



The 2025 CBE Guide for Graduate Students

Department of Chemical and Biological Engineering
University of Wisconsin – Madison

(Updated August 2025)

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Introduction

Welcome to the Department of Chemical and Biological Engineering at the University of Wisconsin–Madison! We hope that this Guide will facilitate your graduate studies here. It is designed to serve as a reference to department facilities and services and procedures. If you have questions about something that is not covered here, or want clarification about something, please ask someone. The following list of whom to see for what should help you direct your question to the right person.

Department Staff

ADMINISTRATION

Kelly Moran, Dept. Administrator	EH 2018	608 262-1094	kelly.moran@wisc.edu
Kim Farley, Sr. Admin Program Specialist	EH 4635	608 262-1093	kdfarley2@wisc.edu
Alina Cuamani, Accountant	EH 4631	608 417-4208	cschutte@wisc.edu
Claire Massey, Communications Specialist	EH 2018	608 262-1092	cmassey2@wisc.edu
Carly Browne, Accountant	EH 4639	608 265-2378	caotto@wisc.edu
Karyn Schroeder, Accountant	EH 4637	608 262-7330	karyn.schroeder@wisc.edu
Stephanie Petsch, Payroll & Benefits Specialist	EH 4633	608 265-4036	spetsch@wisc.edu
Susann Ely, Communications Specialist	EH 2035	608 262-7775	sely@wisc.edu

INSTRUCTION

Kate Dahlke, Teaching Faculty	EH 1008	608 262-8768	kdahlke@wisc.edu
Brendan Blackwell, Teaching Faculty	EH 3020	608-265-8114	bcblackwell2@wisc.edu
Eric Codner, Instructional Lab Director	EH B103F	608 263-3130	codner@wisc.edu
Andrew Greenberg, Distinguished Faculty Associate	EH 3035	608 890-1534	andrew.greenberg@wisc.edu

STUDENT SERVICES

Kate Fanis, Graduate Advisor	EH 2033	608 263-3138	kfanis@wisc.edu
Andrew Greenberg, Distinguished Faculty Associate (Undergraduate Advisor)	EH 3035	608 890-1534	aegreenb@engr.wisc.edu

COMPUTER SUPPORT

Russ Poyner, IT Specialist	EH 2037	608 262-7727	itsupport@che.wisc.edu
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INSTRUMENT SHOP

Steve Schumacher, Advanced Instrument Maker	EH B120	608 262-7396	ssschuma@wisc.edu
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STOCKROOM

	EH B103g		stockroom@che.wisc.edu
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OTHER

AICHE at UW-Madison	x	608 263-6369	aichemadison.officers@gmail.com
CAE Helpdesk	116 in 1410 Eng. Dr.	608 262-5349	helpdesk@cae.wisc.edu
Engineering Career Services	EH 1150	608 262-3471	ecs@engr.wisc.edu

Whom to See for What

This list is intended as a quick directory of whom to see for what. Most items are covered in more detail in this guide—check the Table of Contents to locate the appropriate section. For information on academic matters, consult the “Graduate Handbook of Academic Policies and Procedures Manual”.

Address changes-----	Department office (EH 2018) and MyUW- Personal Information widget
Apparatus & equipment-----	Steven Schumacher
Building maintenance & repairs -----	Steven Schumacher
Computer support -----	Russ Poyner
Degree requirements (Graduate) -----	Kate Fanis
Desk assignments -----	Claire Massey
Digital camera -----	Susann Ely
Electronic testing equipment -----	Steven Schumacher
Health insurance -----	Stephanie Petsch
Instrument shop-----	Steven Schumacher
Keys-----	Claire Massey
Mail handling-----	Claire Massey
Major Professor Selection -----	Kate Fanis
Paychecks -----	Stephanie Petsch
Photocopy machine codes -----	Russ Poyner
Photocopy machine problems -----	Russ Poyner
Physical Plant service-----	Steven Schumacher
Procurement card-----	Claire Massey
Registration/Enrollment Requirements -----	Kate Fanis
Requisitions (purchase orders) -----	Claire Massey
Room reservations (classrooms) -----	Department office
Room reservations (conference rooms)-----	Susann Ely
Safety Committee -----	Prof. Marcel Schreier
Security problems-----	Kelly Moran
Supplies-----	Stockroom
TA assignments -----	Victor Zavala/Kate Fanis
Course Offerings-----	Andrew Greenberg
Travel e-reimbursement-----	Claire Massey
Tuition remission-----	Stephanie Petsch/Kate Fanis

For emergency police, medical, or fire department assistance (including the Hazardous Incident Response Team), dial **911**.

Information for New Graduate Students

MY UW-MADISON	My UW at http://my.wisc.edu is a personalized Web portal to campus on-line resources. To activate your account and e-mail address, click on “Activate my Net ID.”
COURSE ENROLLMENT	Course enrollment is done on My UW. Current course information can be found using “Course Search and Enroll” app in your My UW.
ADVISING	New students are advised on course selection for fall semester at Orientation.
WISCARD	Once enrolled for classes, new students can get a Wiscard (campus photo ID) at Union South - Room 149. Normal office hours are 8:30 AM–5 PM Monday–Friday. Bring a photo ID with you.
TEXTBOOKS	You can use My UW to find out what books are required and/or recommended for each class. This can also be done at the University Book Store http://www.uwbookstore.com (Textbooks & Course Materials). You can purchase new and used books online or at their store located at 711 State St. You can order books at any other location such as Amazon.com or eBay.com. Be sure to buy the correct edition. If no textbook information is provided online, you may either contact the instructor or wait until the class begins.
DESK ASSIGNMENT	First-year graduate students will have an assigned desk space. After you join a research group, you will be assigned desk space with your group in their office as soon as it becomes available.
KEYS	<p>Keys are distributed during Orientation Week. You will be given keys or card access to your assigned office space, common areas, and to Engineering Hall (for after-hours access). You must apply for and accept these keys through KeyLime. https://keylime.engr.wisc.edu/</p> <p>Should you need additional keys in the future, please see Claire Massey in the main office.</p> <p>If you lose a key, report the loss <u>immediately</u> to the main office (EH 2018). Depending on the circumstances, a fee of up to \$75 may be imposed for replacement of keys and/or locks.</p> <p>When you leave the department or no longer need your keys, you must return them to the Payroll office BEFORE leaving campus. This is part of the Check-Out process. <u>A fee of \$75 will be imposed for keys not returned.</u></p>
BUS PASSES	<p>Students are entitled to a free city bus pass, good for free rides on all Madison Metro city routes. You must be enrolled as a student paying student segregated fees for the appropriate semester at UW-Madison. You must order your bus pass online in advance. The first day to order is August 18th. After you receive an email stating your bus pass is ready for pickup, you'll pick it up at Union South. You will need your Wiscard to pick it up. You must sign the back of your pass and carry your Wiscard with you when you ride Metro Transit. For more information see the Transportation Services website at: https://transportation.wisc.edu/commuter-solutions/bus/student-bus-pass-program/</p> <p>Maps and schedules for every bus route are available online, and there is an interactive page where you can fill in your location and destination and find the best route and schedule for you. Google Maps also provides bus directions, now with real-time updates. There are also links to a variety of free apps for Android or iPhone to live track buses. If you prefer to talk to someone directly, call Metro Customer Service at 266-4466 (TTY: 267-1143)</p>
PARKING	Parking space on campus is limited, but graduate students are sometimes able to obtain permits for parking near the building. Parking permits are issued by UW Transportation Services. For

general permit information and parking rates, see <https://transportation.wisc.edu/permits/>. To apply for a parking permit, first make sure you are enrolled. Then you need to wait until your RAship appointment is processed through the HR system (which should happen by late August) so you can apply as an employee. Once you are in the Parking Application System as an employee, you can apply for parking by completing the online application.

DRIVER LICENSES

The closest Division of Motor Vehicles (DMV) office to campus is located at 4802 Sheboygan Avenue.

