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## **Accounts Payable**

Accounts Payable Department designs, maintains and operates an Accounts Payable system that provides services and functions of processing documents related to University Travel, Purchase Orders, Vendor Payments and Cash Disbursements. Detailed information may be found at this link:

<http://www.uky.edu/EVPFA/Controller/aphome/procard/retention.html>

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## **Administrative Regulations (University)**

Administrative Regulations for the University of Kentucky can be found at this link:

<http://www.uky.edu/Regs/AR/>

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## **Building Information – 725 Rose Street**

### **Address**

College of Pharmacy  
University of Kentucky  
725 Rose Street  
Lexington, KY 40536-0082

### **New Building Information – 789 South Limestone**

Information on the new College of Pharmacy building can be found at this link:

<http://www.mc.uky.edu/pharmacy/building/index.html>

### **Housekeeping**

Housekeeping staff are employees of the Physical Plant Division, and are directly supervised by the COP Facilities Manager, Todd Sizemore. To report housekeeping issues, email [tasize0@email.uky.edu](mailto:tasize0@email.uky.edu) or 859-537-7079.

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## **Physical Plant Division (aka PPD, for Repairs, Service)**

First line contact for our facilities repairs and service are to be directed to the Facilities Manager, located in room B010 of the COP building. Phone: 323-0236.

PPD may also be consulted for events (tables, chairs, and set-up), moves, painting, etc.

## **Security Access for Faculty, Staff and Students**

### **College of Pharmacy Building (COP)**

The COP building is open 6:00 a.m. – 6:00 p.m., Monday through Friday. After-hours building access is granted by the Office of Administration-Dean's Office, located in room 327F of the Pharmacy building. Once an employee is authorized by their supervisor and department administrator to be granted after-hours COP building access, the employee's encoded badge, by the Medical Center Safety and Security Office, the employee can be added to the pharmacy security database. Badge/card readers are located at the front and back entrances of the building.

Medical Center Safety and Security Office, located in room H105 of the hospital, produces badges daily, Monday – Friday, 9:00 a.m. – 1:00 p.m. and 5:00 p.m. – 8:00 p.m. Phone: 323-6152.

### **Biomedical Biological Research Building (BBSRB)**

BBSRB building access can be granted through

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## **Business Procedures Manual, Office of the Treasurer**

The Office of the Treasurer is responsible for establishing and maintaining the official accounting systems and records, and related systems of internal control, of the University of Kentucky, in accordance with generally accepted accounting principles and with the requirements of the Commonwealth of Kentucky; for providing stewardship and accountability for institutional assets and all financial resources received and used; for providing services and support in the acquisition of goods and services (Purchasing). The Office of the Treasurer will provide leadership, education and assistance for the effective financial management to all academic and administrative units and will manage and dispense financial resources in accordance with applicable policies, restrictions, regulations and laws.

The Office of the Treasurer has University-wide responsibilities for the treasury, investments, banking services, payroll, purchasing, accounts payable, long-term debt, property records and risk management functions, for accounting and preparation of internal and external financial reports including the general purpose financial statements, and the coordination and oversight of the external (independent) audits.

Additional information may be found at this link:

<http://www.uky.edu/Regs/BPM/>

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## **Cash Deposits**

All cash and check deposits must be submitted to your respective department administrators or the budget director's office. The University of Kentucky Cash Operations Manual can be found at this link:

<http://www.uky.edu/Regs/BPM/>

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## **Catering**

### **UK Catering**

The University offers full-service catering and offers a 10% discount for orders placed 30 days in advance. UK Catering is located in 239 Student Center, phone: 859-257-1741, fax: 859-257-5558. Additional information may be found at this link:

<http://www.uky.edu/DiningServices/Catering/>

### **Approved Catering Vendors**

A list of University approved catering vendors, other than UK Catering, may be found at this link:

<http://www.uky.edu/Purchasing/catererslist.htm>

All vendors must be approved through Accounts Payable; please see your respective department account clerks for additional information.

