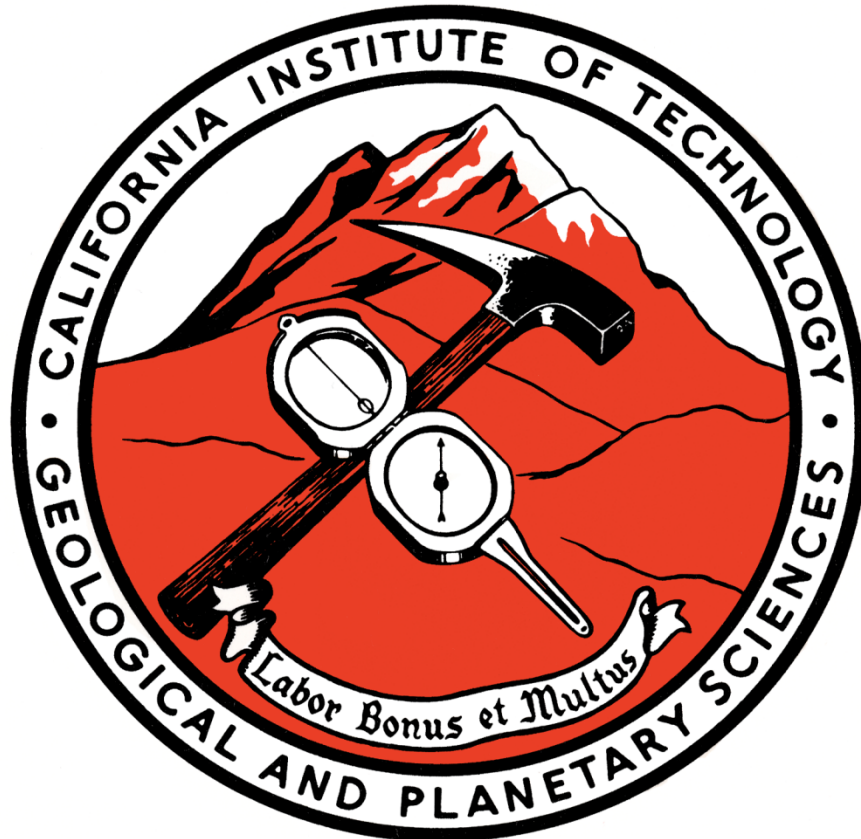# Division of Geological and Planetary Sciences

Newcomer Information Packet

Welcome to the 2023-2024 Academic Year!

This packet contains an introduction to a few important general procedures used in the Division. We collected this information to make your transition to Caltech and the Division of Geological and Planetary Sciences more pleasant and productive.

Aleen Boladian
Division Operations Officer

Table of Contents

WHO'S WHO

IN THE DIVISION ADMINISTRATIVE OFFICES

The Division administrative offices are located on the 1st floor of Arms Laboratory and include the offices of the Division Chair, Division Operations Officer, and their respective assistants.

The **Division Chair**, Prof. John Grotzinger, is responsible for the organization of all facets of the Division of Geological and Planetary Sciences. His responsibilities encompass all academic and administrative matters within the Division, as well as the direction of research activities and scientific commitments made by the faculty on behalf of the Institute.

The **Division Operations Officer**, Aleen Boladian, works in close concert with the Chair, and is responsible for Division operations, which include the financial matters, human resources, staff supervision, maintenance, improvement and assignment of physical space and virtually all of the services available within the Division. The Division Operations Officer is assisted by the *Senior Division Assistant* (Julia Zuckerman), the *Senior Administrative Assistant* (Leticia Calderon), the *Business Manager* (Julie Schoen), the *Research Technician* (Mark Garcia), and Department Managers. Questions regarding matters not related to academic affairs should be directed to the office of the Operations Officer.

The Chair is assisted in his activities by the *Division Academic Affairs Manager* (Jen Shechet) and the *Graduate Options Manager* (Julie Lee). Matters relating to academics are under the authority of the Academic Committee, chaired by the *Divisional Academic Officer* (Prof. Heather Knutson). The committee consists of a faculty representative from each of the six options in the Division (Environmental Science & Engineering, Geobiology, Geochemistry, Geology, Geophysics, and Planetary Science). Students may direct questions concerning degree requirements, courses, and other academic matters to their assigned academic advisor or the Division Academic Officer, and to the members of the Academic Committee.

