



| Topic  | Policy   | Link  |
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| <b>Absence</b>                                 | <p><b><u>Illness:</u></b> Let your PI know asap and copy BOM/Lab Mgr.</p> <p><b><u>Vacation:</u></b> Request time off from your PI at least 2 weeks in advance to ensure that vacations do not interfere with project milestones or meetings. Please activate an Out of Office message when you are on vacation.</p> <p>Hourly or salaried employees must enter sick and vacation hours into both TAS (<a href="https://tas.asu.edu/">https://tas.asu.edu/</a>) and PeopleSoft (<a href="https://go.oasis.asu.edu/timereporting/timesheet/">https://go.oasis.asu.edu/timereporting/timesheet/</a>). (See attached instructions.)</p> |   |
| <b>Academic Integrity</b>                      | Academic integrity is the core of everything we do. Ask you mentors if you have specific questions. Refer to the link of general advice.   | <a href="#">Academic Integrity</a>  |
| <b>Accomplishments</b>                         | Members of our Center accomplish amazing academic and outreach feats each year. Please record your accomplishments as we are regularly asked to report them to our sponsors and benefactors.   | <a href="#">Swette Accomplishments</a>  |
| <b>Biodesign Facilities &amp; Housekeeping</b> | Please alert Sarah for assistance with contacting and tracking housekeeping, HVAC, plumbing, electrical, moving, or other building issues.   | <a href="mailto:biodfacilities@asu.edu">biodfacilities@asu.edu</a>                    |
| <b>Biodesign Retreat</b>                       | The Biodesign Fusion Retreat takes place annually, usually in April, and is open to graduate students, postdocs, research scientists, and faculty who are nominated by Center Directors.   | <a href="#">POCs: Kathy Montalvo and Kerri Robinson, Fusion Retreat</a>               |
| <b>Biodesign Intranet</b>                      | There is a "Sign In" field on the Biodesign front page. You are automatically added when you become a SCEB employee or affiliate. There are many useful resources; please explore it.  | <a href="#">Biodesign Intranet</a>  |
| <b>Biodesign Room Reservations</b>             | Enter the Room Reservations Page from the Biodesign website, click the <i>Employee Intranet</i> link at the bottom of the page.  | <a href="#">Biodesign Room Reservations</a>   |
| <b>Blog</b>                                    | Consider contributing a blog about an experience that you've had that is related to your experience as a SCEB member.  | <a href="#">SCEB Blog</a>   |
| <b>Business Cards</b>                          | Write-in SCEB business cards are available for graduate students in the office. Postdocs, research scientists, and faculty can order personalized cards.   |  |

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| <b>Communications</b>   | <p>Respond to emails from faculty advisors and mentors within 24 hours during the work week.</p> <p>If you communicate with a collaborator, you must copy your advisor on all communications.</p>   |                                     |
| <b>Computers</b>        | <p>We don't provide computers for employees. We do provide computers to operate research equipment. We provide math modeling computers in A210. Do not load any programs onto modeling or instrumentation computers. These computers should not be used for non-work-related activities at any time.</p>                      |                                     |
| <b>Copy Machine</b>     | <p>Use the copy machine outside A210 for copying, faxing, and scanning/emailing for Center-related activities only. Use is monitored. It is for official SCEB activities.</p>   | See Carole for Code                 |
| <b>Direct Deposit</b>   | <p>Set up direct deposit so that we do not have to secure your pay check. Go to <a href="http://www.asu.edu">www.asu.edu</a>.<br/>Choose "My ASU."<br/>Enter your ASURITE ID and password.<br/>In the My Employment section, click on Payroll, then Direct Deposit.<br/>Enter your Direct Deposit information, then save.</p> |                                     |
| <b>Door Access</b>      | <p>Sarah Arrowsmith will submit a request for you. You will receive an email with the subject <b>deploy@intranet.biodesign.asu</b> which will ask you to read and accept the Biodesign building access policies. After you do this you can get your badge between 2-2:30pm in BDA108 any weekday.</p>                         |                                     |
| <b>Editing</b>          | <p>Carole Flores can help with editing/proofreading of manuscripts and drafts. Also, ASU offers course on writing, particularly for those for whom English is a second language.</p>  | <a href="#">ASU Success Centers</a> |
| <b>Effort Reporting</b> | <p>Review effort reports as soon as notified by BOM. Do not modify or reject reports; let BOM know if there are mistakes first.</p>   | <a href="#">Effort Reporting</a>    |

