

**University of Wisconsin-Madison
School of Medicine and Public Health
Wisconsin Institutes for Medical Research
(WIMR)**



Facilities Use Guidelines

WIMR Operations Committee

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I. ACCESS, SECURITY, AND BUILDING HOURS

The Wisconsin Institutes for Medical Research (WIMR) is equipped with a photo identification and security access card system for building access and access to various areas inside the building.

Building Hours:

Public Access (Non-Restricted Areas)

Monday - Friday:

5:00am – 9:00pm

Card Access Required Nights, Weekends, & Holidays

Card Access Required for Restricted Areas

A. ADA/Accessibility Concerns

If you are faculty/staff and require accommodations for a disability please contact the Equity and Diversity Resource Center ([Equity & Diversity Resource Center website](#)). You may also contact your school or unit representative directly. For the School of Medicine and Public Health (SMPH), contact Elizabeth Bolt or Connie Putland. For the School of Nursing (SoN), contact Cynda DeMontigny. Please see the website for additional representatives.

If you are a student, or know a student who requires assistance, please contact the McBurney Disability Resource Center ([McBurney website](#)).

For information on accessibility routes within WIMR, please refer to the floor plans posted throughout the building.

B. Code Violations

This building will be periodically checked for code violations by various building inspectors. The Building Manager will be notified of all reported code violations. For fire code violations, the Building Manager will communicate with the department or other party and resolve the violation. Typical violations include “permanent setups” of extension cords, blocked fire extinguishers, or blocked exits and hallways. The Building Manager will then report to the applicable inspector how the violations have been addressed.

C. Emergency Procedures

The UW- Madison Police Department has an emergency procedures guide and can be accessed [UWPD Emergency Response Guide](#).

D. Keys

When an individual needs keys, the individual’s school or college or work unit must initiate all requests for keys. The request will go to the Building Manager. See the complete policy [UW Madison SMPH Key Issuance and Retrieval Policy](#).

E. Photo I.D./Security Access Card

Security Access Cards are to be worn at all times by all employees and students. This will provide us with a safe and secure workplace and learning environment.

The individual’s school, college, or work unit must initiate all requests for new access cards or changes in accessible areas. These requests will go to UW Police and Security. See the complete policy ([Card Access Policy](#)).

II. BUILDING USE

A. Artwork

WIMR has a building-wide art program. Building occupants are not to hang art in areas other than private offices. If you want to have art / pictures hung in office spaces, please submit the request via Maintenance Direct by clicking ([Here](#)) and it will be directed to WIMR Building Manager.

B. Balloons

Helium filled balloons are not allowed inside the Atrium of WIMR. Balloons accidentally or purposely released in the Atrium can set-off fire alarms and therefore are a safety and security risk.

C. Banners

SMPH organizations wishing to display banners in the Atrium must submit proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#)) and this request will go to directly to the Building Manager. The Building Manager will contact the group/individual to make the proper arrangements to have the banner properly displayed.

D. Commercial Activities

WIMR is a facility used for research related endeavors. As such, commercial activities related to the advancement of these activities should be approved by the building manager. Individuals or groups wishing to use the Atrium in WIMR can submit a request by contacting the building manager.

E. Charitable Organizations

Charitable Organizations desiring to set up displays in WIMR for collections must be sponsored by a campus organization. Collection points can be set up in the atrium based on availability of space. This space can be reserved for one week intervals by contacting the building manager. Charitable organizations and/or their sponsors are responsible for security the materials that have been/or will be collected.

F. Decorations

Building occupants are free to decorate personal workspaces. Any decorations or pictures affixed to walls or doors need to be done so by professional staff. Submit requests for this service by going to Maintenance Direct to request a work order ([MySchoolBuilding](#)) and it will be directed to WIMR Building Manager.

For Holiday decorations, the following information is provided from UW Madison Director, Administrative Legal Services:

“In general, holiday decorations of a religious nature may be displayed by employees in their own personal work space, without being considered an impermissible “establishment of religion.” We do recommend that employees be sensitive with respect to the display’s location and size, especially when the employee’s personal work space is located in reception areas where there may be numerous visitors.

With respect to departmental or institutional decorations, it is more appropriate to use decorations that have a secular meaning. It would also be permissible to create multi-cultural

displays or displays that include the various religions that celebrate holidays at this time of the year, as long as the dominant theme or character of the display is secular.

Should you have any questions or in the event that some has raised an issue or complaint, please contact Administrative Legal Services for assistance at 263-7400.

G. Temporary Displays by Campus Groups

Campus groups wishing to set up temporary displays other than in designated communications areas (see Communications in the Building) need to do so in designated areas.

