OVERVIEW

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ICTAS Vision:

To be a premier institute to advance transformative, interdisciplinary research for a sustainable future.
ICTAS MISSION:

To serve Virginia Tech, the Commonwealth of Virginia, the nation and the world through high-impact research and scholarship at the intersections of engineering, the sciences -- physical, life, and social -- and the humanities. To this end, advance the frontiers of knowledge and education, enhance the educational experience of undergraduate, graduate and professional students, and promote economic development through the creation and application of innovative research that enhances the quality of life and preserves our natural resources.
Why Orientation?

• Meet ICTAS staff and become familiar with their roles
• Gain knowledge of facility functions
• Gain knowledge of policies and why they are important

• Most importantly...

HELP US HELP YOU IN YOUR RESEARCH EFFORTS
Access

• Procedures for gaining access can be found at http://www.facilities.ictas.vt.edu/shared-equipment-and-resources/request-for-access-process/

• Must be approved by group approver before access will be granted; can take up to 2 business days after group approval to gain access—PLAN AHEAD!

• All occupants must complete required orientation and EHS training as determined by Lab Facilities Manager

• Faculty, Staff and Grad Students 24/7

• Undergrads and Volunteers (including visiting scholars) 8:00-5:00 M-F only

• PI/Supervisor must include anticipated of expiration; access will expire on this date unless a new request is completed
Guest Access

• Guests requiring Hokie Passport access, notify ictasbld@vt.edu at least 1 week prior.

• Family members (including children) are welcome
  • No children should be unsupervised in any part of the building at any time

• No children (under age 17) allowed in the labs at any time – supervised or otherwise
Space Assignments

• Lab Space – requests to ICTAS Associate Director for Research
  • Once approved, ICTAS Facilities will assist with set up/renovations

• Office Space
  • Faculty/Staff – individual offices assigned only if full-time position within ICTAS or BEAM. All other faculty/staff/students assigned shared office space
  • Post Doc – Shared office space in either a double office or group office
  • Student – Where no health and safety issue is present, first assigned space within the lab. Where health and safety issue is present or no space is remaining in lab, space assigned in group offices

• PLEASE NOTE: Space is assigned by ICTAS Facilities. Please do not take space without being assigned

• Any changes in space assignments to be reported to ICTAS Facilities
Relevant University Policies

• Heat/AC – University initiative on sustainability/energy conservation
  • Spring/Summer set points – 74 F
  • Fall/Winter set points – 68 F – please dress in layers!
  • Controlled by computer at Facilities; ICTAS cannot change thermostat controls
    • Please report any uncomfortable temperature issues to ictasbld@vt.edu

• Space Heaters – Not permitted in facility EXCEPT for low voltage models
  • Can affect temperature in other areas
  • Can trip breakers
  • Can cause fires
Relevant University Policies

• Bikes – **no bikes allowed in facility**
  • Use bike racks located outside of buildings
  • All bikes should be registered (ref. [www.facilities.vt.edu/bikereg](http://www.facilities.vt.edu/bikereg))
  • Bikes chained to handicap access areas can be impounded by Parking Services

UNIVERSITY POLICY:
[www.facilities.vt.edu/ot/alternative.bike.asp](http://www.facilities.vt.edu/ot/alternative.bike.asp)
Relevant University Policies

• Smoking

  • No smoking at any time in the facilities

  • No smoking is allowed within 25 feet of doorways or within pedestrian traffic areas

  • No smoking allowed in loading area

  • Designated smoking area is located on the south end of the building across from McBryde for Kelly Hall; at any ash urn location for ICTAS II; and near the picnic table in front of ICTAS@CRC

• Reference: [www.policies.vt.edu.1010.pdf](http://www.policies.vt.edu.1010.pdf)
Furniture & Equipment

• Furniture & Equipment managed by ICTAS
  • Do not remove from facility without approval
  • Includes lab furniture, benches, fume hoods, etc.
  • Any alterations or removal of equipment from original location must go through ICTAS facilities staff
  • Office furniture should not be moved into the labs
    • If furniture no longer needed, Facilities staff will reassign
  • **NO CLOTH CHAIRS ALLOWED IN LABS!**

