

# **DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY HANDBOOK**

**FALL 2018**



**(Revised June 2018)**

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**Fall 2018**

## DEPARTMENT INFORMATION

Department Head: Dr. Rakesh K. Singh  
Graduate Coordinator: Dr. Mark A. Harrison  
Undergraduate Coordinator: Dr. Jose Reyes de Corcuera

Mailing Address: Department of Food Science and Technology  
Room 211, Food Science Building  
100 Cedar Street  
University of Georgia  
Athens, GA 30602-2610

Main Office: 706-542-2286                      FAX: 706-542-1050  
Room 215, Conference Room: 706-542-4396                      3<sup>rd</sup> Floor Hall: 706-542-1103  
Room 235, Conference Room: 706-583-0638                      Center for Food Safety-Griffin: 770-228-7284  
Food Science & Technology-Griffin: 770-412-4758

## OFFICE PERSONNEL

### Food Science and Technology Office Staff:

Jessica Davis - Administrative Manager, Main Office, Rm 211D, 706-542-1089, [jesmar@uga.edu](mailto:jesmar@uga.edu)  
Jessica Bonds - Business Manager, Rm 207B, 706-542-1083, [jessicab@uga.edu](mailto:jessicab@uga.edu)  
Lisa Cash - Administrative Associate, Main Office, Rm 211, 706-542-2286, [lcash@uga.edu](mailto:lcash@uga.edu)  
Karen Simmons - Program Coordinator, Rm 206, 706-542-3045, [karens@uga.edu](mailto:karens@uga.edu)  
Danny Morris - Laboratory Manager, Rm 135, 706-542-1070, [dmorris@uga.edu](mailto:dmorris@uga.edu)

### Food Science and Technology Extension Office Staff:

Debolina Chatterjee - Program Coordinator, Rm 240C, 706-542-0272, [lina@uga.edu](mailto:lina@uga.edu)  
Victoria Dees - Program Coordinator, Rm 240A, 706-542-0529, [Victoria.dees25@uga.edu](mailto:Victoria.dees25@uga.edu)

## **ANNUAL/SICK LEAVE**

Faculty and staff who accrue leave must fill out a leave form when out of the office on annual or sick leave. These forms must be approved (signed) by your immediate supervisor/department head and returned to Jessica B. Leave forms should be turned in before leave is taken if possible. Time is accrued on the first day each month for the previous month (e.g., March leave added on April 1). Blank leave forms are located here: <http://busfin.uga.edu/forms/leave.pdf>. Employee annual/sick leave information can be found at <https://employee.uga.edu/FacStaff/index.jsp> -- type in My ID/Password. Then look under "My Information" on the left side of the page and click on "My Leave Balances".

Faculty and staff should notify the office staff when out of the building on official business. This information helps with inquiries from students, visitors, and callers. A calendar is located on the reception desk in the Main Office for this purpose.

## **AUDIO/VISUAL AIDS**

Classrooms and conference rooms are equipped with an instructor PC, projection screen, projector, white board and overhead projector. Please do not remove any equipment from the rooms. Miscellaneous audio/visual aids are available for class room presentations. If equipment is needed outside of these areas, please see Lisa C. to reserve or checkout. Checkout of any equipment is on a first-come, first-serve basis, so please reserve the equipment in advance. Report any damage to audio/visual equipment to Lisa C.

## **BUILDING KEYS**

Keys for the Food Science Building are issued by Lisa C. and approval for any keys/electronic access to the building must be given in writing by department head/faculty member. Approval forms are maintained in the Main Office. There is a \$25.00 key deposit fee. Your UGACard is used for electronic access to the Food Science Building between the hours of 6:00 p.m. – 6:00 a.m. and on weekends and holidays. For more information on the UGACard click [here](#). If keys or UGACards are lost or stolen, notify Lisa C. immediately. An additional deposit is required for another key or set of keys. Once all of the keys checked out to an individual have been returned, the deposit fee will be refunded. Failure to return any key checked out by an individual will result in the loss of the \$25.00 key deposit.

## **BULLETIN BOARDS**

The department has three bulletin boards located in the main hallway on the second floor. Posting of any items on these bulletin boards must be approved by a staff member in the Main Office or the Food Science Club. Each board has a specific purpose: 1) display university/departmental information; 2) graduate/undergraduate information or related items; and 3) Food Science Club activities and recruitment. Do not post items on the glass doors or windows in the building. It is your responsibility to read information on the bulletin boards periodically.

