic | Terrill Hall 171 | 940-565-2631

Recreational Sports | Pohl Recreation Center | 940-565-2275
crepsports@unt.edu | crepsports.unt.edu
Services include: Aquatics; Esports; Facilities; Fitness Programs; Intramurals; Outdoor Pursuits; Sport Clubs

Student Activities | Union 345 | 940-565-3807
studentactivities@unt.edu | studentactivities.unt.edu
Services include: Cheer, Dance, Scrappy and Talons; EarthFest; Founder’s Day; Homecoming; Mean Green Fling; Off-Campus Student Services; Student Organizations; University Day

Student Government Association | Union 344 | 940-565-3850
sga@unt.edu | sga.unt.edu
Services include: Advocacy for the Undergraduate Student Body; Alton Thibodeaux Award; Eagle’s Nest and Raupe Travel Grant Funding; Tessor Graham Award

Student Health and Wellness Center | Chestnut Hall second floor 940-565-2333 | askSHWC@unt.edu
studentaffairs.unt.edu/student-health-and-wellness-center
Services include: Allergy Injections; Departmental First Aid Supplies; Dietitian; Eating Disorder Treatment; Health Education; Laboratory Services; Massage Therapy; Meadows Center for Health Resources; Mean Green Screen HIV Testing; Mens and Women’s Health; Optometry; Pharmacy; Psychiatry; Radiology; Transgender Health; Dental Office; Walk-In STD Testing

Student Legal Services | Union 411 | 940-565-2614
StudentLegal@unt.edu | studentaffairs.unt.edu/student-legal-services
Services include: Consumer Law; Employment and Family; Immigration; Landlords & Tenants; Notary Public; Personal Injury

Student Money Management Center | Chestnut Hall 313 940-369-7761 | money.management@unt.edu
studentaffairs.unt.edu/student-money-management-center
Services include: Financial Intelligence Training (FIT) Program; Financial Readiness Program; Financial Support Program; Financial Wellness Program; Student Loan Exit Counseling; Transition Planning Sessions

Student Sustainability | Union 376J | 940-369-8302
emily.bilcik@unt.edu | studentaffairs.unt.edu/sustainable
Services include: I Bike UNT, Bike Safety; Pollinative Prairie; Recyclenanza; Solar Trailer; Sustainable Shirts; UNT Community Garden; UNT Goes Green Sense; We Mean Green Fund

Student Veteran Services | GAB 119 | 940-369-8021
James.Davenport@unt.edu
studentaffairs.unt.edu/student-veteran-services
Services include: Omega Delta Sigma; SALUTE Veterans National Honor Society; Student Veterans Association; UNT Veteran Greenczone Training; Veterans Day Event

Substance Abuse Resource Center | Union 376C | 940-565-3177
sarc@unt.edu | studentaffairs.unt.edu/substance-abuse-resource-center
Services include: AlcoholEdU; Drug and Alcohol Education Taskforce; Self-Assessments; Seminars

Survivor Advocacy | 940-565-2648 | survivoradvocate@unt.edu
deanofstudents.unt.edu/sexual-misconduct/reporting-sexual-misconduct
Services include: Advocacy related to Sexual Misconduct; Green Dot; Haven

Technical Communication Lab | Auditorium Building 307 940-565-4193

TRIO Programs | Sage Hall 215 | trio@unt.edu | trio.unt.edu
Services include: Student Support Services; Talent Search; Talent Search – HEB; Upward Bound; Upward Bound Math and Science

University Union | 940-565-3805 | union@unt.edu
studentaffairs.unt.edu/university-union
Services include: ATMs; Barnes & Noble at UNT; Design Works; Eagle Images; Eagle Post; Event Planning and Scheduling Services; Fine Arts Series; The Mainframe Apple Store; Marketing Opportunities; Retail Food Shops; Ticket Sales; University Program Council (UPC); Union Fest; Union Gallery; Wells Fargo

Writing Center | Sage Hall 150 | writingcenter@unt.edu
writingcenter.unt.edu
Services include: Tutoring; Online Tutoring; Writing Workshops; Instructional Support

Advising Offices

College of Business | Business Leadership Building 110 940-565-2110
College of Education | Matthews Hall 105 | 940-565-2736
College of Engineering | Discovery Park A101 | 940-565-4201
College of Health and Public Service | Chilton Hall 289 940-565-4115
College of Information | Discovery Park C232 | 940-565-2445
College of Liberal Arts and Social Sciences | GAB 220 940-565-2051
College of Merchandising, Hospitality and Tourism | Chilton Hall 385 | 940-565-4635
College of Music | Chilton Hall 211 | 940-565-3860
College of Science | Hickory Hall 283 | 940-369-8606
College of Visual Arts and Design | (New) Art Building 345B 940-565-2216
Mayborn School of Journalism | Sycamore Hall 205 | 940-565-3365
Honors College | Sage Hall 320 | 940-565-3305
New College (Denton) | Sage Hall 394 | 940-369-8129
New College (Frisco) | Frisco 136 | 972-668-8115
Pre-Law Advising | Wooten Hall 153 | 940-565-4413
Pre-Health Professions Advising | Hickory Hall 256 | 940-565-4255