



The University of Georgia®

RESEARCHER ORIENTATION & ONGOING TRAINING SERIES

UGA Postdoctoral Association (PDA)

Graduate Students & Postdocs in Sciences (GSPS)

Office of Postdoctoral Affairs (OPA) / OVPR

UGA ROOTS

- Provides information about the practical aspects of research and scholarship at UGA
- Appropriate for graduate students, postdocs, early career faculty
- Quarterly orientation session is strongly recommended for new researchers
- Eight individual training sessions after orientation, on two-year rotation
- Orientation is a summary of where to find information;
your input will guide its evolution

Orientation Outline

- The “research office” (OVPR)
- Administrative Policies
- UGA Human Resources
- Graduate School / Graduate Student Policies
- Postdoctoral Research Scholar Policies
- International Student, Scholar and Immigration Services
- UGA Libraries
- Core Research Facilities
- Research Purchasing
- Office of Research Support Services
- Ordering Chemicals
- Chemical Storage, Tracking, and Waste Disposal

OVPR – What Do We Do?

- Our mission is to support research and scholarship in all areas of the university
 - Grow UGA research through faculty/research staff recruitment
 - Faculty startup
 - Research scientist policy, procedures
 - Office of Postdoctoral Affairs
 - Help jump-start research programs with seed grants
 - Enable proposals for external funding of research
 - Facilitate research partnerships and special initiatives
 - Ensure access to research facilities, technologies, resources
 - Ensure the safety and ethical compliance of all UGA research
 - Promote the value of intellectual property and innovations
 - Disseminate UGA research successes
 - Recognize research accomplishments through awards



Vice President for Research

David Lee

**Associate to the
Vice President**
Jeanne Cochran

Associate Vice President for Research

Regina Smith

Associate Vice President for Research

Robert Scott

Sponsored Programs

Regina Smith

Special Projects Team

Juan Gutierrez

Internal Grants and Awards

Robert Scott

Postdoctoral Affairs

Robert Scott

Research Information Systems

Jerry NeSmith

Assistant Vice President for Research

Chris King

Animal Care and Use

Chris King

Biosafety

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(Interim Director)

Human Subjects

Benilda Pooser

Technology Commercialization

Sohail Malik

Georgia BioBusiness Center

Margaret Wagner Dahl

Legal Services

Jessica Orbock

Research Communications

Terry Hastings

Research Development

Kim Gentry

Business and Human Resources

Kevin Burt

Core Facility Business Services

John Wunderlich

Research Support Services

Brian Tomlinson

Assistant Vice President for Research

Carl Bergmann

Facilities Management

Core Facility Support

OVPR Centers, Institutes & Initiatives

Bioenergy Systems
Research Institute

Faculty of
Infectious Diseases

Nanoscale Science &
Engineering Center

Biomedical & Health
Sciences Institute

Georgia Cancer Center

The Plant Center

Center for Applied
Isotope Studies

Georgia Initiative for
Climate & Society

Regenerative
Bioscience Center

Center for Molecular
Medicine

Georgia Sea Grant

Savannah River Ecology
Laboratory

Center for Tropical &
Global Emerging Diseases

Institute of Bioinformatics

William A. & Barbara R. Owens
Institute for Behavioral Research

Complex Carbohydrate
Research Center

Obesity Initiative

Willson Center
for Humanities & Arts

UNIVERSITY OF GEORGIA

Office of the Vice President for **Research**
at the university of georgia

Search UGA

Quicklinks

Search OVP

Forms & Policies • Directory • Contact

OVP SPAS Sponsored Programs Technology Development Research Compliance Research Resources Centers & Institutes News, Facts & Reports

RESEARCH 101

For New Faculty

Find resources and tips on what's expected, research funding, starting your research laboratory, and more. [Learn more >](#)

OVP LAB PERSONNEL FUNDING

UGA Research Tasks

- ▶ Find Funding
- ▶ Write a Winning Grant Proposal
- ▶ Seek Help with Technology Transfer
- ▶ Meet Compliance Responsibilities
- ▶ Find Forms & Policies
- ▶ Find Expertise
- ▶ Find News, Facts & Reports
- ▶ Develop a Research Program

Sponsored Projects Administration Site
SPAS UGA's one-stop reference for research information [Visit SPAS](#)

Announcements

2012 UGARF Research Awards deadlines announced

Limited Submission Deadlines

More Research Announcements and Funding Opportunities >

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Administrative Policies

- Questions about general policy & procedures
 - Graduate Students – Graduate School (www.grad.uga.edu/contacts_specific.html)
 - Postdoctoral Research Scholars – OPA (opa@uga.edu)
 - Faculty – start in department/school, Office of Faculty Affairs (mgorman@uga.edu)
- Questions about pay, benefits, taxes, investments
 - Graduate Students – Graduate School (www.grad.uga.edu/contacts_specific.html)
 - Postdoctoral Research Scholars – start with Office of Financial & Research Services (kevburt@uga.edu)
 - Faculty – start in department/school
 - Many policies/procedures are purview of UGA Human Resources

Intellectual Property Policy

- The University encourages the production of creative and scholarly works and the development of new and useful materials, devices, processes and other inventions which may have potential for commercialization. Such work may be protected by laws that establish rights called “Intellectual Property.”
- As a condition of employment, all UGA faculty and staff sign an Intellectual Property Agreement
 - Basically states that all intellectual property is owned by UGA and UGARF.
 - All faculty and staff agree to disclose in writing to UGARF all intellectual property developed alone or with others during the course of employment.
 - Revenue sharing potential
 - www.ovpr.uga.edu/docs/policies/tco/intellectual-property

Technology Commercialization Office (TCO)

TCO serves the UGA community by connecting industry with university expertise and inventions for the public good, promoting economic development and increasing research visibility.

