



## GUIDELINES FOR LAB AND COLLECTION USE

The Environmental Archaeology Program laboratory and collections are supervised by the curator and collection manager, **Nicole Fuller** ([352-273-1926](tel:352-273-1926), [fullern@floridamuseum.ufl.edu](mailto:fullern@floridamuseum.ufl.edu)). This document provides detailed information to facilitate your research. Please contact us with any specific questions and please let us know if we can do anything to make your work more efficient and productive.

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### General Lab Use

The laboratory is open between 9 a.m. and 5 p.m., Monday through Friday. The lab is closed after hours, on weekends, and on university holidays.

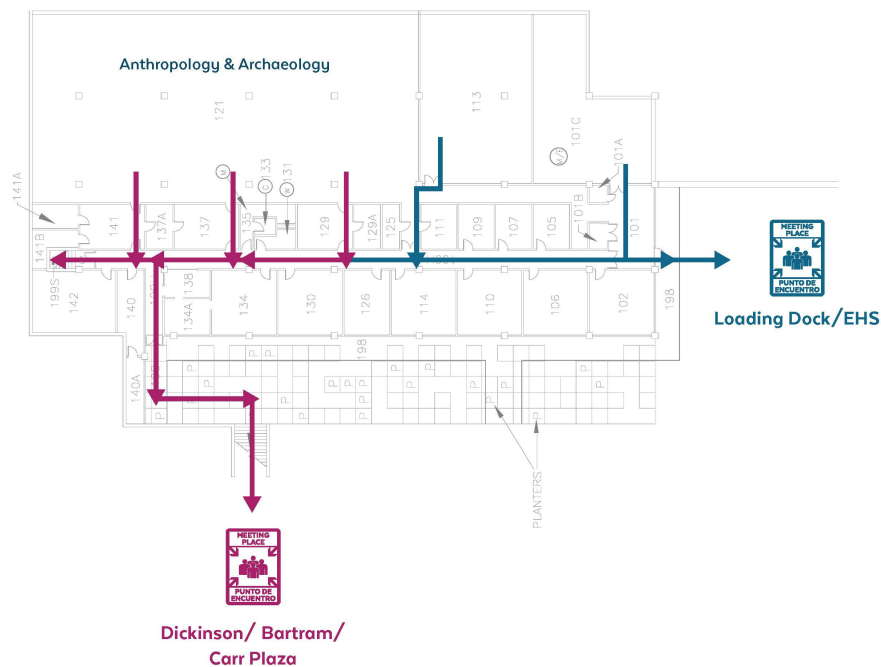
- Permission to use the lab's facilities and collections should be arranged through the curator and/or collection manager. Lab space and work time will be scheduled in advance. Even if you have permission for work in another area of the Museum, please do not work in the EAP collections without permission of the EAP curator and an orientation meeting.
- All personnel working in or visiting Dickinson Hall must check in at the main reception desk on first arrival and must always wear an FLMNH name badge. Temporary visitor badges are provided at the main reception desk.
- 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.
- While working in the EAP laboratory, please keep work areas clear and organized. Be aware of safety and make sure that sharps and chemicals are stored and used correctly. Closed toe shoes must be worn while in the lab.
- **No food or drink (except water in covered containers) is permitted in the lab spaces.** Store all food and drink in the break room across the hall from the lab. **Do not use the EAP sink for anything other than lab related tasks or washing hands.** Rinsing or washing of food containers is not permitted. These rules exist to protect our collections from pest damage and ensure their long-term preservation and safety.
- If you run out of supplies, break something, or discover a problem with comparative or archaeological specimens, let the collections manager know. Do not try to fix any issues yourself.
- Smoking is not permitted anywhere in Dickinson Hall or on campus – the University of Florida is a smoke free institution.
- 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 coordinate with the curator or collection manager to request access. 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.

