

The University of Oklahoma

Biological Station

Policies and Procedures



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Introduction

The University of Oklahoma Biological Station (UOBS) was established in 1949 in support of education and research. As a department of The University of Oklahoma, UOBS is subject to all rules and regulations thereof. The purpose of this document is to supplement these procedures not to supercede. All faculty and staff should be familiar with the Administrative Affairs Guide to Services available online at <http://www.ou.edu/fis/>, the Faculty (<http://www.ou.edu/provost/pronew/content/fhbmenu.html>) and Staff (http://www.ou.edu/persvcs/staff_handbook.htm) Handbooks available online.

Station Website: <http://www.ou.edu/uobs>

Station Intranet site: <http://bio-nt/bio>

Policies

Normal office hours are Monday through Friday as follows:

8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

All visitors arriving during normal business hours will register in the Main Office. Those arriving outside normal business hours should make prior arrangements for access to the facilities. Access to the Research buildings and Maintenance Buildings are restricted to authorized personnel only.

Unexpected visitors should be announced. All visitors to Research areas will sign the visitor register located in the front entrance of the Research Building. Graduate students and visiting researchers utilizing the facilities that do not include overnight stays will sign the Registration Log to allow us to maintain more accurate records of facility use.

Cash Handling

All checks must be made payable to The University of Oklahoma.

Groups/Individuals that will be billed by the Bursar's office should be reminded that the payment must be submitted to the Bursar's office as directed in the bill they will receive and not to route this payment through the Biological Station office.

Deposit procedures for Norman Office: (see Appendix ?)

Deposit Procedures

All money collected will be turned in to the Administrative Secretary's office. All checks will be made payable to The University of Oklahoma, not the department and in no circumstances to an employee. The person that collected the funds will complete the Collection Log and denote whether the collection was in the form of coin, currency, check or a combination. Checks will be immediately endorsed for Deposit Only. A stamp is available. The Administrative Secretary or designee will sign off accepting the collection, lock in the safe, and notify the designated personnel of funds received for deposit. Currently the designated personnel are the Manager, Facilities Operations and Assistant to the Director.

All designated collecting and depositing personnel will designate a backup in the event of their absence and assure that person is aware of all policies, and procedures, as well as the location of forms, logs, etc. Should only one person be available to collect and deposit, they will have the deposit reviewed by another member of the faculty/staff of the Station, as soon as possible.

Due to the remote location of the Biological Station (Station), funds totaling less than \$100.00 may be held for up to five (5) workdays.

Preparation of Deposit:

The collector of the funds will run a tape totaling the receipts noted on the Collection Log, initial and date, and include with the deposit information. The person that will deposit the funds will run a tape on the coin, currency, and checks collected. This tape will also be dated and initialed and retained with the Station deposit information.

Forms: (Are maintained in the Administrative Secretary's office and are collected with the funds for deposit.) Completed by person actually making deposit.

Advice of Deposit Form, OU Form 4043

These forms are kept in the safe and will be used in sequential order. Any forms that are voided, will be marked VOID and retained in the deposit file.

One Advice of Deposit Form per Bank Deposit Ticket

Will be signed and stamped by the bank teller, all three (3) copies.

Bank Deposit Ticket book (original and 2 copies)

Bursar Deposit Slip, OU Form 58064

One form will be completed for each Account Sponsor for which funds will be deposited. This form does not go to the bank.

Envelope # will be the Advice of Deposit #

Description field should contain the individuals name, social security no., or student ID.