(See Discretionary Expenditure Policy for approval authority and account information relative to events requiring catering.)

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## **Committees**

### **College of Pharmacy**

College committees, representatives and charges may be found at the following link.

<http://www.mc.uky.edu/pharmacy/facstaff/committees.html>

### **University**

University of Kentucky committee rosters may be found at the following link.

<http://www.uky.edu/Regulations/committees/>

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## **Copier/Duplicating/Printing**

### **College of Pharmacy**

The COP copying services are located in the mailroom, 160 of the Pharmacy building.

### **University**

#### **White Hall Classroom Building:**

CB-29 Whitehall Classroom Bldg

**Phone:** (859) 257-1813

**Email:** [copy.cb@email.uky.edu](mailto:copy.cb@email.uky.edu)

#### **Med Center:**

MN 246 Chandler Medical Center

**Phone:** (859) 257-3392

**Email:** [copy.mc@email.uky.edu](mailto:copy.mc@email.uky.edu)

<http://www.uky.edu/AuxServ/duplicating/>

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## Copyright Laws

Information Technology: [http://www.uky.edu/UKIT/security/policy\\_riaa.htm](http://www.uky.edu/UKIT/security/policy_riaa.htm)

UK Library: [http://www.uky.edu/Libraries/page.php?lweb\\_id=115](http://www.uky.edu/Libraries/page.php?lweb_id=115)

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## Discretionary Expenditure Policy (University)

The University of Kentucky Discretionary Expenditure Policy matrix may be found at this link.

<http://www.uky.edu/EVPFA/Controller/aphome/dispolcy.pdf>

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## Faculty Information

### Appointment, Promotion and Tenure

Information regarding appointment, promotion and tenure may be found at the link associated with the Office of the Associate Provost for Faculty Affairs. For further clarification and questions, please contact your department chair or administrator.

[http://www.uky.edu/Provost/APFA/Promotion\\_Tenure/](http://www.uky.edu/Provost/APFA/Promotion_Tenure/)

### Awards

A wide variety of Awards and Honors are issued by the College of Pharmacy to individual faculty members for outstanding research and scholarship, service, educational learning and patient care. The proceedings for these awards are conducted at the department levels (Department of Pharmaceutical Sciences and Department of Pharmacy Practice and Science). Please see your department chair for additional information.

The College of Pharmacy also issues the Michael J. Lach Graduate Fellowship for Computer Technology Award, recognizing a faculty member who demonstrates excellence in teaching by applying strategies to facilitate student learning in unique and creative ways, and the William T. Miles Award for Community Service, which recognizes who demonstrates significant contributions to the Lexington Community in an area consistent with the College's goals. These awards are issued by the Dean.

Additionally, the Provost issues annually two “Provost Outstanding Teaching Awards”; one to a non-tenured faculty member and one to a tenured faculty member. Detailed information may be found at this link:

[http://www.uky.edu/Provost/APFA/Awards\\_Honors/nominations.php](http://www.uky.edu/Provost/APFA/Awards_Honors/nominations.php)

## **Benefits**

University benefits including health care coverage, retirement, and a myriad of other details may be found at the following link:

<http://www.uky.edu/HR/benefits/>

New faculty members may reference the following site for resources relative to benefits, support resources, shared governance (University), and other information:

<http://www.uky.edu/HR/faculty/>

## **Consulting and Overloads**

Detailed information regarding faculty consulting and other overload employment outside the University may be found at the following link. Please see your department chairperson or administrator for more information.