• Other equipment – Equipment owned by other units or departments
  • Sole responsibility of said unit or department
    • Must provide own maintenance and inventory control

• Equipment use – Use only equipment authorized for your use
  • Misuse or damage could result in your being held financially responsible
Renovations and Maintenance

• Any renovation or alteration to the building must go through ICTAS facilities staff.
  • Must be approved by university building officials
  • Includes additions of electricity, gases, air, etc.
  • Renovations considered program-specific must be funded by program
  • Send detailed request (with drawings as appropriate) to ICTASBLD@vt.edu

• Maintenance requests (temperature problems, issues with restrooms, broken doors, elevators, cleaning issues) should be sent to ICTAS facilities staff by emailing ICTASBLD@vt.edu

• PLEASE **DO NOT** REPORT DIRECTLY TO PM OR WORK CONTROL
Common Use Spaces

• Break Rooms - Here for your convenience and use—do not abuse—be considerate of others
  • Occupants are responsible for cleaning and maintaining
    • Keep all furniture in the room
    • If you make a mess, clean it up (cleaning supplies provided)
    • Absolutely no food in sinks; put all food/trash in trash receptacles
    • Wipe off all tables and counters; clean microwave after use
    • Carpet cleaner available for spills
  • Ensure all coffee pots are turned off after use or when empty
    • Limit use of coffee pots and other small appliances to the break rooms

ICTAS does not check and/or clean refrigerators!
Common Use Spaces

• Hallways - Keep hallways and doors free from furniture, equipment and debris

• Report any spills to furniture or carpet to ictasbld@vt.edu

• Limit posting flyers to white boards at end of halls and breakrooms; DO NOT USE TAPE ON WALLS AT ANY TIME
  • Due to fire code, notices should not be posted on lab doors
  • Note: any notices not in these locations will be removed

• Vending machines located on first floor in Kelly Hall and ICTAS II, and on second floor at CRC; report any problems to ictasbld@vt.edu

• Restrooms – Be considerate of others; report any problems immediately
Common Use Spaces

• Loading Areas
  • No loading dock is available at Kelly Hall and ICTAS@CRC; lifts and carts are provided for your convenience
  • Loading dock with leveler is available at ICTAS II
  • Roll top doors – use buttons to left of each door to operate
  • CLOSE ROLL TOP DOORS WHEN DELIVERY IS COMPLETE

• Must schedule deliveries for ICTAS@CRC so that alarms can be deactivated

• CARTS AND LIFTS ARE FOR TEMPORARY USE ONLY
  • Do not keep in labs or offices; do not remove from building or bring other carts in from outside
  • Do NOT use for chemical transportation
  • Return immediately to loading area once delivery is made
Common Use Spaces

• Do not leave deliveries in loading area
  • ICTAS ASSUMES NO RESPONSIBILITY FOR THEFT OR DAMAGE OF ANY DELIVERY LEFT IN THE LOADING AREA

Request inside delivery for any item that you cannot lift. ICTAS facilities staff can provided limited support if available and scheduled in advance.

• All packaging materials (crates, boxes, wrap) must be broken down and delivered to waste marshaling located on first floor near freight elevator (press 1R on elevator) in Kelly Hall; directly ahead and to the right of elevator in ICTAS II; and for ICTAS@CRC, waste must be taken outside to the recycling area in front of the building
  • Custodial staff is not responsible
  • Do not keep boxes or packaging materials in labs or offices
  • Keep all trash, crates, boxes within waste marshaling area
Fabrication Lab

Located in Room 264 ICTAS II
Hours of operation: 10 a.m.-5 p.m.