Summary of Cash Receipts/Cash Deposit Policy

Forms Distribution (responsibility of person making deposit):

Administrative Secretary s office

Pink copies of bank deposit ticket, advice of deposit, and bursar deposit slip

Copy of collection log

Copies of registration forms

Copies of checks

Copy of signed Summary of Cash Receipts/Cash Deposit Policy

Manager, Facilities Operations office

Copies of all forms maintained in the Administrative Secretary s office

Advice of Deposit log

Bursar s office — to be mailed immediately

Advice of Deposit, original and one copy (yellow)

Bank deposit ticket, copy (yellow)

Bursar Deposit form, original and one copy (yellow)

Summary of Cash Receipts/Cash Deposit Policy, original

Account Sponsors for which a deposit is made or designee

Copies of all deposit forms

Copies of any documentation necessary to provide documentation as to the purpose of the deposit

Deposit:

Copies of all checks will be made prior to depositing, as well as copies of registration forms, collection log and any other backup documentation for the deposit.

Funds will be deposited on the same date as indicated on the above forms before 3:00 p.m. if they are taken to an inside teller, and 2:00 p.m. for the drive-thru.

Additional information:

Receipts are not required for check collections unless requested.

All collections must be immediately added to the Collection Log, with all information completed. This is as critical as issuing a receipt. Even small discrepancies result in an appearance of impropriety and result in additional work for the person preparing the deposit. The deposit forms cannot be completed without information regarding the purpose of the collection, account to be credited, etc.

Take care that receipts for cash are for the actual amount collected. Not the total received prior to issuing change. If preferred by the person collecting, it would be acceptable to note on the receipt total amount received less amount of change for a total amount credited to the individual.

Facility Use

UOBS facilities are available for reservation by:

1st - OU academics and research

2nd - Other academics and research

3rd - Professional conferences and organizations
(academic & research related)

4th - OU Faculty/Staff/Alumni Recreational groups

There are a few recreational groups that do not actually fall within the above reservation guidelines that have been utilizing the facilities for a number of years. These reservations will continue to be honored for the current time provided space is available. They cannot confirm a reservation a year in advance, but could provide proposed reservation dates, which will be considered only after the academic/research/OU reservations have had opportunity to provide their reservation dates.

Prior to their departure, all visitors and conference coordinators that utilize University Housing facilities, will complete a Registration Form. The form must be fully completed, including social security and/or account number, name, address, and signature. Conferences will complete a floor plan for each night of their visit indicating the number of individuals in each room, each night.

Reservation scheduling is maintained and coordinated by the Administrative Secretary. Reservation schedules will be made available to all Station faculty and staff. The Manager, Facilities Operations will be promptly notified of all reservations and changes. Reservations will generally be scheduled to allow 24 to 48 hours between groups for cleaning and preparations. Any scheduling requiring room cleaning with less than 24-48 hours prep time require prior approval of the Manager, Facilities Operations.

Key Policy

Keys are issued for each apartment. For groups and conferences, the coordinator will have a choice of having the individuals checkout keys themselves from the main office or designating a member of the group to assign keys to the individuals for their rooms. The option of individual key checkout is only available for those groups arriving during normal business hours.

Access to library, classrooms, etc. are requested in the reservation needs assessment. Keys for the specific area for which use has requested and approved, will be provided to 1-2 of the conference/group coordinators.

There is a \$10.00 per key charge for all non-returned or lost keys.

Housing and Food Service capacities

Groups consisting of K-12 groups or students — 225 maximum

Adult groups — 100-120 maximum

Adult groups that consist of couples, will reduce the number that can be housed.

The dining room maximum is approximately 109. Groups larger than this will need to contact Food Services regarding accommodating their group.

Monthly Billings

Housing

Registration forms will be completed by all visitors to the station. The Administrative Secretary is responsible for assuring the forms are properly completed and signed. The forms will be made available upon request for review by the Manager, Facilities Operations.

It is preferred that room charges be paid through the Bursar when the bill is received unless a University or grant account will be billed. Room and board can be paid for by cash or check, but is discouraged due to our remote location. When payment is made at the time of the stay, copies of deposit and all related documentation will be provided to UHFS accounting. If possible, the expense transfer will be prepared simultaneously with the registration form, for University and grant accounts to be billed.

Monthly, the Summary of Charges, registration forms, expense transfers, and billing information will be provided to Joan Koos, University Housing and Food Services (UHFS). This information will be provided not later than the ? business day of the following month. UHFS will input expense transfers and forward billing information to the Bursar s office. Expense transfers for grant accounts must be routed through the Office of Contract Compliance.