<http://www.uky.edu/Regulations/AR/ar032.pdf>

## **Employee Education Program**

Employees may further college or post-graduate coursework with UK’s tuition reimbursement program: UK offers regular full-time employees a tuition waiver up to 18 credit hours per year at any state-funded Kentucky college or university. Detail information may be found at this link:

[http://www.uky.edu/HR/benefits/eep\\_overview.html](http://www.uky.edu/HR/benefits/eep_overview.html)

## **Family Educational Program**

Ease tuition costs by utilizing the tuition and mandatory fee discount now available to eligible family members of regular full-time employees. The discount is applied toward undergraduate coursework and is determined by the employee’s years of

service. FEP forms must be submitted for each semester. Detailed information may be found at this link:

[http://www.uky.edu/HR/benefits/fep\\_overview.html](http://www.uky.edu/HR/benefits/fep_overview.html)

## **Handbook**

The Faculty Handbook maintained and updated by the Provost, may be found at this link:

<http://www.uky.edu/Provost/APFA/Handbook/>

## **New Faculty Retreat**

New Faculty Retreats, organized by the Provost, are held annually just prior to the Fall semester. Detailed information may be found at this link:

<http://www.uky.edu/Provost/APFA/Recruitment/NFO.php>

## **Practice Plan**

New faculty members of the College must join the College of Pharmacy Practice Plan. For more information, see our Director of Budget and Finance located in the Dean's suite.

## **Sabbatical**

The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, improvement of instructional or public service capabilities and methods, and related travel in order that the quality of each recipient's service to the University may be enhanced.

Faculty members who have full-time non-tenured or tenured appointments in the regular, special title, extension, or librarian series with the rank of assistant professor or higher are eligible for sabbatical leaves after six (6) years of continuous service in the rank of instructor or higher at the University, or for sabbatical leaves under a different option after three (3) years of continuous service. All such sabbatical leaves shall be approved by the President or the President's designee.

<http://www.uky.edu/Provost/APFA/Sabbaticals/>

## **Vacation Policy**

Full-time faculty members on ten-, eleven- and twelve-month assignment periods accrue 22 days of vacation leave on the first day of the new fiscal year (July 1<sup>st</sup>) which must be utilized by the end of the respective assignment period (June 30<sup>th</sup>), or forfeited. Detailed information may be found at this link:

<http://www.uky.edu/Regs/files/ar/ar038.pdf>

## **Wethington Awards**

The Wethington Awards program serves five purposes that are linked to our efforts to move the University toward national prominence:

- increase the number of applications to extramural funding agencies;
- increase the level of grant and contract funding;
- provide enhanced opportunities for graduate student and postdoctoral training;
- enhance the level of indirect cost revenue for redistribution and investment; and
- facilitate the recruitment and retention of research-oriented faculty.

All full-time faculty, division chiefs, chairs, center directors, or administrators below the level of dean (*e.g.*, associate and assistant deans) in Regular, Special, Research, Extension, Library, Clinical, or Voluntary Title Series who were employed all or part of the fiscal year in departments, centers, or divisions are eligible. Collaborators (at UK or elsewhere), consultants, lecturers, postdoctoral fellows, postdoctoral scholars, emeriti faculty, graduate students, visiting scholars, post-retirement appointees, and staff are not eligible. Deans and other University-wide administrators at the level of dean or above are also ineligible. Any questions as to eligibility should be directed to the Provost, whose decision on eligibility will be final. Faculty must be employed at the University in order to receive an award (*i.e.*, faculty who resign June 1 during the fiscal year in which awards are made on June 30 will not receive an award). Neither, however, can units exclude a faculty member who is eligible for an award on June 30 simply because he or she resigned effective the following July 1.

Faculty is eligible for awards up to a maximum of \$50,000 in the current fiscal year (2007-2008), from all sources, with the proviso that unit budgets, inclusive of these awards, must be balanced.

For more information, please contact your department chair or administrator.

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## **Fellows (Post Doctoral and Scholars)**

A system to identify and keep an account of postdoctoral scholars, postdoctoral fellows, and visiting scholars pursuing advanced studies, research, and specialized training in the University serves the interests of both the individuals and the University. It defines their status, privileges, and benefits. It enables an assessment of the University's contribution to their training and scholarly activities in terms of faculty time and use of office and laboratory space, equipment, and library facilities. Furthermore, the identification of postdoctoral personnel makes it possible for the University to recognize them by awarding Certificates of Postdoctoral Study. For these reasons, the following policies and procedures have been developed for the appointment of postdoctoral scholars and fellows and for the accommodation of visiting scholars in the University.