International students (exception for Canadians) who are in Wisconsin for >12 months and plan to drive a car in Wisconsin must obtain a Wisconsin driver's license. The first step is to complete the [application MV3001](#). After your application is reviewed you will need to present documents and take a vision test, written test, and practical driving test.

Foreign motorists from France, Germany, the Republic of Korea (South Korea) or Taiwan (Republic of China) who apply for a class D Regular Wisconsin driver license [may be eligible to have the knowledge and skills tests waived](#). The Wisconsin Department of Transportation has reciprocal agreements for driver licensing with these countries.

TRAVELING IN AND OUT OF MADISON

It is very easy to travel from Madison to Milwaukee, Chicago, or Minneapolis via [MegaBus](#) or [Greyhound](#). There are direct buses to all major airports in those locations. [Madison's Truax Airport \(MSN\)](#) has many direct flights all over the country, and many daily flights to larger international airports.

International students who leave the country for ANY reason, including to go home, to another country, or even inside the U.S., need to plan ahead. Remember, your entry into the U.S. is the decision of Customs and Border Protection (CBP). You need to plan ahead before your travel and make sure you have the right documents on hand, including [getting a travel signature](#), and have notified the correct people in the department and in ISS. See more here: <https://iss.wisc.edu/students/current-students/travel/>

Please monitor world news to stay updated on current events that may affect your travel plans. If UW-Madison sponsors your travel, you must follow the [university's international travel policies](#).

GETTING PAID

There are three major types of graduate student financial support in our department: research assistantship (RA); teaching assistantship (TA); and fellowship. Your appointment letter states the type of appointment you have and the amount you will be paid each year. Early in your first semester, if you have a fellowship appointment, you will also receive a letter indicating the source of your initial funding and whether there is a living donor or family member of a donor whom you should thank for their support.

First-year students with RA appointments are initially supported on department funds until they become fully active in a research group and can be supported on research funding. Support at this critical stage assists the department in the recruitment and retention of top students into the graduate program. In addition to many individual contributors, industrial supporters of the graduate program include (but are not limited to):

- PPG
- 3M
- P&G
- Dow Chemical Company Foundation

Your stipend will be paid bi-weekly, starting in September. Your check will be direct deposited to your U.S.-based bank or credit union. **If you currently do not have a U.S. based account, you will need to obtain one before enrolling in direct deposit.**

In order to maintain your eligibility for an RA appointment (non-dissertators) **you must register full-time for all three semesters each year.** This means a minimum of 8 and maximum of 15 graduate level (500 or above) credits in the fall and spring semesters, and a minimum of 2 credits in the 8-week DHH summer session. **Dissertators must enroll for exactly 3 credits in all three semesters each year.**

If the amount of your paycheck appears to be incorrect or if you fail to receive a check, see the Payroll and Benefits Coordinator (EH 4633).

EMERGENCY FUNDS

The College of Engineering offers **short term loans to students who need emergency funding.** Email engracademicdean@engr.wisc.edu for additional information and support. The Dean of Students Office provides [Crisis Loans and Grants](#) to students when an unexpected life event or circumstance takes place that causes financial hardship. They are generally for under \$500.

TUITION REMISSION & FEE PAYMENT

Tuition remission is provided for graduate students who hold at least a 33.33% appointment as an RA and/or TA. Fellowships often pay both tuition and fees. If you have questions regarding a tuition bill, see the payroll coordinator. Your monthly stipend covers your educational expenses which include funds to pay your segregated fees. **You are responsible for paying your segregated fees and any other fees you have each semester.**

[Segregated fees](#) are the fees that cover things that students have access to that aren't covered by tuition. Every credit you register for has an associated segregated fee, and those are to be paid for by you if you do not have a fellowship (such as the NSF) that covers those in addition to tuition. The vast majority of grads will have to pay seg fees every semester, summer included.

Additionally, international students have a flat [international student fee](#) of \$100 each semester. There are other types of fees you may also be responsible for, such as late fees if you don't enroll by the enrollment deadline each semester. If you take advantage of campus housing and resident hall dining, you can be charged those fees. These fees and seg fees are not covered by the tuition remission we offer you as part of your RAship.

[As an RA or TA](#), your segregated fees, international student fee, and some other fees are automatically deferred to be due the first Friday in December for the fall term or the first Friday in April for the spring term. The summer term does not have a deferred date and fees are due before summer term begins.

If you do not have an RA or TA appointment of 33.3% time or more, you qualify for the [BadgerPay Payment Plan](#) where you can pay your remaining fees in three installments over the course of the semester.

There are several options for paying fees, some of which are: 1) Make an on-line ePayment through your MyUW account. 2) Send a check by mail. 3) Place a check in a sealed envelope in the drop box at 333 East Campus Mall lobby or 10th floor. **Cash payments are not accepted.** 4) Make a credit card ePayment. A \$100 late payment fee is assessed if tuition and/or fee charges are not paid by the due date. Comprehensive payment information can be found at: <https://bursar.wisc.edu/student-tuition-account>

TAXES

All RA, TA, and fellowship income is subject to federal and state income tax. However, only RAs and TAs have taxes withheld from their checks. **If you have a fellowship appointment, please**

consult a tax professional to determine tax implications since taxes are not withheld from your fellowship stipend. TAs are subject to Social Security and Medicare tax. You may want to save receipts for school fees, books, and supplies in case you are able to claim tax deductions for them. Check with your tax advisor.

All foreign national employees receiving funds through University payroll must provide visa/immigration history through Glacier. Following Glacier entry, you will need to deliver all Glacier-generated reports and tax treaty forms, along with your immigration document photocopies, to the payroll coordinator (EH 2029). Employees can request a Glacier account by sending an email to the Service Center at servicecenter@sc.wisc.edu. The email must include your full legal name, date of birth (mm/dd/yyyy), email address, and indicate that you are paid monthly.

Additional information on taxes for international students can be found here:
<https://iss.wisc.edu/employment/taxes/>

SOCIAL SECURITY NUMBERS

All new CBE international students with offers of financial support from the department must apply for a Social Security Number (SSN) if they do not have one. [Directions are spelled out on the ISS website](#). Once you have 1) registered full time and 2) updated your address in MyUW so that you have a current local address listed, you may start the process online. Keep an eye on all deadlines listed therein. After you have submitted the application, you must go finish your application in-person **within 45-days** of submission at the Social Security Administration office, 6011 Odana Road, Madison (hours 9:00 am - 4:00 pm Monday-Friday, except federal holidays). See ISS website for more information on the application materials you will need to bring with you.

Your SSN is your personal identification number to the US Government's Social Security system, and it authorizes you to work in the country. **It is EXTREMELY IMPORTANT that you NEVER share this number with anyone except in appropriate and safe circumstances where it is required- with your employer, governmental entities, and in financial transactions that require it.** If your SSN is stolen, that is considered [identity theft](#), and it can make your financial life, and by extension, your personal life, very difficult. Technically, only the Internal Revenue Service (IRS) and state tax agencies can require your SSN. However, many private service providers in the U.S. such as mobile phone and cable television companies ask you to provide a social security number in order to receive their services.

Legally, these companies cannot require you to provide an SSN. However, because many of these companies have policies and forms that ask for an SSN, they may be difficult to work with if you do not have one. Sometimes, international students encounter problems with these companies due to this issue. Be patient and search for a good company that will provide you the services you need even if you do not have an SSN.

DO NOT keep your SSN card in your wallet or purse when you receive it. Leave it at home in a secure place unless you need to bring it somewhere for work verification or travel. A stolen SSN card or any paper with your SSN on it should be considered confidential as identity theft is rife in the US, especially on college campuses. Do not scan and email copies of your SSN card to anyone. All work verifications should be done in person when required. Wisc email is NOT considered secure for confidential personal information like SSN cards, drivers licenses, tax forms, or visa-related info.