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| <b>Email Distribution Lists</b> | <p>Biodesign employees are automatically added to organizational distribution lists (dl.org.BIOD.eb).</p> <p>People whose homes are outside of Biodesign are added to the affiliate system and the affiliate lists (dl.org.biod.eb...aff) list by our BOM.</p> <p>Our BOM curates individual PI working group lists (dl.WG.Biodesign.eb).</p> <p>Our BOM can send emails to lists on your behalf.</p>   |                                   |
| <b>Equipment Sign Up</b>        | <p>All major equipment use must be reserved.</p> <p>Reservations are used to determine service contract contributions. So, only sign up for the time you need, modify your sign-up entries to match the actual time you used, and delete sign-ups if you do not use an instrument.</p> <p>Equipment Standard Operating Procedures on shared drive S:\Research\Swette Center General Documents.</p> <p>PI's assign researchers to train users and maintain instruments. They communicate with service reps and our Lab Manager to ensure that instruments remain functional and repairs are made quickly.</p> <p>Responsible researchers' emails are listed on the calendars and users must schedule training with them before using an instrument.</p> <p>Report instrument malfunctions to the responsible researcher listed next to each instrument on the calendar in a timely manner.</p> | <a href="#">Equipment Sign-Up</a> |
| <b>Equipment Maintenance</b>    | <p>All SCEB members are assigned one or more maintenance duties. You will be responsible for the monitoring of an instrument and notifying the Lab Manager if service is required. You will also be responsible for training others how to use the instrument.</p>  |                                   |
| <b>Etiquette</b>                | <p>Don't take or use others' lab or office supplies without asking.</p> <p>Clean up after yourself.</p> <p>Don't wear two earphones while working at the lab benches, for safety reasons.</p>   |                                   |

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| <b>Exiting the Lab</b>                               | Complete an exit checklist and obtain Sarah's signature before your advisor will sign off on graduation, release, or certification documents.   |                              |
| <b>Faxing</b>  | The copy machine outside A210 has faxing capability. Ask Carole for training.   |                              |
| <b>FedEx</b>   | Email Carole with an address, phone number, project/account name and number, and description of items that you will send. She will complete an airbill for you.   |                              |
| <b>Freezers &amp; Refrigerators</b>                  | Freezer/refrigerator space will be assigned to you. All items must possess labeling that includes your name, sample ID, and a date. You are responsible for discarding unneeded samples in a timely manner.   |                              |
| <b>FURI</b>  | Engineering undergrads are encouraged to apply for funding.   | <a href="#">FURI Funding</a> |
| <b>Gas</b>   | When a tank is empty, bring the tag to Sarah. She will reorder. Take the tank to the tank barn by the dock.   |                              |
| <b>Graphic Design</b>                                | Initiate graphic design help at KEEP under "PROJECT REQUEST."   | <a href="#">KEEP</a>         |
| <b>Human Resources</b>                               | <b>Carolyn.Lofgren@asu.edu</b> (480-727-4413, B201C) is our Biodesign HR liaison and specializes in visa issues. She welcomes drop-ins.   | <a href="#">HR Resources</a> |
|  | The COPP Community has an amazing HR website. Please review the resources available there.  |                              |
| <b>Intellectual Property Nondisclosure Agreement</b> | Volunteers and Visiting Scholars must sign a Nondisclosure Form. Employees are bound by the terms of their offer letter not to disclose research information, data, techniques, or samples.   |                              |
| <b>Intellectual Property Materials Transfer</b>      | <b>Imports:</b> Importation of any samples is prohibited by law without prior arrangements. If you are interested in bringing samples, please contact Sarah Arrowsmith well in advance. She will need a sample description, quantity, and what you intend to do with them in order to help you proceed properly.<br><br><b>Exports:</b> Do not share or send samples or data without the permission of your PI. |                              |

