



SPMC Handbook

SPMC Staff

<u>Position</u>	<u>Name</u>	<u>Availability</u>
Director of Marine and Coastal Sciences	Dr. Brian Bingham	M-F, 8:00 – 4:30
Academic Support Services Manager & Boating Safety Officer	Gene McKeen	M-F, 8:00 – 4:30
Administrative Services Manager	Alethea Macomber	M-F, 8:00 – 4:30
Marine Chemistry Supervisor	Dr. Kathy Van Alstyne	M-F, 10:00-2:00
Instructional and Classroom Support Tech	Hong-Yuh Lee (“Lee”)	Tues, Wed, Thurs
Marine Technologist & Diving Safety Officer	Nate Schwarck	M-F, 8:00 – 4:30
MACS Capstone Coordinator	Dr. Jay Dimond	Tues, Wed, Thurs
Radiation Safety Officer	Dr. Suzanne Strom	Mon, Thurs
Custodial Services	Maria Wills	M-F, 5:00 – 1:30
Maintenance	Scott Maystadt	M-F, 8:00 – 4:30

In case of emergency (e.g., earthquake, fire), evacuate to the cement parking area outside the main laboratory, dial 911 (or 9-911 from an SPMC phone), then contact the appropriate SPMC staff at the numbers below

Brian Bingham	360-650-2845 360-550-7518 (cell)
Gene McKeen	360-650-6312 360-540-3195 (cell)
Scott Maystadt	360-650-7496 360-815-5924 (cell)

SPMC Hours of Operation

Hours of operation are Monday to Friday, 8:00 am to 4:30 pm. Authorized faculty, staff, and student may use the facility at any time provided required safety training has been completed. Working alone in the lab is not recommended and is prohibited for activities requiring hazardous chemicals. Contact the Director or Academic Support Services Manager to access building outside of typical hours of operation.

Communications

The SPMC office telephone number is (360) 650-7400.

In 2020, SPMC moved to Microsoft Teams and voice over internet for most communications. All SPMC faculty and staff have individual telephone numbers that can be found at <https://www.wvu.edu/spmc/staff.shtml>. For visitors, personal cell phones are the most common means of communicating. Telephone handset in spaces around the lab provide 911 emergency and intercom communication only.

SPMC intercom numbers

Arellano lab	265	Lenai lab 4/5	253
Conference room	254	Marine Chemistry Lab	261
Culture lab	240	Mercuric chloride lab	256
Dining commons	270	Mezzanine	242
Dive locker	274	Molecular lab	247
Electrical room	275	North Hall office	239
Image analysis	257	OA lab	255
Instrument lab	262	Radioisotope lab	237
Lecture Hall	276	Shop	264
Lenai 2/3	234	Van Alstyne lab	245

Resident faculty and staff mailboxes are located near the office copy machine. Visiting faculty, TA, graduate, and undergraduate student mailboxes are located near the Sulkin Commons. U.S. mail is delivered Monday – Friday and will be placed in your mailbox, usually by 2:00 p.m.

Personal outgoing mail, with attached postage, may be dropped in the large mailbox located at the end of the pathway in front of the house. Campus mail may be dropped off in the Administrative Office.

Administrative Office

The office is open 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. Check with the office for

- Visitor arrival and registrations
- Housing and dorm check-in
- Key checkout
- Billing and payments
- Mail and small package drop-off/deliveries
- Copier/Scanner/Fax machine Codes, paper, assistance

Facilities Use

SPMC personnel create a lot of traffic on Shannon Point Road. Please help us maintain good relations with our neighbors and ensure everyone's safety by keeping your speed below 25 mph and respecting the stop sign at the edge of the SPMC property. Please also be alert for children, pedestrians, and animals along the road and particularly at the blind curves.

Support Services Office

The Academic Support Services Manager is available during business hours (and at any time for an emergency) and can direct you to the appropriate person/resource if you have questions. Individuals working at SPMC for the first time should arrange an orientation meeting to discuss facilities use, emergency and safety procedures, and living and working at SPMC.

