

DEPARTMENT OF MICROBIOLOGY:

GENERAL PROCEDURES

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OFFICE SERVICES

## A. OFFICE SERVICES

The following equipment is available for use through the Department Office: photocopier, shredder, typewriter, and fax machine.

The photocopier in 105 BioSci may be used by graduate students to make copies of articles not available on-line for educational and research purposes. Please be certain that copies you make from books, journals, etc. do not infringe on Copyright laws. The photocopier is not for personal use.

Copies of draft dissertations and theses submitted for faculty review may be made but the preparation and submission of the required number of copies of the final Thesis or Dissertation is the responsibility of the student. Instructions concerning the typing, form, and mechanics of preparation are available at the Graduate School. Thesis and dissertation fees are assessed for binding and, in the case of the Ph.D. degree, for microfilming, but not for replication of copies. The Department of Microbiology does not pay for duplicating theses or dissertations. Expenses of thesis preparation may be covered by funds from an advisor's research grant.

The Department's projectors are available in the Departmental office, 105 BioSci.

The Department has two conference rooms that can be reserved for meetings: 368 BioSci and 916 Riffe Building. Please make your reservation in the scheduling books in the Department Office. The Department also has access to 144 BioSci, but you will need to request to reserve the room through the Department Office. Rooms 484 and Aronoff 202, can be scheduled as meeting rooms via the sign-up sheets/white boards posted outside these rooms.

## B. OFFICE SUPPLIES

Office supplies such as: pads of paper, paper clips, rubber bands, etc., are available in the Department Office (105 Biological Sciences Building) for use in teaching Microbiology courses. Office Supplies for research group use are purchased by the research group, not the department.

## C. AUTOCLAVES AND HOT OVENS

The autoclaves in 415 Bio Sci, 524 Bio Sci, 718 Riffe and 918 Riffe are for research use. Procedures for their use are covered on page 1 in the Operating Procedures for the Media Laboratory and Glassware Facility. Please read them carefully.

The autoclaves located in the third floor teaching laboratories are for class materials only

A hot air oven is located under hood in Room 411 of the Bio Sci Building.

## D. COLD ROOMS

There are nine walk-in cold rooms in the Department. Those in Riffe are assigned to individual research groups. Rooms 313 and 331 Bio Sci are used for course related materials. Room 456 Bio Sci is a common use room.

Materials placed in a common use cold room must be labeled with the owner's name, date and room number. Biological and chemical hazards should also be labeled with appropriate warning labels. Instructions posted on the cold room doors are strictly enforced.

Should a cold room malfunction and the alarm sound, contact Jeff Jahnes, 308 Bio Sci (2-3490). If he cannot be located, try to notify the owners of the materials in the cold room, and email Jeff at [jahnes.2@osu.edu](mailto:jahnes.2@osu.edu).

## E. INCUBATOR ROOMS

There is a 37°C (room 309) walk-in incubator located on the 3rd floor of the Bio Sci Building.

All are welcome to use these incubator rooms, but microbiology course materials have priority in using the incubator rooms on the 3rd floor. If there are any questions or concerns regarding use of the incubator rooms on the 3rd floor, contact the Department staff in room 305 at (2-4439).

There are instructions posted on the doors of each incubator room regarding use and, most importantly, labeling. These instructions are strictly enforced. Please note that UNLABELED MATERIALS found in an incubator rooms WILL BE DISCARDED!!

## F. BIOLOGICAL MATERIALS

Biological materials used for teaching are ordered by the faculty member supervising the course. Biological materials used in research are ordered by the advisor or designee.

## G. MAIL

Each student has a mailbox in 105 Bio Sci. Please check your mailbox regularly for messages, notices of meetings, seminars, etc. There are mail trays available in the office for deposit of outgoing U.S., metered, and Campus mail. To guarantee same-day pick-up, UPS and FedEx items need to be in the office with all the necessary paperwork completed by 2:30 pm. Attempts will be made to have late items picked up the same day, or they may be taken to a drop-off location (the closest is at Staples in Lennox Center; hazardous materials, including those containing dry ice, must be taken to a FedEx-staffed location). International shipments (other than paper letters and documents) and hazardous materials shipped domestically or internationally require additional forms.

Other mailing services available on campus include UPS and a full-service post office. The Department Office has information about pickups and deliveries using these services.

## H. DEPARTMENT EQUIPMENT

### 1. Equipment Malfunctions

Please report equipment malfunctions to Jeff Jahnes, 308 Bio Sci (2-3490). He will determine and implement the necessary repair procedures. Equipment manuals should be made available.

### 2. Service Tours

Jeff visits every research lab at least once each semester to undertake maintenance procedures such as lubrication, oil changes, adjustments and calibrations, etc. He also inspects the labs for safety issues, building problems and equipment abuse.

### 3. Inventory

Jeff is the Equipment Coordinator for the Department of Microbiology. He is responsible for status and location of all Departmental equipment purchased at a cost of over \$5000. He can assist in instruction in the use of equipment and will assist in disposing of equipment.