CAMPUS TELEPHONES

Office and laboratory telephones are part of the campus-wide telephone telecommunications services. Questions concerning installation or use of phones within the Division should be directed first to the Sr. Administrative Assistant, Leticia Calderon, x3650. Depending on the nature of the request, she will assist you in taking the next appropriate action.

USING CAMPUS PHONES:

LOCAL CALLS:
Campus Operator: Dial 0
Campus Calls: Dial four (4) digit extension number
Emergencies: Dial 5000
Outgoing Calls:
    Area (626):   Dial 9 + seven digit phone number
    Area (213), (310), (818): Dial 9 + 1+ (area) + phone number
JPL Tie Line Calls: Dial 777 + extension
Palomar Tie Line: Dial 776 + extension

NOTE: All other outgoing calls require a Caltech authorization code, a personal credit card, or a public operator to assist in making a billed or collect call.

Emergency building phones are located outside the north door of Arms, N. Mudd, and S. Mudd. There is also one on the catwalk between Arms and N. Mudd.

LONG DISTANCE:

Calling with a Caltech Authorization Code:

A Caltech Authorization Code may be obtained by contacting the Senior Administrative Assistant (Leticia Calderon x3650) or Manager in the department (Nora Oshima, x4956 in Environmental Science & Engineering, Ulrika Terrones, x6563 in Planetary Science, and Kim Baker-Gatchalian, x2417 in the Seismo Lab). In order to obtain a code you must provide the following information: 1) your name, 2) your assigned campus office phone extension, and 3) the account number to which calls may be charged.

All Area Codes (except International): Dial 9 + 1 + (area) + phone number + (wait for tone) + six digit authorization code.

International Direct Dial Calls: Dial 9 + 011 + country code / city code + phone number + # sign + (wait for tone) + six digit authorization code.

<u>Calling with a Credit Card</u>:

Dial 9 + 1 + the toll-free number on the back of the calling card. Continue by following the instructions on the card.

<u>Operator Assisted and Direct Billed Calls</u>:

All Area Codes (except International): Dial 9 + 0+ (area) + phone number (wait for operator) + billing information.

International Direct Dial Calls: Dial 9 + 011 + country code / city code + phone number + # sign (wait for operator) + billing information.

<u>Other Useful Information</u>:

Other useful information about the phone system and its features can be found at http://imss.caltech.edu/phones. If you have specific questions, you may call the phone office for assistance.

KEYS AND SECURITY

The proximity of the Division buildings to the perimeter of the campus means that everyone must pay special attention to security within the Division. The main doors to each of the three buildings unlock at approximately 7:30 a.m. each business day (weekdays excluding holidays), and lock again between 5:00 p.m. and 5:30 p.m. Interior doors to individual offices and laboratories should be locked whenever you leave them during the day. Doors are on a special key hierarchy system and everyone in the Division is issued keys in accordance with their need to access certain facilities. The exterior doors and a few interior doors are on a magnetic/chip card system.

Access should not be given to anyone who claims to have a reason to enter a building, private office, laboratory or the Geology Library if that person does not have his/her own key or access card and is not known personally to the individual who does hold a key to the area in question.

Authorization for magnetic/chip card access and keys to Division facilities and offices are issued by Julia Zuckerman (158 Arms, jzuckerm@caltech.edu) for Arms and other Division spaces, by Nora Oshima (106A Linde Laboratory, nora@caltech.edu) for Environmental Science & Engineering, by Ruth Martinez (112 N. Mudd, rcmartin@caltech.edy) for North Mudd, by Ulrika Terrones (150 S. Mudd, uterrone@caltech.edu) for Planetary Science, by Kim Baker-Gatchalian (252B S. Mudd, kimgatch@caltech.edu) for the Seismo Lab. Card access can take up to 24 hours for activation after the request is submitted. The Caltech Lock Shop will e-mail you when your key is ready to be picked up. Take your Caltech ID to the Lock Shop located on the west side of building 84 (Human Resources) to receive a key. Keys to laboratories and private offices are restricted, and access to these areas must be authorized by the responsible faculty member.

Every Division key is marked with a special code and unique number. Institute policy requires the Division Operations Officer to maintain accurate key-holder records. Broken and lost keys should be reported to the Senior Division Assistant who can issue replacements and update the appropriate records. Students should turn in all assigned keys before final grades or stipend checks are released.