### Web References

- [http://www.uky.edu/Regs/AR/AR II-4.0-1](http://www.uky.edu/Regs/AR/AR%20II-4.0-1) "Policies and Procedures Relative to Postdoctoral Scholars, Postdoctoral Fellows, and Visiting Scholars"

Please see your department administrator for additional information.

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## **Gifts to the College**

Please contact the Office of Alumni and Development at 218-0343 for more information regarding gifts received by the college.

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## **Governing Document (College)**

<http://www.mc.uky.edu/pharmacy/facstaff/login.asp> (Secure site)

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## **Governing Regulations (University)**

These *Governing Regulations* describe the composition, powers, and duties of the Board of Trustees of the University of Kentucky, as defined by Kentucky Revised Statutes, and establish policies and procedures for the performance of its functions. In these *Governing Regulations*, the Board of Trustees delegates certain responsibilities to the President, the University Senate, the Staff Senate, the Student Government Association, the Graduate Faculty, and the faculties of educational units

in order to provide for the responsible and efficient administration of the University and the accomplishment of its goals.

<http://www.uky.edu/Regs/GR/>

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## **Grants/Contracts**

The College of Pharmacy Grants Officer (phone contact: 3-1720) is here to assist faculty with the preparation of sponsored projects applications, and the Office of Sponsored Projects Administration provides support, information and guidance for submission of grants and contracts applications. More detailed information may be found at this site:

<http://www.research.uky.edu/ospa/about.html>

As an additional resource, please see your department administrator.

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## **Holiday Schedule**

The University of Kentucky observes holidays in accordance with University of Kentucky Human Resources Policies and Procedures.

<http://www.uky.edu/Regs/calendar/>

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## **Human Resources Manual**

The University of Kentucky Human Resources manual can be found at this link:

<http://www.uky.edu/HR/welcome.html>

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## **Inventory**

### **Capital Equipment**

The College must account for the receipt and disposal of all capital equipment. Inventory procedures can be found at:

<http://www.mc.uky.edu/pharmacy/facstaff/inventory.html>

The surplus guidelines for laboratory and medical equipment may be found:

<http://ehs.uky.edu/ep/surplus.html>

### **Chemical Inventory**

All laboratories are responsible for ensuring they have an updated inventory of all hazardous chemicals according to the office of Environmental Health and Safety at the University of Kentucky. There is a voluntary chemical inventory program at the COP that is kept for labs by using a bar coding system. Most but not all labs use this inventory system and a monthly updated inventory excel file can be found at Public/Pharm/chem/chemical inventory. In order to reach this site you must have access to the pharm servers. A copy of this inventory may also be requested via email from the COP Safety Specialist at any time.

### **Computer Inventory**

Please see Computer Equipment Inventory procedures at this link:

<http://www.mc.uky.edu/pharmacy/facstaff/inventory.html>

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## **Lecture Series**

### **Guttman Memorial Lecture**

The Guttman Memorial Lecture is named for David E. Guttman, a former professor in the Division of Pharmaceutics and Pharmaceutical Analysis in the University of Kentucky College of Pharmacy. This lecture series is conducted in the Fall.

### **Rho Chi**

### **Swintosky Lecture**

The Swintosky Distinguished Lecture honors Dr. Joseph V. Swintosky, a highly regarded educator and scientist who led the University of Kentucky College of Pharmacy to national and internal prominence during his tenure from 1967 to 1987. This lecture is conducted in the Spring.

## Keys

### College of Pharmacy

Employees may obtain keys to offices and/or laboratories of the Pharmacy building via respective administrators in the departments of Pharmacy Practice and Science (room 327S) or Pharmaceutical Sciences (room 327P). The director of administration in the dean's office (room 327F) can also approve key requests. The Key Shop is located at 50 Donovan Hall, phone: 859-257-5397. Hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m.