- PCNC
- Band Saw
- Drill Press
- Polisher Grinder
- 3 D Printer
- Laser Cutter
- Metal Brake
- Vacuum Former

For access, email ictasbld@vt.edu

- Must complete EHS safety trainings as well as hands-on training
- Must be supervised by an approved shop coordinator
- Shop coordinators must also be accompanied by at least one other trained and approved person at all times
Kelly Hall Conference Rooms

- SIX conference rooms throughout the building
  - 221, 241, 321, 341, 421 & 441 (maximum occupancy 18 per room)

- Available for reservations Monday- Friday, 8 am- 5 pm
  - Special approval required for after-hours reservations
- 8 chairs around the tables with an additional 2-4 in the room - if additional chairs are needed, email ICTASBLD@VT.EDU at least 2 days prior.
- Chairs will NOT be delivered to the room once the event begins.
- Per building policies, restore the room to appropriate condition i.e, place chairs under table, wipe tables, remove notes from white board, place all equipment in the cabinet, turn off lights. Remove the trash bag and take to waste marshalling area on 1st floor if you’ve had “food.”
Kelly Hall Conference Rooms

• ICTAS Managed
  • **Rooms 221, 241 & 421**
  • Contacts for reservation
    • Angelica Melvin: [angelm6@vt.edu](mailto:angelm6@vt.edu), 231-2597
    • (Shelley Johnson: [shelleyj@vt.edu](mailto:shelleyj@vt.edu), 231-1929)
  • Locked 24/7 - must reserve & check out key from 410 Kelly; if meeting lasts past 5 p.m., return key to drop box o/s Suite 410
  • Rooms 221 & 241:
    • TV screen and phone conference capabilities
    • No computer - bring personal laptop
  • Room 421
    • Computer, TV screen, and videoconference capability
    • Use posted log-in information- not personal credentials

As a general rule, groups are placed in 221 or 241, unless video is necessary
Kelly Hall Conference Rooms

• BEAM Managed
  • Rooms 321 & 341
  Pam Stiff, pamstiff@vt.edu, 1-8191
  (Amanda Covey, amturne3@vt.edu), 1-1617)

• CIB Managed
  • Room 441
  Amanda Covey amturne3@vt.edu, 1-1617
  (Pam Stiff, pamstiff@vt.edu, 1-8191)
Kelly Hall Seminar Room

To reserve room 310

   Contact- Angelica Melvin: angelm6@vt.edu, (1-2597)

   • Available for reservations Monday- Friday, 8:00 am- 5:00 pm including setup and clean up
   • Room is locked 24/7: check-out key from 410 Suite
     • After 5:00 pm (approval only): return key to drop box outside suite 410 after locking the doors
   • Classroom style set-up: 60 chairs and 2 tables for refreshments
     • 20 additional chairs available (max room occupancy: 124)  For more chairs, email ictasbld@vt.edu at least 2 days prior to event.
     • The chairs will be placed in the room, but you, as the requester are responsible for placing the chairs around the wall space, and for stacking in a corner afterward.
     • Chairs will NOT be delivered to the room once the event begins.
     • Unlock and Lock table legs if you move them.
   • Use double glass doors; don’t use or prop open single door
   • All presentations should be brought on a flash drive
   • Video-conferences: email ictasit@vt.edu 2 weeks prior to event
   • Computer log-in information posted by LCD touch screen
   • NEVER shut down computer- Touch “System Shutdown” & “YES” to confirm on LCD screen
Kelly Hall Seminar Room

- Posters sessions and/or refreshments may be placed outside room 310 in the common area along the banister
  - Do not impede the flow of traffic
  - Two refreshment tables are available in the room. If additional are needed, email ictasbld@vt.edu at least 2 days prior to event
- Restore room to appropriate condition
  - Wipe tables off with cleaning supplies provided
  - Place chairs under tables
  - If ‘food’ has been served, tie trash and place in the rubber can in kitchen area
  - Remove notes from white board
  - Place all equipment in the cabinet
  - Turn off lights and lock door
- If major spills on the carpet, notify ictasbld@vt.edu
Café X & Lobby

**Café X**
- Is locked and must be reserved
- Setup as meeting style with 12 chairs
- Maximum Occupancy is 43 w/o tables
- NO “CATERED FOOD” EVENTS!
- You must contact ictasbld@vt.edu at least 2 days prior to event if additional chairs or alternate setup is needed. Chairs will not be delivered after the event has started.