Food Services

Charges for Food Services are mainly based on guaranteed numbers. Individuals that are not included with the group which has contracted with Food Services will purchase meal tickets through the Main Office (Administrative Secretary or Office Assistant). The tickets must be purchased in advance to allow for notifying Food Service personnel of the number of additional meals needed.

Copies of deposits made from the sale of meal tickets will be provided to the appropriate Food Service personnel (Glenda Oltermann).

Work performed by Station Maintenance for UHFS

Time sheets are prepared by Bio Station Maintenance personnel that perform work for UHFS indicating the type of work and time to complete. The hours of work are submitted to UHFS accounting for reimbursement on a monthly basis. This should be submitted by the 3rd business day of the month.

Research Housing

Apartment building A is an academic building for the purpose of housing Biological Station faculty and staff. Any rent collected on this building would be deposited in the Bio Station Facility Fee account (#137-9351). However, it is the general policy that individuals housed in this building fall into one of the following two categories:

1. Laboratory techs (research assistants) These individuals have jobs that require them to be housed at the facilities for the benefit of the employer. The apartment rent for these individuals is waived.
2. Individuals in a travel status. Room rent is waived in lieu of filing a travel voucher for this amount.

For Fiscal Year 2000, University Housing and Food Services (UHFS) has designated Main Building, Room 14 and 15 for Research use. These rooms fall into the same category above, other than when not in use by Bio Station faculty and staff, they will be rented at normal UHFS rates and deposited to account no. 137-9222. This agreement will be renegotiated annually between the Director of UHFS and the Director of the Biological Station.

For FY 2000, Main 14 has been designated as Research Dorm for males, and Main 15 as Research Dorm for females.

There are currently three professors associated with the Station, with a fourth faculty member arriving in January 2001. A building consists of 6 apartments, this plus the two designated by UHFS will allow for one apartment for each professor of the Station, plus one room for use by each professor for his staff. Additional housing will be rented from UHFS at current Research rates.

Boat Use

Use is restricted to those meeting University of Oklahoma Motor Pool regulations.° This use must also be approved by the appropriate Station faculty or staff and not adversely affect the Station operations, academic pursuits or research projects.

An Acknowledgement of University Vehicle Driver s Policy must be signed and on file with the Biological Station. Driver s License number must be included on this form.

Watercraft rate for University field trips:° \$75.00 for up to 2 days use and 5 gallons of fuel.° Any additional fuel needs are your responsibility. This charge is to cover the cost of boat prep, assistance with launching and returning the boats to dry dock as well as routine maintenance and repair.

Grant projects affiliated with the Station normally cover the cost of fuel, oil, and routine maintenance and repair. Grant personnel are normally responsible for launching and returning to dry dock. However, there may be cases where the costs for boat uses will be used as cost sharing by the Station.

A 48 hour notice in the form of a work request to the Manager, Facilities Operations or the Assistant to the Director is required for boat use. Checkout must be completed with driver s license number, operators s name, dates and times of arrival and departure, and destination. Trip logs and problem reports will be maintained and provided to the appropriate Station personnel.

Vehicle Use

The Biological Station currently owns and maintains vehicles. Use of these vehicles is restricted to Official Business and is limited to Station faculty and staff unless prior authorization is received. All drivers must comply with University Automobile Policy.

Failure to comply with the following may result in denial of departmental vehicle use:

1. An Acknowledgement of University Vehicle Driver s Policy must be signed and on file with the Biological Station. Driver s License number must be included on this form.
2. Checkout forms must be completed on the vehicle prior to any trip.
3. All drivers will complete the travel log maintained in each vehicle.
4. Safe driving practices must be followed.