Individuals or groups wishing to use the Atrium in WIMR must contact the building manager. The request needs to be submitted no later than 10 business days prior to the event.

H. Food

Catered and Non Catered Food Events are allowed in the building. Policies regarding events and food can be found ([Wisconsin Union](#)).

1. Catered Events

The University Facilities Use Committee has developed guidelines for the use of caterers and this policy can be obtained [Catering Policy and Procedure--Use of Outside \(Non-UW\) Services](#)

a. Definition of Catering

Food service provided as part of a University-sponsored program by a catering operation. Food is prepared, transported, set out, and/or served by the caterer's employees. An event using a caterer is considered a *Catered Event*.

b. Responsibilities of users of WIMR space for a Catered Event:

It is the responsibility of the caterer to clean any area used in the delivery, preparation and serving of food. It is the user's responsibility to insure the caterer cleans up after an event.

Extra trash cans can be provided upon request by submitting the proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#))

c. Catering Is Not:

Food purchased and prepared by non food service University staff. An event where food is served but not catered is considered a *Non Catered Food Event*.

Prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza or related items) purchased from a licensed restaurant and/or catering operation and served by university staff on property owned or facilities used by the University. Prepared food may be delivered by the vendor or picked up at the vendor's site by university staff.

d. Responsibilities of Users for a Non-Catered Food Event:

It is the responsibility of the user to clean any area impacted by the delivery, preparation, and distribution of food.

Extra trash cans can be provided upon request by submitting the proper request (work order) utilizing Maintenance Direct ([MySchoolBuilding](#)).

2. Procedure for Securing a Caterer:

1. Departments must contact the ([Wisconsin Union](#)) and the ([University Housing Catering](#)) for all catering events to be served on campus to ascertain whether they can cater the event.
2. If neither the Union nor University Housing is available to provide the catering, then the Department can contact an outside vendor for the event.
3. All outside vendors who perform catering services on campus must have a City of Madison Catering License, and provide, prior to the event, an insurance certificate with high-risk insurance limits, per University requirements.
4. All Purchasing Services and Business Services policies apply to vendor provided catered events.

3. Alcohol

Serving alcohol during events in WIMR requires an ALCOHOL BEVERAGE SERVICE PERMIT that has been secured from and “Authorized University Official.” The “Authorized University Official” in WIMR is Gordon Ridley, SMPH Senior Associate Dean and he can be contacted via email at gtridley@wisc.edu.

This information is consolidated from the University of Wisconsin-Madison Facilities Use Guidelines. Information regarding the sale of alcohol is also included in this document. Click ([UW Madison Facilities Use Guidelines](#)) to view the entire document.

4. Food Sales

Food sales must be approved by the building manager, and a temporary food stand permit must be obtained from the UW Environmental Health Office and the procedures area available ([University Health Services](#))

I. Plants

When displaying plants in the building, take care not to ruin furniture, windowsills, or other building materials. Plants should not be hung in any fashion. Maintain healthy and well trimmed plants. Please be sensitive to allergies or medical conditions of those around you, especially when placing plants in public areas.

J. Political Purposes

The University Facilities Use Committee has developed policies that can be obtained by clicking ([Use of University of Wisconsin-Madison Facilities for Political Purposes](#)).

K. Room Reservations

The primary purpose of the spaces in WIMR is to support the needs of its occupants, but spaces are available to other SMPH users based on availability. Rooms can be reserved for special events, meetings, lectures, and charitable organizations based on approval by the Building Manager.

1. Atrium

Individuals or groups wishing to use the Atrium in the Wisconsin Institutes for Medical Research can submit a request by contacting the Instructional Space Coordinator, at reservations@hslc.wisc.edu or (608) 263-4163.

Note: Requests for Atrium space requires approval at the dean's level and must be submitted no later than 10 days prior to the event.

2. Classroom

WIMR Classroom (Room # 1022) seats 36 students and is located on 1st floor. It has full AV capabilities, including: dual projection, document camera, DVD/VCR and video, audio and laptop connection. Reminder, the capacity for this room is 36 (seated).

3. Conference Rooms

Conference Rooms, that are available for general use, as well as room size, are listed below. AV capabilities vary by room. PLEASE NOTE: Public access to floors 3 -7 is weekdays, 6:30 am – 9:00 pm via the main elevators.

