

Institute for Advanced Materials and Manufacturing Cherokee Farm Facility Occupant Handbook

Revised 11/05/2021



Building Hours

The main lobby is unlocked weekdays from 7:00 am until 5:00 pm. We observe the same holiday, administrative, and inclement weather closings as the Main Campus.

<https://hr.tennessee.edu/benefits/holiday-schedule/>

Building Access Requirements

Building occupants needing after-hours card access or room keys, must have their lab PI complete an IAMM Key/Card/Office request form.

Core Lab Managers submit requests for Core Users, and Sponsors submit for Visitors/Friends of UT.

After-hour card and key requests are not available to undergraduates.

Key/Card Activation Requests

- Submit an IAMM Key/Card/Office request form.
- Requestors will receive automatically-generated email updates at their “utk.edu” email accounts.
- Keys can be picked up from Lock and Key Services, located in Greve Hall Room G15, between 7:30a.m. - 4:30 p.m., Monday through Friday.

<https://webapps.utk.edu/Facilities/AccessRequest2/>

Reserving Conference Rooms

Short group meetings for IAMM Research Groups may be arranged by emailing a room request to IAMM@utk.edu.

All other meetings and events must be submitted via Ad Astra by the event coordinator. IAMM staff only enter event requests for IAMM events.

If assistance is required with an A/V system, call OIT at 865-974-9900.

<https://events.utk.edu/>

Computers and Printers

Communal Printers are available in G006 and 316. Please email IAMM@utk.edu to request access.

**Please do not print files from the Internet or cloud-based applications. If a printing error occurs contact OIT at 865-974-9900.

Phones and Ports

IAMM will cover the cost for one data port per lab and one emergency phone per lab. IAMM will cover the cost for one faculty office phone and one data port for faculty members' primary office. Email requests to IAMM@utk.edu.

For additional ports or phones, contact your department's business office.

Lost/Found Items

Found items can be turned in to one of the IAMM Administration staff. Items will be held in Room 140 for pick up during normal business hours: M-F, 8 a.m. – 5 p.m.

Notifications

For University Emergency Notifications sign up for: <http://www.utk.edu/utalert/>. Due to the varying data coverage throughout the building it is advised that both your cell phone number and your email address be registered.

All IAMM occupants are added to our IAMM Headquarters listserv, which provides notifications regarding upcoming events, lectures, food trucks, lab safety requirements, or building services disruption. Contact IAMM@utk.edu for more information.

Wi-Fi

Internet access is available to visitors through UT WiFi. Visitors with UTK netID and registered devices should connect to "Eduroam." Visitors with unregistered devices can connect to "UT-Open," either as Sponsored guests (requires log in by sponsor) or unsponsored guests (requires login with personal email account).

Wall Hangings (Drywall, Glass)

Occupants are **not allowed** to hang monitors, cabinets, or large artwork. Facilities Services can assist with the hanging of smaller marker boards or bulletin boards, coat hooks, picture frames etc. Email IAMM@utk.edu for more information.

Occupants will be required to cover the expenses of repairing any wall penetrations upon leaving, and to cover any labor required for more extensive installations.

We recommend the use of 3M removable hanging strips and hooks for purposes up to 5 lbs.

- Offices: Wall hangings are limited to drywall surfaces per above. Postings on interior or exterior glass are prohibited. In order to maintain our building's LEED rating we must maintain the amount of daylight "borrowed" from the offices that reaches the corridors.

- Labs: Bulletin boards and wall hangings must be non-porous, and sanitizable (no fabric, cork, paper, cardboard). Paper instructions/posters should be laminated for laboratory use.
- Corridors: Wall hangings are limited to the magnetic poster hangers adjacent to corresponding labs. Please see IAMM Administrative staff for additional magnets.

Furnishings/Appliances

- Microwave ovens and appliances with heating elements are not permitted in offices.
- Additional furnishings supplied by occupants must have IAMM approval.
- Lab furnishings and storage materials must be non-porous, non-flammable, and sanitizable (no fabric or untreated wood).
- Furniture MAY NOT be transferred between labs and offices.

