

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

**FALL 2019**



**(Revised August 2019)**

# DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY HANDBOOK

Fall 2019

## DEPARTMENT INFORMATION

Department Head: Dr. Rakesh K. Singh  
Graduate Coordinator: Dr. Koushik Adhikari  
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  
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 Specialist, 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)  
Taylor Deneau – IT Professional, Rm 125, [tjd@uga.edu](mailto:tjd@uga.edu)  
Carl Ruiz – Laboratory Manager, FPRL, [cmsruiz@uga.edu](mailto:cmsruiz@uga.edu)

### Food Science and Technology Extension Office Staff:

Derell Hardman - Program Coordinator, Rm 240C, 706-542-0272, [hardman@uga.edu](mailto:hardman@uga.edu)  
Asha Mathis – Program Coordinator, Rm 240A, 706-542-0529, [ashama@uga.edu](mailto:ashama@uga.edu)

## **AUDIO/VISUAL AIDS**

Classrooms and conference rooms are equipped with an instructor PC, a white board and either a projector with a screen or a large screen LED monitor. 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 Taylor Deneau.

## **BUILDING ACCESS**

Keys for rooms in 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 for anyone other than permanent faculty and staff. 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 go to [https://tate.uga.edu/ugacard\\_content\\_page/ugacard-about](https://tate.uga.edu/ugacard_content_page/ugacard-about). 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.

## **COMPUTER LAB**

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 summer 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 [Taylor](#) 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.

## **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 on the second floor. 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 <https://emergency.uga.edu/ugaalert/>. 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!

## **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 provide 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 <https://ugamail.uga.edu/> and <https://myid.uga.edu/>.

### **FST Listserv**

Since the FST-Listsers 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 <https://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).

## **IT SUPPORT AND VIDEOCONFERENCING EQUIPMENT**

IT support is provided by Taylor Deneau, the IT Professional assigned to our department by the CAES Office of Information Technology (OIT). Taylor can be reached at [tjd@uga.edu](mailto:tjd@uga.edu). Services provided by the CAES OIT can be found at <https://oit.caes.uga.edu/>. Support requests can be submitted at the OIT site or by email to Taylor.

Rooms 131, 202 and 215 are equipped with web cams for web meetings and presentations. All UGA personnel have access to Zoom Pro web meeting platform using their UGA MyID credentials for login. See <https://uga.zoom.us/> to host or join a meeting. Information about using Zoom is available at [https://eits.uga.edu/learning\\_and\\_training/zoom/](https://eits.uga.edu/learning_and_training/zoom/). For assistance using Zoom, contact Taylor. To reserve a room for a videoconference, contact Jessica D. or Lisa C.

## **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 706-542-2200. 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 found at <https://foodscience.caes.uga.edu/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 after the start of each new semester once we have received a complete listing of all students enrolled in the department. Graduate students will be sharing mailboxes. 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.

## **ONEUSG CONNECT - UNIVERSITY SYSTEM OF GEORGIA (USG) FACULTY AND STAFF PORTAL FOR HR AND BENEFITS MAINTENANCE**

OneUSG Connect is the University System of Georgia's HR and Payroll System, a part of the University System of Georgia initiative to develop and implement streamlined human resources and payroll policies, procedures, and technology solutions that benefit all USG institutions. Faculty and staff will use OneUSG Connect to record and submit time, access, review and update personal information including direct deposit, pay checks and benefits. All newly-hired faculty and staff will receive an email invitation to complete their new hire "packet." For information about using the OneUSG Connect system, go to [https://onesource.uga.edu/resources/oneusg\\_connect\\_system/](https://onesource.uga.edu/resources/oneusg_connect_system/).

Employees who accrue leave must request absences via the OneUSG Connect portal at <https://oneusgconnect.usg.edu/>. Absence requests will be approved by the employee's immediate supervisor. If possible, absence requests should be completed in OneUSG Connect in advance of the absence. Faculty and staff should notify the office staff when out of the building on official or personal business. A calendar is located on the reception desk in the Main Office for this purpose.

Benefits 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 the [OneUSG Connect - Benefits website](#) or to the OneUSG Connect - Benefits Call Center at 1-844-5-USGBEN (1-844-587-4236).

It is the responsibility of new employees to read and familiarize themselves with the contents of the University Administrative Policies and Procedures Manual located at <https://hr.uga.edu/employees/policies-procedures/>.

## **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: <https://tps.uga.edu/parking>.

## **PAYROLLS**

All hiring/personnel information for new employees should be submitted to Jessica D. 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 biweekly salaried and hourly time will be recorded using OneUSG Connect. 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). Payroll advisements (check stubs) are available in OneUSG Connect.

## **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. or Jessica D. before making copies.

## **REGISTRATION**

See Karen Simmons (Room 206) 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>. However, consult with your major professor first before signing up for classes.

## **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). However, if the purchase is from a UGA Foundation account including 4-H Foundation, the sales tax must be paid. 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.

## **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 report entitled "Safe and Secure" (<https://safeandsecure.uga.edu>). Information in the report 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**

A collection of theses and dissertations from graduates of the department is located in Food Science 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. The department no longer collects copies of theses/dissertations. Electronic copies are available through the UGA library.

## **TRAVEL**

All UGA employees (including graduate students on assistantships and biweekly 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. For international travel, the form should be submitted at least four weeks prior to travel. The form is located in the Main Office.

Failure to receive proper approval to travel on official University business could result in issues in receiving reimbursement for travel expenses, as well as cause complications for workers' compensation claims if an employee is injured while traveling. If expenses are incurred during the trip, a signed travel expense statement for reimbursement with the appropriate original receipts must be submitted to Lisa C. upon your return. Blank travel expense forms are located in Room 211. Notify Lisa C. as soon as possible if an authorized travel event is cancelled so that the funds can be unencumbered for the trip. Please refer to the CAES Business office guidelines at <https://intranet.caes.uga.edu/policies-and-procedures/> and the University of Georgia's travel regulations at [https://busfin.uga.edu/accounts\\_payable/travel/](https://busfin.uga.edu/accounts_payable/travel/) for additional information.

## **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 campus mail service should be used for official university business only and is not to be used for personal mail. The U.S./campus-wide mail is delivered around 12:30 p.m. each day. Please remember to affix proper postage to departmental mail. See <https://policies.uga.edu/Administrative-Services/Mail-and-Receiving/> for information about UGA mail and receiving policy. See <http://www.usps.com/> for information about U.S. Postal Service policy. 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**

<https://foodscience.caes.uga.edu/> (Department of Food Science and Technology)

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

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

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

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

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

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

<https://globalengagement.uga.edu/> (Office of Global Engagement)

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

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

## **VEHICLES**

Only UGA employees (including graduate assistants 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. Employees should read the Motor Vehicle Use Policy at [https://www.usg.edu/hr/manual/motor\\_vehicle\\_use/](https://www.usg.edu/hr/manual/motor_vehicle_use/).

## VEHICLES (cont'd.)

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 departmental vehicle log books.
4. All new employees must show proof of a valid driver's license and are required to read the Motor Vehicle Use Policy at [https://www.usg.edu/hr/manual/motor\\_vehicle\\_use/](https://www.usg.edu/hr/manual/motor_vehicle_use/) before checking out Food Science vehicles 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 a perimeter parking lot 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 lot – **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.