HEALTH INSURANCE

RAs, TAs, and fellows holding a minimum 33.3% appointment are eligible for group health insurance through the university. A portion of the premium is deducted from each bi-weekly stipend and pays 1 month in advance (paychecks in October pay for November coverage). Your

first deduction will be double the normal amount, to cover two (2) months of insurance premium coverage (September and October). For details on available benefit plans and coverage, visit: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

For your health insurance coverage to begin September 1, you *must* complete the online enrollment forms within 30 days of your eligibility date. Your appointment begins August 25th, but your health insurance eligibility will begin September 1st. Your forms are due to be submitted no later than September 30th. Group life insurance, dental insurance, and disability insurance are also available for an additional cost.

International students are required to purchase SHIP insurance unless they have other health insurance that meets certain minimum standards. CBE students with an RA or RA/TA appointment are eligible for health insurance through the university, which will automatically waive the SHIP requirement.

In addition, all UW-Madison students are eligible to receive health care at the University Health Service (UHS) on campus. Hospitalization and emergency room services are not included in UHS benefits. For questions about insurance, please see the payroll coordinator or visit: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

MENTAL HEALTH RESOURCES

Mental health issues can affect a graduate student's ability to succeed. Graduate students are encouraged to seek support when needed. University Health Services (UHS) offers a safe and confidential environment with a variety of support services available free of charge and open to all graduate students. These include [individual](#), [couple/partner](#), and group counseling, and [psychiatry services](#) and many others. <https://www.uhs.wisc.edu/mental-health/>

UHS has Access Consultation phone screening. Students can call 608-265-5600 or log in to [MyUHS](#) for 24-hour appointment booking. Same day appointments are often available, and students will be able to have a consultation within two days.

If there is a risk of suicide or concern about well-being of a student, call [UHS 24-hour crisis service](#) to speak with an on-call counselor at 608-265-5600, option 9. If a situation is immediately life threatening, call 911.

In addition, UHS hosts a variety of group counseling opportunities:

Dissertators' Group - A supportive group environment focused on the emotional, behavioral, and organizational challenges associated with the dissertation process. More information at: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/> and open Support-Theme Groups for the schedule.

Graduate Students' Group - This group examines the sources of stress, ways of coping, and the role of peer support in adjusting to a role that often feels like its 24/7 as a graduate student. More information at: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/> and open Support-Theme Groups for the schedule.

Graduate Women's Group - Through offering support to others and receiving support, group members are challenged to learn about themselves, initiate change, and exercise honesty in a safe space. More information can be found at: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/> and open Support-Theme Groups for the schedule.

Drop-in Survivor Support Group - UHS provides weekly drop-in confidential support groups for victims of sexual assault, intimate partner violence, stalking, and sexual harassment. For more information, go to: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/>

First-generation Students Support Group - Students who have not had the example of a parent graduating college often face numerous challenges and may feel at a disadvantage relative to college peers. For more information, go to: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/>

Students of Color Process and Support Group - This is a group for any student who self-identifies as a person of color (this can be African American, African, Caribbean-American, Latino/a, Indian, Asian, Asian American, Indian American, Native American, Middle Eastern, etc.). The group will explore ways in which their identity as a student of color affects their academic, personal, and social experience. For more information, go to: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/> and open Combined Format Groups.

Transgender & Gender Non-Conforming Support & Empowerment Group - Students who identify as transgender, gender non-conforming, genderqueer, and any other personally meaningful term are all welcome to this group. Focus is on establishing positive connections with others and exploring the process of integrating gender identity in an authentic, self-affirming way. For more information, go to: <https://www.uhs.wisc.edu/mental-health/group-counseling/schedule/> and open Support-Theme Groups for the schedule.

The groups listed above are just a few examples. Additional groups address relationships, depression, anxiety, and other topics. Groups typically meet one to two hours weekly, and may run from four to 12 weeks per semester.

Additional support and resources on campus include:

McBurney Disability Resource Office - The McBurney Disability Resource Center is the office for students with disabilities and classroom accommodations on the UW-Madison campus. As part of the student accommodation process, we work collaboratively with students and instructors to provide and support effective student accommodation. We work with UW-Madison students with physical, learning, hearing, vision, psychological, health and other disabilities substantially affecting a major life activity (e.g., walking, communicating, learning, seeing, breathing, reading, etc.). Many students have non-apparent disabilities such as depression, anxiety, autism spectrum disorders, learning disabilities, AD/HD and health impairments such as Crohn's disease or fibromyalgia. <https://mcburney.wisc.edu/>

Wellness Programs – UHS's [interdisciplinary Wellness Program](#) is designed to assist students' pursuit of healthy mind, body, and spirit. Programs include massage therapy, meditation, nutrition services, pain management, quitting nicotine, sleep, stress management, and Badger Recovery.

Let's Talk – UHS offers drop-in consultations at locations around campus. It's free, no appointment is necessary, and students are seen on a first-come, first-served basis. For the schedule, go to: <https://www.uhs.wisc.edu/mental-health/lets-talk/>

Sexual Violence Prevention Program - UHS provides an online violence prevention program, which all incoming graduate students at UW-Madison are expected to complete in their first semester. Failure to do so by **Sept. 16th, 2024** will result in a hold on your spring enrollment. Go

here for more information: <https://www.uhs.wisc.edu/prevention/violence-prevention/grad-students/>

Victim Advocacy Open Access Hours – Drop-in support, information, and referral with confidential victim advocates for students who have experienced sexual assault, intimate partner violence, stalking, and/or sexual harassment. Located on the 8th floor of UHS (333 East Campus Mall), hours are M/T/W 1-4pm, and Th/F 9am-12pm. More info at: <https://www.uhs.wisc.edu/survivor/>

Dean of Students Office – This office is committed to fostering a caring environment for all students. Responsibilities include the [Bias Reporting Process](#), addressing [Sexual Assault, Dating, and Domestic Violence](#), as well as many [other issues affecting student wellbeing](#).

Ombuds Office – University employees, including graduate students, can seek guidance regarding workplace concerns without fear of reprisal and at no cost to them. <https://ombuds.wisc.edu/>

In addition to utilizing UHS's services, graduate students who hold assistantship appointments are also able to seek mental health services covered by their [health insurance plan](#).

BUILDING USE

The Department of Chemical and Biological Engineering controls space in Engineering Hall (EH). All room numbers given in this manual refer to Engineering Hall unless otherwise indicated.

BUILDING & DEPARTMENT HOURS

The department office (EH 2018) is open 7:45 AM – 4:30 PM, Monday through Friday. The stockroom (EH B103g) is open limited hours: 1:00 – 3:00 PM. The machine shop hours are 7:30 AM - 5:15 PM Mon-Thurs.

The outside doors to Engineering Hall are unlocked from 7:00 AM – 9:00 PM on weekdays and from 7:00 AM – noon on Saturdays. CBE graduate students are able to access the building at any time using their WisCard.

ROOM RESERVATIONS

To reserve one of the departmental conference rooms (EH 1119, EH 2024, EH 4630) or to reserve a classroom for one-time use, check with the department office (EH 2018).

SECURITY

In the interest of security, it is important that the outside doors to the buildings be closed and locked at the designated hours. Outside doors and fire exits must not be left ajar at times when the building is supposed to be locked. Laboratory doors and fire doors within the buildings are self-closing and locking for reasons of safety and security. In addition, the doors to EH B103 are to be kept shut and locked after 4:30 PM because of the access they provide to the basement instructional laboratories and department stockroom. No doors are to be propped open.

When leaving the building after hours, you should ensure that doors are closed and locked and that lights are out in your work area.

PERSONAL PROPERTY ON CAMPUS

In almost every case, the university does not assume responsibility for personal items brought on campus. This includes any items purchased with your own funds, such as books kept in your office. The university will not pay for replacement of stolen items, items lost in a fire, or items damaged while on campus unless the loss can be attributed to the obvious

and admitted negligence of a university employee. If you wish to insure personal property kept on campus, this must be done on your own homeowners or personal property policy, usually by a specific amendment.