Please contact TCO with questions regarding:

- Intellectual property
- Material transfer agreements
- Non-disclosure agreements

tco@uga.edu

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Human Resources / Arrival

- You will receive an email with instructions to visit the UGA Onboarding System, where you will complete all required paperwork and view appropriate employment policies
- In the Onboarding System, you will see a brief overview of your benefits and retirement choices.
- **Be sure to meet the deadlines for benefits enrollment!**

Personnel Activity Reports

- The University is reimbursed by the Federal Government for costs associated with federal contracts and grants. As such, UGA is subject to Federal guidelines, specifically OMB Circular A-21: Cost Principles for Educational Institutions
- A-21 contains requirements for documenting salaries and wages charged directly to an award or through F&A
- The employee's salary must be allocated through an official payroll system that ties with the financial records of the institution
- ...

Personnel Activity Reports

- The payroll distribution must reasonably reflect the activity for which the employee is compensated
- The main objective of A-21 is verification that compensation charged is appropriate to the activity performed
- Every employee fills out ePAR monthly to verify this
- PAR's are used to confirm that the distribution of activity represents a *reasonable estimate* of the work performed by the employee during the period
- Each PAR must be reviewed for accuracy and approved by the employee or by someone having first-hand knowledge of the work performed

Human Resources / Insurance

- Graduate students enroll in separate group insurance
- Employees are eligible to enroll in all “health & welfare” benefits. If you do not enroll during your first 31 days of employment, you must wait for the next open enrollment period, typically each fall
- Health, dental, life, accidental death & dismemberment, long term disability, short term disability, cancer, critical illness, and accident insurance products, are all available
- www.hr.uga.edu/fmec_intro.html

Human Resources / Retirement

- Graduate students have no retirement benefits
- Your retirement plan choice must be made during your first 60 days of employment and is **irrevocable** during your UGA employment
- There are two basic choices:
 - **Teachers Retirement System (TRS)** is a defined benefit plan with 10-year vesting
 - **Optional Retirement Plan (ORP)** is a defined contribution plan with immediate vesting and is portable
- www.hr.uga.edu/fmec_intro.html

Human Resources / Contacts

- Employees may contact HR at any time to schedule a **360 Personal Financial Consultation** or to ask questions about their benefits
 - **360 PFC:** contact Cindy Walker to schedule an appointment cewalker@uga.edu or 706-542-7359
 - **General benefits questions:** benefits@uga.edu or 706-542-2222
- Be sure to contact HR prior to **leaving UGA** and discuss your options regarding your benefits and retirement plan: benefits@uga.edu or 706-542-2222

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Graduate School

- The UGA Graduate School sets campus-wide policy and procedures for graduate education
- Each graduate program may choose different ways to satisfy Graduate School policies
- When you have a question about graduate student policies, first talk with your program's coordinator (graduate program administrator, degree program assistant, several titles), who can contact the Graduate School if necessary
- Graduate students are solely responsible for satisfying all requirements and meeting all deadlines
- grad.uga.edu

Graduate Assistantship Pay Rates

- Pay rates are set by college, school, or program
- Pay rates are based on % of assigned work time per week (between 33% and 50%)
- Differential rate between master's and doctoral level students
- Differential rate between academic and fiscal year employment

Graduate Student Health Insurance

- Mandatory plan for international students, students receiving graduate assistantships, qualified fellowships, and qualified training grants
- Students who are mandated to have coverage under the mandatory student health insurance plan may request to opt out of the mandatory student health insurance plan if they can demonstrate they have a health insurance plan that meets the minimum requirements.
- General student health insurance information
<http://www.hr.uga.edu/benefits/stuins/stuins.html>
- Contact Joanna Manzi, gshiplan@uga.edu, for specific information

Graduate Student Listserv

- **Official** university communication with all graduate students is the Graduate Student listserv
 - Policies
 - Deadlines
 - Special events
 - Fellowship, scholarship, and other award announcements
- All admitted graduate students are added to listserv
- Information also posted on Graduate School website, Facebook page, and Twitter feed

Graduate Faculty

- To be major professor, faculty must be members of the Graduate Faculty
- Three principal intellectual criteria for any faculty member seeking membership in the Graduate Faculty:
 1. Doctorate or highest earned terminal degree from an accredited institution in the faculty member's discipline
 2. Proficiency in conducting scholarly research
 3. Proficiency in supervising scholarly research

<http://grad.uga.edu/faculty/procedures.html>

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Postdoctoral Research Scholar Policies

