Welcome to the
College of Natural
Sciences and
Mathematics
This binder is intended for the person working in this position within the College.

It contains material that may be periodically updated.

Please use it as a resource and add Department specific information as you see fit.

Should you leave your position, please leave the binder for your successor.
Five Sections

- College Information
- Campus Information
- Department Information
- Equipment Disposal
- Emergency Plan
### College of Natural Sciences and Mathematics

**Dean’s Office:** SQU 334  
Jill Trainer, Dean  
Laurel Heffernan, Associate Dean  
Laurice Young, Administrative Analyst  
Carlynn Pollock, Dean’s Assistant  
Laurie Wheless, Assoc. Dean’s Assistant  
**Main Phone:** (916) 278-4655

### Departments

<table>
<thead>
<tr>
<th>Biological Sciences</th>
<th>Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: SQU 202</td>
<td>Location: SQU 506</td>
</tr>
<tr>
<td>Department Chair: Nick Ewing</td>
<td>Department Chair: Susan Crawford</td>
</tr>
<tr>
<td>Administrative Support Coordinator:</td>
<td>Administrative Support Coordinator:</td>
</tr>
<tr>
<td>Nancy Angell</td>
<td>Evelyn Bradley-Owens</td>
</tr>
<tr>
<td><strong>Main Phone:</strong> (916) 278-6535</td>
<td><strong>Main Phone:</strong> (916) 278-6684</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Geography</th>
<th>Geology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: AMD 550</td>
<td>Location: PLR 2003</td>
</tr>
<tr>
<td>Department Chair: Tom Krabacher</td>
<td>Department Chair: Dave Evans</td>
</tr>
<tr>
<td>Administrative Support Coordinator:</td>
<td>Administrative Support Coordinator:</td>
</tr>
<tr>
<td>Laura Summers</td>
<td>Stacy Sinz</td>
</tr>
<tr>
<td><strong>Main Phone:</strong> (916) 278-6109</td>
<td><strong>Main Phone:</strong> (916) 278-6337</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics &amp; Statistics</th>
<th>Physics &amp; Astronomy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: BRH 141</td>
<td>Location: SQU 230</td>
</tr>
<tr>
<td>Department Chair: Roger Leezer</td>
<td>Department Chair: Gary Shoemaker</td>
</tr>
<tr>
<td>Administrative Support Coordinator:</td>
<td>Administrative Support Coordinator:</td>
</tr>
<tr>
<td>Dawn Giovannoni</td>
<td>Rachel Lyman</td>
</tr>
<tr>
<td><strong>Main Phone:</strong> (916) 278-6534</td>
<td><strong>Main Phone:</strong> (916) 278-6518</td>
</tr>
</tbody>
</table>

### Programs

<table>
<thead>
<tr>
<th>SEE</th>
<th>MASE</th>
<th>LSAMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: SQU 226</td>
<td>Location: SQU 330</td>
<td>Location: SQU 534</td>
</tr>
<tr>
<td>Program Director: Juanita Barrena</td>
<td>Program Director: Rich Hedman</td>
<td>Project Manager: Nicole Campos</td>
</tr>
<tr>
<td>Program Coordinator: Pam King</td>
<td>Administrative Support Coordinator:</td>
<td>Administrative Support Coordinator:</td>
</tr>
<tr>
<td></td>
<td>Lilia de la Merced</td>
<td>Carmen Johnson</td>
</tr>
<tr>
<td><strong>Main Phone:</strong> (916) 278-6519</td>
<td><strong>Main Phone:</strong> (916) 278-5487</td>
<td><strong>Main Phone:</strong> (916) 278-3838</td>
</tr>
</tbody>
</table>

### Shops

<table>
<thead>
<tr>
<th>IT Shop</th>
<th>Equipment Support</th>
<th>Electronic Support</th>
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<tbody>
<tr>
<td>Location: SQU 218A</td>
<td>Location: SQU 044</td>
<td>Location: SQU 454</td>
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<tr>
<td>D. Bryan Chaney</td>
<td>Rod Sorenson</td>
<td>Gordon Zanotti</td>
</tr>
<tr>
<td></td>
<td>Mike Farnham</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mike Newton</td>
<td></td>
</tr>
<tr>
<td><strong>Main Phone:</strong> (916) 278-7283</td>
<td><strong>Main Phone:</strong> (916) 278-7007</td>
<td><strong>Main Phone:</strong> (916) 278-6563</td>
</tr>
</tbody>
</table>
College of Natural Sciences and Mathematics

Programs

Science Educational Equity (SEE) (www.csus.edu/sedeq/index.htm)

SEE is a comprehensive discipline-based program in the sciences. It is designed to increase the number of well prepared students from underrepresented groups entering graduate and professional schools.