**ACCIDENTAL INJURIES
IN LABS OR
CLASSROOMS**

The University has no blanket accident policy to pay for injuries to students injured in labs or classrooms. You should procure adequate health insurance to cover accidental injuries.

SMOKING

All university buildings, facilities, and vehicles are smoke-free. Smoking is not permitted within 25 feet of building entrances or exits.

ALCOHOL

Unless a permit has been granted, consumption of alcohol on campus property is strictly forbidden and is grounds for suspension or expulsion.

**BICYCLES AND OTHER
WHEELED THINGS**

Bicycles are not allowed in university buildings. They should be parked in the bicycle racks provided outside the buildings. Rollerblades, roller skates, skateboards, etc. may not be used in or around any university buildings or certain outdoor areas on campus.

**BUILDING MAINTENANCE
AND REPAIRS**

All requests for building and utility maintenance and repairs should be directed to the Instrument Specialist in EH B120. Most laboratory problems will require a fund and account number from your advisor so that a work order can be requested. After hours, requests for emergency repairs can be addressed by dialing 263-3333 and listening to the prompts to choose an outside answering service OR consult the UW-Madison *Emergency Procedures Guide*.

**DUMPSTERS FOR LAB
& OFFICE CLEANUPS**

Dumpsters for use in lab and office cleanups can be ordered by the inventory control assistant in EH B103g.

RECYCLING & TRASH

Recycling is mandatory in Madison. Recyclable containers (aluminum cans, tin/steel, glass, and plastic bottles) should be placed in containers found in the hallways. Offices are equipped with wastebaskets for recyclable office paper. Office trashcans are emptied on Thursday nights. At other times, full containers may be left in the hallway for emptying.

OFFICE-RELATED SERVICES

**PHOTOCOPYING
(EH 2027)**

Two copy machines are available in EH 2027. The only copying allowed is for your research needs if approved by your advisor or, if you are a teaching assistant (TA), for teaching-related copying. Anyone can use the scanner/email function at any time. Both copiers are equipped to scan documents and send them as PDF attachments to your email address. Instructions are posted near the copiers.

For teaching-related copying, indicate the course number you will be teaching and return the form to EH 2037. You will be assigned a code to enter when using either photocopy machine. The copy room is unlocked during regular office hours. Your "G" key will allow you access afterhours. We encourage you to do large copying jobs after hours when the machines are not busy.

The CBE photocopiers are not for personal use, such as copying for any courses you are taking (rather than teaching), for your thesis, exams, etc. Copy services are available nearby at Wendt Library and Bob's Copy Shop for personal use. When using room EH 2027, please help keep the room clean by throwing out paper scraps and staples, and lowering the lids when you are done using the copier.

Report user-related problems to the CBE department office. Copier customer service will be contacted, if necessary.

COMPUTERS

The IT Specialist (EH 2037) is your guide to computing services on campus. They can help you find what you need from the variety of computing facilities and services that are available at the University, College of Engineering, and department levels.

DoIT. The Division of Information Technology (DoIT) is UW-Madison's primary computing service provider. DoIT maintains the network and security infrastructure for the entire university. Services for students include wireless network access, e-mail and calendar (Office 365). You can access these services on My UW-Madison at <http://my.wisc.edu>.

CAE. The Computer-Aided Engineering (CAE) Center is a facility maintained by the College of Engineering to provide computer services to engineering departments and students. There are more than 20 CAE labs located throughout the engineering campus, including one in the CBE department (B103C). The main CAE facility is located at 1410 Engineering Drive, across the street from Engineering Hall. CAE labs provide users access 24 hours a day (unless reserved) to Windows and Linux workstations and printers. Quotas are enforced on pages printed and on disk space used on the central server. CAE accounts can be activated at: <https://newuser.my.cae.wisc.edu/account> Contact a CAE consultant (608 263-3075) for more information, or visit <http://www.cae.wisc.edu>.

Department printers. The department maintains a laser printer for graduate student use. It is a LaserJet P1606dn, or similar, in EH B5 (the graduate student lounge). Contact the department IT Specialist in EH 2037 for more information on connecting to these networked printers.

Research group computers. Many research groups within the department maintain their own computers and/or printers. These systems may be used for general purpose computing within the group or for interfacing with various instruments. Contact your advisor for information on the available facilities.

E-MAIL

Students will receive email and calendar accounts in Office 365. Your UW Office 365 account will be jointly run by DoIT and Microsoft. It is separate from any personal Office 365 account you may have.

INCOMING MAIL

Incoming U.S. and campus mail is sorted in the central mailroom for Engineering Hall and distributed to departments daily Monday–Friday.

Your mailing address is:

[Your Name]
Department of Chemical & Biological Engineering
1415 Engineering Drive
Madison, Wisconsin 53706-1607

OUTGOING MAIL

Outgoing and stamped U.S. mail may be placed in the outgoing mail tray in EH 2018 for daily pick up. Also, outgoing U.S. mail is picked up from the first floor loading dock at 11:00am and 1:00pm, Monday–Friday.

If you are sending letters in connection with your research or instructional duties, the department will provide the postage. Unstamped mail may be placed in the U.S. mail tray in

EH 2018. For personal mail, including correspondence in connection with job applications, you must provide postage.

A campus mail system transports mail to other UW buildings, usually within a day or two. Reusable campus mail envelopes are available in the department office, stockroom, and in most offices. Campus mail may be left in the outgoing tray in EH 2018.

POST OFFICE

The nearest U.S. post office locations to campus are: 441 N. Lake St. and 2 E Mifflin St.

MAILING PACKAGES

To send a package related to your research, bring the package, along with a project number to cover the charges, to the CBE stockroom in EH B103. Daily pickup from the building is at 5:30 PM Monday–Friday. For international shipments, a pro-forma invoice will be required for customs purposes.

TELEPHONES

UW-Madison telephone service is provided by a Cisco VOIP system. To dial other numbers on campus (they typically start with 262-, 263-, 265-, or 890-), simply dial the seven-digit number.

Local calls: 1 + seven-digit number

Toll-free calls: 1 + 1 + ten-digit number

Long-distance calls: 1 + 1 + ten-digit number

International call to country in the North American Dialing plan (like Canada, Jamaica): 1 + 1 + ten-digit number

International calls: 1 + 011 + country code and city/area code + number

Emergency calls: 911

Telephones in student offices and labs are restricted to local service; they cannot be used to make long-distance calls other than toll-free calls. They can receive long-distance calls.

THESIS LIBRARY

All thesis and dissertations from across campus can be checked out electronically from Memorial Library here: <https://www.library.wisc.edu/find/dissertations/>

Equipment, Apparatus, and Supplies:

Stockroom (EH B103g)

GENERAL INFORMATION

There are limited office supplies available in the stockroom, EH B103g. Graduate students may secure items in stock by requesting them from the stockroom attendant. **Students are not allowed to enter the stockroom.** A record is kept of the materials obtained from the stockroom.

MATERIALS DISTRIBUTION SERVICES (MDS)

MDS is stocked with a vast supply of chemicals, glassware, pipefittings, and laboratory equipment, etc. Learn more about MDS and ShopUW+ here: <https://shopuwplus.wisc.edu/>
You can place an order on-line using your advisor's MDS account.

ICE AND DRY ICE

Dry ice is delivered to the dry ice storage chest (in EH 2103) three times weekly. Chopped ice from distilled deionized water is available from the laboratory area as well.

GAS CYLINDERS

Gas cylinders may be ordered from Airgas on the MDS web site. Pick up cylinders promptly at the west loading dock, EH 1336.

When the cylinder is empty, mark "MT" on the card attached to the cap, and deliver the cylinder to the west loading dock for return. Do not store empty cylinders in your laboratory, since there is a daily demurrage charge on all gas cylinders.

Safety notes: Gas cylinder carts, available in the stockroom, should always be used to move cylinders. Do not move any gas cylinder unless you have removed the regulator and gauge and replaced the gas cylinder cap. No gas cylinder should be left unsupported. Do not use gas cylinder carts to provide support. Obtain straps and C-clamps for this purpose from the department instrument shop, EH B120. Return gas cylinder carts to the loading dock for pickup in EH 1336B.