Safety training is a priority at SPMC and is required for boating, diving, and chemical use. Consult the Academic Support Services Manager, the Diving Safety Officer, or the Marine Chemistry Supervisor for information.

Building Services Office

The SPMC maintenance mechanic and custodian provide on-site building services. Needs related to building function and custodial services, including housing support, are served by this team. Questions can be communicated directly to them or to the Academic Support Services Manager.

Keys

Approval for issuing keys is given by the Academic Support Services Manager. Keys are distributed by the Administrative Services Manager. There is a \$30 charge for lost keys. Contact the Manager of Academic Support Services with any questions about keys and access.

Working / Living at SPMC

Maintenance

Please promptly report maintenance problems to maintenance staff or the Academic Support Services Manager.

Housing

Short or long-term housing is available in the dormitories or the SPMC house. Rates and housing application forms can be found at www.wvu.edu/spmc/residential-facilities.shtml.

Recycling

All-in-one recycling bins are located around campus and the housing units. These are emptied

weekly by custodial staff. A large recycling bin is located near the dumpster behind the main laboratory building. Acceptable items include clean paper and cardboard, paper food containers, glass bottles and jars, metal, and plastic containers (no plastic bags). Please help reduce waste by recycling where possible. Compost bins are currently not available.

Energy use

To reduce both the environmental impacts of energy use and increasing operating costs, please turn off lights when you leave the lab. If you are leaving your office for an extended period, please also turn down your thermostat.

Animals on campus

SPMC follows the WWU animal policy.

- Service animals are allowed in university facilities, but non-service animals and pets are prohibited.
- Emotional support animals are permitted in University Residences only with written permission from the SPMC administration.
- Animals must be under their handler's control at all times. No animal may be tethered or left unattended anywhere on the SPMC campus.

Disability Accommodation

Individuals needing disability accommodation must contact the WWU Disability Access Center. The Center is open M-F, 8 a.m. – 5 p.m., or by email at drs@wwu.edu, 360.650.3083 (Voice); 360.255.7175 (VP); 360.650.3715 (FAX)

Shop

The SPMC shop is open 9 a.m. – 4 p.m. If you need to use shop tools, contact the Academic Support Services Manager. Power cutting tools can only be used after proper training. Do not remove tools from the shop and please clean up your work area when you have finished.

Sulkin Commons

The Sulkin Commons is open for general use if not scheduled for special events or courses. If you are using the Commons, please be mindful of noise and your impact on those working in nearby offices.

Computers

Computers and printer are available in the lobby mezzanine (upstairs from the Sulkin Commons). A limited number of laptops are available for checkout. To prevent damage, please do not take laptops into wet lab areas. A cabinet holding multiple laptops may be wheeled to the appropriate room for classroom use. That cart is stored in the conference room.

You can log on to SPMC computers with the same credentials you use on main campus. If you are a visitor, use the wireless guest account or request that your WWU sponsor obtain a 24-hour guest account password for you.

Visitors

All SPMC visitors must sign in at the administrative office in the main lobby. If an individual wishes to visit a class, permission must also be obtained from the class instructor. All non-WWU personnel will need to complete an Acknowledgement of Risk form available from the Academic Services Support Manager.

Fireworks

Fireworks of any kind are illegal in Anacortes and are particularly dangerous on the SPMC property. Open fires are also not allowed on SPMC property (including the beach).

Student and Marine Chemistry Laboratories

Classroom Microscopes

Microscopes are checked out through class instructors. Before students use microscopes, they should be instructed in their correct use and care, with an emphasis on microscope cleanliness and wiping off saltwater spills. Graduate assistants should be instructed (and reminded at intervals) to monitor microscope care. The microscopes should be carefully put away at the end of each day. Instructors and/or teaching assistants are responsible for ensuring this happens.

Research Microscopes

Epifluorescent, DIC, and dissecting microscopes with cameras and specialized software are available in the Image Analysis Center. An inverted microscope is available in the 3rd floor Sundquist lab microscope room.