- **Please note that social media postings with regard to official research of UF or the EAP collections are not permitted.** If you wish to take photographs, please consult with the EAP curator or collection manager.
- 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. Do not distract other lab users with loud, non-work related conversation. If you wish to listen to music, please use headphones and appropriate volume.
- The Anthropology floor consists of spaces dedicated to North Florida Archaeology, South Florida Archaeology and Ethnography, Historical Archaeology, Caribbean Archaeology, and Bioarchaeology. **Do not work in other collections or other collections spaces without permission from those collections' curators/collection managers. EAP collections may not be removed to other spaces without permission from EAP.**

## Health and Safety (Dickinson Hall)

Fire Alarms: All volunteers, interns, students, visiting researchers and employees have been informed of fire-related risks, appropriate evacuation routes, and fire drill protocols, in the case of fire alarm (real or as a drill), exit the building via the Social Sciences door and gather on Dickinson/Bartam/Carr plaza, or exit via the loading dock and gather in the loading dock/EHS area.

### Evacuation Routes out of Dickinson Hall (Anthropology floor)



Injuries: **In the case of life threatening injuries, call 911 or UPD (392-1111).**

Minor injuries such as cuts and bruises can be treated by the curatorial staff with materials in the first aid kit located in the labeled drawer next to the sink. If you have a serious but non-life threatening injury, please tell the curator or staff at once. Expenses will be covered by workers' compensation if you are a UF student, staff, or have signed up as a volunteer. Please see page 10 for the UF Worker's Compensation Policy.

More information regarding FLMNH Health and Safety policies may be found on pages 6-9. 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:** <https://www.floridamuseum.ufl.edu/about/ethics/>
- **FLMNH Collections Policy:** <https://www.floridamuseum.ufl.edu/collections/policy/>
- **FLMNH Computing Policies:** <https://my.floridamuseum.ufl.edu/omt/policies/>
- EAP information for visiting researchers:  
<https://www.floridamuseum.ufl.edu/envarch/collections/visiting-researchers/>

## Zoological Comparative Collection Use

Comparative specimens and associated data are essential for our research and must be treated with care. The comparative collection is a valuable resource only if the species identifications are correct and the specimens unmixed. Please follow the simple guidelines below when using comparative materials:

- Always obtain permission from the curator or collection manager before using the comparative collections. The collection manager will provide an overview of how to select specimens from the shelves. Ideally, please provide a list of species you will want to use, preferably in taxonomic order, so that these can be pulled before you arrive (two weeks minimum is required).
- Notify the collection manager of any mixed, broken, un-numbered, or apparently mis-identified specimens. The collection manager is responsible for maintenance of the collections.
- For easier access to individual bones, comparative specimens may be spread out on a plastic tray, but not directly on the tabletop without a container. Specimens should be kept separate (i.e. do not mix elements from multiple specimens by laying them out on a single tray/box). Make sure all elements, sub-boxes and vials are returned to the specimen box after use.
- During your stay, please store your comparative materials in the area designated by the collection manager.
- For specimens stored on shelving units in the range - never stack more than two comparative specimens on top of each other and never stack a larger box on top of a smaller box as it can make the stacks unstable.
- Some of the comparative specimens are sided. If so, the left element is marked with a small red dot.
- **If you are interested in photographing or measuring specimens, an EAP Research and Publication Request must be submitted in advance. These data will be curated with other data collected about the specimen(s).**
- When you are finished with the specimen, leave specimens for the collection manager to reshelve, **do NOT return it to the collection yourself.** All specimens must be checked and returned to the shelves by the collection manager.

In addition to standard zoological specimens, the EA lab has other resources you may want to consult (ask the collection manager how to access these resources):

- Synoptic fish otolith and atlas collections
- Photographic atlases of select fish elements, domestic species, Mesoamerican fauna, and Central American Unionid clams.
- Labeled and/or articulated skeletons

For your information, the comparative collection is arranged systematically within class (Mammals, Birds, Reptiles, Amphibians, Actinopterygii, Chondrichthyes) according to Simpson's classification. The folder hanging at the front of the collection room is a useful resource for systematic collection access:

- A. Within class, orders are systematic

- B. Within orders, families are systematic
- C. Within families, genera are alphabetic
- D. Within genera, species are alphabetic
- E. All undetermined species are found at the beginning of each genus
- F. All undetermined genera are found at the end of the family

## Botanical Comparative Collection Use

- The comparative seed collection is organized by an Englerian family arrangement with Dalla Torre and Harms family numbering. This system is outlined in Dalla Torre and Harms (1908). The specimens are arranged by genus and species within each family.  
  