LOCATION	ROOM #	CONTACT	PHONE #	CAPACITY
7 th Floor	7001A	Gayla Garlick-Hansen	261-1515	24 Seated
7 th Floor	7001B	Gayla Garlick-Hansen	261-1515	14 Seated
7 th Floor	7170	Gayla Garlick-Hansen	261-1515	12 Seated + 7 Extra
6 th Floor	6001A	Gayla Garlick-Hansen	261-1515	12 Seated
6 th Floor	6001B	Gayla Garlick-Hansen	261-1515	14 Seated
6 th Floor	6001C	Gayla Garlick-Hansen	261-1515	14 Seated
6 th Floor	6170	Gayla Garlick-Hansen	261-1515	12 Seated + 7 Extra
5 th Floor	5001A	Receptionist	263-1400	24 Seated
5 th Floor	5001B	Receptionist	263-1400	14 Seated
5 th Floor	5170	Receptionist	263-1400	12 Seated + 7 Extra
4 th Floor	4001A	Gayla Garlick-Hansen	261-1515	12 Seated
4 th Floor	4001B	Gayla Garlick-Hansen	261-1515	14 Seated
4 th Floor	4001C	Gayla Garlick-Hansen	261-1515	14 Seated
4 th Floor	4170	Gayla Garlick-Hansen	261-1515	12 Seated + 7 Extra
3 rd Floor	3001A	Gayla Garlick-Hansen	261-1515	24 Seated
3 rd Floor	3001B	Gayla Garlick-Hansen	261-1515	14 Seated
3 rd Floor	3170	Gayla Garlick-Hansen	261-1515	12 Seated + 7 Extra
1 st Floor	1110	JoAnn Kronberg	262-2171	16 Seated
1 st Floor	1121	JoAnn Kronberg	262-2171	8 Seated
1 st Floor	1190	JoAnn Kronberg	262-2171	20 Seated

Requests for their use are considered individually based on availability and whether the requested room offers unique resources for users such as location or technology. Reservations will generally be made for individual meetings rather than for standing or recurring meetings.

Additional Campus Services available:

Truck Service – Moving Services

Phone (608) 262-1574

[UW Physical Plant](#), select Delivery & Moving, select Tables & Chairs

UW Housing Food Service- Catering

Joe Mehring, Catering Manager, (608) 262-5577, 8:00 am – 4:30 pm

www.housing.wisc.edu/foodservice/catering.php

Wisconsin Union Catering Central Reservations

Phone (608) 262-2511, Fax (608) 265-8299

<http://www.union.wisc.edu/catering/contact.html>

In person: 2nd Floor Memorial Union

Mail: Central Reservations, 800 Langdon Street, Madison, WI 53706-1495

L. Signage

WIMR has signage to help occupants, users, and visitors find their way around the building. Temporary signage to various locations in the building should not be needed. Occupants and users of the building are not to install temporary signage for way finding purposes for any reason. Announcement Boards are available for posting temporary signs ([HSLC website](#)).

For requests to add new signage or change existing signage in work group areas, you must first have the request approved by your supervisor. These requests will then be forwarded to the Building Manager who will take them to WIMR Operations Committee for final approval. All new or modified signage will match the standards for signage within WIMR.

M. Smoking

University of Wisconsin-Madison Policy States all buildings and vehicles, regardless of location, which are owned or leased by the UW-Madison, are entirely smoke-free. To see the complete policy, click here www.union.wisc.edu/meetings/policies

Effective April 2, 2008, the schools of Medicine and Public Health, Nursing, Pharmacy, and the Waisman Center, announced a smoke-free policy implemented for all Health Sciences locations. Smoking IS NOT allowed anywhere on Clinical Science Center, Health Sciences Learning Center, or Wisconsin Institutes for Medical Research property as well as on the grounds of the Waisman Center and Rennebohm Hall. Additionally, no smoking is allowed on any UWHC owned or occupied properties.

N. Special Use Lounge

A Special Use Lounge is located in the Health Sciences Learning Center, located in (HSLC 2120) is available to UW health professions school's faculty, staff, and students (including visiting students). The purpose of the room is to provide private space for those who have special needs (i.e. administering of medications, lactation pumping, or other medical, personal, or family needs).

The refrigerator and lockers in the Special Use Lounge are provided for the storage of medications, breast milk, or other medical-related items. The refrigerator is not to be used for personal items (i.e. lunches, beverages, groceries, etc.).

To request use of the Special Use Lounge, contact Student Services in HSLC (Room 2141H) or call 263-7676. Student Services will authorize individuals for a specified duration of days, weeks, or months (based on the circumstance). Those who have WisCards will be able to gain access to the Special Use Lounge via their keycard once the activation has been granted and processed. Access will be removed from the user's WisCard at the end of the pre-arranged time period.

Users will be given a copy of the Special Use Lounge policy and procedures document. This document will explain that the use of the Special Use Lounge is based on a "first come, first served" basis and that sharing is encouraged. Privacy curtains are provided in the room. Users who violate the policies and procedures of the Special Use Lounge may have their access (privileges) blocked for any future use.