Exterior and Lab Doors

- Do not prop open exterior doors, even at balconies, or let anyone in after hours that does not have badge access, for everyone's safety, and to maintain building temperature and humidity controls.
- Do not prop open lab or office doors: Labs are negatively pressurized and corridors and offices are positively pressurized to suppress the spread of chemicals, and to maintain temperature and humidity settings. Please keep lab and office doors closed to maintain air quality throughout the building.

Smoking

Smoking and Vaping are not permitted in the building or anywhere on the grounds. They are prohibited on all UT campuses. Please remind your guests.

Please dispose of smoking materials responsibly to prevent mulch / grass fires. Receptacles can also be found along the brick sidewalks throughout Cherokee Farms.

<https://bewell.utk.edu/policy/>

Animals

Only certified service animals and animals being used in research are permitted in UT owned or leased buildings.

You may contact the Office of Equity and Diversity to register service animal, and go through the University IACUC to receive approval for research animals.

Minors

Individuals under the age of 18 are allowed in the building, in general, **if accompanied by and under the supervision of a responsible adult.**

Minors are **not** permitted in laboratories unless they meet **one** of the following conditions:

- students are enrolled as lab users at the university
- are employed as lab users by UT
- are part of a guided tour through a shop/lab or participating in a supervised instructional program

And meet **ALL** of the following conditions:

- have explicit permission from that lab's PI
- are wearing proper personal protective equipment appropriate for the hazards of the lab
- are at all times under the supervision of a trained lab staff member or PI

<https://ehs.utk.edu/index.php/table-of-policies-plans-procedures-guides/minor-in-laboratories-and-shops/>

Maintenance and Modifications

For maintenance or utility issues (elevators, leaks, restrooms, lights, thermostats, etc.):

- contact IAMM@utk.edu during business hours;
- call Facilities Services One-Call at (865) 946-7777 24 hours, 7-days a week;

Building or utility modifications require a work order and a funding source.

Occupants may not modify any portion of the facility or tie into any of its utilities themselves. This work must be performed by Facilities Services.

Custodial Service

Our non-lab spaces are part of the University's T-Cleaning program. All public areas within our building are on a daily cleaning schedule. Reception, public areas, and common areas receive nightly service.

Offices, are scheduled weekly, and receive a detail vacuum. Cleared desks will be dusted.

Labs are currently the responsibility of the researchers who use them. Building Services will refill paper towels and soap. To request refills, see "Maintenance and Modifications" above.

Trash and Recycling

- Built-in waste stations can be found in the 1st Floor entrance vestibules, adjacent to the 2nd and 3rd Floor seating areas, near the 1st and 2nd Floor break areas across from the freight elevator, and inside the Ground and 3rd Floor break areas. There are separate receptacles: “Landfill” for non- recyclables, soiled containers and napkins; "Paper" for dry food-free/wax-free paper products, and “Plastics and Cans” for #1-7 plastics, aluminum cans, and steel cans.
- Office trash is "Self-Serve". Each office has received a blue recycling bin for recyclables and a gray, clip-on "tiny-trash" bin for everything else. When these fill up, take the bins to the waste stations and sort accordingly. See: <https://sustainability.utk.edu/initiatives/my-tiny-trash/>
- Laboratory trash cans will be emptied by Building Services if left near the door, inside the lab. Any (non-hazardous) materials giving off strong fumes must be bagged and sealed, or allowed to off-gas in the fume hoods, before being added to trash.
- All cardboard packing materials should be broken down, flattened and placed inside the large recycling gondola outside of the loading dock.
- All wooden shipping materials should be placed against the wall near the cardboard gondola.
- Electronic recycling can be accommodated by the E-Recycling Mail Program for smaller batteries and electronic parts: <https://recycle.utk.edu/services/e-waste-battery-recycling/>. For larger batteries and electronics, e-mail recycle@utk.edu or call 865-974-3480 to request a pickup.
- Surplus equipment can be removed and re-purposed by the Warehousing and Surplus Services. See <https://warehousing.utk.edu/> for a link to Surplus Forms.