**Main Lobby**
- May be reserved for ‘special occasions’ but must have prior approval from ICTAS administration
- Separate reservation from Café X required
- Do not move furniture!
- The facilities group ictasbld@vt.edu must be notified in order to comply with egress, etc.

Angelica Melvin: angelm6@vt.edu, 1-2597
(Shelley Johnson, shelleyj@vt.edu, 1-1929)
ICTAS II Conference Rooms

• 3 conference rooms available
  • Room 164
    • 16 chairs (10 at table + 6 around room)
    • Computer, Screen, Telephone, Laptop wall plate
    • Video-conference capability
  • Rooms 224 and 324
    • 12 chairs at table
    • Computer, Screen, Telephone, Laptop wall plate
    • No video-conference capability

• Additional chairs should NOT be brought into the rooms

• Reservations: Vicki Kaylor (ICTAS II Suite 130): vickik@vt.edu, 231-4303

• Same rules apply to these conference rooms as in Kelly Hall
  • No catering/food allowed in rooms; beverages only on credenza away from PC
ICTAS@CRC Conference Rooms

• 3 conference rooms available
  • Room 2013
    • We have 25 chairs, and can pull more in as needed. However, we do have tables in the room, so maximum occupancy would be 88.
    • Computer, Screen, Telephone, Laptop wall plate
  • Rooms 2005 and 2006
    • 12 chairs at table
    • Video-conference capability ONLY in room 2005
  • Reservations: Susette Sowers susette@vt.edu 231-0466 Backup: Leslie Sullivan leslie@vt.edu 231-7021

• Users are responsible for cleaning up after use. Return room to the original configuration. No beverages near PC. Please look carefully in 2013 to be sure it is not in use before passing through.
All Meeting Spaces....

**If you as the requester are not part of the meeting, please appoint someone in the meeting to ensure all policies are met. If policies aren’t adhered to, you/the group will forfeit rights to use the meeting rooms.**

Please read the entire policies for all rooms. These are highlights only!!
Mail

- **Kelly Hall (325 Stanger Street):**
  - Mail Codes
    - ICTAS Administration: 0193
    - BEAM: 0298
    - **All other Kelly tenants: 0196**
      - Building mailboxes
        - 4th floor across from Room 421
      - Packages
        - Work-related: Lois Hall’s office (410A) – Remember to sign the log!
        - Personal: Mailboxes across from room 421
  
- **ICTAS II (1075 Life Science Circle):**
  - Mail Code – 0917
  - Building mailboxes
    - First floor Room 117
  - Packages
    - First floor room 117 - Remember to sign the log!
Mail

• **ICTAS@CRC (1991 Kraft Drive)**
  - Mail Code – 0905 NCFL mailboxes room 1001
  - Packages
    - First floor main office 1001
  - HUME – Mail Code 0713
Need IT help?

Please send all requests to **ICTASIT@vt.edu**

More specific information about copiers, phone connections, network connections and other IT related items can be found at **www.it.ictas.vt.edu**
IT Assistance

Copiers located at each floor in Kelly Hall and ICTAS II, and second floor of the NCFL.
• Access code required for use!
• Contact ICTASIT@vt.edu for instructions.

Break/Fix support
• University owned computers and equipment
• Personal computers (to a small degree)

ICTASIT@vt.edu  www.it.ictas.vt.edu
Access to Copiers

What we need:
• Your name
• Your PID
• Which Floor Copier
• Which Building
• Who’s lab you are in
• Which lab number you are in.

If this information is included in an email to ICTASIT@vt.edu then David or Jason will get you access.