## **REIMBURSEMENT**

All departmental purchases made with personal funds will be reimbursed by submitting an electronic check request (see Lisa C.) and deposited to the individual's personal checking account. When making a purchase, advise the vendor that the University of Georgia is exempt from paying sales tax (tax exempt #58-6001-998). Because there are strict rules governing what can be purchased on departmental accounts, check with Jessica B. before purchasing an item for the first time. Processing of check reimbursements are on a first-come, first-serve basis with complete and correctly filled out forms and original receipts. A personal check or credit card purchase can be reimbursed with an original receipt.

## **COMPUTER**

The computers in the Student Computer Room (Room 210A, 2<sup>nd</sup> Floor in the Food Science Building) are for public use and open to all personnel in the department. Personal information/files/documents, etc. should not be saved on the computers for any extended period of time. The computers will be cleaned every month of any saved word processing documents, etc. The department does not furnish paper supplies for the printer located in the room. Report any problems to Lisa C.

## **CONFERENCE ROOMS**

Conference rooms (Rooms 215, 235 and 127) are reserved on a first-come, first-serve basis for meetings and other departmental activities. The conference rooms are not to be used as study and/or break rooms. Departmental policy prohibits eating or drinking in the conference rooms without prior permission. Send an email to [Lisa C.](#) or [Jessica D.](#) to reserve a conference room. A confirmation email will be sent when the reservation is complete. If you need any special audio/video/computer equipment, check with Lisa C. in advance. After you have finished using the rooms, always be sure to remove any items brought into the room, turn off all of the equipment and lock the door when you leave.

## **VIDEOCONFERENCING EQUIPMENT**

Permanent videoconferencing equipment is located in Room 215 in the Food Science Building for use by personnel in the department. See Lisa C. or Jessica D. (main office) to reserve the room and Taylor ([tjd@uga.edu](mailto:tjd@uga.edu)) if you encounter technical problems.

## **DEPARTMENTAL AND UNIVERSITY FORMS**

Miscellaneous departmental and university forms can be found at the following website:  
<https://intranet.caes.uga.edu/departmental-resources/food-science/>

## **EMERGENCY DISASTER PLANS**

The emergency disaster plans for the department are posted on the departmental bulletin board. Personnel in the department are notified of severe weather/emergencies by the UGAAlert system (telephones and e-mails). You can sign up for UGAAlert at <http://www.ugaalert.uga.edu>. The building is not equipped with a public-address system. It is the responsibility of each office/lab to be sure its personnel have taken emergency action once notified. There is a tornado alert siren for the

Athens area to signal a tornado warning. If you hear the siren you must take emergency action immediately. However, this alarm is meant for individuals outdoors. Do not depend on this alert system while indoors. You may not hear it!

## **EMPLOYEE ORIENTATION SESSION**

All new UGA employees are required to complete an online orientation located at the following URL: <http://www.hr.uga.edu/uga-onboarding-system>. The orientation session will cover employment policies and procedures, services and activities available and “Basic Right to Know” training. Graduate students on assistantships, temporary employees and students should do the non-benefit eligible section of the orientation. Faculty and staff should do the benefit eligible section of the orientation. Please submit the completed forms to Jessica B. within two working days. Lisa C. can notarize any necessary forms. Benefit eligible employees can attend a Q&A program which is held the first and third Mondays of each month (if the session falls on a scheduled UGA holiday, it will be held the next working day) from 9:00 – 10:30 a.m. at the Training and Development Center. No registration is necessary to attend.

Questions regarding benefits should be directed to Employee Benefits (706-542-1814). It is the responsibility of new employees to read and familiarize themselves with the contents of the University Administrative Policies and Procedures Manual located on the UGA web page at <https://hr.uga.edu/employees/policies-procedures/>

## **EXPRESS MAIL**

If you would like to send a business-related letter or package via express mail, forms are available in the Main Office to fill out the necessary mailing/account information. The completed form should be returned to Lisa C. before the package can be mailed. Be sure the items are packaged properly and any labels or markings on the box not relevant to the current contents are removed or covered if you are using a non-express mail box. This must be done before leaving the package in the Main Office for pickup. Any liquids, perishables, or hazardous materials (chemical or biological) must be properly labeled (call shipper for labels). All express mail packages are paid from departmental or individual faculty accounts. Deadline for submitting shipping information (with letter/package pickup that day) to Lisa C. is 2:00 p.m.