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## Mail Services

### College of Pharmacy

The COP mail room is located at 160 Pharmacy building. Mailboxes are provided for COP faculty and staff at this location. The University Postal Service picks up and delivers mail (Domestic, First and Third Class, International, Priority, Intercampus, etc.) at our Pharmacy building by 10:30 a.m. daily.

### University

<http://www.uky.edu/AuxServ/postalservices/index.html>

The University of Kentucky operates two postal service contract stations on campus located at 21A Whitehall Classroom Building, and M63 Chandler Medical Center. All US Postal services (Priority, certified, etc.) are offered at these sites. Hours of operation are Monday through Friday from 8:00 a.m. until 4:30 p.m.

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## Media Relations

### College of Pharmacy

University of Kentucky faculty and staff are encouraged to participate with campus, local, regional, national and international media requests to educate the public about our educational and clinical activities as well as research and service. UK and the UK College of Pharmacy offer resources and assistance in working with news media. It is preferred that media calls be referred to the either the college's director of communications (323-7601) or to UK's public relations (UKPR) office at 323-6363 or 257-1754. The college's communication director works as a liaison with UKPR, UK HealthCare marketing, the UK Research Communications Office and other

related offices. In addition, a UKPR staff member generally is assigned to work with the college re: media activities. The college's communications director and/or a UK Public Relations representative can facilitate special considerations necessitated by patient and/or student privacy and confidentiality requirements. Given the value placed on academic freedom, it is emphasized that this resource is offered as a service, and that no attempt at censorship will be made.

For more information about working with news media or publicity, please contact Kristi W. Lopez, director of communications, UK College of Pharmacy, at [kwlope0@email.uky.edu](mailto:kwlope0@email.uky.edu).

### **University of Kentucky Public Relations**

<http://w2.uky.edu/UKPR/>

University of Kentucky Public Relations provides communication services to administration, faculty, and staff. Services range from news and editorial services to special events planning.

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### **Parking and Transportation Services of the University of Kentucky**

**721 Press Avenue, Phone: 257-5757**

The University of Kentucky Parking and Transportation Services requires permits for parking on the University campus. This office issues parking permits for all employees and students. Please see the following link for complete information regarding parking lots and structures, transportation while on campus, and additional resources relevant to parking on campus.

<http://www.uky.edu/Parking/index.html>

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### **Procard/Purchasing Procedures**

The University of Kentucky Procurement Card program has been established to provide a more efficient, cost-effective method for purchasing and paying for small dollar value transactions. It is designed to replace most purchases and payments made by the Departmental Authorization and Voucher (DAV). Please see your Department Administrator for procard usage.

<http://www.uky.edu/EVPFA/Controller/aphome/procard/>

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## Records Retention (University)

Detailed information relative to records management for the University of Kentucky may be found at this link:

[http://www.uky.edu/Libraries/libpage.php?lweb\\_id=300&llib\\_id=13&ltab\\_id=691](http://www.uky.edu/Libraries/libpage.php?lweb_id=300&llib_id=13&ltab_id=691)

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## Safety

### Controlled Substances

The College of Pharmacy maintains two licenses for controlled substance. One for Controlled 1 substances and a second license for Controlled 2-5 substances. The College has had these licenses since Dr. Dwoskin originally obtained them in the 1980's. They are renewed each year by the Controlled Substance Officer in the College. The purpose of having a single license instead of requiring individual investigators to get their own license is to: (1) prevent unnecessary duplication of licensing efforts; (2) ensure the College has a Central record of policies and procedures related to controlled substances; and (3) to maintain a central record of all controlled substances in the College of Pharmacy. The faculty in the College who use controlled substance need to still follow DEA regulations regarding controlled substances, but are not burdened with having to maintain their own license.