O. Supplemental Heating and Cooling Devices

WIMR has a state of the art heating and cooling system. Contact the Building Manager if for health reasons you feel you need to use supplemental heating and cooling devices.

III. BUILDING OPERATIONS

A. Autoclaves

Autoclaves are available on lab floors. This equipment will be on a maintenance contract managed by the SMPH facilities group. Autoclaves are a shared resource. Only properly trained staff should use the equipment. Be respectful and mindful when using the equipment so it is available in good working condition for all users.

B. Biological Safety

The Centers of Disease Control and Prevention (CDC) and the National Institutes of Health (NIH) prescribe biomedical laboratory practices for the safety of users. The University of Wisconsin Environmental Health and Safety office has guidelines and protocols to ensure that research is done in a secure manner. Any occupant of this facility who uses biohazards should be familiar with these guidelines and protocols which can be found ([UW FP&M Biosafety](#)).

C. Chemical Safety

The US Environmental Protection Agency (EPA) and the Wisconsin Department of Nature Resources (DNR) regulate the disposal and treatment of hazardous materials. The UW Environmental Health and Safety Department has guidelines for the proper handling of chemical waste. All users in this facility should be familiar with and follow the "Chemical Safety and Disposal Guide" which can be found ([Chemical Safety](#)).

D. Custodial Services

WIMR is cleaned by a third shift crew in the University of Wisconsin Physical Plant Custodial Department. Contact the Building Manager for special requests or as issues arise. The priority for cleaning by Custodial Services in each building is:

Highest Priority:

- All Rest rooms
- Main entries and “first impression” areas
- Classrooms
- Main hallways and stairways
- Public offices

Secondary Priority:

- Laboratories
- Private Offices
- Remote hallways and stairways
- Student study areas

Lower Priority:

- Janitor Closets
- Storerooms

Floors are stripped and waxed as needed. Generally, this will be done during semester break periods. The frequency of this service depends on availability of personnel and the condition of the floor surface.

Offices should be vacuumed or damp mopped on an average of once each week. The frequency will vary as the condition (cleanliness) of the room dictates. Computers, papers on desks and personal items will not be moved in order to dust or wash a surface.

Hallways will be swept, dusted, or vacuumed on a daily basis.

Waste and recycling baskets will be emptied weekly.

A more detailed listing of physical plants custodial services can be found at <https://fpm-www3.fpm.wisc.edu/PhysicalPlantDNN/Default.aspx?tabid=1>. go to the custodial tab on the left side of the page.

E. DI Water

WIMR is equipped with a state of the art DI water system designed to deliver high quality water. Before hooking potentially unnecessary polishers to the system, contact the Building Manager for information on the quality of the water.

F. Flammables

Each floor in the facility can have a finite quantity of flammables. Lab managers need to monitor the amount of flammables they have. Up-to-date inventories must be made available to the Building Manager upon request. If the amount of flammables on a floor are found to be above amounts allowable by code, lab managers on that floor shall work together to reduce the amounts to below acceptable levels.

G. Furniture

All requests for furniture should be submitted through Maintenance Direct ([MySchoolBuilding](#)). Only those requests approved by a supervisor will be considered. There is a set of standard furniture items and finishes for WIMR from which an individual may choose. You may make requests for special furniture accommodations. Again, these requests should be submitted via Maintenance Direct ([MySchoolBuilding](#)) and will be routed directly to the Building Manager.

H. Gas Cylinders

Gas cylinders can be ordered from MDS. Cylinders will be delivered to the WIMR Loading Dock where they can be picked up and moved to labs for use. Great care should be taken when moving cylinders and proper restraints should be in place where cylinders are to be used. Empty cylinders can be brought to the Cylinder Room (Room 1442) to be picked up MDS or other Vendor.

I. Glassware Washing

Glassware washing facilities are available on lab floors. This equipment will be on a maintenance contract managed by the SMPH facilities group. Glassware washers are a shared resource. Only staff properly trained should use the equipment. Be respectful and mindful when using the equipment so it is available in good working condition for all users.

J. Information Technology

The University has developed a policy for the appropriate use of information technology resources. This policy can be obtained at www.doit.wisc.edu/security/policies/appropriate_use.asp

K. Lost and Found

A building-wide lost and found is located in the 1st floor WIMR Mailroom (Room 1442). Any items that are found should be taken to the WIMR Loading Dock Office (Monday through Friday between 8:00am – 4:00pm) and the WIMR Loading Dock Coordinator will put in the WIMR Mailroom. After hours, all items should be taken to the Health Sciences Security Office (HSLC Room 1375). Anyone looking for lost items should first check the WIMR Mailroom (Room 1440).