Dalla Torre, C. G. de et H. Harms. Register zu de Dalla Torre et Harms: Genera Siphonogamarum ad Systema Englerianum Conscripta. W. Engelmann, Leipzig [Germany]. 1908. Facsimile reprint by Verlag von H. R. Engelmann (J. Cramer), Weinheim [Germany]. 1958. 568 pp. 28 cm.
- All new seed collection users are required to complete a collection use orientation from the EAPs collection manager or curator. The goal of this orientation is to familiarize the user with the collection arrangement and procedures for handling the specimens.
- During your stay, please store your samples in the area designated by the collection manager and put them away in taxonomic order after every use.
- You may either select a few vials or pull one drawer at a time to work with. When transporting individual vials to your work area please place them in a small box. If you select a drawer, remove only one at a time for your research. The collection manager will assist you in the initial selection of specimens.
- DO NOT OPEN VIALS unless you have permission from the collection manager.
- If permission is approved to open vials, only open one at a time to prevent any confusion and accidental mixing of identified samples.
- **If you are interested in photographing or measuring specimens, an EAP Research and Publication Request must be submitted in advance.** These data will be curated with other data collected about the specimen(s).
- Place any seeds removed for identification, morphometric, photographic, or other purposes into a petri dish, fragment packet or the like and identify with a small temporary tag as necessary (genus, species, collector, collection date or other unique identifier).
- Immediately return seeds removed for identification, morphometric, photographic, or other purposed upon completion of their use.
- **If any seeds require destruction or will be altered in any way, you are required to complete a EAP Research and Publication Request and receive written permission from the collection manager and curator.** Requests are evaluated on a case-by-case basis.
- To ensure that the specimens are returned to their proper location, please ask the collection manager to assist you.

## Archaeological Collections

### *Temporary Storage:*

- Once retrieved from pest control or removed from the freezer, the collection manager/curator will advise you regarding where you should store your temporary archaeological samples.

- Temporary archaeological samples are stored in bulk (in well-packed boxes) on the compactors, or trayed out and stored in the work area of the range or in the compactor in the appropriate area (organized by geographic area and accession number).
- Collections should always be labeled with the site name and number and project/accession number (assigned by the collection manager/curator). Printed labels will accompany the collection at all times including on the box or cabinet door/shelving unit, as well as on each individual drawer/tray inside the cabinet/on the shelves. Please see the collection manager for printed labels.

*Permanent Collections:*

- Permanent archaeological collections of the EAP are also available for research purposes. However, these are a unique and irreplaceable collection so they can only be accessed after permission has been granted by the EAP curator and collection manager via an EAP Research and Publication Request and Agreement. Access to these collections is only with assistance of EAP staff. Please ask for help and instruction if you wish to view or do research on these collections.
- Special instructions are required for handling of any USDA permitted archaeological soils (those from outside Florida and the United States). Soils may not be handled without prior authorization from the curator or EAP staff and after pre-instruction following the guidelines of the EAP Standard Operating Procedures (SOP) for Soils document.