### Ordering

1. All controlled substance orders must be made through the controlled substance officer (Peter J. Wedlund, Rm 420) or the vice controlled substance officer (Todd Porter, Rm 446). This ensures the College of Pharmacy has a central record of all controlled substances, the amount ordered and who ordered them.
2. All controlled substance orders should be on the general order sheets with the supplier address, controlled substance name, catalog number, amount requested, cost and the account number clearly shown. DO NOT remove the goldenrod final page of this order form, this page goes into the order book for purposes of record keeping.
3. Every order is stamped with a red C followed by the number I, II, III, IV or V depending on the schedule the drug falls into.
4. Control I substances are a special case, and PI's using C-I substances are required to provide a list of individuals with access to these controlled substances, their social security numbers and a short description of what that substance will be used for by the PI. That information must be sent to the DEA office in Louisville.

- If the C-I substance being ordered is already on our approved list of substances, then only the names and social security numbers of individuals with access to the C-I substance is necessary.
5. All C-I and C-II substances require a special form to accompany them called a DEA-222 form. The controlled substance officer has a separate 222 form for the two licenses. These forms have to be filled out perfectly without any errors or corrections. If not, the form is returned and a new one prepared. C-III through C-V schedule drugs does not require a DEA 222 form. The blue copy of the DEA 222 form stays with the ordering book in the Controlled Substance Officers Office.
  6. The white sheet of the general order form is sent along with the appropriate license and (if required) a completed DEA 222 form (C-I or C-II). It is standard practice for the Controlled Substance Officer to also send a copy of our DEA license with these orders. These orders are express mailed to the supplier the PI has identified.
  7. If the PI does not know from where they can obtain their controlled substance, the Controlled substance officer will help identify a supplier, their cost and catalog number for the controlled substance in question. The College of Pharmacy does maintain a few accounts with certain suppliers of controlled substances used in animal studies.
  8. The yellow sheet of the general order form is given to the accounting clerk for budget purposes.
  9. The pink sheet of the general order form is given to the receiving clerk on the first floor of the Pharmacy Building.

## **Receiving**

1. The receiving clerk on the first floor (in the COP mailroom) is responsible for notifying the Controlled Substance Officer when the order is received. Every controlled substance order is shipped to the DEA license name and address; they are not and never should be shipped to the PI directly.
2. The receiving clerk does not open these packages, and if the Controlled Substance Officer is not available, the receiving clerk may call the Vice-Control Substance Officer or lock the shipment in a file cabinet until the package can be picked up by the Controlled Substance Officer or Vice Officer.
3. The Controlled substance officer opens the package and logs the shipment into the Controlled Substance Log kept in his office. The date, substance, amount and supplier are written down, along with any DEA-222 order form number associated with shipment.
4. The Controlled Substance Officer also fills out a Controlled Substance Inventory sheet listing the chemical, the PI, the manufacture lot number for the controlled substance, the amount, the date received and the date transferred to the PI. The PI typically gets the original sheet and the Controlled substance officer keeps a copy in the log book. This inventory sheet is the form each investigator should fill in as they use their controlled substance and should return to the Controlled

substance officer when the controlled substance is used up or is disposed of by the Controlled substance officer. Every investigator is required to keep track of their use of controlled substances, how much is used, when used and who specifically used it.

5. The PI is contacted and asked to sign and pick up their controlled substance after this log in of the controlled substance is complete.