## **FACULTY**

Information for faculty located in Athens and Griffin can be found at the following website: <https://intranet.caes.uga.edu/departmental-resources/food-science/>

## **FST-LISTSERV AND E-MAIL ACCOUNTS**

The department operates the FST-LISTSERV to distribute information to the list members and to allow for interchange of information. It is mandatory that all faculty/staff/students be a member of the list since most notices concerning departmental/undergraduate/graduate/university information as well as Food Science Club and job announcements are distributed via the listserv. Information on signing up for the FST-LISTSERV is on the following page. Information for setting up a UGA Mail e-mail account is located at <http://www.ugamail.uga.edu/> and <https://myid.uga.edu/>.

## **FST Listserv**

Since the FST-Listserv is the quick delivery method for departmental information to faculty, staff and students, it is very important that you take the time to join the group if you have not already done so. Listed below is information for joining the FST Listserv:

1. Go to <http://www.listserv.uga.edu>.
2. Select the link that says "Browse, Subscribe, Post, Search...."
3. On the left hand side of the page there will be a Search box. Type in "fstlist" (without quotes) and click on the Go! button.
4. Select the link that says "Join or leave the list (or change settings)".
5. Enter your e-mail address (everyone should use their uga.edu e-mail address if possible) and First and Last Names in the appropriate boxes.
6. Click "Join the List".
7. You should get a confirmation e-mail within a few minutes that you will need to click or go to the provided link. This will confirm that you do indeed want to join the Food Science Listserv. Once you have confirmed, you should be added within a few hours.
8. The purpose of the FST Listserv is for departmental information and announcements. Please remember that if you post directly on the listserv (or hit Reply to an e-mail), the message will be read by all members of the listserv.
9. After you leave the department or graduate and you want to leave the list, you can send a "signoff fstlist" command to [listserv@listserv.uga.edu](mailto:listserv@listserv.uga.edu) and your e-mail address will be removed from the list.
10. If you have any problems, contact [Jessica D.](#) (Room 211D or 706-542-1089).

## **LABORATORY PROCEDURES**

Report chemical spills, noxious fumes, or fires and overheated equipment immediately to the appropriate lab manager or office staff in the Main Office. At night, campus security should be contacted at 2-2200. In case of an emergency situation, dial 911 first. Each faculty member is responsible for posting a daytime office number on the caution sign located on the door of each laboratory. Including a home number to be contacted at night in case of an emergency is optional.

Do not use equipment/supplies in a laboratory without first checking with the faculty member/technician in charge of the laboratory. Instructions regarding scheduling/procedures for use of the processing labs in the Food Science Building can be located at <http://www.caes.uga.edu/departments/food-science/research.html>. Information regarding laboratory safety can be located at <http://research.uga.edu/docs/units/safety/manuals/Chemical-Laboratory-Safety-Manual.pdf>.

## MAIL

Mailboxes for faculty, staff, graduate students, visiting scientists, and postdoctoral assistants are located in the Main Office (Room 211). Mailboxes will be assigned about two (2) weeks into each new semester after we have received a complete listing of all students enrolled in the department. Mail for new students will be held in the Main Office until boxes have been assigned. Please notify the office staff if you plan to receive mail in the department before boxes are assigned. Since graduate students will be sharing a mailbox, check your mailbox daily to avoid excessive clutter. Notify the office staff when you are leaving the Athens campus and will no longer need a mailbox. It is also your responsibility to leave a forwarding address with the office staff and change of mailing address with the Post Office when you leave or graduate.

## NOTARY SERVICES

If you need official documents to be notarized, please see Lisa C.

## PACKAGES

Packages are delivered on a daily basis and left in the Main Office for pick-up. Please check daily if orders have been placed (especially emergency/refrigerated orders). Do not leave packages in the hallway overnight.

## PARKING

Parking near the Food Science Building is by paid permit only. Lots are monitored at all times and Parking Services will be notified regarding cars parked illegally. On football home game days (Saturdays), parking in the lots of the Food Science Building is for athletic issue permits only. Information regarding parking can be found at the following website: <http://www.parking.uga.edu/>.

## PAYROLLS

All hiring/personnel information for new employees should be submitted to Jessica B. by the first of the month following hire or change in status (address or payroll change). Forms for hiring/terminating employees are located in the Main Office. Separate information will be distributed by Jessica B. as needed regarding graduate assistantships.