- Term of Appointment
 - Maximum term of 5 years
 - At end of 5 years, must be separated or moved into a new position with 90 days notice
 - Potential established positions at UGA
 - Research Professional IV (or III)
 - Asst Research Scientist (non-tenure track faculty)
- Compensation
 - Postdoctoral research scholars should be compensated at a level appropriate to their advanced education and training
 - The university strongly suggests a minimum salary of \$35,000 in FY2013 for Postdoctoral Research Associates
 - In some disciplines, external funding agencies provide salary guidance. For example, in the biological sciences, NIH publishes guidelines based on years of training experience
- www.ovpr.uga.edu/docs/policies/opa/postdoctoral-research-appointments



Jessica Hawks

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International Student, Scholar & Immigration Services (ISSIS)



Robin Catmur
Director, ISSIS,
Office of International
Education

Contact Information:

- Office of International Education
- 1324 South Lumpkin Street
- Athens, GA 30602
- 706-542-2900
- issis@uga.edu
- <http://www.issis.uga.edu>

ISSIS: Visa Categories for Postdocs

- J-1 categories
 - Student
 - Student Intern
 - Professor
 - Specialist
 - Research Scholar
 - Short-term Scholar
- H-1B temporary worker
- E-3 (Australian nationals); TN (Canadian or Mexican nationals)
- Permanent residency **ONLY** if you are “promoted” to a permanent research or teaching position ...

ISSIS: J-1 / H-1B Advisors Contact

- We will provide you with accurate and timely advice and information pertaining to your visa category.
 - Sylvia Schell - sylvias@uga.edu
 - Sandy Haagen – sphaagen@uga.edu
- Link to the caseload distribution
 - http://www.issis.uga.edu/images/docs/for_departments/ississcholarcaseloadaddivision.pdf
 - issis@uga.edu

ISSIS: Orientation & Support

- Immigration check-in and orientation – **mandatory** – and helpful!
- Spouse and dependent support: International Family Association (Linnea Fisher: lfisher@uga.edu)
- Scholar programming and trips: Sylvia Schell: sylvias@uga.edu
- Driver's License information: <http://www.issis.uga.edu/for-scholars/arriving-at-uga/social-security-card.html>
- Social Security Card information: <http://www.issis.uga.edu/for-scholars/arriving-at-uga/drivers-license.html>

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UGA Libraries



Mariann Burright

Head, Science
Collections & Scholarly
Communication

Contact Information:

- Science Collections & Scholarly Communication Department
- 706-542-6643
- mariann@uga.edu
- www.libs.uga.edu/science/scicolldev.html

Science Collections & Scholarly Communication Department

- We are located in Room 207 Science Library
- We are responsible for the science and engineering collections on the UGA campus
 - purchasing and maintaining the book, journal subscriptions (print and online), and databases that allow you to search the literature in your fields
- We offer assistance in answering questions about scholarly publishing, open access, and copyright