ICTASIT@vt.edu    www.it.ictas.vt.edu
IT Assistance

IT Group

IT

Jason Schroedl
IT Manager
(540) 267-5504
js@vt.edu
Bio Page

David Ashwell
IT Support
(540) 808-3678
david.ashwell@vt.edu

Dallas St. Clair
IT Support
(540)-750-3828
ds@vt.edu

ICTASIT@vt.edu
www.it.ictas.vt.edu

VirginiaTech
Research Programs in Kelly Hall

• 1st Floor
  • Center for Injury Biomechanics
  • Targeted Delivery of Nanomedicine
  • MicroN BASE
  • Cognitive Wireless Radio
  • X-Ray Systems
  • MBEDS
  • ISBET

• 2nd Floor
  • Discovery Analytics
  • Bio-Based Materials
  • Environmental Nanoscience and Technology
  • Targeted Delivery of Nanomedicine

• 3rd floor
  • School of Biomedical Engineering and Mechanics

• 4th floor
  • Sustainable Energy
  • Lab for Advanced Multifunctional Materials
  • Center for Injury Biomechanics
Research Programs in ICTAS II

• **1st Floor**
  • Nonlinear Imaging and Spectroscopy
  • Organic Nanostructures
  • Fluvial Processes
  • Pipeline Corrosion

• **2nd Floor**
  • Sustainable Biomaterials
  • Biomaterials Development
  • Humanoid Hospital
  • Materials for Nanobiology

• **3rd Floor**
  • Sustainable Water Infrastructure Management
  • Global Lab on Bioinspired Engineering
  • Sustainable Water
Research Programs in ICTAS @CRC

**1st Floor**
- ICTAS Nanoscale Characterization and Fabrication Lab
- X-Ray Imaging Lab
- Roman Research Group
- Nanoscale Phase Transformations
- Nanophotonics Lab

**2nd Floor**
- Hume Center
- CIbM
- MAAP
Lab Policies

University Chemical Hygiene Plan (OSHA Title 29 CFR 1910.1450)

• Disposal of Empty Chemical Containers
  • Containers should be triple rinsed with water
  • Labels should be removed or obliterated completely
  • **Dispose of in Broken Glass Containers!**
  • **Do Not leave in recycle bins or in loading dock area!**

• Safety Data Sheets (formerly known as Material Safety Data Sheets)
  • Keep current for all chemicals and gases used in laboratories
  • Movement of chemicals requires SDS in each location
Lab Policies

University Chemical Hygiene Plan (OSHA Title 29 CFR 1910.1450)

• **No food or drink in the labs at any time**
  • Food must never be stored in the same refrigerator as chemicals or biological samples

• **No open-toed shoes in labs**

• **No gloves should be worn outside of the lab!**

• After hours (24-hour) access to labs requires thorough understanding of the Chemical Hygiene Plan, emergency procedures, and completion of all required safety trainings
  • PI requests 24/7 access via ICTASBLD@vt.edu
  • Lab Facilities Manager works with student to complete training and obtain emergency procedures
University Chemical Hygiene Plan (OSHA Title 29 CFR 1910.1450)

Work with chemical or physical hazards (high voltage, mechanical hazards not known to be intrinsically safe) and any other work that might prove immediately dangerous to life and health (IDLH) shall not be conducted alone in any Virginia Tech laboratory. It is recommended that ALL laboratory work be conducted with a partner, a co-worker, or in proximity to others, in case of emergency.
Lab Policies

University Infection Control and Biosafety for Laboratory Workers

• The Infection Control/Biosafety Plan is designed for the following:
  • To protect all laboratory personnel from exposure to biological agents that have the potential to cause disease in humans
  • Prevent environmental contamination
  • Protect experimental materials
  • Specify the policies, procedures, and requirements for safe handling and use of biological agents
Animals in Research Facilities

- No pets other than service animals allowed in facility
  (www.policies.vt.edu/5000.pdf)

- No research animals may be kept in facility longer than 24 hours

- Reference:
  http://www.policies.vt.edu/animalresearch.php
ICTAS Lab Safety

• Safety eyewash and showers in each lab directly inside doorway

• First Aid Kit

• Safety Data Sheet Binder (lab PI responsible for keeping up to date)

• Chemical Hygiene Plan

• Infection Control/Biosafety Plan (if applicable)
Gas Storage

• Kelly Hall – located in Loading Area
• ICTAS II – located in Loading Dock
• ICTAS@CRC – near delivery area
• Locked cages will open with key issued to each lab
• Airgas delivers to cages
• When not in use, cylinder should have cover screwed into place
• Transport to and from lab in approved gas cylinder cart (cylinder must be chained)
• When in lab, cylinder must be contained in approved gas cylinder holder (strapped or chained)
RO Water and Point of Use Systems – Kelly Hall