## **Disposal**

1. Investigators are not allowed to dispose of any controlled substance in their lab. All disposals of controlled substances must be in accordance with DEA guidelines and the COP is not set up for this type of disposal process. When Controlled substance exceed their natural shelf-life or when a PI no longer has need of certain controlled substances, the PI needs to contact the Controlled substance officer and transfer those controlled substances and their records to him.
2. The College of Pharmacy uses EXP Pharmaceutical Services for disposal of all its controlled substances. Phone number 510-476-0909; Fax @ 510-933-1470.
3. Prior to the arrival of EXP Services, the controlled substances to be destroyed are transferred to the Controlled Substance Officer, who makes a list of each controlled substance, lot number, amount, and concentration (if it's a solution).
4. All records associated with the controlled substances are transferred to the Controlled Substance Officer who keeps the Controlled Substance Logs should the DEA office wish to inspect these.
5. The Controlled Substance Officer fills out a DEA form 41 for the EXP Pharmaceutical Services Corp.
6. The EXP Pharmaceutical Services comes, fills out the DEA 222 form for each controlled substance and takes the controlled substances away for DEA approved disposal.
7. The Controlled Substance Officer keeps a record of what the College of Pharmacy has disposed of by EXP.

## **Dress Code for Laboratory Personnel**

**Attire:** At a minimum, all lab personnel should be wearing a lab coat and safety glasses when there is active work being done with hazardous chemical in the lab. Also, legs and feet should be covered, i.e. no open toed shoes, shorts, loose clothing and long hair should be confined. PPE should be left in the laboratories and not worn in public areas. (Directly written from the Chemical Hygiene Manual)

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## Emergency Procedures

### College of Pharmacy Fire Evacuation Plan

Managed by the Safety Specialist of the College of Pharmacy, this plan covers the College of Pharmacy of the University of Kentucky Chandler Medical Center. Each floor will be assigned two Fire Response Officers (FROs) who will be trained in the procedures of an evacuation. Each FRO will check all rooms on their respective floor and close any doors that may be open. Each FRO will be knowledgeable regarding the number and location of disabled persons who would need assistance during an evacuation.

### Employee Who Discovers a Fire

#### **R.A.C.E.**

1. Rescues any person(s) in immediate danger.
2. Activates the nearest “pull box” fire alarm and calls 911 to report the fire.

(If an Employee feels competent to put out a small fire, then use the fire extinguishers provided in the laboratory of the hallways.)

3. Contains the fire by closing all doors in the area.
4. Evacuates the facility.

### Once and Alarm has been Activated

The FRO will immediately begin the evacuation of their respective floor.  
They will:

**CHECK** every lab, office and conference room and announce the evacuation.

**SEARCH** the floor quickly to ensure complete evacuation.

**PROCEED** to the Designated Assembly Area outside the building.

The designated area is in front of the College of Nursing Building (see attached diagram).

## **Evacuation Procedures**

All building occupants must immediately evacuate the building via the north and south stairwells. **DO NOT USE THE ELEVATORS TO EVACUATE!** Upon exiting the building all occupants should meet at their designated location in front of the College of Nursing (diagrams are located in the elevators). Report to the FRO if you know of anyone still in the building. Never re-enter the building until the fire officials give the approval.

## **Hazardous Waste**

EHS Hazardous Waste website: <http://ehs.uky.edu/em/>

Guidelines:

1. Label all accumulating hazardous waste containers with the words HAZARDOUS WASTE (please see our Safety Specialist for these labels).
2. Each container must also have a label listing the specific waste constituents.
3. Keep containers closed except when filling.
4. When the container is full, fill out a [waste ticket](#) for each container, and mail or fax to Environmental Management office.
5. An online hazardous waste pickup request form is also available - <http://ehs.uky.edu/em/wasteticket.php>.
6. Call Environmental Management if you have any questions about hazardous waste management or disposal.

NOTE: No dates on hazardous waste labels per Safety Specialist.

## **Radiation Safety**

EHS Radiation Safety website: <http://ehs.uky.edu/radiation/>

The University of Kentucky is authorized by the State of Kentucky's Cabinet for Health Services, Radiation Health and Toxic Agents Branch, to use radioactive material in operations, education, research, and development activities. The University of Kentucky's Radiation Safety Committee authorizes individuals to use radioactive material. Prospective users must submit proposals to the Committee for review and approval. Although this provision allows the University great flexibility in dealing with the multitude of radioactive materials and research uses encountered on its various campuses, it places equally great responsibility on investigators and administration to handle radioactive materials safely and to comply with state regulations so that this flexibility may continue.

