“I saw water running out under the lab door, but I didn’t know who to call so I didn’t do anything.”
“I saw water running out under the lab door, but I didn’t know who to call so I didn’t do anything.”

-Actual grad student
Since we have 46 slides and 15 minutes, this is where you go to find what we don’t get to!
What’s The Take Away?

• Remember **this guide exists**.

• Remember **where to find it**.

*Home > Employment > Getting Started in the Department*

www.physics.utah.edu
Who’s responsible for what, organized by function

Directory of Services
University of Utah, Department of Physics and Astronomy

<table>
<thead>
<tr>
<th>University Services</th>
<th>Responsible entity</th>
<th>Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency: fire, police, medical... any life-threatening emergency</td>
<td>Police dispatch</td>
<td>Bldg 301</td>
<td>5-COPS (5-2677)</td>
<td>Backup: 9-911</td>
</tr>
<tr>
<td>Chemical, environmental safety</td>
<td>EHS</td>
<td>Bldg 606</td>
<td>1-8500</td>
<td>Backup: 5-2677</td>
</tr>
<tr>
<td>Custodial (includes water cleanup 24/7)</td>
<td>Custodial Department</td>
<td>228 USB</td>
<td>1-8108</td>
<td></td>
</tr>
<tr>
<td>Radiological emergency</td>
<td>Radiological Health</td>
<td>322 RAB</td>
<td>1-6141</td>
<td>Backup: 5-2677</td>
</tr>
<tr>
<td>Insurance, defensive driving course</td>
<td>Risk management</td>
<td>408 Park</td>
<td>1-5560</td>
<td><a href="mailto:jallred@park.admin.utah.edu">jallred@park.admin.utah.edu</a></td>
</tr>
<tr>
<td>Security: doors to be locked, unlocked</td>
<td>Security</td>
<td>Bldg 436</td>
<td>1-8669</td>
<td><a href="mailto:Dennis.North@dps.utah.edu">Dennis.North@dps.utah.edu</a></td>
</tr>
<tr>
<td>Utility repair: plumbing, heat, electrical, ventilation...</td>
<td>Plant Operations</td>
<td>Bldg 350</td>
<td>1-7221</td>
<td><a href="mailto:dispatch@fm.utah.edu">dispatch@fm.utah.edu</a></td>
</tr>
<tr>
<td>Emergency access: when you get locked out...</td>
<td>Security</td>
<td>Bldg 436</td>
<td>1-8669</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Services</th>
<th>Responsible Person</th>
<th>Backup</th>
<th>Backup II</th>
<th>Backup III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absorption spectrometer training</td>
<td>Matt DeLong</td>
<td>Zhiheng Liu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additions and updates to this document</td>
<td>Heidi Frank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building maintenance and repairs: JFB, SP</td>
<td>Harold Simpson</td>
<td>Matt DeLong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building maintenance and repairs: INSCC</td>
<td>Matt DeLong</td>
<td>Harold Simpson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>Mary Ann Woolf</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus orders</td>
<td>Deana Young</td>
<td>Marcia Cook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair’s appointments</td>
<td>Heidi Frank</td>
<td>Carleton DeTar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colloquium information</td>
<td>Jackie Hadley</td>
<td>Stephan LeBohec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common exams</td>
<td>Mary Ann Woolf</td>
<td>Charlie Jui</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer accounts, email accounts</td>
<td>Brad Hawks</td>
<td>Wayne Springer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer installation and repair</td>
<td>Jay Norwood</td>
<td>Brad Hawks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer networking</td>
<td>Brad Hawks</td>
<td>Jay Norwood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference room reservations</td>
<td>Receptionist</td>
<td>Shawn Merrill</td>
<td></td>
<td>Jackie Hadley</td>
</tr>
<tr>
<td>Construction, remodeling, lab repairs...JFB, SP</td>
<td>Harold Simpson</td>
<td>Matt DeLong</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction, remodeling, lab repairs...INSCC</td>
<td>Matt DeLong</td>
<td>Harold Simpson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course evaluations</td>
<td>Mary Ann Woolf</td>
<td>Heidi Frank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum issues</td>
<td>Andrey Rogachev</td>
<td>Curriculum Committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Directory of Staffing