HAZARDOUS SOLVENT STORAGE

Please talk with your research group to determine where your hazardous materials are being stored. Each group will arrange for their own storage. [Use carboys for collection of old solvents](#). When full, complete the Chemical Inventory for chemical disposal of solvent carboys at: <https://ehs.wisc.edu/disposal-services/chemical-disposal/>. Call the Environment, Health & Safety Department (265-5700) within three days. They will pick up carboys from your lab; do not bring them to the stockroom. Empty carboys can be ordered and filled carboys scheduled for pickup at: <https://ehs.wisc.edu/disposal-services/chemical-disposal/chemical-disposal-surplus-pick-up-form/>. New and unopened unwanted chemicals can also be distributed to other UW laboratories through the chemical redistribution program: <https://ehs.wisc.edu/labs-research/chemical-safety/chemical-redistribution/>.

DELIVERY

Deliveries are made to the Engineering Hall mailroom (EH 1336B) at the west end loading dock. All FedEx, UPS, US Postal Service and truck deliveries are made to this loading dock. Packages and boxes for CBE are then delivered to the Stockroom and checked in. Recipients are notified by e-mail. Please be aware that express packages, even though delivered to the mailroom in the morning, may not be delivered to the stockroom until mid-afternoon.

RETURNS

If you need to return an item to a vendor for credit, exchange, or repair, you must get authorization from the vendor before sending the item back. Be sure to get the name and phone number of the person you contacted at the vendor. Also, get a return authorization number if they require it and verify the street address for shipping (UPS and FedEx do not ship to U.S. P.O. boxes).

When returning items with a replacement value of $\geq \$50,000$, a Return Materials Authorization (RMA) form is required and must be enclosed with the shipment. See www.bussvc.wisc.edu/purch/forms/rma.doc. If the shipment value exceeds \$100,000 Risk Management must receive a copy of the RMA form before the goods leave campus. When returning any UW item (no matter what its value) outside the continental U.S., Risk Management requires a copy of the RMA before the shipment leaves the country. If you need to ship hazardous chemicals, refer to the UPS Guide for Shipping Ground and Air Hazardous Materials at: <http://www.ups.com/content/us/en/resources/ship/hazardous/index.html>.

Department Instrument Shop (EH B120)

GENERAL INFORMATION

The department instrument shop facilities, under the direction of the Instrumentation Specialist, are for the use of CBE department students. Priorities of the Chemical and Biological Engineering instrument shop include:

1. Maintaining and building instructional equipment for undergraduate laboratory courses.
2. Providing consultation on fabrication of equipment.
3. Supervising and assisting in the construction of research equipment requiring the use of machine tools.
4. Performing small maintenance tasks on research equipment to save student researchers the extra delay and expense of submitting small jobs to outside contractors.

SHOP SAFETY

Research in chemical engineering often requires construction of equipment by metal and woodworking techniques. A machine shop presents hazards for those not familiar with shop practice and the safety precautions necessary for fabrication work. Instruction is available to students who desire to become qualified or more proficient in the operation of certain machine tools in the shop. Appropriate safety regulations have been developed for users of university shop facilities and are posted in the department shop. Users will be advised of these regulations. **When working in the departmental shops, everyone is required to wear glasses, safety glasses, goggles and other appropriate attire.** In addition, shop users are required to observe good housekeeping rules. After use, the benches and machines must be cleaned up and all tools returned to their proper places.

TOOLS

A tool crib containing hand tools is located in the shop area. Whenever a tool is taken out of the shop, the person borrowing the tool must use the sign-out sheet. These tools are for temporary use and are to be returned promptly to the tool crib so that they are available for others to use. Any broken, damaged, or dull tools or drills should be turned in to the Instrumentation Specialist for repair or replacement. Failure to follow shop rules will result in loss of user privileges.

CONSTRUCTION OF RESEARCH APPARATUS

Students deciding to construct some of their own research apparatus should follow these guidelines:

1. Prepare a design and check it with your advisor. The ultimate responsibility for the design and construction of apparatus lies with the graduate student and the research advisor.
2. If necessary, consult with the Instrumentation Specialist or faculty for help in preparing the design and time estimate, sources of supplies and raw materials, etc.
3. Obtain any materials not readily available in the shop. Except for standard size metal stock and fittings, the student and research advisor are responsible for obtaining raw materials for machine work.
4. Actual construction of apparatus requiring machine shop work can be accomplished in a variety of ways:
 - a. Learn basic machine shop skills and do the job yourself, or have parts fabricated and assemble them yourself.

- b. Submit the job to the CBE shop. Prepare drawings and specifications for shop personnel to accomplish the work as needed.
- c. Submit the job to shops outside the department. Consult with personnel in the respective shops as to availability of materials, costs, time estimates, etc. There is no limit to job size, but funding must be available as jobs may be costly. See the section below regarding services available outside the department.

Services available outside the department

TECHNICAL EDUCATION & MANUFACTURING LAB (B1084 ECB)

The College of Engineering Technical Education and Manufacturing Lab (TEAM Lab) is a 13,791 square foot facility located in the Engineering Centers Building on the University of Wisconsin campus. The TEAM Lab provides University of Wisconsin engineering faculty, staff, and students with the majority of the tools and equipment found in a modern machine shop. The lab is equipped with both manual and CNC mills and lathes, drill presses, grinders, belt sanders, band saws, and additional equipment used in various educational training/manufacturing operations. The lab also houses a full wood lab, welding lab and sheet metal lab. A staff comprised of both professional instrument makers and trained students are available to assist and educate engineering students engaged in work in the space. These resources are used to support the instructional and research goals of the University of Wisconsin's College of Engineering.

UNIVERSITY PHYSICAL PLANT

Special work in plumbing, steam fitting, carpentry, painting, welding, electrical work, etc. can be secured through the various Physical Plant shops when not performable by the student, the department shop or the college shops. See the Instrumentation Specialist in EHB120 for assistance coordinating the work with Physical Plant.

Safety

SAFETY RESOURCES

The primary responsibility for safety in your work area rests with you! You must learn proper procedures for all aspects of your laboratory operation and adhere to those procedures conscientiously. If you are ever in doubt, ASK—ask another student in your lab, ask your advisor, ask your laboratory safety manager, ask the chair of the CBE safety committee (Prof. Marcel Schreier- mschreier2@wisc.edu), or ask the campus Environment, Health & Safety Department at 608-265-5000.

Before beginning any laboratory work, Register via the links, complete (almost all are in Canvas), and **turn in the SINGLE SUMMARY PAGE of all quizzes showing 100% on the quizzes, which is available through your Grades page.** Turn it in to Kate Fanis, Graduate Program Coordinator, in 2033 EH or via kfanis@wisc.edu.

Register through the [Environment, Health, and Safety Training site](#):

1. Biosafety Required Training
2. Biosafety 102: Bloodborne Pathogens for Lab & Research
3. Compressed Gas Cylinders
4. Cryogen Safety Training
5. Fume Hood Use (Online)
6. Hazard Communication (Online)
7. Performing a Risk Assessment

Register through the OHR Catalogue:

8. [COE Electrical Safety Training](#)
9. [COE Safety Battery Usage and Disposal Training](#)

Canvas Courses:

10. [CoE Intro to Research Safety Training- CBE](#). Contact Kate Fanis for access if you did not complete this during New Graduate Student Orientation.

The following trainings are not in Canvas, but Kate Fanis will get a report of your participation:

11. [Dry Ice Awareness Training](#)

Additionally, all new graduate students need to attend spring safety training in January, regardless of which lab they join during the advisor matching process. Information about the dates and times of this training is included in New Graduate Student Orientation information.

Further, you must read and be familiar with the relevant sections of the [Chemical Safety and Disposal Guide](#), a copy of which is available in your lab. Extra copies are available from the Office of Chemical Safety (608 265-5700).