Audiovisual and Computer Equipment

If you need a computer for classroom use, please check beforehand to ensure you can log on. Cameras, tripods, and other AV equipment are available for check out.

A non-network printer is available for the computer in the teaching laboratory. Teleconferencing equipment is available in the conference room.

Supplies for Courses

Course supplies are typically provided by the sponsoring department/program, but some general use supplies are available in a labelled student lab cabinet. Please respect other users by not removing supplies from other areas of the lab. If you need space to store your own supplies, contact the Academic Support Services Manager.

Laboratory Equipment

If chemicals, glassware, or lab equipment you need are not in the laboratory, check with the Academic Support Services Manager. If equipment is damaged or not working, make a note and let the Marine Technician know.

Chemicals

Consult the Marine Chemistry Supervisor for details of chemical use and disposal. Formalin and mercuric chloride are used only in designated fume hoods in room MC03. Fume hoods should not be used for storage. Any chemical transferred from the original manufacturer's bottle must

be labeled with the user's name, date, chemical name, and hazard information. Personal protective equipment (e.g., gloves, lab coat, eye protection) is required when working with hazardous materials.

Hazardous Chemical Disposal

Chemical solutions must have a WWU EHS hazardous waste label identifying the chemicals and their concentrations. Questions about disposal of highly toxic chemicals should be directed to the Marine Chemistry Supervisor. Supplies (e.g., KimWipes, pipette tips, gloves) that have been contaminated with a highly toxic chemical may need to be placed in a container labeled as solid waste with the chemical details on a WWU EHS hazardous waste label.

Biological samples or Biohazard waste

Biological samples must be labeled with the preservative (e.g. formalin), the user's name and the date. If specimens are in a small vial in a box, the box itself can be labeled instead of the vials.

Safety Training

Employees and researchers (including student researchers) at Shannon Point are required to take annual Laboratory Safety Training offered by WWU's Environmental Health and Safety (EHS) office. Those who are not working with or near laboratory chemicals only need to take Module 1 (General Safety). People working with or near laboratory chemicals need to take Modules 1, 2 (Chemical Safety/CHP) and 3 (Hazardous Chemical Waste). People working with or near radioactive materials need to take the EHS Radiation Safety course and people working with or near biohazards will need to take the EHS Biosafety Course when it becomes available in Fall 2021. In addition, anyone working with or near chemicals or working after-hours is required to take SPMC's Lab and Chemical Safety training annually. Short-term (1-2 day) visiting researchers working closely with an SPMC staff member are exempt from this training.

The EHS Chemical Laboratory Safety Training modules can be accessed at <https://ehs.wvu.edu/training>. The SPMC training, along with SPMC's Chemical Hygiene Plan, is available on Canvas (all SPMC-based advisors and senior staff can add students to the course) and in notebooks in the Sulkin Commons, Student Lab, and Marine Chemistry Lab. Please contact EHS (360-650-3064 or ehs@wvu.edu) to take the Radiation and Biohazard Training courses.

Lab Cleanliness and Safety

Instructors, students, and researchers are responsible for cleaning spaces they have used. Custodial staff will regularly clean the floor and benchtops, but users are responsible for cleaning and putting away glassware, returning microscopes to their place, and disposing of waste.

At the end of the quarter all glassware should be cleaned and put away, equipment and supplies returned to their proper location, microscopes wiped down thoroughly with a freshwater rag, all live animals returned to their collection sites, seawater tanks emptied and rinsed with fresh water, and collecting reports returned to the MACS Capstone Coordinator.

First Aid Kit

Each lab has a first aid kit on the wall. Please notify the Academic Support Services Manager if a kit has been used and needs to be restocked.

Dead Animals and Plants

Dead organisms must be disposed of promptly by dumping them into the bay or into the dumpster if they are diseased or non-native.

Sharps

Scalpel blades, syringes, broken glass, cover slips, and other sharp materials must be disposed of in the blue and white sharps disposal box located in each lab. If sharp objects have been used with a hazardous chemical, they must be rinsed before being placed in the disposal box.