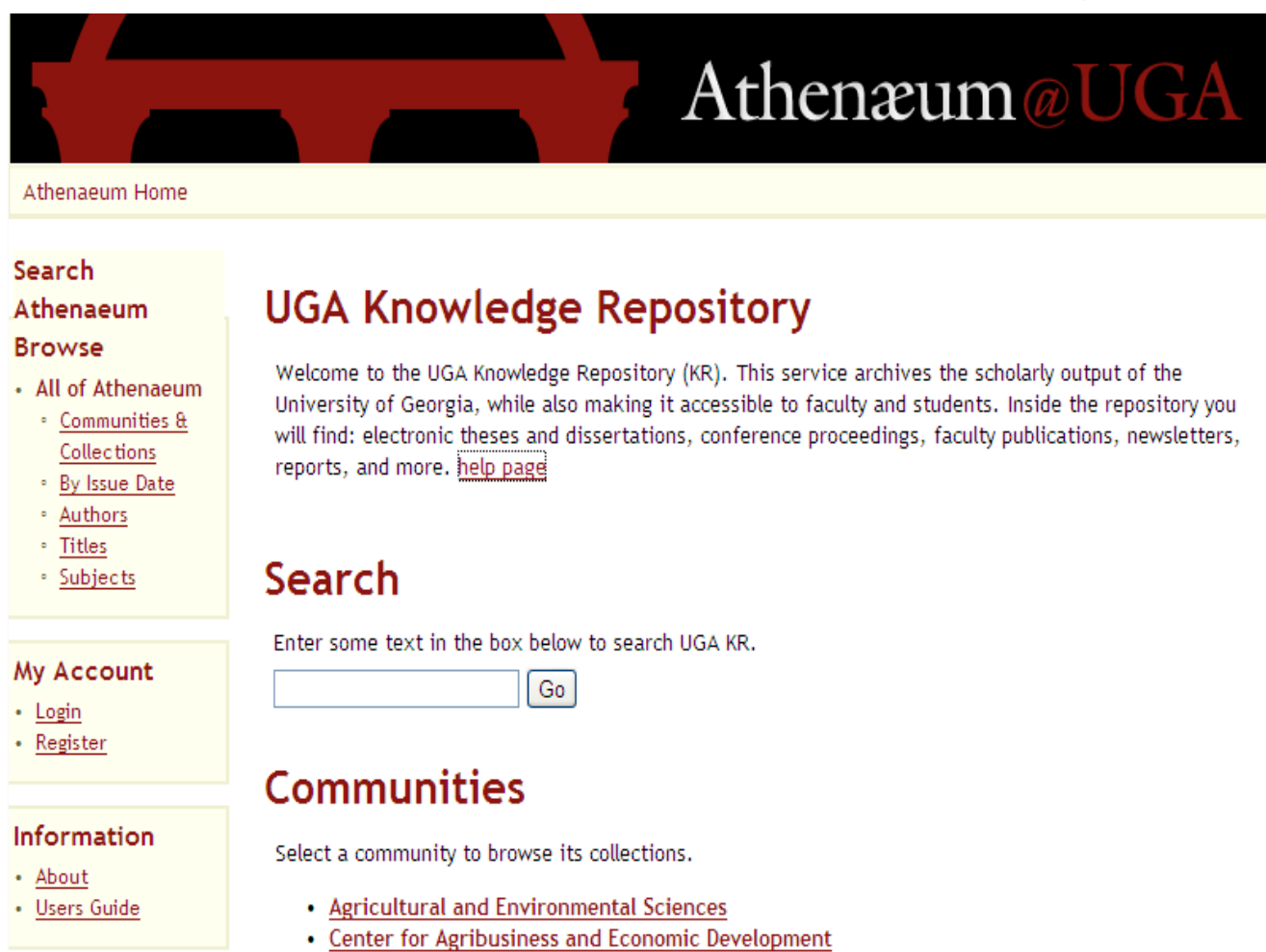
Collections Services

- Overview of our collections in the sciences and engineering
 - 11,606+ online journal subscriptions in agriculture, life & health sciences, biochemistry, engineering, and environmental sciences
 - 4,242 titles are funded by UGA
 - 7,364 titles are funded through the state system called GALILEO
 - Many research databases such as SciFinder Scholar, Ei Engineering Village, Web of Science, and others.
- We're moving to mostly online access to research journals
- We're also buying more online books, but the vast majority are physical books on the shelves of the Science Library, with some in the Vet Med Reading room

Publishing Services

- Find funding and collaborators in your area
- Comply with federal publication and data management mandates (NIH and NSF, so far!)
- Publish Open Access: UGA authors receive a 15% discount on author processing fees to publish open access with BioMedCentral, ChemCentral, and SpringerOpen.
 - Email mariann@uga.edu for details.
- Evaluate journal rankings for submission
- Keep copyright in your publications
- Promote discoverability of your work on the internet, archive or publish it in the UGA institutional repository *Athenaeum@UGA*

UGA's Institutional Repository



The screenshot shows the Athenæum@UGA website. At the top is a dark banner with a red silhouette of a classical building and the text "Athenæum@UGA". Below the banner is a yellow bar with the text "Athenæum Home". The main content area is white. On the left is a sidebar with three sections: "Search Athenæum Browse" with links for "All of Athenæum", "Communities & Collections", "By Issue Date", "Authors", "Titles", and "Subjects"; "My Account" with links for "Login" and "Register"; and "Information" with links for "About" and "Users Guide". The main content area has a section titled "UGA Knowledge Repository" with a welcome message and a link to a "help page". Below this is a "Search" section with a text input box and a "Go" button. At the bottom is a "Communities" section with a prompt to "Select a community to browse its collections." and two links: "Agricultural and Environmental Sciences" and "Center for Agribusiness and Economic Development".

Athenæum Home

Search
Athenæum
Browse

- All of Athenæum
 - [Communities & Collections](#)
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)

My Account

- [Login](#)
- [Register](#)

Information

- [About](#)
- [Users Guide](#)

UGA Knowledge Repository

Welcome to the UGA Knowledge Repository (KR). This service archives the scholarly output of the University of Georgia, while also making it accessible to faculty and students. Inside the repository you will find: electronic theses and dissertations, conference proceedings, faculty publications, newsletters, reports, and more. [help page](#)

Search

Enter some text in the box below to search UGA KR.

athenaeum.libs.uga.edu/

Reference Department



Ian Thomas

Research and Instruction
Librarian, Science Library

706-542-0703

ithomas@uga.edu

- Research help
 - Tracking down citations and information
 - Troubleshooting access issues to databases
 - Using resources efficiently and effectively
 - Helping find grant funding/career opportunities
- Citation Management
 - Endnote training and troubleshooting
- Teaching research skills
 - Can provide library skills training to your classes or lab sections upon request