**Incoming Material**

- All Incoming material that will be housed in the EAP Laboratory for more than a single working day, regardless of material type, or whether it is archaeological or modern, will be processed as with any other incoming material. Any material that will remain in the EAP for longer than one week will need to be discussed.
- Any incoming collection material (archaeological or modern) must be fumigated at an FM designated facility. With curator or collection manager permission, small collections may instead be fumigated using the EA freezer. The material must be logged in and out on the freezer inventory log and remain in the freezer for at least 7 days to ensure that all life stages of potential insect pests are eliminated.
- All incoming material must be logged into the “EA Receipt of Incoming Materials Log” by EAP staff on first entry into the lab. Any materials that will become part of the EAP collections must also be recorded in the EA Comparative Collection or EA Archaeological Collection databases. Copies of any accompanying permits or paperwork must be provided to the EAP for our files and will be curated as part of our permanent archives.
- Following pest-control, all materials destined to become modern comparative specimens are catalogued and prepped by the EAP staff to skeletonization at the off-site FLMNH Prep Lab.
- Following pest-control, all archaeological materials to be housed in the collections (except wet archaeobotanical specimens) must be air dried either prior to entry into the Museum or immediately after entry on clearly labeled drying racks in the wet lab area of the range, before being stored. EAP staff will assist with locating racks to avoid confusion between samples. Please request advice from our staff if your collection needs washing because our indoor facilities are not able to handle bulk soils.

## Synopsis of Museum Health and Safety Policies

*The Museum Health and Safety Committee is a standing committee reporting to the Associate Director for Operations, as delegated by the Director of the Museum. The Committee meets regularly to review health and safety issues, review accident reports, update policies and plans (e.g., the Natural Disaster/Hurricane Emergency Plan), and be trained in first aid, CPR, and defibrillation.*

Curators, collections managers, and laboratory, shop, and fabrication/design area supervisors may establish other policies and guidelines that are specific to their collections, laboratory, shop, and fabrication/design areas. The Florida Museum of Natural History [Code of Ethics](#) and [Collections Policy](#), and the [University of Florida health and safety policies](#) are the definitive source for many of the Museum's policies and practices.

### Dickinson and Powell Halls:

- It is our collective responsibility on leaving to make sure all lights and electrical appliances are off and to **make doubly sure that all doors are locked.**
- **Smoking is not permitted in University of Florida buildings.**
- **Pets (except guide dogs) are not permitted in University of Florida buildings.**
- **Telephones and Fax Machines:** The telephones and fax machines are for official use only. Brief personal local and calling card telephone calls are permitted, as long as this does not interfere with museum business. Avoid directory assistance calls as they are not free and are charged to the departmental accounts.
- **Computers and Software:** Each computer in the Museum, whether state or personal property, must have a software inventory documenting all installed software. [Software copyright laws](#) will be vigorously enforced in accordance with University standards. [FLMNH computer policies and procedures](#) are available on this Intranet under [Documents and Policies](#).
- Important safety documents, such as [Health and Safety Committee Members](#) and [Contact Numbers for Health and Safety Issues](#), are available on this Intranet under [Documents and Policies](#).

### Dickinson Hall

- **Hours:** Business hours for Dickinson Hall are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Lobby and Seminar Rooms are open in the evenings when classes are assigned to the Seminar Rooms by the University Registrar. Dickinson Hall is closed during University approved holidays. These hours of operation apply to non-permanent employees (CWS and select OPS), students, volunteers, and visitors.
- It is our collective responsibility to use common sense when **entering and exiting museum buildings**. Use unobstructed, well-lit entryways, exits, and walkways. Except in an emergency, do not use entryways or exits that are blocked by construction or that are cordoned off due to nearby construction. Do not walk or climb on the berms around Dickinson Hall.
- **Offices, range areas, and laboratories** are assigned to a division at the discretion of the Associate Director for Research and Collections, in consultation with the Associate Director for Operations and the Director.
- **Office, range, laboratory, and workspace** within a division are assigned by the curator-in-charge, the collections manager, the laboratory director, or the administrative office head.
- **After-Hours Access:** After-hours access is a privilege. Only persons assigned a key and/or access code may be in Dickinson Hall after hours. **After-hours privileges apply only to individuals and do not include**

**other guests or pets (except guide dogs).** Special exceptions may be made for guests, visiting researchers, children working with their parents, and other family members. In these cases, the visitor(s) **must** be accompanied and supervised by an individual with after-hours privileges. The Museum accepts no liability for any guests, visiting researchers, children, or other family members in the buildings after hours.