Field Trips

Collecting Permits and Records

The Washington Department of Fish and Wildlife provides an annual collecting permit to SPMC. If you or your students are doing any collecting, you should be carrying a copy of the permit. Please consider the impact of your collecting and take only what you need. Also consider the impacts of non-native species and moving specimens, sediments, etc. between locations. Octopus, abalone, Puget Sound king crabs, and many sea stars cannot be collected. Contact the MACS Capstone Coordinator for details.

The “Scientific Collection Report Form” must be completed and returned to MACS Capstone Coordinator after each collecting trip. For class trips, the instructor or teaching assistant is responsible for the form. If students collect for independent projects, the instructor is responsible for ensuring they collect responsibly and complete the form.

Fish are not covered by SPMC’s collection permit and can only be held with prior approval of WWU’s Animal Care and Use Committee. No SPMC equipment or property can be used to collect organisms for consumption.

Field Equipment

Most SPMC field equipment is located in the student lab or storage building. If you borrow equipment, return it clean and in good working condition. Some equipment in these spaces belongs to individual faculty researchers and you will need permission before using it. If in doubt, ask. *No equipment or supplies should be removed from any research space without prior approval of the faculty or staff member responsible for that space.*

Van

The SPMC van is used primarily by SPMC staff, but may be available for local trips (< 30 miles) if not in use. Contact the Academic Support Services Manager for availability and reservations.

Before driving the SPMC van, you must have WWU driver clearance. To qualify, you must 1) be at least 21 years old, 2) have 5 years of driving experience, 3) have no suspension/revocation of

your license for 3 years, and 4) complete the online van driver course.

Boats

Contact the Boating Safety Officer (BSO) to request a Boating Safety Manual. Boat trips must be arranged at least 2 weeks in advance by completing and submitting a Vessel Research Plan from the Boating Safety Manual to the BSO. WWU personnel should use the esign form to request a boat trip

(https://esign.wvu.edu/forms/Shannon%20Point%20Marine%20Center/boat_service_resv_pay_req_1.aspx).

The 13' whaler and the RV Fauna may be operated by WWU faculty, visiting scientists, staff, or students who have a Washington State Safe Boater card and have completed the SPMC small boat course. The 32' RV Zoea, and 34' RV Magister are operated only by WWU licensed skippers.

Approved WWU courses pay only for fuel used during class trips. Similarly, users only pay fuel charges for the 13' whaler. The in-house cost for the skippered vessels is \$110/hr; non-WWU users pay \$150/hr for those vessels with a minimum of 2 hrs of use. Those interested in using boats should contact the BSO for details.

SCUBA Diving

SPMC operates a diving program under the auspices of the American Academy of Underwater Sciences (AAUS) and all SPMC divers must dive according to AAUS standards. This requirement extends to snorkeling from the SPMC beach or research vessels. Contact the Diving Safety Officer for more information.

Research Assistants/Volunteers

No unauthorized volunteers are allowed to work on SPMC property. If friends, family members, or visitors wish to assist with your research, they must be formally registered as a WWU volunteer. This process requires approximately three days.

Radioactive Materials

Requests for use of radioactive materials must be made through the SPMC Radiation Safety Officer.

SPMC Data Management Plan

SPMC strongly advises researchers using the laboratory to deposit datasets with accompanying metadata and copies of publications, theses, and reports in the Western CEDAR repository (cedar.wvu.edu) if they are not available elsewhere.

Western CEDAR and SelectedWorks are WWU's on-line collection of scholarly and creative works managed by the libraries and provided through partnership of the libraries, the Provost's

office, the WWU graduate school, and Research and Sponsored Programs. These resources showcase faculty and student scholarship, display articles, reports, PowerPoint presentations, video, and more. CEDAR staff can get you started and do much of the work. For information, contact Kim.Marsicek@wwu.edu, Jenny.Oleen@wwu.edu, or westerncedar@wwu.edu