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Core Research Facilities

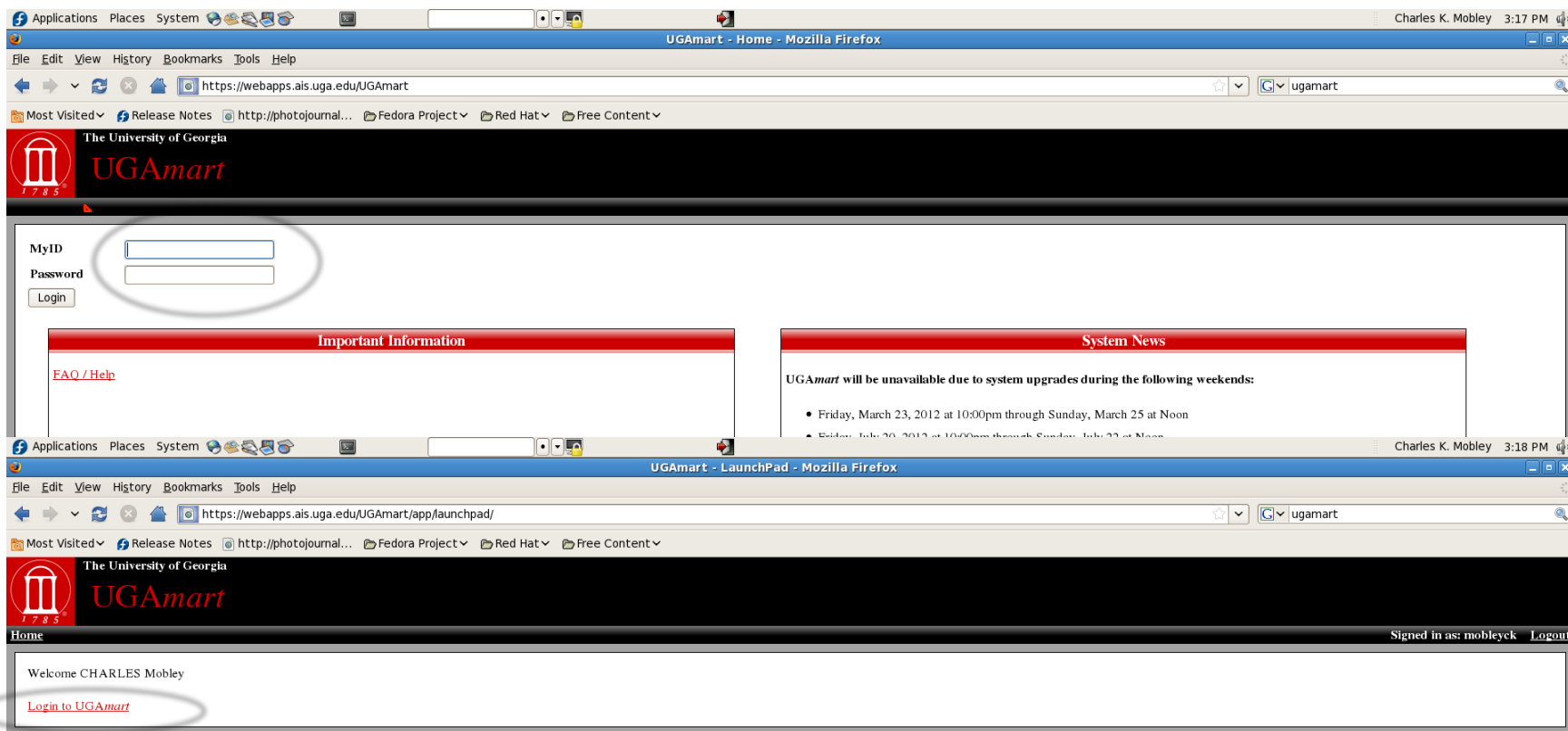
- Some research services or products utilize expertise or instruments that are not efficiently replicated in each research group
- Shared-use core research facilities can be found across campus
- UGA has no current organizational unit to manage core facilities; they report to many different units (offices, colleges, schools, departments, centers, institutes)
- OVPR has attempted to gather links to core facilities (www.ovpr.uga.edu/resources/core-facilities) but this list is not comprehensive

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Research Purchasing / UGAMart

- UGAMart is the online purchasing web app for purchasing everything *except* chemicals
- <https://webapps.ais.uga.edu/UGAMart>



UGAMart vs. Punchout Searches

The screenshot shows the UGAMart Home/Shop interface in a Mozilla Firefox browser window. The browser's address bar displays the URL <https://solutions.sciquest.com/apps/Router/Home?tmstmp=1334517524937>. The page features a navigation bar with links for Home/Shop, Favorites, Forms, Catalog, Document Search, Settlement, Profile, and more. A search bar at the top right allows for searching by Catalog No. (SKU) or Item(s). The main content area is divided into several sections:

- Action Items:** Includes links for My Orders, Requisitions (Recently Completed (21)), and Purchase Orders (Recently Completed (21)).
- Welcome to UGAMart:** A section with announcements for FY 11-12 Year End Information and training demos for UGAMart Profile, Approver's Demo, Approval Only Demo, Rejection Only Demo, and UGAMart Receiving Demo.
- User Guides:** Links to Document Search Overview (marked as NEW), How to Use UGAMart, and How to Obtain CESS Approval.
- Important Information:** Links to Pending Vendor Profiles as of 04/10, Procurement Contact Information, and Accounts Payable Contact Information.
- Punch-out:** A section displaying logos for various suppliers, including Fisher Scientific, VWR International (circled), BIO-RAD, life technologies, and SIGMA-ALDRICH.
- Office Supplies:** A section displaying the Staples logo.
- MRO/Facilities:** A section displaying the Grainger logo.
- Computers/Electronics:** A section displaying logos for Apple, Dell, HP, and IBM.