- **Visitors and guests** must report to the receptionist at the Reception Desk in the lobby. The receptionist will notify their host of the guest's arrival. Visitors and guests will not be permitted entry into any Museum building or secure area without first registering at the Reception Desk, and then only when accompanied by their host.
- **Children of Museum employees, volunteers, and researchers** may stay with their parent(s) or guardian(s) at work on a regular basis only with the approval of the parent's/guardian's immediate supervisor and the Associate Director for Research and Collections. Children must be supervised by the parent(s)/guardian(s) at all times. If the children's presence causes any kind of disturbance, the parent(s)/guardian(s) will be asked to remove their children from the building, and the privilege of having them at work on a regular basis may be revoked. Incidental visits by children of Museum personnel, including after-hours visits, are covered under the sections on visitors and guests and after-hours access. The Museum accepts no liability for visiting children.
- Due to limitations of space and for security reasons, Museum employees who are serving as teaching assistants will not be permitted to hold office hours or meet with students at the Museum. They should ask for assigned space in the University department for which they are teaching.
- The semi-circular drive at the front entrance of the building is classified as an emergency drive, not a service drive. **Parking of vehicles** in this drive is **not permitted** for any reason except unloading by approved Museum and delivery vehicles.
- **Parking Permits:** Visitors must obtain a temporary parking pass from the UF Police Department (SE Corner of Museum Rd. and Newell Dr.), and park in the areas designated for visitors. Volunteers must obtain a parking permit from their supervisors or the Museum's volunteer coordinator, and park in the areas designated on the permit. Volunteer parking permits will not be issued to anyone who is registered as a UF student or to a UF employee (including Museum employees). Museum employees may purchase a parking permit from [UF Transportation and Parking Services](#), and must park in the areas designated for their permit type. Students may purchase parking decals from UF Transportation and Parking, and must park in the areas designated for their permit type.
- **Campus Mail Service** is for official business correspondence only. Personal stamped mail may be sent through the US Mail Service from the Museum mailroom located behind the Reception Desk.
- **Food and beverages** are restricted to designated areas including offices and lunchrooms. Food and beverages are prohibited in the ranges, laboratory areas, and libraries. Food waste and containers must be disposed of in receptacles in the designated areas only, **not** in receptacles in the ranges, laboratory areas, and libraries.
- **Equipment:** Equipment, vehicles, etc. are for official use only.
- **Specimen Storage and Fumigation:** All incoming collections, whether shipped or hand-carried by visitors, must be fumigated. Members of the Health and Safety Committee, collections managers, and laboratory directors are aware of current procedures.

- **Collections Use Policies:** Collections use policies are a function of each collections area. They are promulgated by the curator-in-charge and collections managers, and approved by the Associate Director for Research and Collections.
- **Loans:** The policies regarding loans from the Museum Collections are a function of each collections area as promulgated by the curator-in-charge and collections manager, and approved by the Associate Director for Research and Collections. The FLMNH [Code of Ethics](#) (page 6, paragraph D) and the FLMNH [Collections Policy](#) define collections accessibility.
- **Private collections:** Museum faculty, staff, volunteers, and visitors are prohibited from maintaining private collections in any Museum building or on any Museum property.
- **The storage and use of chemicals** in the Museum will be in compliance with University of Florida policies, and state and federal laws. Please consult with the members of the Health and Safety Committee, collections managers, and laboratory supervisors for information on current regulations and specific chemicals. Material Safety Data Sheets must be maintained in each range and laboratory.