<https://sustainability.utk.edu/>

Amenities

DI Water Stations: FOR LAB USE ONLY, are provided on each Levels G, 1, and 2 on the north-west and south-east corridors.

Flaked Ice: FOR LAB USE ONLY, can be found on Level 2, south-west corridor, just outside of room

203A.

Wellness Room 203A: includes a privacy lock, a comfortable chair, outlets and a sink. No reservation is required. This room is intended to serve as a private room for nursing parents, devotion and meditation, or other personal wellness needs.

Showers: Two, unisex showers with restroom facilities, hand-dryers, and outlets are

located at the south-east corner of Level 1. Towels and soap are NOT provided, and must be removed after use.

Food and Beverage Vending:

- Level G: Snack and soft drink vending machines, in the kitchenette adjacent to the elevator lobby. Cash and credit card.
- Level 1: Snack and soft drink vending machines are available in the 126 Kitchenette area.

Break Area Appliances:

- Communal microwave ovens are available on each floor at each break area.
- Communal microwave, refrigerator, and coffee maker are available in 101.
- Communal microwave, refrigerator, and dish washer are available in 308.

Mail and Deliveries

Incoming: Mail and parcels are received in the IAMM Mailroom 140. Occupants can pick up Monday - Friday, 9am to 4pm.

Outgoing: Trays for Inter-campus and stamped USPS mail are behind the IAMM Reception desk, 142.

FedEx packages may also be left at IAMM Reception for pickup.

Freight: Freight includes hazardous substances and crates, and is Self-Serve. Occupants should coordinate with their delivery drivers in advance and be present when they arrive at the IAMM loading dock. See: "Receiving Freight and Hazardous Deliveries"

Lab Utilities

Processed Chilled Water:	Temp. 50°F Closed Loop	55 incoming PSI Conductivity 1721	22 PSIG differential Quick-connect fittings	pH 9.5
DI Water	17.5 MΩ	ASTM Type II	Sink turrets (in designated labs & halls)	
RO Water		WHITE	Quick-connect fittings	
Nitrogen Gas	80 PSIG	BROWN	Quick-connect fittings	Purity 99.999%
Compressed Gas	100 PSIG	ORANGE	Quick-connect fittings	
Vacuum	29" Hg	YELLOW	Quick-connect fittings	

Lab utilities in the ceiling are accessed/connected to benches via color-coordinated, quick-connect hoses. For additional hoses (4', 6', 8', 10, 12' lengths) submit a Lab Hose Request form.

Personal Protective Equipment (PPE)

- Each lab must supply its researchers and visitors with the appropriate PPE (gloves, eye protections, lab coats). Lab coats can be purchase in UT Market Place (see link above).
- Lab coats can be washed at the Veterinary School:
<https://biosafety.utk.edu/biosafety-program/%20resources/lab-coat-laundry-guidance/>
- PPE is not allowed to be worn outside of the lab, unless required to transport waste or to use the Liquid Nitrogen Refill Station. If transporting waste, have a 2nd person with you or remove gloves before accessing door handles, elevator buttons, etc.

Liquid Nitrogen Filling Station

- Before you will be allowed to request access to the IAMM LN₂ Filling Station, you must be trained on your lab's custom version of the IAMM Liquid Nitrogen Filling Station SOP. A template is available here:
- Once complete send an updated copy to IAMM@utk.edu. Researchers can then use the Liquid Nitrogen Fill form on the IAMM site.
- In order to receive the key to access the station the user's signature must be on file with IAMM, and the user must have the proper PPE: a face shield, splash goggles and cryo-gloves. The user must have arms and legs covered from to wrist and ankles, and they must be wearing non- absorbent, closed-toe shoes.

“Sharps” Disposal

Custodians will dispose of properly contained lab glass and “sharps” provided they are free from hazardous waste / biohazards. Glass and sharps must be in a trash bag, which then needs to be a cardboard box and sealed with tape. The box must be labeled “Glass for Trash Disposal” and placed next to a trash can outside the lab.