Center for Mathematics and Science Education (MASE) (www.csus.edu/mase/index.htm)

MASE represents an alliance between CSUS faculty and their counterparts in K-12 education in the Sacramento region. MASE also provides assistance to CSUS students enrolled in teacher preparation programs.

Moss Landing Marine Laboratories (www.mlml.calstate.edu/)

MLML is operated by a consortium of six campuses of the California State University, including CSU, Sacramento. Classes at MLML are open to upper-division undergraduate and graduate students enrolled through the consortium campuses.

United States Geological Survey (ca.water.usgs.gov/)

The Water Resources Division of the USGS has established its Western Regional Headquarters in Placer Hall. Students and faculty now have the chance to engage in collaborative research with USGS scientists.

Molecular Biology Interdisciplinary Group (MBIG) (www.csus.edu/org/mbigweb/)

MBIG supports faculty and students who are currently involved in molecular biology and biochemical research. Currently MBIG is establishing a facility that enables faculty and students to share resources and knowledge while providing a modern molecular laboratory for both research and instruction.

Center for Regional Environmental Science & Technology (www.csus.edu/crest/index.htm)

CREST is a cross-disciplinary, interdepartmental group of faculty formed to respond to intensifying needs for high-quality, independent scientific studies of the natural and physical environment.
CONSTITUTION OF THE COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

1) ORGANIZATION

1.1 NAME

The name of this organization is the College of Natural Sciences and Mathematics, hereafter referred to as the College.

1.2 COMPOSITION

The College includes Faculty, Academic Administrators, Staff, and Students.

1.2.1 Faculty The Faculty consists of professors, associate professors, assistant professors, instructors, and lecturers holding appointments to instructional departments within the College, including department chairs, provided that the appointment be full-time, full-time on pre-retirement, or full-time on reduced load.

The faculty plan and carry out the instructional mission of the College through their involvement in Departments, Programs, the Academic Council and committees. The Faculty acts through the Academic Council, through College faculty meetings, which may be called by the Academic Council or in referenda as provided for in this Constitution.

1.2.2 Academic Administrators The Academic Administrators are the Dean and Associate Dean. Department chairs also have an administrative role in addition to their Faculty role. The Academic Administrators facilitate and oversee the implementation of the College Mission.

1.2.3 Staff The Staff consist of permanent and temporary support staff assigned to the College or its Departments. The staff is responsible for providing support services for the programs of the College. In addition, staff representatives shall serve on councils and committees of the College as defined in this Constitution.

1.2.4 Students The Students are any regularly enrolled CSUS students who are pursuing a major in one of the programs within the College.
Bylaws of the Council of the College of Natural Sciences and Mathematics

ARTICLE I
Name

This organization shall be known as the Academic Council of the College of Natural Sciences and Mathematics, also known as the Council.

ARTICLE II
Purpose

The Council provides the College with an appropriate means for planning and conducting the College’s educational programs, including shared responsibility with the College Administration and Departments for policies, goal setting, resource allocation, judicial review, student affairs, planning, development, and approval of programs and courses, the setting and maintenance of the standards of instruction, and the setting of standards for hiring, promotion and tenure. Except for referenda or appeals, as provided for in section 3.2 of the Constitution, the Council speaks for the Faculty of the College.

ARTICLE III
Meetings

Section 1. Regular meetings shall normally be held at least monthly during the Fall and Spring of each academic year, with the dates and location to be determined by the Council.

Section 2. Special meetings shall be called by the Dean, the Chair of the Council or at the request of a simple majority of the membership of Council. They may also be called by a written petition of ten percent of the Faculty or thirty Students of the College. The call for a special meeting shall state the purpose of the meeting and at such meeting no other business shall be transacted. Meetings called by petition of Faculty or Students must be convened by the Council Chair within 21 days of receipt of the petition.

Section 3. Meeting agendas shall be established by the Executive Committee. Any Faculty or Staff of the College may submit agenda items. Agenda items may also be submitted by a petition of ten Students of the College.

Section 4. A quorum shall consist of one-half plus one of the voting members of the Council.

Section 5. Decisions made at Council meetings shall be by a simple majority of the voting members present.