In addition, you must read the Chemical Hygiene Plan that has been developed by and for your research group (ask your advisor for a copy).

If your research involves practices that are not covered in the current Chemical Hygiene Plan for your lab, you will need to learn the proper procedures and revise the plan accordingly.

SAFETY COMMITTEE

The Safety Committee oversees safety practices in the department. Together with the campus Safety Department, a semi-annual tour of instructional and research laboratories is conducted to monitor safety practices and recommend changes if necessary. If you have suggestions for improving the safety practices in the department, contact the Safety Committee Chair, Prof. Prof. Marcel Schreier- mschreier2@wisc.edu.

LABORATORY EMERGENCY INFORMATION SHEETS

Each laboratory should have a blue Laboratory Emergency Information Sheet posted outside the door to assist emergency responders. One person in each lab should be assigned to keep the information current. Contact the Instrumentation Specialist to request changes to the form.

BASIC SAFETY PRACTICES

1. Never work alone or in isolation. Co-workers should be nearby in case of an emergency. This is especially important in the evening and on weekends when there may be fewer people in the building.
2. Make sure that at least two exits from your laboratory are readily accessible for rapid escape. Do not block aisles or have unnecessarily long aisles to the exits. If there is only one exit from the laboratory, plan experimentation carefully to ensure that you could escape rapidly.
3. Know the location of fire extinguishers, showers, eye washes, and other more specialized safety equipment. Learn how to use them.
4. Wear eye protection in all laboratories when experiments are underway and when working in department shops. Zones where eye protection is required are marked in laboratories and shops. See the section below on safety glasses.

5. Wear suitable clothing to protect you from toxic and irritating chemicals; lab coat, gloves, mask if appropriate. When experiments are in progress you should wear trousers or a long lab apron (not shorts) to protect your legs, and shoes (not sandals) to protect your feet. No sandals are allowed in any lab where chemicals are being used.
6. You should always know the properties of the chemicals you are using in the laboratory. This information is required for the proper use, labeling, storage, and disposal of these chemicals. Most chemicals are shipped with a Safety Data Sheet (SDS). Each laboratory should have a copy of the SDS for every chemical used in that laboratory. SDS for routine chemicals are available in the stockroom. SDS are available at: <https://ehs.wisc.edu/safety-data-sheets/>. When in doubt, look it up. Additional information can be obtained from the Office of Chemical Safety (608 265-5700). See the laboratory waste reduction and disposal section below.
7. Open flames should be kept well away from gas cylinders, solvents, flammables such as paper articles, and reactive chemicals of high volatility. Before igniting an open flame, be sure to consider these safety hazards.
8. High pressure equipment that handles gases should be behind explosion barriers. Reactive cylinder gases (acetylene, ethylene) should be stored in protected areas. Cylinders that are not necessary for current laboratory requirements are **not** to be stored in the laboratory—return them to MDS. In most cases, cylinders should not be kept for more than three years. All gas cylinders must be securely attached to a stable support and fitted with appropriate regulators or safety caps. Gas cylinders should never be rolled about by hand; a cart is available in the Stockroom for handling cylinders.
9. Food or drink must not be stored, cooked, or consumed in laboratories. The CBE grad student lounge, EH B5, is equipped with a refrigerator and microwave oven for food storage and preparation.

SAFETY GOGGLES AND GLASSES

The Department of Chemical and Biological Engineering requires that all students, staff, and visitors wear eye protection when working or visiting in departmental laboratories and shops. Graduate students may obtain safety goggles from the Stockroom. Safety goggles may also be borrowed from the Stockroom for temporary use by visitors or in case of emergency.

If you regularly wear glasses, we strongly recommend that you obtain a pair of prescription safety glasses for use in the laboratory. [Environment, Health & Safety](#) via Occupational Medicine facilitates prescription safety eyewear services for UW-Madison in the Green Clinic on 6th floor of 333 East Campus Mall. Patients print and bring (1) a current prescription, (2) supervisor signed [Prescription Safety Eyewear Application](#) and (3) respirator if ordering inserts.

Login to [MyUHS](#) to Schedule an Appointment > Occupational Medicine Services > Prescription Safety Eyewear > Schedule prescription safety eyewear ordering. Check back for open appointments on Tuesdays in the next month if the calendar shows no current availability. Pickup scheduling is after Occupational Medicine contacts patient when eyewear arrives. Patients use personal providers for eyewear adjustments.

Read more in the [FAQs](#) and [Guidance for Choosing Protective Eyewear](#) document or call 1-608-265-5610 for support.

LABORATORY WASTE REDUCTION AND DISPOSAL

A copy of the Environment, Health & Safety Department's "Chemical Safety and Disposal Guide" has been provided for each lab in the department. This was done to aid those handling hazardous wastes, in their conscientious efforts to dispose of such wastes safely and properly. Additional copies may be requested from Safety or found online at <https://ehs.wisc.edu/chemical-safety-training/>. Use the Disposing Hazardous Chemicals Guide to help identify hazardous wastes and the best means to dispose of such materials. If you have any questions, call the Environment, Health & Safety Office at 608 265-5700.

Due to the variety of wastes generated on campus, you are often the best informed to make primary disposal decisions. Exercising care in ordering chemicals and designing experiments can greatly reduce the amount of material sent to hazardous waste landfills.

Many chemicals can be disposed of in the normal trash or the sewer system after proper pre-treatment, but others are collected for incineration or hazardous land filling by the Environment, Health & Safety Department. The disposal guide describes which fall in each category. Generally, acids and bases are neutralized and washed into the sewers. Highly reactive compounds should be decomposed and heavy metals should be precipitated to produce inert products that can be placed safely in the trash.

Two types of laboratory waste now require a green "OK to Trash" label (available from the CBE Stockroom (B103g) with your name and room number written on it. This label communicates that the waste is properly prepared for disposal as normal trash. Custodians will no longer pick up these items unless they are properly labeled:

1. Biological waste that has been autoclaved or chemically inactivated, includes bags marked with the biohazard symbol and hard plastic containers in which pipettes and pipette tips were collected. By using the "OK to Trash" label it will no longer be necessary to deface the biohazard symbol on these bags after decontamination.
2. Properly boxed and sealed containers of fragile glass and other materials that have the potential to cause harm but were not designed to cut or pierce skin.

Carboys for waste solvents are available from the Environment, Health & Safety Department (608 265-5000). It is essential that you follow the instructions on the sheet attached to the carboy for recording wastes added to the container. This will avoid problems later with analysis and disposal of unknown wastes. The carboy should be filled to the shoulder as marked; do not overfill. Filled carboys should be returned to the Environment, Health & Safety Department with properly completed waste disposal forms attached. Request empty carboys and schedule pickup of filled carboys at <https://ehs.wisc.edu/disposal-services/chemical-disposal/>

Some wastes are inappropriate for carboys but are still the responsibility of the individual laboratory worker and can be treated and disposed of in the lab via the proper method. Do not mix small quantities of hazardous waste chemicals with nonhazardous waste.

Unused chemicals that are no longer needed can be made available to other campus laboratories through the Environment, Health & Safety Department's list of redistributable chemicals. This reduces both unnecessary purchasing and disposal costs. You can find the list of available chemicals at <https://ehs.wisc.edu/labs-research/chemical-safety/chemical-redistribution/>

Complete a [Surplus Chemicals form](#) and fill out the [Chemical Disposal/Surplus Pickup Request Form](#) to schedule a pickup. It is your responsibility to ensure that they are properly packaged, and waste disposal forms properly completed and signed

SHARPS AND LAB GLASS DISPOSAL

The engineering building has a central disposal location where you should place your full, sealed, OSHA-approved sharps containers. The red bin, labeled “Biohazard”, is located on the first floor at the west loading dock. It is expensive for the university to dispose of these materials, so please use the red bin only for items designed to cut or puncture skin (needles, razor blades, etc.) or sharp items that are contaminated with human blood or body fluids. Uncontaminated sharp items should be taped up in a sturdy box and put in the normal trash with an “OK to Trash” label (see above). For details on sharps disposal, refer to the Sharps and Laboratory Glass Disposal poster: <https://ehs.wisc.edu/sharps-disposal/> Ask if you have questions. If you notice that the bin is getting full, please close it as directed, place an “OK to Trash” label on it and put in hallway for pickup. A replacement box can be obtained from the CBE Stockroom.