Sharps that have been contaminated with hazardous waste / biohazards must be stored the same way, but must also have hazardous waste labels. These must remain in hazardous waste areas of the lab until removed by EHS or the lab for Hazardous Waste Pickup.

<https://fs.utk.edu/buildingserv/glass-disposal/>

Hazardous Waste Pickup

Hazardous waste is to be appropriately labeled and stored in designated hazardous waste storage locations in labs until containers are full. Yellow declaration labels are at the reception desk #142. Pick-up occurs at Rm G015, outside, on the loading dock. Service hours are from 1:30 to 2:30 pm, every other Tuesday.

Do not transport waste in the lobby elevators; use the freight elevator on the north-west corridors.

(865)974-5084

Ordering Lab Supplies

To order chemicals, compressed gases, or other supplies, contact your department's business office.

Pressurized Tanks

- Deliveries/removals: currently occur on Tuesdays and Thursdays at 7:45 am at the labs themselves. Please have a lab member present if you are expecting tank

delivery or removal.

- All pressurized tanks must be secured by straps once delivered or until removed.
- Hook-ups: Connecting cryogenic liquids or compressed gases to lab equipment is the responsibility of the lab, and must follow lab-specific SOP found in lab's Chemical Hygiene Plan

Chemicals and other supplies:

- Mailed deliveries will be left in the IAMM Mailroom 140. Please sign the log book before removing your item.

Receiving Freight and Hazardous Deliveries

- All large deliveries, crates, and hazardous materials arrive at IAMM's loading dock at the west end of Level G, as freight.
- All freight reception is Self-Serve. Occupants should coordinate with their delivery drivers and be present when they arrive at the loading dock.
- Include name and contact info on your delivery instructions.
- Available resources include: University movers, transport services, forklift drivers, estimators, plumbers, and electricians. Some resources require at least 24-hours advance notice and/or pre- approval of cost estimates.
- Lab members are responsible for un-crating and moving their equipment into their lab, unless professional movers are contracted.
- Labs are responsible for disposing of ALL crating and packing materials (*see Trash and Recycling*). Crates cannot be stored at IAMM – especially not in the labs due to permeability and combustibility.

Important Contact Information

Our Address:

Institute for Advanced Materials & Manufacturing
 2641 Osprey Vista Way, Knoxville, TN 37920
 Attn: [Your name & lab # here]

Emergency Response Contacts

Situation:	Entity:	Phone Number:	Note:
Emergency	Emergency Services • UT PD • KFD	911	<ul style="list-style-type: none"> Say your address, Say your name Say your emergency Say room where you will be waiting

Your Lab-Specific Important/Calling-Tree Contacts:

Contact Title	Name	Office	Day Phone#	Night Phone#
PI/Supervisor 1				
PI/Supervisor 2				
Lab Manager 1				
Lab Manager 2				

IAMM-Specific Contacts

Situation:	Entity:	Phone Number:	Note:
<ul style="list-style-type: none"> • Report outage • Report alarms • After-hours maintenance 	Facilities Services One-Call (24/7)	865-946-7777	<ul style="list-style-type: none"> • Say your Building Name • Describe the issue and urgency
A/V and OIT Assistance	OIT Help-Desk	865-974-9900	
General IAMM Building/Safety questions/concerns	IAMM Admin Staff	865-974-7415 IAMM@utk.edu	
Need help with spill clean-up or containment	Environmental Health and Safety	865-974-5084 ehs_labsafety@utk.edu	<ul style="list-style-type: none"> • Say your name, your building name, you lab number • Say what has been spilled
Property damage	Risk Management	865-974-5409	https://riskmanagement.tennessee.edu/accident-incident-reporting/
Personal injury (non-life threatening)	CorVel; 24/7 Nurse Line	1-866-245-8588; "Option 1"	https://riskmanagement.tennessee.edu/workers-compensation/