• RO (5 Mohm, UV sterilized, 0.2 Micron postfilter) water throughout building
• Attachments to RO system must have check valve to insure RO supply will never be contaminated

• POU systems are located in both 238 and 338 ICTAS
• POU system is capable of 18Mohm water
• DI quality (15 Mohm, UV sterilized, 0.2 Micron postfilter) water throughout building – piped to each lab
• Attachments to system must have check valve to insure supply will never be contaminated
Autoclaves and Glass Wash

• Kelly Hall - Located in 238 and 338
• ICTAS II – Located in 262 and 362

• Kelly Hall
  • Autoclave and Glasswash service provided by Jake Philipoom
  • Contact ictasbld@vt.edu to request service Monday – Friday, 8AM-5PM
  • After-hours access is restricted to 2 people per lab group
  • Mandatory Autoclave Training from EHS is required before the autoclave can be used
  • Consumables are program specific

Log books must be used!
Waste Disposal

Solid Waste Disposal

• Regular Trash
  • Paper towels, Kimwipes, paper, etc.
  • Housekeeping staff will not remove trash containing gloves, pipette tips, etc.

• Biohazard Bags
  • Gloves, plates, tissue samples, etc.

• Sharps Containers (Kelly Hall– 238, 338; ICTAS II – 262, 362)
  • Pipette tips, serological pipettes, syringes, etc.
  • Anything that could create a hole in a biohazard bag!
    • Different types of sharps containers are used for different purposes. Contact Lab Facilities Manager for more information
Waste Disposal

Regulated Medical Waste

- EHS will pick up from autoclave rooms on Monday mornings (9:00AM Kelly Hall, 10:00AM ICTAS II)
- Waste must be autoclaved and placed in Regulated Medical Waste boxes – including sharps containers
- Tape and labels provided in autoclave rooms
Waste Disposal

Chemical and Liquid Waste Disposal

• Chemical waste must be labeled as hazardous
• Waste will be picked up in the lab of origin
  • Each waste container needs a Hazardous Waste form attached
• Forms can be picked up from Autumn in 425 Kelly Hall
  (or email ictasbld@vt.edu to request via campus mail)
In Case of Emergency

- Emergency Action Plan for all ICTAS facilities available upon request
- Exit signs posted throughout building
- Emergency gathering point –
  - Kelly Hall – Behind Norris Hall
  - ICTAS II – Open grassy area near Wallace Hall
  - ICTAS@CRC – Grassy area between ICTAS and TechLab
- Ensure your supervisor/PI has emergency contact information on file
- Ensure all your staff/students are on space assignments
A complete copy of the building policy and building access forms is available at the ICTAS Facilities website www.facilities.ictas.vt.edu
Contact Us

Shelley Johnson – Executive Assistant
410G Kelly Hall (540) 231-1929
shelleyj@vt.edu

Angelica Melvin – Admin. Support Specialist
410 Kelly Hall (540) 231-2597
angelm6@vt.edu

Vicki Kaylor - Admin Assistant
126 ICTAS II (540) 231-4303
vickik@vt.edu

Susette Sowers- Admin Assistant
1001 ICTAS@CRC (540) 231-4608
susette@vt.edu

Leslie Sullivan – Program Assistant
2019 ICTAS@CRC (540)-231-7021
leslie@vt.edu 231-7021

Dawn Cisek – Director of Facilities
410C Kelly Hall (540) 553-5966
dmaxey@vt.edu

Autumn Timpano – Lab Facilities Manager
425 Kelly Hall (540) 553-5511
aclapp@vt.edu

Keith Nunn – Facilities Coordinator
228 ICTAS II (540) 553-5926
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Jake Philipoom – Facilities Assistant
427 Kelly Hall (540) 557-7237
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Jason Schroedl - IT Manager
125 Kelly Hall (540) 267-5504
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Dallas St. Clair – IT Support
226 ICTAS II (540) 750-3828
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Questions?