5. Fuel receipts will be turned in to the individual that checked the vehicle out to you. Reports of any problems will be submitted. Please notify this individual if the vehicle is due for service or safety inspection.
6. Drivers are responsible for assuring all fluid levels are properly maintained.
7. Use of the Station vehicles by other faculty/staff of other departments and grant projects will comply with all University Vehicle Policy and department established policy. The following will also apply:
 - a. Fees for vehicle use will be based on the current state mileage travel rates. One of the following options can be negotiated.
 - i. Pay for own fuel plus .11 per mile
 - ii. Pay .325 per mile (current mileage rate)
8. Trip logs must be kept and copies provided to Station personnel along with copies of receipts for all fuel, oil, repairs, etc.
9. On a case by case basis, the Director may waive the vehicle fees.
 - a. No funding available
 - b. Cost sharing
 - c. Goodwill gesture

Summer Session

Professors & TAs

All Professors and TA will provide a Curriculum Vitae or resume, and a copy of their Social Security card, as well as complete the following forms:

1. OU Application for Employment
2. I-9
3. Personal Data Form

The I-9 and Personal Data form cannot be requested until they have actually been offered and accepted the position.

The following information is required for all those currently employed at OU:

1. Whether they currently hold a 9 or 12 month appointment and the FTE
 - a. Those holding 12 month appointments with OU cannot receive Summer budget money and must be paid by Special Pay. These funds will not be reimbursed by CAS.
 - b. Teaching assistants — we need to know the number of hours they are enrolled in for the summer.
2. Whether they hold any other summer appointments or appointments on grant projects.
3. Paper Personnel Action Forms (PAF) are prepared and submitted to CAS on the following:
 - a. Professors and TAs paid through College of Continuing Education (CCE) or their home department. These forms will indicate zero in the salary line with note in the remarks, for Informational Purposes only.
 - b. Professors/TAs with a 12-month appointment will only have a paper PAF completed and maintained in the Bio Station files for Informational Purposes. (i.e. Dr. James Thompson, Molecular Techniques course)
4. All PAFs (paper and electronic) will include in the remarks that it is a Summer Course, date of course, course and section number, and course name.

Supplies

Professors will receive an allotment of \$? for ordering supplies not available in the stockroom.

Supplies will be ordered as soon as possible after receipt of requests. Supply orders will not be held until information is received from all Professors. Those that submit their orders after the deadline need to be notified in advance that late submission of requests, could result in the supplies not being available at orientation and registration.

Textbooks

Textbooks should be ordered as soon as possible so that they will be available prior to the classes starting. Those requests received in a timely manner will not be delayed waiting for all responses to be received. Orders will be shipped directly to the Bio Station at Lake Texoma.

Textbooks will be inventoried in immediately upon receipt and reconciled with orders.

Textbook orders will be charged to the Bio Station Bookstore Account (127-9203). The books will be sold at actual cost, including shipping, plus tax. Funds collected will be deposited back into the Bookstore Account.

Vehicle Use

Information will be requested in advance from the Professors regarding the need for van, suburban, and boat use for field trips. After Orientation, scheduling will be worked out among the Professors.

Professors requiring boats during Summer Session should notify the Station at least 1-2 weeks prior to the beginning of Summer Session. Boat needs arising during Summer Session require 24-48 hours notice.

Professors are responsible for seeing that the vehicles are cleaned out after the field trip, prior to another class or individuals use.

A maintenance request form should be completed for any problems noted with the vehicles.

Computer Use

One to two computers are available in 5 of the 6 classrooms. The sixth classroom contains 9 computers and will be used by any computer-based courses.

The library consists of a computer lab also. This is normally utilized by students on a walk-in basis. The lab can be reserved in 1-2 hour increments by the Professors for class use. In the event that no computer based class is offered, Classroom 6 (computer lab) will also be available for reservation or use by the students.

There are currently two offices off the library are available. One of the offices contains a computer and printer and the other is intended for use with laptop computers.

Resources also include an LCD projector with document camera available for class use. A calendar will be available at Orientation for scheduling. Additional needs can be scheduled during the course as they arise.