At the bottom of the page, contact information for the UGAMart System Administrator is provided: email: lizlen@uga.edu and phone: +1 (706) 542-7115. The browser's status bar at the bottom shows the page is done and the URL solutions.sciquest.com.

UGAMart Search Results

The screenshot shows a web browser window titled "Product Search - All - Mozilla Firefox" with the address bar displaying "https://solutions.scquest.com/apps/Router/Home?tmstmp=1334517525344". The page is the UGAMart search results page for the query "beakers".

Search Results Summary:

- Search Query:** beakers
- Results:** Showing 1 - 20 of 4000+ results.
- Sort By:** Best Match
- Results per page:** 20

Filter Results:

- By Supplier Class:** Statewide Contract Vendor, UGA Contract Vendor, Certified Small Business, Certified Small Disadvantaged Business, Certified Veteran Owned.
- By Supplier:** CHEMGLASS LIFE SCIENCES, FISHER SCIENTIFIC CO LLC, KSE SCIENTIFIC, NEBRASKA SCIENTIFIC CYRGUS, VWR INTERNATIONAL LLC.
- By Manufacturer Name:** ACE GLASS, INC., Agilent Technologies, Agilent Technologies (9K), ALFA AESAR, Andwin Scientific Healthcare.
- By Custom Attribute:** Convenience State Contract.
- By Packaging UOM:** I/BG, BX, I/BX, CS, UCS.
- By Product Flag:** Green.
- By Category:** Atomic Absorption Spectrophotometer Accessories, Autosampler Vials.

Product List:

Product Name	Part Number	Manufacturer Info	Price	Actions
GRAD. BEAKER WITH HANDLE TALL PP 250ML-12pk from KSE SCIENTIFIC	208-K1086	K1086 - (LABNET (CORNING LABNET))	75.45 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE TALL PP 500ML-12pk from KSE SCIENTIFIC	208-K1087	K1087 - (LABNET (CORNING LABNET))	71.33 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE TALL PP 1000ML-6pk from KSE SCIENTIFIC	208-K1088	K1088 - (LABNET (CORNING LABNET))	60.51 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE TALL PP 2000ML-3pk from KSE SCIENTIFIC	208-K1089	K1089 - (LABNET (CORNING LABNET))	63.86 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE TALL PP 3000ML-3pk from KSE SCIENTIFIC	208-K1090	K1090 - (LABNET (CORNING LABNET))	84.98 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE SHORT PP 500ML-24pk from KSE SCIENTIFIC	208-K1156	K1156 - (LABNET (CORNING LABNET))	140.08 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE SHORT PP 1000ML-24pk from KSE SCIENTIFIC	208-K1157	K1157 - (LABNET (CORNING LABNET))	147.55 USD	PK, Add to Cart, add Favorite, Icompare
GRAD. BEAKER WITH HANDLE SHORT PP 2000ML-12pk from KSE SCIENTIFIC	208-K1158		86.01 USD	PK, Add to Cart, add Favorite, Icompare

The bottom of the browser window shows the taskbar with the following applications: [mobleck@membrane:/mnt/bkup2], [Terminal], and Product Search - All - Mozilla Firefox.

UGAMart Assignment of Cart

The screenshot displays the UGAMart interface for a draft requisition. The browser window title is 'Cart - 29199072 - Draft Requisition - Mozilla Firefox'. The URL is <https://solutions.scquest.com/apps/Router/ReqConfigurableCart?ReqId=29199072&ReqId=29199072&tmstmp=133451773330>. The user is logged in as Charles K. Mobley.

The page header includes a search bar with 'Catalog No. (SKU)' and a total of 1 item(s) for a total of 30.85 USD. The main navigation bar shows 'active cart', 'draft carts', 'favorites', and 'my requisitions'.

The 'Shopping Cart' section shows a 'Save' button and a 'Proceed to Final Review' button. The 'Assign Cart' button is circled in red.

The 'Supplier / Line Item Details' section shows the following information:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Est. Price
1 Beaker, Polypropylene; Fisherbrand; Low-form; w/Blue printed graduations; Shatter resistant; Withstand temperature up to 121deg.C; Smooth, tapered and w/anti-lock feature; Autoclavable; (No Flame) symbol; 1PK	0299133	PK	30.85	1	30.85 USD

Contract: SWC30747-5
PO Number: To Be Assigned
Quote Number: [Blank]

Supplier subtotal: 30.85 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 30.85
Shipping: 0.00
Handling: 0.00
Total: 30.85 USD

The 'Assign Cart' button is circled in red.

UGAMart Assignment of Cart

Shopping Cart

Cart Name: 2012-04-13 mobleyck 01
Description: [empty]
Priority: Normal

Supplier / Line Item Details

Show line details

FISHER SCIENTIFIC CO LLC [view info...](#)
UGA - PO Address
3070 JOHNS CREEK CT STE 500, SUWANEE, GA 30024 US
Add new catalog item for this supplier...