Section 6. Meetings of the Academic Council and its Committees, except those related to ARTP or other personnel matters, are open to all Faculty, Staff and Students of the College.
DEPARTMENT REPRESENTATIVES

Gary Shoemaker
Department Chair, Physics & Astronomy
E-mail: physicschair@csus.edu
Phone: (916) 278-6518
Title: Dept. Representative

Dave Evans
Department Chair
Geology
E-mail: dave_evans@csus.edu
Phone: (916) 278-6337
Title: Dept. Representative

Nick Ewing
Department Chair
Biological Sciences
E-mail: newing@csus.edu
Phone: (916) 278-6535
Title: Dept. Representative

Susan Crawford
Department Chair
Chemistry
E-mail: scrawford@csus.edu
Phone: (916) 278-6684
Title: Dept. Representative

Tom Krabacher
Department Chair
Geography
E-mail: krabacherts@csus.edu
Phone: (916) 278-6109
Title: Dept. Representative

Roger Leezer
Department Chair
Mathematics & Statistics
E-mail: leezerr@csus.edu
Phone: (916) 278-6354
Title: Dept. Representative

AT-LARGE AREA REPRESENTATIVES

Lisa Hammersley
Associate Professor, Geology
E-mail: hammersley@csus.edu
Phone: (916) 278-7273
Title: General Ed/Interdisciplinary Studies Rep.
Term Expires: Spring 2008

Heidi Yamazaki
Administrative Support Assistant II, Physics
E-mail: yamazaki@csus.edu
Phone: (916) 278-6518
Title: Staff Representative
Term Expires: Spring 2009

Ronald Coleman
Assistant Professor, Biological Sciences
E-mail: rcoleman@csus.edu
Phone: (916) 278-5836
Title: Field/Laboratory Studies Representative
Term Expires: Spring 2008

VACANT
Associated Students, Inc.
E-mail: asinsmdirector@csus.edu
Phone: (916) 278-6784
Title: Student Representative
Term Expires: Spring 2007

Katherine McReynolds
Assistant Professor, Chemistry
E-mail: kdmcr@csus.edu
Phone: (916) 278-6551
Title: Research/Scholarly Act & Grad Prog. Rep.
Term Expires: Spring 2008

Linda Roberts
Professor, Chemistry
E-mail: lroberts@csus.edu
Phone: (916) 278-6354
Title: Science/Mathematics Education Rep.
Term Expires: Spring 2009

John Ingram
Professor, Mathematics & Statistics
E-mail: jmingram@csus.edu
Phone: (916) 278-6742
Title: Computing/Education Technology Rep.
Term Expires: Spring 2008

EX-OFFICIO
Jill M. Trainer, Dean
Laurel Heffernan, Associate Dean
COLLEGE OF NATURAL SCIENCES AND MATHEMATICS
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT

MISSION

To further the mission of the College of Natural Sciences and Mathematics by increasing the efficiency and effectiveness of staff by providing support for ongoing training and professional development that will enhance and upgrade their skills and abilities.

CRITERIA

The proposed training or professional development will be awarded in the following priority:

- First priority will be given to training that directly impacts the current position;
- Second priority will be given for training needs to enhance the department/program/college;
- Third priority will be given for other training pertaining to career development.

Based on availability of funds, the college will provide:

- Awards will generally not exceed $250.00;
- No more than one award per person per fiscal year;
- Preference will be given to applications where departments/units are providing partial support.

Staff are encouraged to submit requests early in the fiscal year.

ADMINISTRATION OF AWARD PROCESS

1. Selection committee will consist of three elected staff members representing both the technical and administrative staff.
2. Elections will take place in the month of May. Committee members will serve one year terms from July 1 through June 30 of each year.
3. Individuals will submit standard form to committee by the 10th of each month for review.
4. Committee will meet monthly, or as needed, to review requests.
5. Committee submits requests to Dean for approval.
The Community Advisory Council (CAC) for the College of Natural Sciences and Mathematics (NSM) will consist of individuals respected for their accomplishments in the fields of science, mathematics, industry, government and education who will provide advice to the administration and faculty in order to enhance the quality, outreach and development of college programs. The organization and activities of the CAC will follow the general guidelines set forth in this charter.