## Department of Physics and Astronomy

### Directory of Personnel Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Room</th>
<th>Phone</th>
<th>Alt #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carleton DeTar</td>
<td>Chair</td>
<td>201-B JFB</td>
<td>1-3538</td>
<td></td>
<td><a href="mailto:detar@physics.utah.edu">detar@physics.utah.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>212 INSCC</td>
<td>1-7357</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harold Simpson</td>
<td>Facilities Director</td>
<td>301 SP</td>
<td>1-3839</td>
<td>244-1017</td>
<td><a href="mailto:hsimpson@physics.utah.edu">hsimpson@physics.utah.edu</a></td>
</tr>
<tr>
<td>Ed Munford</td>
<td>Machine Shop Manager</td>
<td>118 JFB</td>
<td>1-6697</td>
<td></td>
<td><a href="mailto:edm@physics.utah.edu">edm@physics.utah.edu</a></td>
</tr>
<tr>
<td>James Norwood</td>
<td>Stockroom Manager</td>
<td>114 JFB</td>
<td>1-6363</td>
<td></td>
<td><a href="mailto:stockroom@physics.utah.edu">stockroom@physics.utah.edu</a></td>
</tr>
<tr>
<td>Matt DeLong</td>
<td>Electron Microscopist</td>
<td>329 JFB</td>
<td>1-7462</td>
<td>580-7246</td>
<td><a href="mailto:delong@physics.utah.edu">delong@physics.utah.edu</a></td>
</tr>
<tr>
<td></td>
<td>Electron microscopy training and operations; Interface with all utilities, maintenance and construction projects for INSCC; OML supervision; safety concerns, hazardous materials shipping and disposal.</td>
<td>153 INSCC</td>
<td>1-5959</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zhiiheng Liu</td>
<td>Senior Engineer - Laser Institute</td>
<td>192 INSCC</td>
<td>1-7001</td>
<td></td>
<td><a href="mailto:zhliu@physics.utah.edu">zhliu@physics.utah.edu</a></td>
</tr>
<tr>
<td></td>
<td>Laser Institute training and equipment service; near-field microscopy; electron microscopy and e-beam lithography training and operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kathrine Skollingsberg</td>
<td>Public Relations Associate Advertising, print &amp; graphic design, conferences, development, PR.</td>
<td>321 JFB</td>
<td>5-0182</td>
<td></td>
<td><a href="mailto:kathrine@physics.utah.edu">kathrine@physics.utah.edu</a></td>
</tr>
</tbody>
</table>