## Powell Hall

- **Hours:** Powell Hall is open from 7:00 a.m. to 6:00 p.m., Monday through Saturday, and from 12:00 p.m. to 6:00 p.m., Sunday, and Holidays for employees and invited visitors. It is open to the general public from 10:00 a.m. to 5:00 p.m. Monday through Saturday, and from 1:00 p.m. to 5:00 p.m. Sunday, and Holidays. It is also open evenings for special events. Powell Hall is closed Thanksgiving and Christmas.
- It is our collective responsibility to use common sense when **entering and exiting museum buildings**. Use unobstructed, well-lit entryways, exits, and walkways. Except in an emergency, do not use entryways or exits that are blocked by construction or that are cordoned off due to nearby construction.
- **Offices, and shop and fabrication/design areas** are assigned at the discretion of the Associate Director for Exhibits and Public Programs and the Director.
- **Office, shop and fabrication/design areas, and workspaces** are assigned by the administrative office head, the shop supervisor, or the fabrication/design area supervisor.
- **After-Hours Access:** After-hours access is a privilege. Only persons assigned a key or a key pad code, may be in Powell Hall after hours. **After-hours privileges apply only to individuals and do not include other guests or pets (except guide dogs)**. Special exceptions may be made for guests, visiting researchers, tour groups, children working with their parents, and other family members. In these cases, the visitor(s) **must** be accompanied and supervised by a individual with after-hours privileges. The Museum accepts no liability for any guests, visiting researchers, children, or other family members in the buildings after hours.
- **Invited visitors and guests** should enter Powell Hall and report to the receptionist at the Reception Desk in the lobby. The receptionist will notify their host of the guest's arrival.
- **Children** of Museum employees, volunteers, and researchers may stay with their parent(s) or guardian(s) at work on a regular basis only with the approval of the parent's/guardian's immediate supervisor and the Associate Director for Exhibits and Public Programs. Children must be supervised by the parent(s)/guardian(s) at all times. If the children's presence causes any kind of disturbance, the parent(s)/guardian(s) will be asked to remove their children from the building, and the privilege of having them at work on a regular basis may be revoked. Incidental visits by children of Museum personnel,

including after-hours visits, are covered under the sections on visitors and guests and after-hours access. The Museum accepts no liability for children visiting under these circumstances.

- The semi-circular drive at the front entrance of the building is classified as an emergency drive, not a service drive. **Parking of vehicles** in this drive is **not permitted** for any reason except unloading by approved Museum and delivery vehicles.
- **Parking Permits:** Visitors must use the metered parking spaces, or obtain a temporary parking pass from the receptionist at the Reception Desk in the lobby and park in the areas designated for visitors. Volunteers must obtain a parking permit from their supervisor or the Museum's volunteer coordinator, and park in the areas designated on the permit. Volunteer parking permits will not be issued to anyone who is registered as a UF student or to a UF employee (including Museum employees). Museum employees may purchase a parking permit from [UF Transportation and Parking Services](#), and must park in the areas designated for their permit type. Students may purchase parking decals from UF Transportation and Parking, and must park in the areas designated for their permit type.
- **Campus Mail Service** is for official business correspondence only. Personal stamped mail may be sent through the US Mail Service from the Museum mailroom located in the area of the administrative offices.
- **Food and beverages** are restricted to designated areas including offices, lunchrooms, classrooms, and the Powell Hall Lobby. Food and beverages are prohibited in the exhibit areas. Food waste and containers must be disposed of in receptacles in the designated areas only, **not** in receptacles in the exhibit areas.
- **Equipment:** Equipment, vehicles, etc. are for official use only.
- **Materials Storage and Fumigation:** All incoming exhibit materials, whether shipped or hand-carried, must be fumigated. Educational materials are exempt at the discretion of the education staff, but must be restricted to designated areas such as classrooms, Education office suite, and the Lobby. Members of the Health and Safety Committee and shop and fabrication/design area supervisors are aware of current procedures.
- **The storage and use of chemicals** in the Museum will be in compliance with University of Florida policies, and state and federal laws. Please consult with member of the Health and Safety Committee, and shop and fabrication/design area supervisors for information on current regulations and specific chemicals. Material Safety Data Sheets are maintained in each shop and fabrication/design area.