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| <b>Intellectual Property Notebooks</b> | All research-related activities should be recorded in an official Biodesign laboratory notebook. Sarah will issue one to you. You must leave the notebook when you leave SCEB.   |   |
| <b>Internal Vendors</b>                | <p>There are numerous user/core facilities throughout ASU including CHREM, TEM, CLAS Core Facilities (Electron Microscopy, Sequencing), CPD MiSeq &amp; Genomics, DACT, Flow Cytometer, Glass Blowing, Machine Shop, Microbiome Analysis Lab, and more.</p> <p>Please check with our BOM before charging services on an account to ensure that there are funds available.</p> <p>Many services utilize iLab for signups and billing. Our BOM can assist you in registering for iLab.</p> | <a href="#">iLab</a>  |
| <b>IT Help</b>                         | RTS Help can assist with email and systems setup and troubleshooting as well as network issues.  | <a href="mailto:rtshelp@asu.edu">rtshelp@asu.edu</a>                                  |
| <b>Journals</b>                        | Several months of current issues are kept in the office. Most journals can be found electronically through ASU libraries. Those that cannot are stored in A105 (including ASM News, Microbe, and Water Research-IWA). Please feel free to borrow journals but be sure to return them.  | <a href="#">ASU Library Collections</a>   |
| <b>Keys</b>                            | You are encouraged to request and utilize keys to keep your lab bench and desk items secured. Sarah can order keys for you. Please send her the number on the lock.  |  |

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| <b>Faculty Labs</b>  | Treavor Boyer, Associate Professor of Environmental Engineering, Office: ISTB4 361, Phone: 480-965-7447, Email: <a href="mailto:thboyer@asu.edu">thboyer@asu.edu</a> .   | <a href="#">SCEB Website</a>     |
|                      | Hinsby Cadillo-Quiroz, Assistant Professor of Microbiology, Office: LSE 751, Phone: 480-965-4482, <a href="mailto:hinsby@asu.edu">hinsby@asu.edu</a> .   |                                  |
|                      | Rosa Krajmalnik-Brown, Associate Professor of Environmental Engineering, Office: BDA 210C, Phone: 480-727-7574, <a href="mailto:Dr.Rosy@asu.edu">Dr.Rosy@asu.edu</a> .   |                                  |
|                      | Andrew Marcus, Assistant Research Professor, Office: BDA 214A, Phone: 480-727-9688, <a href="mailto:Andrew_Marcus@asu.edu">Andrew_Marcus@asu.edu</a> .   |                                  |
|                      | Bruce Rittmann, Professor of Environmental Engineering, Director of the Swette Center for Environmental Biotechnology, Office: BDA 210B, Phone: 480-727-0434, <a href="mailto:Rittmann@asu.edu">Rittmann@asu.edu</a> . |                                  |
|                      | Cesar Torres, Associate Professor of Chemical Engineering, Office: BDA 214A, GWC548 Phone: 480-727-9689, <a href="mailto:cit@asu.edu">cit@asu.edu</a> .  |                                  |
|                      | Learn more on the SCEB website.  |                                  |
| <b>Lab Safety</b>    | Sarah Arrowsmith is our Center's Safety Compliance Officer. Please work with her to ensure that you have completed all annual trainings. She maintains a safety blog that you may use as a reference manual.           | <a href="#">SCEB Safety Blog</a> |
| <b>Letterhead</b>    | Feel free to use Center letterhead for official communiques related to Center activities.  |                                  |
| <b>Mail Code</b>     | Mail is distributed to Biodesign employees who receive mail in A210 when sent to code 5701. Employees of other departments receive mail there. Mail is kept on the counter in A210 for ISTB5 employees.                |                                  |
| <b>Mail Services</b> | We have prepaid Center envelopes and intra-campus envelopes for official Center correspondence in the office.  |                                  |
|                      | Outgoing letters can be placed in the basket on the counter in A210AA and will be taken at 2pm daily.  |                                  |
|                      | Do not use the Center mail for receiving any personal items.   |                                  |