All salaried and hourly time will be recorded using Kronos. Student employees must sign on and off each day worked. Student workers must not work more than 20 hours per week (including jobs in another department). Salaried employees may not work more than 8 hours a day or 40 hours a week. The time must be approved by both the employee and the supervisor. Approval must be completed no later than noon of every other Wednesday (unless otherwise stated). In the event of holidays, time sheets are due early and will be noted on the sheet for that pay period. **Any hourly time sheet that is submitted late will be back paid on the following pay period. This means the student worker will not receive a pay check for an additional two weeks -- no exceptions.** The Payroll Department provides payroll advisements (check stubs) via a secured, encrypted e-mail attachment for employees who have their paychecks direct deposited. This required process is a quicker, much more efficient, and more secure method for employees to receive notification of payroll deposits.

## **PHOTOCOPYING**

Personal photocopies can be made at the Science Library and other locations on campus. In the Food Science Building, use of the copy machine in the Main Office is only by written permission from the professor or employer requesting the copies. Authorization slips may be picked up in the Main Office and the signed form should be returned to Lisa C/Doris before making copies.

## **REGISTRATION**

See Dr. Mark Harrison (Room 340) regarding the graduate program and Dr. Jose Reyes (Room 118) for the undergraduate program. Information on registration can be found on the [Registrar's website](#). Graduate student advisement is completed using web based form at <https://tinyurl.com/yacnwe8s>.

## **SECURITY**

Doors and windows are not to be propped open during times when the Food Science Building or its annexes are to be secured. Violation of this policy invites vandalism, violates UGA security policy, and could result in office/teaching/research equipment being damaged or stolen. Do not leave personal items unattended. Place them in a secure area or take them with you.

Faculty, staff, students and visitors should be familiar with the booklet entitled "Safe and Secure" (<http://www.uga.edu/safeandsecure/>). Information in the booklet include topics on preventing theft, preventing assault, preventing sexual assault, chemical spills, fire safety, and a list of emergency numbers related to such topics.

## **SMOKING/TOBACCO POLICY**

Smoking and tobacco use is prohibited on the entire University of Georgia campus.

## **TELEPHONES**

Phones may be used for campus, local and long-distance business related calls. Calls directed off-campus must be made by dialing (9) first, then the 10-digit number. Griffin students should use e-mail whenever possible when communicating with their major professor. Unless it is an emergency, phone messages for faculty, staff, undergraduate and graduate students will be placed in mailboxes if the call is not able to be forwarded to a telephone located in the individual's office/research lab. Check your mailbox on a daily basis. Do not list the department's phone number as a personal phone contact number.

## **THESES/DISSERTATIONS**

The department has made every effort to obtain copies of theses/dissertations from all graduates of the department. Copies are located in the Conference Room (215) and can be checked out for a limited time (see Jessica D.). Do not remove any of the theses/dissertations from Room 215 without first checking them out. After you have checked out a thesis/dissertation, do not give them to other individuals without first checking them back in. Be sure to return all checked out theses/dissertations before leaving the program.



## **TRAVEL**

All UGA employees (including graduate students on assistantships and hourly staff/student workers) traveling in-state on UGA business must fill out an in-state travel form prior to departure (even if there is no expense to UGA). This form should be filled out only when traveling outside of Clarke and Oconee counties. The form is available in the Main Office. The form must be signed by the immediate supervisor authorizing the travel and returned to Lisa C. before departure. The main purpose of this policy is to have active insurance for the driver and UGA vehicle, if applicable.

The out-of-state travel form is not to be used unless the employee is traveling more than 50 miles beyond the state border and is on official University business (even if there is no expense to UGA). The "Request for Authority to Travel" form for all travelers must be completed and turned in to Lisa C. at least two weeks prior to departure. The form for faculty/staff is located in the Main Office (Room 211) and at the following website:

[https://busfin1.busfin.uga.edu/accounts\\_payable/travel\\_authority\\_entry.cfm?CFID=86053&CFTOKEN=55580463](https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_entry.cfm?CFID=86053&CFTOKEN=55580463).