#### 4. Sinks

Most labs have epoxy resin (Durcom) sinks that crack if dry ice is placed in them. Replacement sinks cost \$500. Please keep this in mind when using dry ice.

#### I. TELEPHONES AND FAXES

Laboratory and office telephones are for business use only. "PLUS" numbers are assigned to each Advisor that shall be used for all long-distance calls (including faxes). The Department pays a charge for every call made, and a listing of all calls made is provided to the Department Office every month. The fax machine number is: 614-292-8120.

#### J. BULLETIN BOARDS

There is a bulletin board inside the Department Office designated for graduate student issues. Seminar notices are hung in the BioSci and Riffe elevators and various bulletin boards in each building.

#### K. SEMINARS

The Department sponsors weekly seminars (Wednesdays at 4:30 pm) by outside speakers who present research lectures and interact with members of the Department. Seminars are publicized in the department office and building elevators.

#### L. PERSONAL INFORMATION

Please report any change in name, address, phone number, marital status, or Social Security Number to the Department Office, Tax Office, and to the Registrar's Office. Forms for this purpose are available online. If you do not receive an IRS Form W-2 in January, check with the Tax Office (292-2521). If you wish to make changes in your tax exemptions, obtain a tax card from the Tax Office.

#### M. MICROBIAL CULTURE COLLECTION AND CULTURE LABORATORY

The Curators of the Culture Collection is Dan Zeigler. The Culture Laboratory is 556 Bio Sci. The purpose of the Culture Lab is to support research and teaching activities by providing cultures and providing a place for the deposition of cultures. Requests for cultures should be submitted to the Curator with sufficient advance notice. Use a 5" x 8" index card (available in the Culture Lab) with the following information:

1. Name of microorganism.
2. Date needed.
3. How the organism is to be used and the medium on which it is to be furnished (if the medium is important).
4. A complete description of the organism listing specifically all of the traits which must be manifested for the organism to serve its function.
5. A faculty signature.
6. Signature of person submitting the request.

Cultures of each organism requested for class use will be supplied only once (in triplicate) during a quarter. Maintenance of the culture for use during the remainder of the quarter will be the responsibility of the instructor in charge of the course.

#### N. ID CARDS, PARKING PERMITS, AND E-MAIL ACCOUNTS

To obtain your OSU BUCK-ID card, check with the office staff to be certain that you have registered for classes and your fees have been paid. Then go to the ID Center, in the Ohio Union, to obtain your BUCK-ID card. The first card is free; replacement cards cost \$20.

Graduate Teaching and Research Associates are eligible for staff (B) parking permits, which can be payroll deducted each month. These can be purchased at Transportation and Parking Services, North Campus Gateway. You will find it beneficial to request a letter from the office staff indicating your status as a Microbiology Graduate Associate from the Department staff.

OSU web access and e-mail accounts are opened online at <https://my.osu.edu>

#### O. KEYS

An outside door key will be provided to each student by the Department Office. This key, CS01, will open the ground and parking level doors of both the Biological Sciences Building and Riffe Building. During the rotation period, the laboratory Advisor will provide the lab keys students will need. (After you leave your rotation lab you will need to return the key). When you join a lab permanently, request that the Department Office order a key for you to that lab. When your key is ready, you may pick it up at Key Control, 035 Central Services Building, 2003 Millikin Rd (292-5770).

Students working in the Riffe Building will also need an elevator key.

### III. Department Staff

Staff Member	Title	Office	Phone	Email
Tammy Dickey	Administrative Associate 1	156 BioSci	8-2431	<a href="mailto:dickey.95@osu.edu">dickey.95@osu.edu</a>
Mette Ibba	Lecturer	374 BioSci	2-0509	<a href="mailto:ibba.2@osu.edu">ibba.2@osu.edu</a>
Staci Schweinfurth	Human Resources Associate	105 BioSci	2-2301	<a href="mailto:schweinfurth.22@osu.edu">schweinfurth.22@osu.edu</a>
Tammy Bullwinkle	Lecturer	384B BioSci	2-5867	<a href="mailto:Bullwinkle.1@osu.edu">Bullwinkle.1@osu.edu</a>
Todd Matulnik	Fermentation Facility Manager	333 BioSci	2-3277	<a href="mailto:matulnik.1@osu.edu">matulnik.1@osu.edu</a>
Matt Mezydlo	Microbiology Lab Preparator	309 BioSci	2-4439	<a href="mailto:mezydlo.1@osu.edu">mezydlo.1@osu.edu</a>
Madhura Pradhan	Lecturer	372 BioSci	2-1196	<a href="mailto:pradhan.2@osu.edu">pradhan.2@osu.edu</a>
Katie Elasky	Microbiology Lab Preparator	333 Biosci	2-3476	<a href="mailto:elasky.5@osu.edu">elasky.5@osu.edu</a>
Jeff Jahnes	Lab Supervisor	308 Biosci	2-3490	<a href="mailto:jahnes.2@osu.edu">jahnes.2@osu.edu</a>
Pete Bujnak	Microbiology Lab Preparator	309 BioSci	2-4439	<a href="mailto:bujnak.2@osu.edu">bujnak.2@osu.edu</a>