L. Maintenance Calls

Request for maintenance are submitted through Maintenance Direct ([MySchoolBuilding](#)). However, if the request is of an urgent matter, please call the UW Physical Plant Central Answering and Response Service (CARS) at 263-3333. Be prepared to give the building number, room number, and a description of the problem (i.e. 1485, B1100, sink is leaking).

M. Mail Services

1. Personal Mail.

Personal outgoing U.S. Postal Service (USPS) mail can be dropped off in the appropriate outgoing USPS box on the 1st floor WIMR Mailroom. Outgoing USPS Mail is picked up between the hours of 10:45am and 12:30pm Monday through Friday. Note: There is no USPS delivery service on all Federal holidays.

2. Official Outgoing USPS Mail.

All official outgoing US Mail is handled through UW Extension (UW-EX). All official outgoing mail must be properly addressed, must have proper return address in the upper left-hand corner of the envelope, and have the proper UWEX Mail Services Billing Slip attached to the envelope/package being sent. This Billing Slip has the following information on it:

- Funding String (i.e. A53-02XX-6-233-XXXXXX)
- Department Name (i.e. Admin – Physical Facilities)
- 1111 Highland Avenue
- Issued: Date issued by UW Extension (Note 1 below)

NOTES:

1. If you have a bundle of envelopes being sent out, jut rubber band them together and attach one (1) UWEX Mail Services Billing Slip to the bundle. If you have enough envelopes that can fit into a white mailing bin, just ensure one (1) UWEX Mail Services Billing Slip is in each bin. Once it is ready for mailing, just put it in the appropriate UW Extension box in the 1st Floor WIMR Mailroom.

2. If your official outgoing US Mail needs to be sent out using Federal Express (FedEx), United Parcel Service (UPS), Speedy, etc., treat it just like Official Outgoing USPS Mail, just annotate on the UWEX Mail Services Billing Slip that you want that outgoing document(s) to be sent via FedEx, UPS, Speedy, etc. and also indicate you would like the Tracking Number and put in the appropriate UW Extension box in 1st Floor Mailroom (Room 1440). Once it is processed by UW Extension, that information will be sent back to you.

Note: See Shipping and Receiving (Section U) for more details regarding FedEx, UPS, etc.

3. If you do not have a UWEX Mail Services Billing Slip, you need to contact UW Extension by calling the UW Extension Mail Center at 262-3881 and ask for Scott or Jim, email these individuals:

Scott.moore@uwex.edu
Jim.zuelsdorf@uwex.edu

4. You will need to send an email updating your funding strings prior to July 1st of each year. If you do not update, after July 1st of each year, your outgoing official mail will be returned with the annotation “bad Funding String number” or something similar.

N. Medical Infectious Waste Disposal

Take all Medical Infectious Waste/full Sharps container(s) to Red MERI tilt cart/container (barrel w/lids are specifically reserved for Bio Hazardous Waste) in the designated area on floor/lab and place inside.

When red tilt cart/container is completely full, take to the designated area on the WIMR Loading Dock (adjacent to Room 1459).

When a red tilt cart/container is dropped off on the Loading Dock, all you need to do is just take an empty red tilt cart/container back to the designated area on your floor/lab. There are three (3) red tilt carts, several containers, and a refrigerator (designated for Biological Waste)

on the WIMR Loading Dock at all times. The principle of bringing a full one down and taking an empty one back to designated location applies here.

NOTE: Please **DO NOT** place any Red Bag Waste with Green Stickers in these red tilt carts/containers (barrel w/lids specifically reserved for Bio Hazardous Waste). Red Bag Waste must be autoclaved and an appropriate “Green OK to trash sticker” applied, then placed in lab equipment corridor for removal by WIMR Custodians.

Pickup of Medical Infectious Waste and Biological Waste is currently done on a weekly basis (Wednesdays). However, when the need arises, the WIMR Loading Dock Coordinator will make the call to Madison Environmental Resources Inc. (MERI) at **257-7652** for additional pick-up.

The WIMR Loading Dock Coordinator will post a copy of this notice at designated locations as well as the designated area on the WIMR Loading Dock. Additionally, each Lab Manager is encouraged to post and disseminate accordingly in their individual labs.