PURPOSE

The purpose of the College Community Advisory Council is to help the College achieve its mission of providing high quality academic programs and strengthen relationships between the College and the community. In that capacity, Council members will serve four purposes:

1) To serve as a communication link between the College and various organizations that employ our graduates, as well as the community at large
2) To serve as liaisons to various College departments
3) Serve as advocates and ambassadors for the College
4) To assist with fund development activities and resources that advance the programs of the College

MEMBERS

Membership will consist of a broad representation of accomplished leaders from the public and private sectors, industry and education that represent College departments. Individuals may be recommended by College departments and are appointed by the Dean of the College upon the recommendation of the CAC Executive Committee. Members of the Council will be asked to serve for a term of three years and are eligible for re-appointment. The CAC will be composed of:

- The Dean and Associate Dean of the College
- Twelve to fifteen alumni or friends of the College
- The Chair of the Academic Council, representing the faculty
- The Development Officer for the College
- Secretary to the Council (appointed by the Dean and a non-voting member)

The Executive Committee will consist of the Dean, the Council Chair, the Vice-Chair, and the College Development Officer. The CAC will convene twice a year, with special meetings called as needed. A Chair of the Council will be recommended by the Dean with approval by the full membership to serve for a two-year period. The Chair will conduct the meetings, the Secretary will be appointed by the Dean from his administrative staff to keep meeting notes and to assist in other activities of the Council. The Executive Committee may appoint ad hoc committees to study specific areas of interest, as the need for such work is deemed appropriate. All committee members will be selected from the CAC membership.

FUNCTIONS

The CAC will consider matters placed before it by the Executive Committee. Council members, faculty, department chairs and constituents from the community are encouraged to suggest activities or projects for the Council to the Executive Committee. These may include but are not limited to the following.

A. Planning

1. Assist in the formulation, structure, and priority setting for future development/endowment/scholarship type programs.

2. Serve as a sounding board for new ideas, activities or programs.
### SOME ACRONYMS COMMONLY USED AT CSU, SACRAMENTO

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>ADEA</td>
<td>Age Discrimination in Employment Act</td>
</tr>
<tr>
<td>A &amp; L</td>
<td>College of Arts and Letters</td>
</tr>
<tr>
<td>AY</td>
<td>Academic Year</td>
</tr>
<tr>
<td>ARTP</td>
<td>Appointment, Retention, Tenure, Promotion</td>
</tr>
<tr>
<td>ASI</td>
<td>Associated Students Incorporated</td>
</tr>
<tr>
<td>BA</td>
<td>College of Business Administration</td>
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<tr>
<td>CCE</td>
<td>College of Continuing Education</td>
</tr>
<tr>
<td>CFA</td>
<td>California Faculty Association</td>
</tr>
<tr>
<td>CMS</td>
<td>Common Management System</td>
</tr>
<tr>
<td>CO</td>
<td>Chancellor's Office</td>
</tr>
<tr>
<td>CSU</td>
<td>The California State University</td>
</tr>
<tr>
<td>CSUS</td>
<td>California State University, Sacramento</td>
</tr>
<tr>
<td>CUP</td>
<td>Council for University Planning</td>
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<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>ECS</td>
<td>College of Engineering and Computer Science</td>
</tr>
<tr>
<td>ED</td>
<td>College of Education</td>
</tr>
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<td>ED CODE</td>
<td>Education Code</td>
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<tr>
<td>EO</td>
<td>Executive Order</td>
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<tr>
<td>EOP</td>
<td>Educational Opportunity Program</td>
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<tr>
<td>FPC</td>
<td>Faculty Policies Committee</td>
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<tr>
<td>FLSA</td>
<td>Fair Labor Standards Act</td>
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<td>FMLA</td>
<td>Family Medical Leave Assistance</td>
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<tr>
<td>FERP</td>
<td>Faculty Early Retirement Program</td>
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<tr>
<td>FDRC</td>
<td>Faculty Development Resource</td>
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<tr>
<td>FTE</td>
<td>Full-Time Equivalent</td>
</tr>
<tr>
<td>FTEF</td>
<td>Full-Time Equivalent Faculty</td>
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</tbody>
</table>

- **AAC**: Academic Advising Center
- **ADA**: Americans with Disabilities Act
- **ADEA**: Age Discrimination in Employment Act
- **A & L**: College of Arts and Letters
- **AY**: Academic Year
- **ARTP**: Appointment, Retention, Tenure, Promotion
- **ASI**: Associated Students Incorporated
- **BA**: College of Business Administration
- **CCE**: College of Continuing Education
- **CFA**: California Faculty Association
- **CMS**: Common Management System
- **CO**: Chancellor's Office
- **CSU**: The California State University
- **CSUS**: California State University, Sacramento
- **CUP**: Council for University Planning
- **EAP**: Employee Assistance Program
- **ECS**: College of Engineering and Computer Science
- **ED**: College of Education
- **ED CODE**: Education Code
- **EO**: Executive Order
- **EOP**: Educational Opportunity Program
- **FPC**: Faculty Policies Committee
- **FLSA**: Fair Labor Standards Act
- **FMLA**: Family Medical Leave Assistance
- **FERP**: Faculty Early Retirement Program
- **FDRC**: Faculty Development Resource
- **FTE**: Full-Time Equivalent
- **FTEF**: Full-Time Equivalent Faculty
Sacramento State University Staff Assembly
# NEW FACULTY/STAFF CHECK LIST

