



GENERAL GUIDELINES FOR LAB AND COLLECTION USE

The Environmental Archaeology Program laboratory and collections are supervised by the curator, **Dr. Kitty Emery** (273-1919, kemery@floridamuseum.ufl.edu) and collection manager, **Nicole Cannarozzi** (ncannarozzi@floridamuseum.ufl.edu).

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.

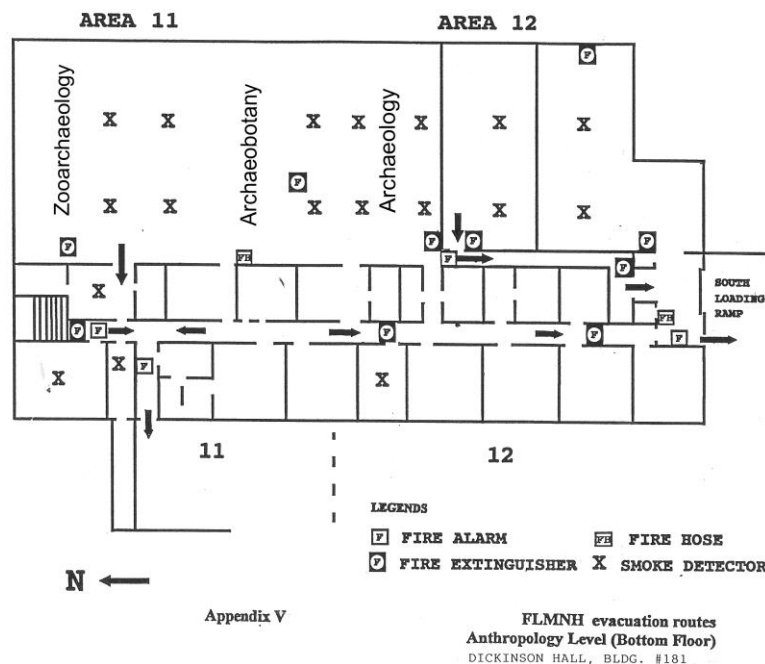
1. Permission to use the lab's facilities and collections should be arranged through the curator. Lab space and work time should be scheduled in advance. Even if you have permission for work in another area of the Museum, please do not work in the EAP collections without permission of the EAP curator and an orientation meeting.
2. The laboratory is open for work between 9 a.m. and 5 p.m., Monday through Friday. The lab is closed after hours, on weekends, and university holidays. Work during these times is discouraged and requires written approval of the curator.
3. All personnel working in or visiting Dickinson Hall must check in at the main reception desk on first arrival and must wear an FLMNH name badge at all times.
4. Always obtain permission from the curator or curatorial staff 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.
5. If you run out of supplies, use the last of something, break something, or discover a problem with comparative or archaeological specimens, please let the curator and curatorial staff know.
6. 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.
7. Smoking is not permitted anywhere in Dickinson Hall or on campus – the University of Florida is a smoke free institution.
8. Lab computer use is regulated by the University of Florida and FLMNH Office of Museum Technology (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 curatorial staff.
9. Please note that social media postings with regard to official research of UF or the FLMNH collections are not permitted. If you wish to take photographs, please consult with the EAP staff.
10. This is a shared workspace, so please always be courteous. 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.
11. Please do not have food or drink (except water in covered containers) anywhere in the range or computer rooms. Use the lounge across the hall. If you use the EAP sink for dishes, be sure to wash them immediately, and please do not leave food debris in the sink. These rules are for reasons of pest control and are important for the maintenance and safety of our collections.
12. 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 by the side door and gather on Museum Rd across the street from the Museum OR exit the building by the back door and gather on Newell Drive down the hill 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 curatorial staff 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 curator or staff 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 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
- **EAP information for visiting researchers:**
<https://www.floridamuseum.ufl.edu/envarch/collections/visiting-researchers/>

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