Of important note: The following must be strictly adhered to:

- **All metal instrument pieces larger than 1/32 of an inch in diameter shall be put in a separate container for disposal.**
- **Chemo Therapy and pathological waste shall be labeled and packaged separately from other medical waste**
- **MERI will accept nonhazardous pharmaceutical waste as defined by the DNR. Black list containers will not be accepted by MERI unless arrangements have been agreed to.**

Any questions and/or concerns regarding this procedure are directed to contact one of the following individuals:

- Bill McInnes (WIMR Loading Dock / Mailroom Coordinator) by email (bmcinnes@wisc.edu) or phone (office: 1-1032 / Cell: 506-3070)
- Don K. Braxton (SMPH Facilities Operations Manager) by email (dbraxton@wisc.edu)
- Dan Wilson (WIMR Building Manager) by email (dwilson7@wisc.edu) or phone (206-3096)

O. Moves

To arrange for a move within the building, submit the proper request through Maintenance Direct ([MySchoolBuilding](#)). If you require additional assistance in planning for a move, visit the Space Management Office’s website and refer to the ([Move Guide](#)).

P. Parking

1. Auto Parking

All parking is handled by UW Transportation Services. Information may be obtained by visiting ([UW Madison Transportation Services](#)) website.

2. Bicycle and Moped Parking:

Bike and mopeds are not to be secured to railings, loading docks, trees, etc. where foot or vehicle traffic can be impacted, or where snow removal or grounds maintenance is hampered.

Bike and mopeds improperly parked can be ticketed and/or removed by UW Transportation Services.

Bicycle and Moped parking is available in the following areas:

1. East side of WIMR next to the main entrance.
2. North (side) entrance of WIMR, adjacent to Surface Lot 95.
3. North side of the Clinics Entrance (South side of WIMR) overlooking the HSLC Healing Garden.
4. South of the CSC Entrance.
5. An abundance of bike parking outside the WIMR Building, between the HSLC & WIMR.

6. Several locations throughout the UWHC Patient/Visitor Ramp as well as Lot 79 & Lot 95 (underneath the HSLC).
7. Bikes cannot be brought into the building.

Q. Postings and Notices in the Building

Postings such as flyers, notices and for sale signs are only to be placed in designated communications areas. All postings will be date stamped when they are posted and will remain up for one month in order to maintain cleanliness of the facility. Please be aware that the Building Manager reserves the right to remove any items found to be inappropriate.

Bulletin boards will also be located in other areas of the building for use by specific departments or groups as denoted on each such bulletin board. They are to be used only for notices supporting the mission of the group or department assigned. Any unrelated materials are subject to removal.

Notices, flyers, papers, or any other communications materials are NOT to be attached to walls, doors, columns, windows or any surface other than an approved bulletin board. Any such items will be immediately removed.

R. Rack Washers

Rack washers are available in the vivariums. This equipment will be on a maintenance contract managed by the SMPH facilities group. Equipment should only be used by trained staff from the SMPH unit in charge of the vivarium.

S. Radioactive Safety

The University of Wisconsin Environmental Health and Safety office has a Radiation Protection program. Any occupant of this facility should be familiar with this program which includes proper procedures for handling and disposing of Radioactive Materials. Information can be found ([UW Radiation Safety](#))

T. Recycling

Small containers will be placed in offices for paper. Larger containers will be placed in common areas for other materials including, glass, aluminum, newspapers and cardboard. Take care to sort and recycle. Larger office or furniture items need to go to Surplus With A Purpose (SWAP). Pickups are to be made in the room the item resides in and proper approvals need to be arranged with SWAP and the work group administrator.

NOTE: See SWAP pick-up procedures on the next page for details.

U. Shipping and Receiving

Deliveries

During regular business hours (Monday – Friday, 8:00am – 4:00pm), ALL delivery companies, including UPS, Fed Ex (Ground and Express), DHL, and U.S. Post Office, make their deliveries to 1111 Highland Avenue (WIMR Loading Dock). Building occupants are encouraged to track the status of orders on the delivery company's website. All packages will be received and signed for at the WIMR Loading Dock, be staged, and be further routed/delivered by the WIMR Loading Dock Coordinator (Jimmy) or student assistants.

Packages that need to be shipped out during regular business hours can be brought to designated area at the WIMR Loading Dock. Shipping companies (i.e. UPS) typically pick up packages daily. With this said, the following is provided regarding late pick-up:

1. UPS makes a late pick up at 4:00pm Monday - Friday. Just ensure that your UPS package (letter/box/envelope) is brought down to the WIMR Loading Dock and put in the brown UPS Drop Box.
2. FedEx will make a late pick up between 3:30pm and 4:00pm Monday - Friday. All late pick up items must be brought to the appropriate location on the WIMR Loading Dock no later than 3:00pm.