All users must order radiation materials through Radiation Safety and must have authorization to work with radioactive materials (<http://ehs.uky.edu/radiation/KYReg/newappa.html>)

Users must also have the radiation safety manual in their lab safety manual located in their lab (<http://ehs.uky.edu/radiation/KYReg/newradman.html>).

All users must go through training before handling or working with radioactive materials. All training is done in classes and is not available online (<http://ehs.uky.edu/classes.html>)

### **Biological Hazards**

Website for the university Biosafety website: <http://ehs.uky.edu/biosafety/>  
Labs that use infectious agents, infectious material or recombinant nucleic acids must register with the Institutional Biosafety Committee. (<http://ehs.uky.edu/biosafety/register.html>)

All users of biohazardous materials must add the Biosafety Manual to their Chemical Hygiene manual to their lab. ([http://ehs.uky.edu/hmm/biosafety\\_manual.html](http://ehs.uky.edu/hmm/biosafety_manual.html))

If you require the use of the COP autoclave, you must receive training from the COP Safety Specialist before you can be authorized to use the equipment and added to the online sign up calendar (found in the public folder under “College of Pharmacy” and the subfolder “Lab”)

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### **Scheduling Classrooms/Conference Rooms**

Classrooms located in the College of Pharmacy (rooms 206, 211, 220, and 223) may be scheduled via email: [schedul@email.uky.edu](mailto:schedul@email.uky.edu) or phone: 257-2433; more information in the following link. <http://www.mc.uky.edu/mcrmsch/classdocs/classroom.html>

Conference Rooms 327A (Dean’s Conference Room), 442, 542. The classrooms schedules can be found on Outlook as a shared folder.

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### **Signature Authority**

Please see Discretionary Expenditure Policy for signature authority <http://www.uky.edu/EVPFA/Controller/aphome/dispolcy.pdf>

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## **Space Allocation**

The Associate Dean for Research and Graduate Education in the College of Pharmacy will manage allocation of laboratory and office space following the guidelines addressed in the governance documents of each of the departments

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## **Surplus (Disposal) of Equipment**

All unused and outdated capital equipment must be disposed through the proper channels and not given away or trashed. Contact the College's inventory manager via the College of Pharmacy web site:

<http://www.mc.uky.edu/pharmacy/facstaff/surplus.asp>

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## **Technology**

### **Email Accounts**

Email accounts are created by University Accounts when an employee is hired. Any questions about email accounts should be directed to the College's system administrator (IT Administrator located in B05). All official correspondence should use the university-supplied email address.

### **Computers Accounts**

Computer accounts are obtained through the College's system administrator (IT Administrator located in B05) and requests are submitted from the respective department administrator.

### **Listservs**

The College of Pharmacy maintains a variety of email lists for internal communication with faculty, staff, and students. Further information on these lists can be found at:

<http://www.mc.uky.edu/pharmacy/depts/it/elist.html>

## **Web Updates**

The Office of Communications maintains College Web sites. Department administrators are responsible for content on their respective sites. Please direct any Web site updates pertaining to departments through them. Faculty biographical webpage requests can go directly to the Graphic Artist in Office of Communications (located in B010).

## **Computer Orders**

All computer orders for the College must go through the system administrator to ensure compliance with standards and proper inventory documentation. Please see your department administrator for additional information.

## **Off-Campus Computers**

Employees may have the need to take computers off camps. Off Campus Equipment Report must be completed and fully routed for signatures. The COP IS Tech Support Spec IV will prepare the Off Campus Equipment Report. S/he will put the following information on the report"

- Tag Number
- Computer Description
- Serial Number
- Date

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## **Travel**

The University of Kentucky has established a travel services program that is managed by your respective department administrator. Guidelines have been established for processing of paperwork before and after travel. It is important to meet with your department representative for travel related needs, and to understand the required procedures.

<http://www.uky.edu/Travel/>