Registration Procedures —August 2000

Students will register for the class just as they have in the past, by submitting their application to the Biological Station (Station) Office (Norman). The Secretary in the Norman office will submit a list of the students Registrar's office representative (Trish Ingram). At the same time the list is provided to the Registrar, the information will also be provided to the Administrative Secretary (Lake Texoma). This information will be immediately provided to the University Housing and Food Services (UHFS) accounting department (Joan Monroe Koos). Charges for room and board provided to UHFS will indicate the \$50 room deposits the students have paid. It is important that charges for tuition and fees, and room and board, but submitted as close to simultaneously as possible, so that the student's bill will reflect total charges for Station courses on one bill. All information received by these departments and the data entered by the last workday of the month will receive a bursar the first of the following month. The bill will contain information that balances not paid by the 15th of the month will incur a 1.5% late charge, therefore, it will not be necessary that any of our correspondence address this matter. This late charge applies to all bursar billing, not just Station charges. (i.e. room and board not paid would be subject to a late charge also).

Station Course Numbers are specific to the Station. This will assist the Registrar's Office and Bursar's Office in waiving fees not specific to our courses in the same manner as fees waived for campus courses. Students should still notify the representatives that they deal with, that this is a Biological Station course.

The list of students that have been accepted for the classes will be provided immediately to the Registrar Office and Administrative Secretary and updated daily thereafter.

Students that do not apply or are not accepted in time to meet the June 30, 2000 deadline will not receive a Bursar bill until the first of August. Therefore, the following information will be included in their acceptance letter:

The tuition, fees, room and board, plus a total should be included with notice that this amount must be paid to the Bursar office by not later than July 28, 2000 (last business day for Summer Session II begins).

The letter should also notify the student to advise the bursar representative that this is a course at the Biological Station and whether they have received a scholarship award letter and the amount. A list of the scholarships approved will be provided the Bursar's Office (Kate Bailey) at the same time it is provided to the Office of Financial Aid. Failure to notify the representative could result in the student being billed for the

health and facility fee for which the Regent's office has waived for Station courses. This charge can be corrected should the student fail to notify them. (A new fee, cultural and recreation service fee, will be added next year, which will also be waived by the Regent's office.

The acceptance letter to all students, should include their student ID number. This will assist the Bursar's office in properly crediting the student's account. This will also assist Station personnel in checking the student's account and properly crediting for those collected at Lake Texoma.

Students applying for a class after the on-campus deadline for late registration, will have the fee waived by the Registrar's office. Late registration generally coincides with the first day of class.

Student Withdrawing

Students withdrawing will notify the Norman Station office Secretary. The secretary will notify the Registrar's office (Trish Ingram) and the Station at Lake Texoma. Students must also request a refund of their housing deposit if necessary. Refunds of housing deposits are reviewed on a case by case based on the advertised non-refundable housing deposit deadline.

Students withdrawing up until the first day the class meets, can receive a full refund and have penalties waived upon the request of the Department. This request will be submitted to the Registrar's Office representative (Trish Ingram). This applies to all courses offered through The University of Oklahoma (OU). A 100% refund is the general rule up through the first day the class meets. The need to waive the penalty for late withdrawal is due to Station courses being Summer Classes.

Students Unpaid at Registration/Orientation

Lists of students enrolled will be reviewed and checked for payment on the last business day before Summer Session starts. The Bursar's office can be called to verify payments that have been made but not yet input into the system.

Students unpaid on the day of Registration at the Station will pay at that time. Receipt forms provided by the Bursar's office will be completed. The original of the receipt form will be retained by the Station, with a copy provided to the Bursar's Office. Total costs will be calculated with notes on deductions for scholarships and room deposits. All funds collected will be deposited per Station deposit procedures. In addition, copies of the receipts and the Advice of Deposit will be faxed to 325-7665 at the Bursar's Office (Kathleen Schmidt). Batch number that is generated when the data is input and the

Advice of Deposit number amounts should balance. Faxing of the documents is necessary due to the fact that appropriate authorization and training for actual input of payments received are not yet completed. Beginning with 2001 Summer Sessions, plans are that authorized Station personnel will complete actual input of payments.