If you miss this late pick up, there is another late pick up already being done at the UW Hospital & Clinics (UWHC) at 6:30pm. As long as you bring your item(s) to D4/132 (UWHC Loading Dock) prior to 6:30pm, it will be picked up.

NOTES:

1. If you schedule a delivery and/or pick up, please contact the WIMR Loading Dock Coordinator (Jimmy Kruyne) either by email kruyne@wisc.edu, by phone 261-1032, or his cell 516-3070.
2. If you set up a **delivery**, you must, at the time you are making the arrangements (either on the phone or online with the Vendor), ensure you indicate **“delivery and installation.”** This will ensure the Vendor will not only drop off at the Loading Dock but will deliver to the specific floor location, off load, set up, and take away.
3. If you arrange just for **“delivery,”** that typically means it will be delivered to the Loading Dock and that is it. This now leaves the WIMR Loading Dock Coordinator responsible to (1) arrange with User to deliver up to the floor location, (2) set up, and (3) take away material. This option is difficult because the Loading Dock Coordinator does not have the capability to deliver heavy equipment, and if something happens to that equipment, the Coordinator is now responsible and this option IS NOT recommended and/or encouraged.
4. If you arrange for a Vendor to **pick up equipment**, you need to ensure that you indicate the equipment needs to be picked up at location (specific floor location) and bring down to Loading Dock, and load on truck. It is not the WIMR Loading Dock Coordinator's responsibility to bring the equipment down for the Vendor to pick up. It is the User's responsibility to again, arrange with Vendor (at set up time) for pick up at floor location and/or the User brings equipment down to the Loading Dock (arrange with WIMR Loading Dock Coordinator for assistance, if necessary) for pick up.

- **DHL packages:** FedEx and DHL do not normally come to pickup packages on a daily basis. If you have a package, letter, etc. that needs to be shipped via one of these carriers, you must:

1. First call DHL to schedule a pickup or go onto their respective website and arrange for pickup.
2. You will need your DHL account number in order to do this. If you don't have an account number, you will need to create one in order to proceed.
3. Once completed, you can then either call them or stay online and schedule a return pickup.
4. Bring package to the designated area on the WIMR Loading Dock and it will be picked up there.

- **United Parcel Service (UPS):** UPS carrier comes on a daily basis. In order to return UPS packages, the following applies:

1. As long as you have a printed label on the package, you can bring it directly the WIMR Loading Dock to be shipped and put in appropriate box labeled Outgoing UPS.

2. You need to call or go on their website to schedule a return with UPS.

NOTE: Packages delivered the same day can be rejected / returned without having to schedule a return.

If the procedures above are not followed, your package will not be picked up. The WIMR Loading Dock cannot schedule these returns for you because your account number(s) are needed, mandatory, and required for the appropriate carrier.

FedEx/UPS/DHL Packages:

1. **Normal working hours** (7:30am – 4:00pm, Monday – Friday), the **best** method is to utilize UW Extension. Simply:

- package up the package, letter, box, etc. as best you can,
- put package, letter, box, etc. in UW Extension box located in the WIMR Mailroom. Ensure that you **write on the White UWEXT Mail Services Billing Slip that you need the package, letter, box, etc. shipped using either FedEx, DHL, UPS, etc.**

NOTE: If you utilize UW Extension, you need to have the package, letter, box, etc. ready to go before:

- 8:15am (for scheduled ~ 8:30am pickup), or
- 1:30pm (for scheduled ~1:45pm pickup).

The package(s), letter(s), box(es), etc. will be shipped that day by UW Extension.

2. **After working hours** (after 4:00pm, Monday – Friday), the following applies:

FedEx: FedEx does make daily pickups (both AM & PM). If you have a package, letter, box, etc. that needs to be shipped via one of these carriers, we have scheduled a late pick up with FedEx and the pickup is located at the WIMR Loading Dock. With that said, you will

need to ensure that the package, letter, box is brought to the box labeled **“FedEx”, NO LATER THAN 3:15pm** at the WIMR Loading Dock.

If it is after this time, you can:

- You will need to call either FedEx to schedule a pickup or go onto their website and arrange for pickup.
- You will need your FedEx account number in order to do this. If you don't have an account number, you will need to create one in order to proceed.
- You will then need to arrange pickup location.

DHL Express: DHL does not normally come to pickup packages on a daily basis. Their service is now **strictly International delivery** and they only come if there is a delivery and/or a pick up. In order to schedule a pick up, you must call either the main office at (1-800-225-5345) or you can go to their website at www.dhl.com, or you can also call the local office at 608-244-1361 to arrange for pickup.