Job responsibilities, organized by staff member name & supervisor.
# Department of Physics and Astronomy
## Directory of Personnel Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Room</th>
<th>Phone</th>
<th>Alt #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Bromley</td>
<td>Associate Chair</td>
<td>330 INSCC</td>
<td>1-8227</td>
<td></td>
<td><a href="mailto:bromley@physics.utah.edu">bromley@physics.utah.edu</a></td>
</tr>
<tr>
<td>Heidi Frank</td>
<td>Administrative Officer</td>
<td>201-C JFB</td>
<td>1-5697</td>
<td></td>
<td><a href="mailto:heidi@physics.utah.edu">heidi@physics.utah.edu</a></td>
</tr>
<tr>
<td>Jackie Hadley</td>
<td>Executive Secretary</td>
<td>201-D JFB</td>
<td>1-5961</td>
<td></td>
<td><a href="mailto:jackie@physics.utah.edu">jackie@physics.utah.edu</a></td>
</tr>
<tr>
<td>Shawn Merrill</td>
<td>Executive Secretary</td>
<td>201-A JFB</td>
<td>5-1754</td>
<td></td>
<td><a href="mailto:smerrill@physics.utah.edu">smerrill@physics.utah.edu</a></td>
</tr>
<tr>
<td>Gray Marchese</td>
<td>Clerk</td>
<td>201 JFB</td>
<td>1-8901</td>
<td></td>
<td><a href="mailto:frontdesk@physics.utah.edu">frontdesk@physics.utah.edu</a></td>
</tr>
<tr>
<td>Jordan Klepzig</td>
<td>Clerk</td>
<td>201 JFB</td>
<td>1-8901</td>
<td></td>
<td><a href="mailto:frontdesk@physics.utah.edu">frontdesk@physics.utah.edu</a></td>
</tr>
<tr>
<td>Mary Ann Woolf</td>
<td>Editorial Assistant</td>
<td>205 JFB</td>
<td>1-4246</td>
<td></td>
<td><a href="mailto:woolf@physics.utah.edu">woolf@physics.utah.edu</a></td>
</tr>
<tr>
<td>Frank Misak</td>
<td>Cosmic Ray - Administrative Assistant</td>
<td>227 INSCC</td>
<td>1-5628</td>
<td></td>
<td><a href="mailto:misak@ccsmic.utah.edu">misak@ccsmic.utah.edu</a></td>
</tr>
<tr>
<td>Tamara Young</td>
<td>Academic Advisor</td>
<td>202 JFB</td>
<td>1-7310</td>
<td></td>
<td><a href="mailto:tamara@physics.utah.edu">tamara@physics.utah.edu</a></td>
</tr>
<tr>
<td>Adam Beehler</td>
<td>Lecture Demonstrator</td>
<td>B3 JFB</td>
<td>1-6602</td>
<td></td>
<td><a href="mailto:beehler@physics.utah.edu">beehler@physics.utah.edu</a></td>
</tr>
</tbody>
</table>
# Department of Physics and Astronomy

## Directory of Personnel Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Room</th>
<th>Phone</th>
<th>Alt #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia Cook</td>
<td>Senior Accountant/Manager: Grants and contracts, department accounts, payroll backup, budget, troubleshooting</td>
<td>203A JFB</td>
<td>1-6374</td>
<td></td>
<td><a href="mailto:marcia.cook@utah.edu">marcia.cook@utah.edu</a></td>
</tr>
<tr>
<td>Vicki Nielsen</td>
<td>Accountant: Payroll setup and management</td>
<td>203 JFB</td>
<td>5-1485</td>
<td></td>
<td><a href="mailto:vicki@physics.utah.edu">vicki@physics.utah.edu</a></td>
</tr>
<tr>
<td>Deana Young</td>
<td>Accounting Specialist: Purchasing, facilities and recharge billing</td>
<td>203 JFB</td>
<td>1-5868</td>
<td></td>
<td><a href="mailto:deana@physics.utah.edu">deana@physics.utah.edu</a></td>
</tr>
<tr>
<td>Josh Tomlin</td>
<td>Clerk: Filing, scanning, purchasing and payroll backup</td>
<td>203 JFB</td>
<td>7-7303</td>
<td></td>
<td><a href="mailto:josh@physics.utah.edu">josh@physics.utah.edu</a></td>
</tr>
<tr>
<td>Wayne Springer</td>
<td>Computer Committee Chair: All aspects of departmental PCs, both hardware and software.</td>
<td>216 SP</td>
<td>5-1390</td>
<td></td>
<td><a href="mailto:springer@physics.utah.edu">springer@physics.utah.edu</a></td>
</tr>
<tr>
<td>Jay Norwood</td>
<td>PC Systems Administrator:</td>
<td>304-E SP</td>
<td>1-6026</td>
<td>243-5812</td>
<td><a href="mailto:norwood@physics.utah.edu">norwood@physics.utah.edu</a></td>
</tr>
<tr>
<td>Brad Hawks</td>
<td>Unix Systems Administrator:</td>
<td>304-C SP</td>
<td>5-5801</td>
<td>243-5583</td>
<td><a href="mailto:brad@physics.utah.edu">brad@physics.utah.edu</a></td>
</tr>
</tbody>
</table>