Established October 15, 2003; Issued by the FLMNH Director's Office October 30, 2003.

If a non-life threatening on-the-job injury occurs, it's always advised that you report all accidents even if you think you weren't injured to AmeriSys at 1-800-455-2079. They will ask you for your location number. **Give them 0174.**

## Reporting a Work-Related Injury

In the event of a medical emergency, call 911. After ensuring that an employee receives emergency medical care, AmeriSys, the State of Florida's medical case management vendor, should also be notified of any work-related medical emergency as soon as possible by calling 1-800-455-2079.

### **If a non-life threatening on-the-job injury occurs:**

1. The injured employee and supervisor should immediately contact AmeriSys by calling 1-800-455-2079. Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment.
2. AmeriSys will determine if medical treatment is necessary, and assist the employee and supervisor in completing the First Report of Injury or Illness Form. The supervisor and employee should be prepared to provide information such as description of the injury, job title, rate of pay, department, etc. The supervisor will be asked to leave the room while the AmeriSys intake person obtains the injured employee's personal health history. AmeriSys will select an appropriate medical provider and arrange the initial appointment and any necessary follow up treatment from within the AmeriSys Workers' Compensation Services Provider Directory.
3. You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination. Maintain contact with your supervisor daily or as directed by your supervisor in order to keep him/her informed about your medical progress, on-going treatment, and prognosis for recovery. Remember: Absence from work due to a work-related injury/illness will count toward the Family and Medical Leave Act (FMLA) entitlement as set forth in the Act.
4. Read UF's modified duty statement. When your medical provider releases you to work, regardless of the limitations/restrictions you may have, you must be willing and available to return to the workplace.
5. AmeriSys will provide the State Division of Risk Management and the UF Workers' Compensation Coordinator with a copy of the completed First Report of Injury or Illness Form. After receiving notification from AmeriSys of a work-related injury, the University of Florida's Workers' Compensation Coordinator will contact the employee and supervisor to discuss any questions regarding Workers' Compensation, including but not limited to wages, time reporting, usage of leave, follow up care and absences for appointments, and modified duty.
6. Following all medical appointments, the employee must provide a copy of the Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form (DWC-25) or duty status to the supervisor. The supervisor should send the DWC-25 or duty status to the UF Workers' Compensation Coordinator, who will review the employee's status and, if applicable, the medical provider's restrictions to determine if the person is eligible for the Modified Duty Program.

***If the DWC-25 or duty status indicates that an employee is not permitted to work or if the restrictions cannot be accommodated by the department, the supervisor must contact the UF Workers' Compensation Coordinator at 352-392-4940 immediately.***

7. The supervisor must complete the Accident Investigation Report and submit it to Environmental Health and Safety and the UF Workers' Compensation Office within 24 hours of the accident. Environmental Health and Safety should be notified at 352-392-1591 of any workplace hazards immediately.

Contact the UF Workers' Compensation Office:

- If you are unable to attend a scheduled medical appointment.
- For assistance with recording your time and/or leave for doctor appointments, leaves of absence whether paid or unpaid, and/or when you are receiving workers' compensation salary indemnification benefits.
- If you have concerns related to your claim, the medical care you are receiving, or the benefits you are receiving.
- If your work unit does not provide you with modified duty work. The UF Workers' Compensation Coordinator will discuss the modified duty program and whether you may be eligible to receive workers' compensation benefits.

Questions? Contact UFWC at: (352) 392-4940 and/or via e-mail at: [workcomp@ufl.edu](mailto:workcomp@ufl.edu). You may also contact UFWC by dialing 1-800-955-8771 (TDD).

### **After Hours Work-Related Injuries**

Workers' compensation medical care coverage applies to all employees who are authorized to perform their assigned job duties – no matter what time of day or what day of the week it is. The intake unit at AmeriSys is in operation 24 hours a day / 7 days a week and should be contacted promptly to report after hours work-related injuries. AmeriSys will be able to direct the employee to a facility in their local geographic area.