(All employees do all steps, unless otherwise indicated in purple)

(Take red items to locations in bold)

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>How and where you get it done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get OneCard</td>
<td>Take Acceptance letter and photo ID to OneCard Office (<a href="http://www.csus.edu/onecard/">http://www.csus.edu/onecard/</a>) behind Brighton Hall (278-7878) (Hours during semester MT 9-6, W-F 8-4, during breaks, M-F 8-4)</td>
</tr>
<tr>
<td>Fill out W-2</td>
<td>Take Social Security Card to Payroll - Sac Hall 161 (278-6211)</td>
</tr>
<tr>
<td>Get Faculty/Staff parking permit</td>
<td>Take Acceptance letter to Cashier's Office (278-6736) in Lassen Hall 1001 (24-month paid through payroll deduction, semester permits paid directly to Cashier) or UTAPS Office (278-7275), 7667 Folsom Blvd. (CALSTRS Building) who processes ONLY semester permits.</td>
</tr>
<tr>
<td>Get Keys</td>
<td>Obtain Key Request form from hiring department. Walk printed form with appropriate signatures and OneCard to Facilities Management Office (278-6321). Hours 7:30am - 4:30pm</td>
</tr>
<tr>
<td>Get SacLink Login &amp; Campus E-mail Address, then create &quot;Alias&quot;</td>
<td>Go to <a href="https://www.saclink.csus.edu/saclink/register/">https://www.saclink.csus.edu/saclink/register/</a>. Enter your last name, last 4 digits of your Sac State ID/Employee ID and month/day of birth. If you're able to get your SacLink account from this website, then you're all set. OR If unsuccessful, take your OneCard and Acceptance Letter to the SacLink Help Desk in Room 2005 of the AIRC building (278-7337) and have them set up your SacLink account.</td>
</tr>
<tr>
<td>Create an &quot;alias&quot; email address</td>
<td>Go there to set your email address up as @csus.edu, instead of @saclink.csus.edu. If you don't do this and someone assumes your address is @csus.edu, as most people do, you will not receive their emails. The &quot;alias&quot; won't be in effect for at LEAST 24 hours, so until it is, have people use your <a href="mailto:emailaddress@saclink.csus.edu">emailaddress@saclink.csus.edu</a>. Once you know your alias is in effect, send email notification out that your address is now <a href="mailto:emailaddress@csus.edu">emailaddress@csus.edu</a>.</td>
</tr>
<tr>
<td>Get CMS access and complete online LearnerWeb training (Faculty, Technical and office staff)</td>
<td>If you need HR or Financials access, you must request it at: HR: <a href="http://www.csus.edu/cms/security/CMS_HR_Request.pdf">http://www.csus.edu/cms/security/CMS_HR_Request.pdf</a> Financials: <a href="http://www.csus.edu/cms/security/CMS_FIN_Request.pdf">http://www.csus.edu/cms/security/CMS_FIN_Request.pdf</a> Before CMS access is granted, you must complete the online training at LearnerWeb: <a href="http://www.ehs.csus.edu/training/instructions.html">http://www.ehs.csus.edu/training/instructions.html</a> (you cannot do this step until 24 hours after you got your SacLink account)</td>
</tr>
<tr>
<td>Get OfficeMax Account* (Office and some technical staff)</td>
<td><a href="http://www.csus.edu/aba/Forms/OfficeMax_Setup_Application.pdf">http://www.csus.edu/aba/Forms/OfficeMax_Setup_Application.pdf</a></td>
</tr>
<tr>
<td>Get CDD.net access** (Department Secretary only)</td>
<td><a href="http://www.enterprises.csus.edu/uf/requestcdd.html">http://www.enterprises.csus.edu/uf/requestcdd.html</a></td>
</tr>
<tr>
<td>Get Procurement Card (only when requested by Department)</td>
<td>Procurement Card Request / Update Form <a href="http://www.csus.edu/aba/forms/procurementcard.pdf">http://www.csus.edu/aba/forms/procurementcard.pdf</a></td>
</tr>
<tr>
<td>Get Telemaster access** (Office Secretarial Staff, used to check telephone bills)</td>
<td><a href="http://www.uts.csus.edu/uts/wor_form.pdf">http://www.uts.csus.edu/uts/wor_form.pdf</a></td>
</tr>
</tbody>
</table>
College of Natural Sciences and Mathematics