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| <b>Mailing Address for US Postal Service</b> | Your Name/PI Last Name/SCEB<br>Swette Center for Env Biotech<br>PO Box 875701<br>Tempe, AZ 85287-5701   |                                       |
| <b>Maps</b>                                  | ASU has an interactive map:<br><a href="https://www.asu.edu/map/interactive/">https://www.asu.edu/map/interactive/</a> .<br><br>The Biodesign website has directions and a parking map:<br><a href="https://biodesign.asu.edu/contact">https://biodesign.asu.edu/contact</a> .  |                                       |
| <b>Meetings (large)</b>                      | All SCEB members are required to attend the meetings run by their advisor(s). Absence must be excused by one's advisor. Presenter schedules are established during the first meeting of each semester. Large lab meetings don't take place during the summer. Please turn off cell phone sounds during meetings.<br>Here are the regularly scheduled, large group meetings:<br><br>Boyer Lab Meetings – Thursday, 1:00–2:30 pm, TBD<br><br>Cadillo-Quiroz Lab Meetings – Fridays, 2-3:30pm, LSE 232 (location still needs confirmation)<br><br>Krajmalnik-Brown/Torres Lab Meetings – Wednesdays, noon-1:30pm, AL10/14<br><br>Mathematical Modeling Meetings (Andrew Marcus, lead) – Wednesdays (biweekly), 10-11:30am, AL10/14<br><br>Rittmann Lab Meetings – Fridays, 2-3:30pm, AL10/14 | <a href="#">Lab Meeting Schedules</a> |
| <b>Meetings (one-on-one)</b>                 | Graduate students, postdocs, and research scientists are required to schedule regular one-on-one meetings with their faculty advisors to review progress, manuscripts, troubleshoot, and plan experiments and other project and program activities.   |                                       |
| <b>Meetings (small, project)</b>             | Faculty advisors will determine which project meetings each graduate student, post-doc, and research scientist should attend. Individual project meetings are scheduled by faculty members.   |                                       |

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| <b>Minors in the Lab</b>                | <p>Researchers must be a minimum of 16 years old to work in the labs. Biodesign &amp; ASU HR must be involved in minor intake procedures. You will need to fill out the request for minor access to ASU Laboratories:<br/> <a href="http://www.asu.edu/ehs/forms/minors-in-lab-request-fillable.pdf">http://www.asu.edu/ehs/forms/minors-in-lab-request-fillable.pdf</a>. A courtesy affiliate ID must be assigned so that individuals can take all lab trainings; look for the minors in the laboratory field:<br/> <a href="https://cfo.asu.edu/ehs-training#visitors-volunteers">https://cfo.asu.edu/ehs-training#visitors-volunteers</a>.</p> | <a href="#">ASU EH&amp;S Policy 116</a>         |
| <b>Monitor Presentation</b>             | <p>Our Center maintains a PowerPoint presentation that appears in the window of our upstairs lab. You may be asked to contribute updated graphics or slides of your research that can be presented by Biodesign Marketing &amp; Communications when they give tours.</p>  |   |
| <b>Office Supplies</b>                  | <p>We keep office supplies for Center members in A210. Just ask Carole or Sarah for whatever items that you require.</p>  |   |
| <b>Ordering</b>                         | <p>Carole will invite you to our online order log, Quartzly. In the Notes Field Include: 1) Public Purpose (brief description of how an item benefits a project), and 2) Storage Location. Attach Safety Data Sheet if it is not already stored on the shared drive S:\Research\Swette Center General Documents.</p>  | <a href="#">Quartzly</a>                        |
| <b>Outreach</b>                         | <p>You are encouraged to participate in one or more of the following outreach activities each year: Homecoming, Night of the Open Door, Tours, United Way.</p>  |   |
| <b>Paying for Graduate School</b>       | <p>It can be challenging to find financial support for all graduate students and for all years of their tenure. In some cases, PI's have grants that can support them. Sometimes, students must TA or seek other funding opportunities. Please talk with your PI about options and strategies.</p>  | <a href="#">Graduate Education Scholarships</a> |
| <b>Pipet Calibrations</b>               | <p>Sarah schedules pipet calibration twice per year. When she advertises, please bring her your pipets after obtaining permission and an account number from your PI. Each pipet calibration costs ~\$33.</p>   |   |
| <b>Posters - Printing &amp; Storage</b> | <p>If you plan to present a talk or poster at ASU or a conference, ensure that your advisor's name is on it and they he/she reviews the poster first. Poster printing is available through the Biodesign Intranet or through Chemistry (<a href="mailto:e-jay@asu.edu">e-jay@asu.edu</a>), PrintU (<a href="http://www.printcpc.com/printu">www.printcpc.com/printu</a>), and VisLab (<a href="https://vislab.asu.edu/">https://vislab.asu.edu/</a>).</p>   | <a href="#">Biodesign Poster Printing</a>       |