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Est. Price	
1	Reader, Polypropylene; Fisherbrand; Low-form; w/blue printed graduations; Shatter resistant; Withstand temperature up to 121deg.C; Smooth, tapered and w/anti-lock feature; Autoclavable; (No Flame) symbol; JPK view info...	0299133	PK	30.85	1	30.85 USD	<input type="checkbox"/>
						Contract: SWC30747-5 view info... Select price or contract...	
Supplier subtotal						30.85 USD	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.							
Subtotal						30.85	
Shipping						0.00	
Handling						0.00	
Total						30.85 USD	

Assign Cart

Assign Cart To: Melissa Archer
Select from profile values
Search for an assignee

Note To Assignee:

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign **Cancel**

To Be Assigned

Save **Proceed to Final Review** or **Assign Cart**

Done solutions.scquest.com

[mobleyck@membrane:/mnt/bkup2] [Terminal] Cart - 29199072 - Draft Requisition - Mozilla Firefox Product Details - Mozilla Firefox

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Office of Research Support Services

- ORSS is a unit of the Office of Financial & Research Services in OVPR
- On 1 July 2012, a name change occurred to the Office of Research **Support** Services
- ORSS offers services that support the UGA research enterprise
- ORSS includes
 - Central Research Stores (CRS) & Campus Scientific Stores (CSS)
 - Instrument Design & Fabrication Shop
 - Glassblowing Shop
 - Laboratory Equipment Services

ORSS / Central Research Stores

- Central Research Stores – CRS Warehouse
 - Lab plastics and glass supplies
 - 190 Proof **Alcohol pour ups** by 5 gallon quantities
 - Same day **liquid nitrogen** tank rental & delivery
 - Campus chemical distributor
- Ordering: 542-2411 (Robbin); online crs.uga.edu (Mozilla browser preferred); FAX 542-5976; email crs@uga.edu



ORSS / Campus Scientific Stores

- Convenience Store – Ground Floor Chemistry Building
 - Extensive freezer program
 - Compressed gas cylinders
 - Dry Ice by the pound
 - Liquid nitrogen pour ups



ORSS / Instrument Shop

- ishop.uga.edu
- **Custom fabrication** of scientific, deep ocean, agricultural, and industrial equipment
- **Repair** of lab instruments – CO₂ incubators, centrifuges, and food grade equipment
- **CAD & CAM design** – Custom CAD drawing and editing to meet your concept



ORSS / Glassblowing Shop

- glass.uga.edu
- Repairs & modifications to existing items
 - Micro-distillation
 - Mercury diffusion pumps
 - Klett flasks
 - Filter crucibles
 - Large diameter columns
- Custom fabrication
- Located in Chemistry Building



ORSS / Lab Equipment Services

- On-campus repair of most laboratory equipment and instrumentation
- Can minimize the need for reliance on manufacturer's maintenance contracts
- Service equipment no longer supported by the manufacturer



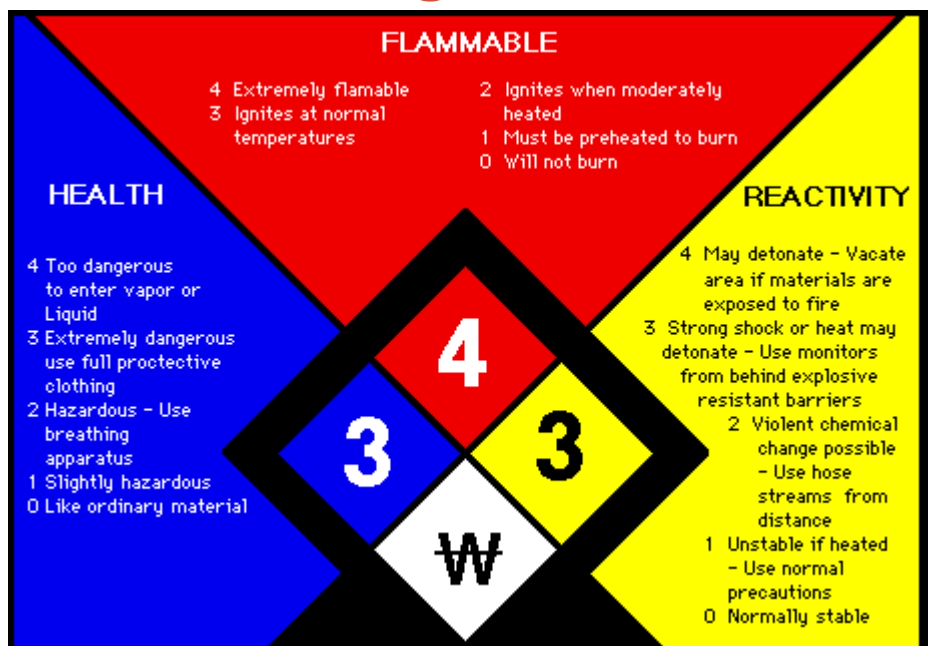
Orientation Outline

- The “research office” (OVPR)
- Administrative Policies
- UGA Human Resources
- Graduate School / Graduate Student Policies
- Postdoctoral Research Scholar Policies
- International Student, Scholar and Immigration Services
- UGA Libraries
- Core Research Facilities
- Research Purchasing
- Office of Research Support Services
- Ordering Chemicals
- Chemical Storage, Tracking, and Waste Disposal

Ordering Chemicals: What is a Chemical?