Students arriving at the Station without making payment to the Bursar, could call the Bursar's office on Monday morning, the first day of class, and have the amount billed to their credit card.

Notes:

Procedures will be reviewed after August session. Prior to 2001 Summer Session, steps will be to implement actual input of payments received on student accounts by designated Station personnel. The Station has discussed dropping the requirement for a housing deposit. However, as the housing facilities are under UHFS, this may not be possible. UHFS are reviewing housing deposit procedures. If UHFS determines that housing deposits are still required, a procedure will be established more in line with the current on-campus policy. This procedure will include a process for notifying the Station of housing deposits received.

Registrar Office Contact Information

Trish Ingram

Bursar Contact Information

Kathleen Schmidt: Fax - 325-7665

Randy or Kathleen at 325-3122, 3125 or 3123
Verify payments received that do not appear on the SAR

Mary Ellen Tasier: 325-1666

Cheryl Murphy:
Contact for deposit problems

Biological Station Contact Information

Susan Bayliss, Secretary, Norman, 325-5391, Fax — 325-0835

Kelli Brown, Administrative Secretary, Lake Texoma, 325-7431, Fax — 325-7444

Donna Cobb, Assistant to the Director, Lake Texoma, 325-7430, Fax — 325-7440



**The University of Oklahoma
Biological Station
Visitor and Conference
Information and Guidelines**

1. Normal business hours for The University of Oklahoma Biological Station (UOBS) staff are Monday through Friday from 8:00 a.m. to 5:00 p.m. Visitors arriving during normal business hours will check in with the Administrative Secretary, Kelli Brown at the Main Office to complete registration forms and pick up keys. Those arriving outside these hours, will make necessary arrangements during the planning and reservation scheduling of their visit. Please thoroughly review the needs assessment that is provided with your reservation scheduling to provide our staff with accurate information. Failure to provide accurate information could result in essential equipment and space not being available. Date, arrival time, and number of participants and rooms, should be confirmed at least one week in advance.

2. Parking is allowed in designated areas only and all vehicles must remain on established roads.

3. Emergency Numbers, in addition to 911:

Richard Page, Manager, Facilities Operations: Pager — 1-800-256-5659 #2678

Oklahoma Poison Control Center: 1-800-522-4611

Marshall County Sheriff (Madill, Oklahoma): 580-795-2221

Marshall Memorial Hospital: 580-795-3384

This hospital is located in Madill, Oklahoma. Take Highway 377/99 north to Madill. The hospital is located in the southwest part of Madill about one (1) block north of Hwy 377/99. The emergency entrance is on the west side of the hospital.

4. UOBS facilities are the property of The University of Oklahoma (OU). Reasonable conduct is expected of all visitors and conferences at UOBS. Any damage resulting from conduct other than reasonable, becomes the responsibility of the visitor or group. Restitution for such damages must be made to OU.

- a. **No mammalian pets are allowed.**
- b. Firearms are not allowed.
- c. Fireworks are not allowed.
- d. Water gun, water balloon, and shaving cream fights are not allowed in any of the buildings.

5. Children under 12 years of age must be under adult supervision at all times.

6. Swimming is at your own risk. No safety approved swim areas or lifeguards are available. UOBS and OU assume no responsibility for the safety of participants who engage in water sports. The shoreline southwest of C building is routinely used by Station faculty, staff, and their family members for water sports. All visitors bringing boats or jet skis are asked to avoid this area. Swimming in the boathouse area or after dark is forbidden. **NOTE:** Erosion has created caving banks and drop offs along the shoreline. Please use extreme caution in these areas and avoid them after dark.