## Research Technicians

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Matthew</td>
<td>Research Technicians: providing services to the Department</td>
<td><a href="mailto:jnm@cosmic.utah.edu">jnm@cosmic.utah.edu</a></td>
</tr>
<tr>
<td>Julie Callahan</td>
<td>Program Coordinator - ASPIRE</td>
<td><a href="mailto:julie@cosmic.utah.edu">julie@cosmic.utah.edu</a></td>
</tr>
<tr>
<td>Frank Misak</td>
<td>Administrative Assistant:</td>
<td><a href="mailto:misak@cosmic.utah.edu">misak@cosmic.utah.edu</a></td>
</tr>
<tr>
<td>Jeremy Smith</td>
<td>Cosmic Rays Electronics Engineer:</td>
<td><a href="mailto:jeremy@cosmic.utah.edu">jeremy@cosmic.utah.edu</a></td>
</tr>
<tr>
<td>Stan Thomas</td>
<td>Cosmic Rays Senior Engineer:</td>
<td><a href="mailto:thomas@physics.utah.edu">thomas@physics.utah.edu</a></td>
</tr>
<tr>
<td>Gary McDonough</td>
<td>Cosmic Rays Maintenance Engineer:</td>
<td><a href="mailto:gary@physics.utah.edu">gary@physics.utah.edu</a></td>
</tr>
</tbody>
</table>

## Student Organization Contacts

### Graduate Student Advisory Committee (GSAC)

- **Nathan Gundlach**: Co-Chair
- **Eddie Thenell**: Co-Chair
- **Chair Elect**: physics.gsac@gmail.com
- **Treasurer**: physics.gsac@gmail.com
- **Secretary**: physics.gsac@gmail.com
- **Web Master**: physics.gsac@gmail.com

### Undergraduate Student Advisory Committee (USAC)

- **James Skowronek**: Chair
- **Chair-Elect**: james.skowronek@gmail.com

### Society of Physics Students (SPS)

- **President**: 304-A SP
- **Vice President**: 304-A SP

### Observatory

- **Paul Ricketts**: Star Parties
  - Roof SP
  - 58-SPACE
  - observatory@physics.utah.edu
Harold Simpson
(no relation to Homer)
Facilities Director

Responsible for remodeling, construction, utility repairs, telephones in JFB & SP.
Ed Munford and the CNC mill in the Research Machine Shop
Student Machine Shop
Ed Munford teaches the class
Your advisor pays

- CNC mill
- CNC Lathe
- Analog lathes
Bender
¼” x 4 foot capacity

Shear
(1/ 2” x 4 foot, or 1” x 1 foot capacity)
Radial drill press

“Anything it won’t drill didn’t really need to be drilled!”

Spot welder
James Norwood
Stockroom manager
UPS Packages
Errands & pickups
Stockroom - 114 JFB
Browse through to see what items are available to solve your problems!

UPS packages are delivered here. FedEx packages are delivered to 201 JFB
Matt DeLong
Electron microscopy: Operation & training SEM class
Advanced Undergraduate Modern Physics Lab
OptoElectronic Materials Lab
“Physics of Nuts & Bolts” Wood Shop course
Zhiheng Liu
Electron microscopy:
Operation & training
Witec NSOM, micro-Raman
Laser Institute: femto- &
pico-second lasers
Wood Shop
Matt teaches the class
Your advisor pays the tuition