SPILLS

Any spills of water, acids, bases, oil, organic solvents, etc. should be cleaned up promptly. Appropriate supplies and equipment to contain and remove spills are available in the Stockroom. If you work with large quantities of spillable materials, you should keep a stock of cleanup supplies in your laboratory. Oil-dry cleanup is available from the machine shop. For spills of hazardous materials that may spread beyond your lab, pull the nearest fire alarm to evacuate the building and dial 911.

MERCURY SPILL CLEAN-UP PROCEDURE

Spills of free-flowing metallic mercury should be thoroughly cleaned up immediately. Mercury is highly toxic and gives off vapor at room temperature. A mercury retrieval apparatus is available from the Stockroom for this purpose. Pools and droplets can be pushed together and then collected by this suction apparatus and returned to the hazardous storeroom. All visible mercury is to be cleaned up. After retrieving the bulk of the spill, any residue left in cracks on floors, etc., can be converted to mercuric sulfide by dusting with powdered sulfur. Equipment for cleaning up the remaining mercuric sulfide compound is available from the Stockroom. This mercuric sulfide residue is to be packaged up, labeled, and sent to the Environment, Health & Safety Dept. for disposal.

BIOLOGICAL SAFETY

Researchers working with any potentially hazardous biological material must receive the Basic Biological Safety training and obtain clearance from the UW-Madison Office of Biological Safety (OBS). To contact them, please call (608) 263-2037 or check their website at <https://ehs.wisc.edu/office-of-biosafety/>. Such materials include pathogenic microorganisms; toxins; experimental, biologically active chemicals (carcinogens, mutagens, and teratogens); human blood, body fluids and tissues; and supplies and equipment used with such substances. Clearance is obtained by submitting a Biological Materials and Recombinant DNA Protocol to the OBS. Protocols are valid for three years, beyond which they must be renewed. Further information: <https://ehs.wisc.edu/labs-research/biological-safety/biosafety-protocol-arrow/>.

RADIATION SAFETY

Research involving radioactive isotopes requires that users receive safety training and authorization, and that they appropriately dispose of radioactive wastes. Details are available from the UW Radiation Safety Office <https://ehs.wisc.edu/labs-research/radiation-safety/>. Start by taking the [Radiation Safety 101 Class, Part I through Canvas, followed by Radiation Safety 101 class Part II](#), given every few weeks at Room 7041 of 21 North Park St. You must register in advance.

Purchasing

RULES & REGULATIONS	<p>The University of Wisconsin–Madison is an agency of the state of Wisconsin, and as such, is subject to regulations enforced by the State Department of Administration. There are also requirements set by federal granting agencies.</p> <p>As a result, there are a lot of rules and regulations for financial matters, and a lot of forms to be completed. It will be easiest for you if you get the rules straight in advance, by referring to the explanations given below and then asking the department IT Specialist (EH 2037) or department accountant (EH 4637/4639) for more information, if necessary.</p> <p>The basic rule for spending funds administered through the University is that you must have <i>prior approval</i>, i.e., you must obtain your advisor’s approval before making a commitment to spend the money.</p>
PURCHASING	<p>There are several ways to obtain goods or services from other university departments or from external vendors. You may use a blanket purchase order, department procurement card (P-card), or purchase order (P.O.).</p>
MATERIALS DISTRIBUTION SERVICES (MDS)	<p>Many of the laboratory/research supplies needed for your research projects can be purchased through Materials Distribution Services (MDS). Your advisor will have an established MDS account.</p>
BLANKET ORDERS	<p>Research labs may have pre-established blanket orders, but <i>they may be used only for purchase orders totaling less than \$5,000</i>. Check with your major professor to see if an appropriate blanket order already exists. If not, and you would like to set one up, please come to the department office (EH 2018) to facilitate this request.</p> <p>To use a blanket order:</p> <ol style="list-style-type: none">1. Obtain the blanket purchase order number from your advisor.2. Call the vendor and place your order. Give the vendor the P.O. number.3. Instruct the vendor to send an invoice, referencing the P.O.#, to: Accounts Payable 21 N. Park St., 5th Floor Madison, WI 53715-1218
PROCUREMENT CARD	<p>If a blanket order is not appropriate or does not exist, and the total of the order is less than \$5,000, a procurement card (department credit card) may be used in most cases. For more information, please see the department administrator in EH 2018.</p>
SPECIFIC REQUISITIONS	<p>Specific requisitions are used for orders \$5,000 and over. <i>Orders totaling \$5,000 or more may NEVER be phoned in.</i></p> <p>For more information, please see the department administrator in EH 2018.</p>
DELIVERY	<p>Unless otherwise specified when the order is placed, all material and apparatus will be delivered to the Stockroom (EH B103). Notify the Stockroom of any phoned-in orders to help expedite delivery; otherwise, you can expect a delay when the item is received. You will be notified by e-mail when your shipment arrives. You should unpack it promptly to inspect it for damage and to make sure it complies with the purchase order specifications. In case the shipment is damaged or unsatisfactory, notify the vendor.</p>

Travel

UW TRAVEL WEBSITE	The University has a very helpful and easy-to-use website containing university travel limitations and requirements, travel agencies, car rental and hotel information, foreign currency exchange rates, and much more at https://businessservices.wisc.edu/travel-reimbursement/ . You are encouraged to visit this site before making any travel arrangements.
DRIVER AUTHORIZATION	To be eligible to drive a University vehicle, you must be an authorized driver. https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/
TRAVEL E-REIMBURSEMENT	If you are planning to travel and require reimbursement, please review policies on the UW Travel Website URL: https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/ and contact the department Payroll and Benefits Specialist (EH 4633) or Accountant (EH 4637/4639).
FLEET CARS	When you are driving to your destination, you should attempt to obtain a fleet car. For more information, please contact the department Payroll and Benefits Specialist (EH 4633) or Accountant (EH 4637/4639).

Libraries

UW–MADISON LIBRARY SYSTEM	http://www.library.wisc.edu/ The UW–Madison has the 11 th largest research library collection in North America. The collection includes more than 7.3 million printed volumes and 55,000 serial titles. Available on the library website are electronic resources including e-journals, e-books, and article databases, and a directory of campus libraries. UW-Libraries provide access to millions of library catalog records. You can use the catalog to have books delivered to any campus library. If we don't have something you need, we will find it for you, for free.
STEENBOCK MEMORIAL LIBRARY	<p>Steenbock Library serves the College of Engineering as well as Departments of Computer Sciences, Biochemistry, and many others. The library is located at the intersection of Babcock Drive and Observatory Drive at 550 Babcock Dr.</p> <p>Hours. During the fall and spring semesters the library is usually open Sunday–Thursday nights until 1:00 AM and Friday and Saturday until 8:00 PM. The library is open extended hours during final exams. Hours are reduced during school breaks and during the summer. The library is closed on holidays. Current library hours are posted online and outside the library entrance.</p> <p>How to Find... For an overview of resources and how to find them, see https://www.library.wisc.edu/steenbock/research-help/. This guide will help you get started locating books, articles, conference proceedings, dissertations and master's theses, patents, property data, standards, technical reports, business information, and citation software.</p> <p>Resources by Subject. You can browse electronic resources by subject at: https://www.library.wisc.edu/steenbock/research-guides/ Search Databases for articles, conference proceedings and more by subject: https://search.library.wisc.edu/search/database</p>

Computers. Steenbock has many computers available for use. These include CAE, Infolab, and public-use computers, and 29 laptops available for checkout by UW students, faculty, and staff. The building has wireless access.