- University of Georgia Chemical and Laboratory Safety Manual (www.esd.uga.edu/chem/safetymanual.htm), Section 2 Part I A
 - The director of CRS is designated as the sole agent for submitting purchase requests for chemicals to the University procurement office, receiving, and distributing all chemicals to on-campus research and science laboratories and academic units of UGA
- A substance is a chemical if it has a NFPA Fire Diamond Hazard rating 2 or greater
- A substance is a chemical if it requires DOT Hazardous Materials designation for shipping
- A substance is a chemical when MSDS requires:
 - Item not be placed in the landfill
 - Licensed disposal to a private contractor
 - Item to not be poured down drains
 - Avoid release to the environment

Ordering Chemicals: What is a Chemical?



Ordering Chemicals: What is a Chemical?

- UGA uses Chematix for chemical and laboratory safety management (<https://chematix.uga.edu/Chematix/>)
- Many chemicals will be identified in Chematix

The screenshot shows the Chematix web application running in a Mozilla Firefox browser. The browser's address bar displays the URL <https://chematix.uga.edu/Chematix/>. The page features a dark red header with the "CHEMATIX™" logo. Below the header, the main content area is white and contains several sections:

- Welcome to Chematix:** A box on the left indicating system status. It states "The System will be offline:" and shows maintenance times: "Daily: 12:35 - 12:45 Maintenance", "Weekly: -", and "Other: -". It also displays the version "Version 4.00.0 (2012 Mar 21 18:00)".
- Search for Chemical Safety Information:** A section on the right with instructions: "Enter a chemical name and/or CAS# and click 'Search CAD'", and "For faster results, use only one entry field." Below these instructions are input fields for "Chemical Name:" and "CAS#:", a radio button menu with options "begins with" (selected), "contains", and "exact", and "Search CAD" and "Clear" buttons.
- Login:** Fields for "Username:" and "Password:" with "Login" and "Reset" buttons.
- Questions?** A section at the bottom left providing contact information: "How do I log in to Chematix?", "Email: chematixsupport@esd.uga.edu", "Website: <http://www.esd.uga.edu/chematix/>", and a note about requesting a UGA MyID.
- Adobe Reader:** A small icon and text stating "Some of the reports generated by Chematix require Adobe Acrobat Reader."

At the very bottom, a small note reads: "Please ensure that you add this site to your trusted websites and enable popups."


Ordering Chemicals

- Chemicals must be ordered through CRS (crs.uga.edu)

*** CHEMATIX™ | Chemical Management Software *** - Windows Internet Explorer

https://chematix.uga.edu/CHEMATIX/CADLookupNoSession?action=1146&&cas=7647-01-0

Chemical Abstract and MSDS Links

 **Activity Status: More Information Required**
Regulated as Hazardous Chemical. Please Contact Central Research Stores for Purchasing.

Close Window


Regulated as Hazardous Chemical. Please Contact Central Research Stores for Purchasing.

Chemical Full Name: Hydrogen chloride
CAS Number: 7647-01-0
Chemical Formula: ClH
Potentially Explosive Chemical: No

Synonyms:
Hydrochloric acid
Hydrogen chloride, anhydrous & refrigerated liquid
Hydrogen chloride, anhydrous
Hydrogen chloride, refrigerated liquid


NFPA 49 Hazard Rating (U = "Unknown"):

Health	3
Flammability	0
Reactivity	2



DOT Hazardous Material Data

Division(DOT Code):	8 - Corrosive material
I.D.#(UN Code):	UN1789
Packing Group/Category:	II
Label Code:	0



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Chemical Storage, Tracking, & Waste Disposal

- The UGA Environmental Safety Division (ESD, esd.uga.edu) is responsible for the Chemical and Laboratory Safety Program
- The Chemical and Laboratory Safety Program provides guidance to UGA faculty, staff and students on the safe use of chemical agents
- The program focus is chemical safety, health, environmental protection, and compliance based on current government regulations, guidelines and best management practices
- For assistance, contact Greg Bell, belbo@uga.edu, 706-542-0105

Chemical Storage, Tracking, & Waste Disposal

- Services provided by the Chemical and Laboratory Safety Program
 - Lab Safety and Right to Know training
 - Proper chemical labeling
 - Lab openings, closings, and transfers
 - Chemical inventory and MSDS
 - Personal protective equipment (PPE)
 - Chemical spill and emergency information
 - Lab safety inspections

Web Resources

- Office of the Vice President for Research
<http://www.ovpr.uga.edu/>
- Research 101
<http://www.ovpr.uga.edu/resources/research-101>
- Faculty Research Expertise Database (FRED)
<http://fred.ovpr.uga.edu/>
- Postdoc Portal
<http://postdocs.uga.edu/>
- Graduate Students and Postdocs in Science
<http://www.gsps.uga.edu/>
- Graduate School
<http://www.grad.uga.edu/>