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| <b>Presentations</b>     | Please use Biodesign PowerPoint templates which may be found on the intranet. Your PI should review and approve presentations before they are delivered. Acknowledge Pis, funding, and collaborators in all presentations.   | <a href="#">PowerPoint Templates</a>        |
| <b>Printers</b>          | <p>Large Canon Printer Outside A210: Admin-20-Canon-iR-ADV-425 10.18.0.43</p> <p>A210 Office B&amp;W: Canon Imageclass LBP6780dn 10.18.0.65</p> <p>A207 Lab B&amp;W: Canon Imageclass LBP6780dn 10.18.0.148</p> <p>A207 Lab Color: HP Laserjet 2600n 10.18.0.18</p> <p>A107 Lab B&amp;W: Canon Imageclass LBP6780dn 10.18.0.110</p> <p>ISTB5 Laserjet HP CP405 10.4.4.21</p> |   |
| <b>Publishing</b>        | Please determine whether there is a publishing fee before submitting a manuscript to a journal for review. Faculty advisers should approve all submissions, particularly if publication fees are required.   |   |
| <b>Purchasing</b>        | Carole will place all orders. Carole will invite you to our Quartzly Order Log. Enter the following into Quartzly: item name, catalogue number, quantity, web link, account number/project name, and brief research statement. CBBG researchers must email PI for permission, copying Carole.  |   |
| <b>Receiving</b>         | In the event that Carole or Sarah is absent and you receive shipments, please sign the packing slip, alert the person named on the packing slip by email, and store at the appropriate temperature as indicated on the container. Place packing slips on Carole's desk.  |   |
| <b>Room Reservations</b> | Enter the Room Reservations Page from the Biodesign website, click the <i>Employee Intranet</i> link at the bottom of the page.  | <a href="#">Biodesign Room Reservations</a> |

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| <b>Safety Training</b>      | <p>Internet Information Security: (everyone annually)</p> <p>Title IX and Your Duty to Report Training: (required by all annually)</p> <p>Workplace Behavior Training: (one-time)</p> <p>Laboratory Safety (in person on Day MM/DD/YY, Sarah Arrowsmith will assist)</p> <p>Fire Safety (annually)</p> <p>Hazardous Waste Management (initial)</p> <p>ASU Biosafety &amp; Bloodborne Pathogens (initial)</p> <p>Compressed Gas Online &amp; In-Person (Sarah Arrowsmith will assist)</p> | <a href="#">Blackboard Safety Training</a> |
| <b>Scanning</b>             | <p>The copy machine outside A210 has scanning/emailing capability. Ask Carole for training.</p>  |  |
| <b>Shared Drive</b>         | <p>Access to our Center shared drive \\biofs.asurite.ad.asu.edu\eb is automatically granted to the shared drive once you are hired or added to our affiliate list. Carole can provide instructional documents to map this drive.</p>   |  |
| <b>Shipping</b>             | <p>See <i>FedEx</i> and <i>Intellectual Property - Materials Transfer</i></p>  |  |
| <b>Shipping Address for</b> | <p>Your Name/PI Last Name/Carole</p>   |  |
| <b>Couriers</b>             | <p>Swette Center for Environmental Biotechnology<br/>1001 South McAllister Ave.<br/>Tempe, AZ 85287-5701</p>   |  |
| <b>Signs</b>                | <p>Those assigned to cubicles may ask Carole to order signs for them.</p>  |  |
| <b>SOLUR</b>                | <p>SOLS undergraduates are encouraged to seek support from the SOLUR program.</p>  | <a href="#">SOLUR Website</a>              |
| <b>Space - Office</b>       | <p>The assignment of a lab desk, lab bench, or office/cubicle is determined by PIs. Do not move without prior consent. Graduate students will be assigned a lab desk. Undergrads may use their mentors' desks if there is room or a desk in A214B if available. Postdocs will be assigned shared cubicles in the 2nd floor office area. Visiting scholars are assigned desk space in A214B.</p>  |  |