<https://www.library.wisc.edu/steenbock/services-at-steenbock/computers/>

Print cards. Purchase a campus print card (debit card for photocopying and printing) from the self-service machine on the second floor. For research-related printing, you can purchase a print card with a fund/account number.

<https://www.library.wisc.edu/steenbock/services-at-steenbock/print-copy-scan-2/>

Printing. Printing from the CAE lab computers is deducted from your paper quota. Printing from all other computers at Steenbock costs 7¢ per page in Black and white and 60¢ in color. It requires a campus print card. <https://www.library.wisc.edu/steenbock/services-at-steenbock/print-copy-scan-2/>

Scanning and Copying. Public-use photocopiers are available. Copying costs 10¢ per page and requires a campus print card. The copier is on the third floor and does black and white copying only. You can scan documents in color. Scanning is free. You can send the scanned documents through e-mail, save to MyWebSpace, or print the PDF in black and white at 7¢ per page. A scanned document can be printed in color on the 2nd floor for 60¢ per page.

<https://www.library.wisc.edu/steenbock/services-at-steenbock/print-copy-scan-2/>

Equipment for Checkout. Steenbock carries a wide variety of equipment available for checkout, including AV and computer equipment, calculators, poster tubes, multimeters, and many other things. See more here: <https://www.library.wisc.edu/steenbock/services-at-steenbock/equipment/>

OTHER CAMPUS LIBRARIES UW-Madison's main campus library is Memorial Library, the largest library in Wisconsin. Steenbock Library is one of about 40 subject and special-purpose libraries on campus. Others include the Chemistry Library, Physics Library, Ebling Library (Health Sciences), and the Math Library. A directory of campus libraries along with information on their location and hours is available at <https://www.library.wisc.edu/locations/>.

Chemical Engineering Graduate Students (ChEGS)

ChEGS

[ChEGS](#) is a student-run organization that serves as a faculty/student liaison and as a social group for the graduate students. The group strives to create a comfortable work and social environment for both students and faculty. They organize roughly one event a month for all interested graduate students. They also bring issues involving departmental funds, space, activities, etc. to the faculty to facilitate discussions and keep lines of communication open.

MONTHLY MEETINGS

About once a month, one of the co-presidents sets up a meeting in the grad student lounge. Issues pertinent to CBE graduate students are discussed. These include planning of events, reports on ChEGS funds, and reports from faculty meetings (representatives from ChEGS attend the open session of the faculty meetings). The meetings are informal and suggestions from all students are welcome.

COOKIE CONTEST

At the annual Welcome Reception for new graduate students, ChEGS sponsors a cookie contest. Prizes are awarded.

FALL TRIFECTA OF FUN

The Fall Trifecta of Fun takes place around Halloween. It includes a hiking outing at Devil's Lake State Park and pumpkin carving.

POTLUCKS	About once or twice a semester, ChEGS organizes themed potluck dinners for the department. Popular activities include a chili cook-off, Multicultural Potluck dinner and wine and cheese parties. Potlucks provide a chance to mingle with other grad students, faculty and staff.
GRAD STUDENT LOUNGE	ChEGS takes care of the graduate student lounge, which is in EH B5. The lounge is for the use of CBE graduate students ONLY . You are welcome to use the refrigerator and microwave, but please keep them clean. When using the refrigerator, label and date your belongings to prevent them from being thrown out in periodic clean-ups. The soft drink and candy machines in the lounge are stocked by ChEGS. All proceeds go to ChEGS. When using the lounge, please make sure that you clean up after yourself , not only as a courtesy to other people who use the lounge, but also as a deterrent to roaches and other vermin.
WINTER SOCIAL	At the end of fall semester, ChEGS organizes a Winter Social for the department, including activities and food. Past activities have included a talent show, rock band tournament and a white elephant exchange.
GRAD STUDENT SEMINAR SERIES	A monthly seminar series provides graduate student speakers with the opportunity to practice their presentation skills. The audience has the opportunity to learn from their peers.
SPORTS ACTIVITIES	For those interested in sports, ChEGS usually organizes teams for basketball, soccer, softball, and Ultimate Frisbee. Some years have included triathlon (swimming, running, and biking at 1/10 the iron-man distance). A sledding/snow football event is usually held in the winter. ChEGS has also hosted tailgate parties for Badger football games in the fall and Madison Mallards baseball games during the summer.
SOCIAL HOURS	Periodically, a party or Happy Hour is organized by the ChEGS social chair just for the fun of it. Of particular note is the annual Halloween party, which features festive costumes and the cheesy Halloween decorations ChEGS has had since the early 1990's.
SERVICE	ChEGS provides a chance for grad students to give back to the community. In the past a build day with Habitat for Humanity was scheduled. ChEGS also sponsors a family for Christmas for Kids.
RECRUITING	ChEGS plays an important role in welcoming prospective graduate students to the department during recruiting weekends. We match prospective students with hosts, arrange Thursday dinners and Sunday breakfasts, coordinate the Saturday tours of Madison and organize a round table discussion.
ChEGS OFFICERS	<p>Officers are elected at the first meeting of the year. Positions are usually held by second-year graduate students.</p> <p>Co-presidents - Two second-year graduate students share the job of ChEGS president each year. Responsibilities of the co-presidents include organizing monthly meetings, attending faculty meetings and organizing the many activities ChEGS sponsors (with the help of other officers). In collaboration with the Graduate Program office, the presidents coordinate recruitment initiatives involving graduate students.</p> <p>Treasurers – The treasurers authorize and keep track of ChEGS spending. They reimburse students through the ChEGS bank account.</p>

Social Chairs - The social chairs play the lead role in coordinating activities (aside from recruitment), receiving assistance as necessary from the ChEGS officers.

Seminar Refreshment Coordinators - Two second-year students are elected each year to coordinate the first-year helpers in completing this task.

Scribes - Usually the only positions filled by 1st-year students, scribes record the proceedings at ChEGS meetings.

Other positions - At the discretion of the graduate students, other positions may be created.

All officers share responsibility for keeping the vending machines stocked.

Leaving the Department

CHECKOUT PROCEDURE

When you leave the department, you will be asked to submit a Final Checkout Sheet signed by several persons to indicate that you have taken care of the following responsibilities:

Return of tools to EH B120.

Return of Engineering Hall keys to the department office (EH 2018).

Disposal of hazardous materials, cleaning out office, returning technology- Have your major professor sign the check-out sheet to indicate that you have properly disposed of all hazardous materials, gas cylinders, etc., from your lab, that you have cleaned out all personal items from your office, and have turned in any technology used in your work (i.e., computers, iPads, etc.).

Discuss health insurance continuation options with the Payroll and Benefits Specialist (EH 4633).

Turn in your completed **Final Checkout Sheet** to the Graduate Program office (EH 2033).

MAIL FORWARDING POLICY

The U.S. Postal Service requires that large institutions forward their own mail, so notifying the post office of a change of address won't do you any good—you need to keep the department informed of your current address. As long as you have a current U.S. address on file, your first-class mail will be forwarded, although mail to foreign addresses will be forwarded only for a period of 60 days. The department is not able to forward bulk rate mail, so if you have any magazine subscriptions coming here, be sure to let them know your new address. Please inform all of your correspondents of your new address as soon as possible.

KEEP IN TOUCH

We like to keep in touch with our alumni, so please let us know each time your address changes or you accept a new position. Alumni address updates and news for the newsletter can be sent to recordsupdates@supportuw.org

You can also submit address changes and sign up to view the UW-Madison alumni directory at <http://www.uwalumni.com>.

NEWSLETTERS

If we have your current address, you will receive the department newsletter *On These Foundations* and the College of Engineering publication *Perspective* several times a year.

FINANCIAL GIFTS

You will receive other occasional mailings including the inevitable fund-raising appeals. Try to recall how the department gift funds helped you, and help us out if you are able.

A FUTURE GENERATION

Also, keep your eyes open for promising students and encourage them to consider undergraduate or graduate study in Chemical and Biological Engineering at UW-Madison!