For international travel, the form should be submitted at least four weeks prior to travel. Failure to receive proper approval to travel on official University and College business could result in issues in receiving reimbursement for travel expenses, as well as workers compensation if a person is injured while traveling. Notify Lisa C. as soon as possible when a trip has been cancelled so that the funds can be unencumbered for the trip. If expenses are incurred during the trip, a signed travel expense statement for reimbursement

([https://emer.prepare.uga.edu/accounts\\_payable/travel\\_expense\\_login.cfm](https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm)) with the appropriate original receipts must be submitted to Lisa C. upon your return as soon as possible. Blank forms are also located in Room 211. Please refer to the College guidelines

(<https://intranet.caes.uga.edu/policies-and-procedures/>) and the University of Georgia's travel regulations for additional information: ([http://www.busfin.uga.edu/accounts\\_payable/travel.html](http://www.busfin.uga.edu/accounts_payable/travel.html)).

## **U.S./CAMPUS MAIL**

All outgoing U.S. and campus-wide mail should be placed in the appropriate mailboxes located on the table outside the Main Office. The U.S./campus-wide mail is delivered around 12:30 p.m. each day. Please remember to affix proper postage to personal mail (<http://policies.uga.edu/Auxiliary-and-Administrative-Services/Mail-and-Receiving/>; <http://www.usps.com/>). Departmental-related U.S. mail to be sent out should be given to Lisa C. so that the appropriate approval slip can be attached to the mail.

## **USEFUL WEBSITES**

<http://www.caes.uga.edu/departments/food-science.html> (Department of Food Science and Technology)

<http://www.caes.uga.edu/> (College of Agricultural and Environmental Sciences)

<http://www.uga.edu> (University of Georgia)

<http://www.reg.uga.edu/> (Registrar's Office)

<http://www.bulletin.uga.edu> (University Bulletin)

<http://www.grad.uga.edu/> (Graduate School)

<http://fanda.uga.edu/> (UGA Policies, Procedures, FAQs)

<https://international.uga.edu/oie>(Office of International Education)

<https://involvement.uga.edu/>(UGA Clubs/Organizations)

<http://fanda.uga.edu/facstaff/forms>(Miscellaneous UGA Forms)

## VEHICLES

Only UGA employees (including graduate assistant and hourly employees) with a valid driver's license are allowed to drive State vehicles for departmental business. Van(s) cannot be used for personal trips.

1. Check the reserve book (Room 211) to see if a particular vehicle has already been reserved. Always sign out the vehicle for any use -- no matter how short your trip or errand may be. This will allow your co-workers to plan their schedule and use of the vehicles.
2. Time must be allowed for use and return of the vehicle before 5:00 p.m. unless prior arrangements have been made.
3. All State/University rules and regulations apply to the driver and/or person signing out the vehicle. Be sure to read all rules and regulations enclosed in the binders (mileage books). All employees are required to read the University Policies and Procedures before checking out Food Science vehicles.
4. All new employees must show proof of a valid driver's license and are required to read the University Policies and Procedures prior to checking out a vehicle for the first time.
5. The vehicles can be reserved for in-state or out-of-state travel. The proper in-state or out-of-state forms (see travel section) must be completed, signed, and on file before traveling in the vehicles.
6. See Lisa C. to pick up the vehicle binder upon time/date of travel. Fill in the mileage log prior to returning the binder and indicate the location of the parked vehicle in the binder. If possible, call the department (706-542-2286) if running late in case the vehicle has been reserved by another person. **Before returning the vehicle, it is the driver's responsibility to fill the vehicle up with gas if below ½ of a tank of gas.**
7. The Fuel Depot at the University Automotive Center (<https://www.fmd.uga.edu/node/586>) operates from 7:00 a.m. to 11:00 p.m., Monday thru Friday, and provides gasoline, diesel, oils, air, water, etc. Keep gas receipts in the vehicle's binder.
8. Gas credit cards are located in each vehicle's binder to be used if necessary during trips. Save all receipts and keep them in the binder.
9. After using the van, the person signing the checkout book is responsible for removing all materials, samples, equipment, trash and replacing the seats if they have been removed. If necessary, clean-up vehicle with vacuum (available at the Automotive Center).
10. During football season, the departmental vans are moved to the Center for Applied Genetic Technologies or Riverbend Research Lab parking lots on Friday (around 12:00 p.m.) before the home football game on Saturday. If a vehicle has been checked out and not returned by 12:00 p.m., it will be the responsibility of the individual who checked out the vehicle to take it to the parking lots – **do not leave the van parked in the Food Science Building parking lot.** The vehicles will be returned to the Food Science Building first thing Monday morning.

## WORK ORDERS

A form is located in the Main Office for work orders. Submit the form to Lisa C. in person or by email. Lisa C. will then place the work order online with the Facilities Management Division.