EQUIPMENT DISPOSAL PROCEDURE

Following is the procedure departments and support centers need to follow to dispose of laboratory equipment, computers, office equipment, and other non-disposable and recyclable items that should never be put into the dumpsters. This procedure helps ensure University compliance with State and Federal solid waste and environmental regulations which mandate recycling waste disposal requirements. It is important that faculty and staff do not place these items in the hallways, fire-egress areas, and especially not in the basement areas around the freight elevator of Sequoia Hall. Departments and support centers that do not follow this procedure will incur all costs for disposal of the item(s) and any fines that are levied. However, when this procedure is followed the service will be essentially free.

**Te**: As this procedure is being implemented, it is important to leave the equipment in place or in laboratories within the department. Do not put the equipment or items in the hallways or in the basement areas and the Freight Elevator or the Loading Dock of Sequoia Hall.

“**Equipment Turn-in Request**” - For items on department and service center inventories (i.e. have a CSUS decal number), the individual disposing of the equipment must submit a signed hardcopy of the “Equipment Turn-in Request” form (www.csus.edu/aba/forms/Equipt_Turn_In.pdf - 2006-03-2) to Property Management (Zip 6117). Contact Thurman Watson at ext. 8-6015 with questions. This step will determine whether the item is junk, has parts that can be salvaged or cannibalized from it to repair like instruments, should go to State Surplus, or the item has trade in-value or could be sold. It is recommended that this decision be made in consultation with technicians, knowledgeable faculty, and Property Management. A copy of the Equipment Turn-in Request should be put in an envelope, and attached to the item being disposed of. The item should be clearly specified on the outside of the envelope. If you do not have to submit this form, write in your own words the status of the item, sign and date it, and put it in the envelope attached to the item. At this time also collect any manuals or other documents which describe the operation and use of equipment and put them with the item.

“**Decontamination Certification**” - The next step for the person disposing of the equipment is to have the faculty member or technician most familiar with the equipment fill out and sign the CSUS Certificate of Decontamination. In cases where no one in the department is familiar with the use of the equipment, a qualified faculty or staff member from the department will make their best judgment of its “de-con” state and sign the form stating this. Both Federal and State Laws require that equipment and related items must be certified as free of radiological, biohazardous, and hazardous chemical contamination before they are disposed of or recycled. The original signed copy of this “de-con” form must be put in the envelope attached to
BUILDING EVACUATION PLANS FOR

SEQUOIA HALL
HUMBOLDT HALL
BRIGHTON HALL
PLACER HALL

August 15, 2007

BUILDING COORDINATOR: Jill M. Trainer, Dean
College of Natural Sciences and Mathematics

PRIMARY BUILDING CONTACT: Laurel Heffernan, Associate Dean
College of Natural Sciences and Mathematics

Introduction:

These plans are designed to cover building evacuation during regular University office hours (generally M-F, 8-5:00). Outside of those hours the key personnel identified in the plans will generally not be available to perform their functions. In this case it will be necessary for Public Safety to determine if there are any occupants in the building, and to assure that those occupants are evacuated. The plans are based on the following additional premises:

(1) The Emergency Operations Group has determined the need to evacuate people from the building(s) in question.

(2) Public Safety has informed the office of the Dean of Natural Sciences and Mathematics that the building(s) in question must be evacuated. Such notification may be by phone (84655) or by messenger.

Specific Building Plans:

(1) Sequoia. When an emergency notice is received, those staff who are present in the office of the Dean of Natural Sciences and Mathematics will be responsible for notifying the following offices in Sequoia Hall, either by phone or messenger:

- Biological Sciences (SQU 202; 8-6535)
- Chemistry (SQU 506; 8-6684)
- Physics (SQU 228; 86518)
- CMASE (SQU 330; 8-5487)
- Electronic Support Center (SQU 454; 8-6563)
- Equipment Support Center (SQU 44; 8-6305)
- Financial Services and Risk Management (SQU 315; 8-6456)
- ITC (SQU 218A; 8-7283)
- CSU-LSAMP Program (SQU 534; 8-3845)
- SEE Program (SQU 226; 8-6519)