- Band saw
- 24" surface planer
- Unisaw
Heidi Frank
Administrative officer
Chair's appointments, dean's office liaison, keys & electronic access
Shawn Merrill
Secretary for various faculty & post docs
Travel
Defensive Driving
Gray Marchese
Receptionist
Answers questions
Copying, scanning, & faxing, key requests, mail distribution, parking validations, new majors, & FedEx packages
Jordan Klepzig
Receptionist
Answers questions
Copying, scanning, & faxing, key requests, mail distribution, parking validations, new majors, & FedEx packages
Mary Ann Woolf
Common exam
TA assignments
Course evaluations
Editorial assistant for large classes
Frank Misak
Administrative assistant for
Cosmic Ray research group
All things pertaining to
Telescope Array
Kathrine Skollingsberg
Department webmaster
Advertising Print & Graphic Design
Public Relations
Dept Conferences
Development
Adam Beehler
Lecture Demonstrator Extraordinaire
(“Bill Nye”)
Tamara Young

- Undergraduate Academic adviser
- University & departmental policies
- Undergraduate Handbook, General Catalog, & Getting Ready Guides.
Marcia Cook
Chief accountant
Can direct you to the person who can solve your problems related to money
(No, she doesn’t give cash advances or payday loans)
Deana Young
Purchase orders, campus orders & billing for the recharge centers
Vicki Nielsen
Responsible for payroll issues, grants & contracts
Josh Tomlin
Accounting
Scanning & filing
Purchasing backup
Jay Norwood
Responsible for all aspects of PCs in the Department
Brad Hawks
Computer networking; computer accounts, email accounts
Safety-Related Issues
Safety

Department Safety Program

Every employee (technical & non-technical) of the Department of Physics & Astronomy is required to read the department safety manual & pass the test. This is an open book exam. The intent of this exam is to prove individual comprehension of the "Physics & Astronomy Department Employee Safety Training Program" manual. Not only is it imperative that everyone performs their duties here in the Physics & Astronomy Department in a safe manner, we also must comply with OSHA and EPA requirements. The results of this test will prove, through written documentation, that we are all trained and dedicated to working in a safe and environmentally conscious environment. When finished, please return test to Vicki Nielsen, 203 JFB.

The old safety video is included above as a reference. It is not required for passing the test.

Safety Manual & Test

• Safety Manual (PDF)
• Safety Test

Under “Facilities”
Information on:

• General considerations
  – Where to find forms & how to fill them out
  – Best practices for high pressure gas cylinders
  – Asbestos in ceiling tiles
  – Eating & drinking in labs
  – Eye protection
  – Burns
  – Sources of safety equipment
  – And lots more
More topics in the Safety Manual

- Machine Shop & Wood Shop
- Chemicals
- Electrical & RF
- Lasers
- Radiation
- Magnets
- How to fill out forms if you are injured
- How to respond to disasters
Driving University Vehicles

You must pass the University Driving test

• Access the Training Video & Test online at

• Most questions come from "Utah Driver Handbook"

• Take the online test, print the "Certificate of Completion" & give a copy to your supervisor & Shawn Merrill.

• Must be completed before you drive any vehicle for university purposes

• Must be repeated every 2 years

• Required for rental cars when you travel
The “Corporate Limo”

Errands
Transport to meetings
Transport distinguished guests
Did We Ever Deal with the Issue...

“I saw water running out under the lab door, but I didn’t know who to call so I didn’t do anything.”

Security can let you into the room to turn off the water.

Custodial can clean up the water.

---

In SP or JFB: Harold Simpson, (801) 581-3839
In INSCC: Matt DeLong, (801) 581-7462
If you are uncomfortable with or don’t know how to turn off the water...

- Emergency contact information should be posted outside each lab.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Entry or Advice</td>
<td>Z. Valy Vardeny</td>
<td>Bldg 083</td>
<td>(801) 581-8372</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Emergency</td>
<td>Dali Sun</td>
<td>Bldg 083</td>
<td>(865) 385-2524</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm 337</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Emergency</td>
<td>Tek Basel</td>
<td>Bldg 083</td>
<td>(801) 330-9213</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm B11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Posted: 11.2012

Environmental Health & Safety - 581.6590
Radiological Health - 581.6141
After Hours - UPD Dispatch - 585.2677

Room Number: B12
Matt, Harold & the Chair have master keys, Department cell phones & live reasonably nearby.