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| <b>Space - Lab</b>                        | The assignment of a lab desk, lab bench, or office/cubicle is determined by PIs. Do not move without prior consent. Lab benches will be assigned by PIs.   |   |
| <b>Storage Room</b>                       | Journals, old records, posters, Night of the Open Door and other supplies are stored in A105. Please consult Admin staff if you wish to store items there.   |   |
| <b>Support - Lab &amp; Administrative</b> | Sarah Arrowsmith, Research Lab Coordinator<br>Office BDA210BA, Phone: 480-965-5847<br>sagasser@asu.edu   |   |
|   | Carole Flores, Business Operations Manager<br>Office BDA210AB, Phone: 480-727-0395<br>Carole.Flores@asu.edu  |   |
| <b>Swette Internships</b>                 | Applications are accepted, each January, from undergraduate students who will be juniors or seniors at the beginning of the following academic year. An intern must have a background in science or engineering that addresses providing sustainability services to society. Selection criteria emphasize academic qualifications and demonstrated commitment to sustainability  | <a href="#">SCEB Opportunities Web Page</a> |
| <b>Teleconferencing</b>                   | Carole can assist in reserving teleconferencing lines. In Microsoft Outlook, search <b>m.equip.IT.VCEO.Meet-Me_Conference_#</b> . Add numbers to your Scheduling Assistant. Send an invitation to reserve a line that is free during the time you need it.   |   |
| <b>Travel - \$ and expectations</b>       | All ASU travel must be pre-approved in Concur.<br><br>Carole can help you process a profile or travel request and expense report.<br><br>International flights MUST be booked through an airline that complies with the Fly America Act. They have a white checkmark icon above the fare amount in Concur. Click Show fare display legend to view any flights that are compliant with the Fly America Act. (Training: <a href="https://cfo.asu.edu/myasutrip-book-travel/">https://cfo.asu.edu/myasutrip-book-travel/</a> )<br><br>SCEB members are encouraged to attend conferences and apply for support. Advisor needs to approve both travel costs and abstracts submitted to conferences. Travel Grants are available from the ASU Graduate and Professional Student Association ( <a href="https://gpsa.asu.edu/funding/">https://gpsa.asu.edu/funding/</a> ). | <a href="#">My ASU Trip</a>                 |

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| <b>Visitors</b>        | Visiting scholars are assigned a SCEB mentor, interviewed using Zoom, and prepare a Research Plan before they arrive.  |                              |
| <b>Volunteer Forms</b> | Volunteers must complete Assumption of Risk, Nondisclosure, and Volunteer Registration forms. Volunteers must be 16 years of age or older to work in the lab. Mentors of minors must be fingerprinted. |                              |
| <b>Website</b>         | Various members of each lab are in charge of updating each research group's website. Please check with Carole for points of contact.   | <a href="#">SCEB Website</a> |
| <b>Zoom</b>            | Dr. Rittmann pays for a video conferencing service. Please see Carole for login information.   |                              |