United Parcel Service (UPS): UPS carrier comes on a daily basis. In order to return UPS packages (i.e. A.R.S, RMA, etc.) or have a “late pickup,” the same procedures apply as mentioned above for FedEx, in that:

- As long as you have a printed label on the package, you can bring it directly to the box labeled **“UPS”, NO LATER THAN 3:15pm** to WIMR Loading Dock.
- You **DO NOT** need to call or go on their website to schedule a “late pickup” with UPS, unless it is after 4:00pm.
- If it is after 4:00pm, then you will need to take that package, letter, box, etc. to UW Hospital & Clinics (2nd floor pick up area near the Clinics entrance) since UPS makes a pick there at by 6:00pm Monday – Friday, or follow the same steps as mentioned above for FedEx / DHL in that you will need to:
 - Call UPS to schedule a pickup or go to their website and arrange for pickup
 - You will need your UPS account number in order to do this. If you don't have an account number, you will need to create one in order to proceed
 - You will then need to arrange pickup location

NOTES:

1. Packages delivered the same day can be rejected / returned without having to schedule a return.
2. If the above procedures are not followed, your package will not be picked up by these Carriers.
3. It is imperative to know that the WIMR Loading Dock **cannot** schedule these returns for you because, as mentioned above, your account number(s) are needed, mandatory, and required for the appropriate carrier.

V. Spills and/or Water Leaks

The School of Medicine and Public Health has a procedure for the occurrence of spills and leaks. The procedure can be viewed (here).

W. Tunnel Washers

Tunnel washers are available in the vivariums. This equipment will be on a maintenance contract managed by the SMPH facilities group. Equipment should only be used by trained staff from the SMPH unit in charge of the vivarium.

X. Surplus With A Purpose (SWAP) Pick-up/Materials Distribution System (MDS) Returns

Surplus-With-A-Purpose (SWAP) Pick Up: Procedures are very similar to that for MDS in that packages from SWAP cannot be returned by simply writing "RETURN" on the box/item and leaving it at the WIMR Loading Dock

You need to complete a SWAP on-line form by going to SWAP's website <http://www.bussvc.wisc.edu/swap/pick-up.html> and:

- Complete the on-line form.
- Print a copy of the form and TAPE to the item(s) you are sending out. Simply putting SWAP on the box of the item(s), with the exception of Printer Cartridges (see note below) that you want returned is not sufficient nor will it be picked up. Again, you **must have**
 - the appropriate form,
 - printed out from the website, and
 - taped to the item(s) being returned.
- Submit the form electronically
 - Drop the item off at the designated area located on the WIMR Loading Dock
 - Again, the printed out form **MUST BE** attached the item being returned.

NOTES:

- You can contact SWAP directly either by phone 608-497-4440 or by fax 608-497-4423 for more information.
- Printer Cartridges: You can just write SWAP on the appropriate box and drop off in the designated area located on the WIMR Loading Dock.

Returns

MDS (i.e. Corporate Express/Grainger/etc.): Packages from Materials Distribution Services (MDS) cannot be returned by simply writing "return" on the box and leaving it your lab area or other areas in the building. If you have a package that needs to be returned to MDS, the following steps apply:

1. You must first call MDS to schedule a 'return pickup' using your account (MDS) number.
2. You can also go to MDS' website (http://mds.bussvc.wisc.edu/order/shopper_lookup.asp) using your MDS account number to schedule a return pickup.
3. After scheduling a return, you will be given a return confirmation number. **This number must be printed out or written directly on the box** BEFORE it is brought to designated area on the WIMR Loading Dock, for pickup.

NOTE: You can also contact MDS directly by calling (608) 497-4400 or (800) 662-1727, by fax (608) 497-4424, or by Email mdscsr@bussvc.wisc.edu.

FedEx/DHL packages: FedEx and DHL do not normally come to pickup packages on a daily basis. If you have a package, letter, etc. that needs to be shipped via one of these carriers, you must:

1. First call them (FedEx / DHL) to schedule a pickup or go onto their respective website and arrange for pickup.
2. You will need your FedEx / DHL account number in order to do this. If you don't have an account number, you will need to create one in order to proceed.
3. Once completed, you can then either call them or stay online and schedule a return pickup.

United Parcel Service (UPS): UPS carrier comes on a daily basis. In order to return UPS packages, the following applies:

1. As long as you have a printed label on the package, you can bring it directly to the mailroom to be shipped and put in appropriate box labeled Outgoing UPS.
2. You need to call or go on their website to schedule a return with UPS.
NOTE: Packages delivered the same day can be rejected / returned without having to schedule a return.

If the procedures above are not followed, your package will not be picked up. The mailroom cannot schedule these returns for you because your account number(s) are required for the appropriate carrier is needed and mandatory.