7. A boat ramp and two (2) boathouses are maintained in support of education and research. These facilities are available for the convenience of our guests, provided it does not adversely affect the ongoing teaching and research objectives of the Station. Please remember that use of these

facilities is at your convenience and your own risk. We cannot assume responsibility for personal injuries or damage to personal property. Horseplay and wading in these areas are not allowed. Anyone found abusing this privilege will be banned from the boathouses and boat ramps (NO EXCEPTIONS).

8. No fish parts are allowed in the trash cans or dumpsters. Please keep all ice chests used for fish storage outside.
9. UOBS watercraft are for supporting our research and education incentives only. They are not available for visitors or conferences.
10. UOBS uses, through a lease with the Army Corp of Engineers the Ecological Research Area (natural habitat area) that extends west from the maintained grounds of our facilities to State Highway 377/99, on the south side of the paved access road. This area is routinely used for field trips, bird watching, hiking, etc. However, this area is undeveloped land and you should enter at your own risk. Disturbing any research experiments or the wildlife in this area will result in the responsible individual(s) being banned from this area. No vehicles are permitted in this area without permission from the Director or the Manager, Facilities Operations.
11. Our facilities are on a septic system not a public sewer system. Do not use the drains to dispose of sand, mud, fish parts, etc. **Please notify the Facilities Supervisor immediately if any personal items are dropped down the drains or toilets.**
12. Many of the rooms have refrigerators available. However, cooking in the rooms is not allowed.
13. No storm alert system or storm shelters are available at UOBS. Tornado Instructions are posted in all buildings indicating the safest areas and those that should be avoided. UOBS staff members or conference coordinators that are aware of emergency weather situations will sound the dinner bell.
14. Fire extinguishers and fire alarms are for emergency use only. Evacuation plans are posted in all buildings.
15. UOBS is a field station and is located in a natural environment. Poison ivy, poison oak, green briar, etc. is abundant in the area, as well as fire ants and the brown recluse spider (fiddle backs). Please use caution when planning activities outdoors to avoid any fire ant mounds. The bites are extremely painful. The fiddle back spider is normally found in dark, undisturbed areas. Pictures to identify the spider can be provided. Seek immediate medical attention for spider bites to avoid serious medical conditions.
16. Research buildings and areas, maintenance areas, and storage shed and buildings are restricted to authorized personnel. Should you need to talk with the Manager, Facilities Operations, please ask the Administrative Secretary or Office Assistant in the Main office to page him for you. Also, all work requests can be turned in to the Main office.
17. Food services, menus, meal schedules, and dining room use should be arranged with University Housing and Food Service representatives (Frank Henry, Glenda Oltermann, or their designee). This includes arrangements for breaks and social hours, ice chest use, access to ice makers, etc. Food service arrangements should be confirmed 10 days to 2 weeks prior to your arrival with guaranteed numbers on meals provided. The kitchen is restricted to food service personnel only. Meals are served buffet style with diners expected to pick up their own trays and dishes.

Faculty and Staff:

Dr. Lawrence J. Weider, Director
e-mail: ljweider@ou.edu phone: 405-325-7438

Dr. William J. Matthews, Professor
e-mail: wmatthews@ou.edu

Dr. Gary Wellborn, Assistant Professor
e-mail: gwellborn@ou.edu

Donna R. Cobb, Assistant to the Director
e-mail: dcobb@ou.edu phone: 405-325-7430
pager: 1-800-256-5659, #6560

Richard K. Page, Manager, Facilities Operation
e-mail: rpage@ou.edu phone: 405-325-7434
pager: 1-800-256-5659, #2678

Malon Ward, Facilities Maintenance Person

Kelli D. Brown, Administrative Secretary
e-mail: kbrown@ou.edu phone: 405-325-7431

Tammie Cluck, Housekeeper

Norman office:

Susan Bayliss, Secretary
e-mail: sbayliss@ou.edu phone: 405-325-5391

ADVICE OF DEPOSIT LOG

See Excel file — Advice of Deposit log

COLLECTION LOG

See Excel file — Collection Log

BURSAR DEPOSIT FORM

See Word file — Bursar Deposit Form

Biological Station

