



GENERAL GUIDELINES FOR LAB AND COLLECTION USE

The Environmental Archaeology laboratory is supervised by Curator **Dr. Kitty Emery** (273-1919) and managed by Collection Manager **Irv Quitmyer** (273-1926). **Donna Ruhl** (273-1928) oversees the archaeobotanical collections on a volunteer basis. Permission to use the lab's facilities and collections should be arranged through Emery. Lab space, work time, use of supplies and specimens should be arranged through Quitmyer and Emery.

I. General Information and Rules for Lab and Collection Users: Access to the collections is restricted in accordance with required standards of local, state, federal, and international permitting agreements, and protects our collections for future generations.

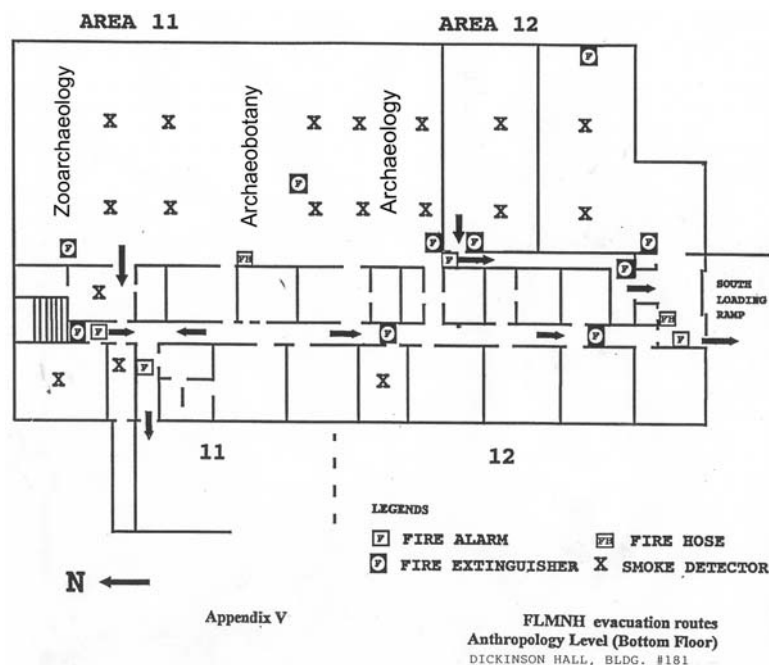
1. The laboratory is open for work between 9 a.m. and 5 p.m., Monday through Friday. The lab is closed on weekends and university holidays. Work during these times is discouraged and requires written approval of the curator.
2. We usually do not issue keys/fobs. Exceptions include permanent employees, graduate students of Dr. Emery, and long-term employees on Dr. Emery's contracts. All key/fobs must be approved by the FLMNH chair. If you are issued a key for work in another area of the museum, please do not work in the EA collections area without Dr. Emery's written permission and an orientation meeting.
3. All personnel working in Dickinson Hall must check in at the main reception desk and must wear an FLMNH name badge at all times. Temporary visitor badges are provided at the main reception desk. Permanent badges will be issued to graduate students, employees, interns/volunteers, and long-term visiting researchers with written approval from Dr. Emery.
4. Please do not have food or drink anywhere in the range or computer rooms. Use the lounge across the hall. (However, water in covered containers is allowed in the range). This is for reasons of pest control and is important for the maintenance of our collections.
5. Smoking is not permitted – the University of Florida is a smoke free institution.
6. Lab computer use is regulated by the University of Florida and FLMNH OMT. If you require access to these computers, please make arrangements with the curator or collection manager. Computers are only for environmental archaeology research and curation. No changes may be made to software, hardware, or settings. Please report any malfunctions to the collections manager or curator.
7. Courteous behavior - Keep work areas clean and well-organized. Put sample materials in designated storage areas, and return supplies and equipment when not in use as the work areas are shared. Do not distract other lab users with loud, non-work related conversation. If you wish to listen to music, please use headphones and appropriate music volume. Please note that social media postings with regard to official research of UF or the FLMNH collections are not permitted.
8. If you run out of supplies, use the last of something, or break something, please let the collection manager know so the supplies can be reordered or replaced. If you discover a problem with comparative or archaeological specimens, please notify the collection manager immediately.
9. Be aware of safety in the lab area. Make sure that scalpel blades, scissors, chemicals, etc. are stored and used correctly (see below for more health and safety information). OSHA mandates the use of full coverage shoes only. No sandals are allowed in the work spaces.
10. Always obtain permission from the curator or collection manager before using the comparative or archaeological collections. ALL specimens must be selected off the shelves by the collection manager. Please also obtain permission before using any supplies or equipment.
11. If you are the last to leave the lab, turn off the lights and close/lock the door behind you.



II. Health and Safety (Dickinson Hall)

1. Fire Alarms: All volunteers, interns, students, visiting researchers and employees have been informed of fire-related risks, appropriate evacuation routes, and fire drill protocols, and have signed a “safety notification form”.. In the case of fire alarm (real or as a drill), exit the building and gather on Museum Rd across the street from the Museum.

Evacuation Routes out of Dickinson Hall (bottom floor)



2. Injuries: **In the case of life threatening injuries, call 9-911 or UPD (2-1111).**

Minor injuries such as cuts and bruises can be treated by the collection managers with materials in the first aid kit located next to the sink. If you have a serious but non-life threatening injury, please tell the collection manager at once. You will be taken to the Student Health Care Center to be treated. Expenses will be covered by workers' compensation if you are a UF student, staff, or have signed up as a volunteer. In this case, workers' compensation will be called first (392-4940).

3. More information regarding FLMNH Health and Safety policies may be found at: http://int.flmnh.ufl.edu/docs/hs_safety.asp, and http://int.flmnh.ufl.edu/docs/hs_synopsis.asp. You may also ask a collection manager for a hardcopy of the policies. Also, more information is available in the EAP Policies and Protocols document (see below).

The EA laboratory abides by all UF and FLMNH policies. The following webpages will provide you with more information. Please ask a collection manager to assist you if you are unable to access a website (i.e. some of them require login access).

- **FLMNH Code of Ethics:** <http://int.flmnh.ufl.edu/docs/ethics.asp>
- **FLMNH Collections Policy:** <http://www.flmnh.ufl.edu/admin/collect1.htm>
- **Key Policy:** http://int.flmnh.ufl.edu/docs/hs_dkey.asp
- **FLMNH Computing Policies:** https://int.flmnh.ufl.edu/docs/computing_policies.asp

Additional information regarding EA lab use protocols and material preparation, analysis and curation procedures may be found in the full EA Policies and Protocols document. Please ask the curator or collection manager if you would like to access this document.

Thank you for your cooperation. Please let us know if we can do anything to make your work more efficient and productive.