Suspicious activities, especially strangers moving equipment, should be reported to Security at extension 4701. Extension 5000 (or 626-395-5000) is for emergency, fire, police, medical, etc. Do not dial 911. Contact Security, and they will make all emergency calls and escort the responders to the appropriate place on campus for a more timely response. Report any evidence or instances of tampering or unauthorized entry to the Division Operations Officer. For anyone who must exit a secure area after dark, there is an escort service available on campus at extension 4701.

Personal property kept within the Division should be covered by homeowners or renters insurance. The Division and Institute are not responsible for lost or stolen personal

property, especially computer equipment and bicycles. It is strongly advised not to keep personal valuable items in the Division.

BICYCLE SECURITY

Based on the number of security reports received, it seems we are taking quite a hit with bike thefts in and around the GPS Division.

1. Bikes and parts of bikes are being stolen in broad daylight from well-traveled areas. Thefts have occurred from all of our rack sites.
2. Cable locks are being cut with bolt-cutters or a similar tool.
3. U-locks with cylindrical keys are being picked with ease.

We regret there is not much we can do to stop this, but we have asked Security to look into alternative solutions to secure the bike racks. A more secure parking area is available for bikes on the patio of S. Mudd near the Salvatori Seminar room. While nothing is perfect, we looked into locks that are a bit more secure and more difficult to cut than the cable or U-lock.

If you have a Kryptonite lock with a regular key, you can return it and they will re-issue the tumbler with a flat key. Look them up on www.kryptonitelock.com for more information.

Kryptonite Kryptolok Combo combination style U-lock—runs $51 – $67.
On Guard PitBull (a flat key system)—runs $46 – $60.
The above items can be purchased at the following bike shops.

Pasadena Cyclery
1670 E. Walnut St.
Pasadena, CA 91106
Phone: (626) 584-6391

Rei #63
214 N. Santa Anita Ave.
Arcadia, CA 91006
Phone: (626) 447-1062

Helen's Cycles
142 E. Huntington Dr.
Arcadia, CA 91006
Phone: (626) 447-3181

Stan's Bike Shop
732 Azusa Ave.
Azusa, CA 91016
Phone: (626) 804-7400

We highly recommend that you do not use campus bike racks as long term (i.e. more than a week) storage for your bicycle. Per the Facilities Department, there is no location on campus to store removed bicycles. Therefore, abandoned property will be removed and discarded.

BUILDING EMERGENCIES

In the event of an emergency that requires any of the GPS Division buildings to be evacuated, everyone should take their keys with them. Please also take any valuable personal items with you (i.e., purse, wallet).

As you leave your office/lab, please close the door behind you. This is for fire containment and safety.

GPS Division building exits and assembly areas are listed below:

BUILDING EMERGENCY EXIT LOCATIONS:
516 S. Catalina – West exit
Arms Building – South exit
Central Engineering Services – East exit
Linde Laboratory Building – East exit
N. Mudd Building – North exit
S. Mudd Building – East exit

EVACUATION ASSEMBLY AREAS:

PLAN A:
516 S. Catalina – Front (west) lawn close to or on the sidewalk
Arms Building – Arms Circle – East
Central Engineering Srvcs – Grassy area in front of Holliston Parking Structure
Linde Laboratory Building – Arms Circle – West
N. Mudd Building – Bechtel Mall – West
S. Mudd Building – Arms Circle – Southwest

PLAN B: *In case it is not safe to remain next to the buildings:*
516 S. Catalina – Southeast 1st Tennis Court on California Blvd.
Arms Building – Northeast 1st Tennis Court on California Blvd.
Central Engineering Services – Northeast 1st Tennis Court on California Blvd.
Linde Laboratory Building – Southeast 1st Tennis Court on California Blvd.
N. Mudd Building – Northwest 1st Tennis Court on California Blvd.
S. Mudd Building – Southwest 1st Tennis Court on California Blvd.

Please refer to GPS buildings exit paths on the GPS Safety website at
http://www.gps.caltech.edu/resources/safety-resources/evacuation-map.

INJURY REPORTING REQUIREMENTS

Employee is required to notify his/her supervisor of any injury beyond first aid immediately. In case of emergency, contact Security at ext. 5000 or (626) 395-5000.

Supervisor or Managers should verbally notify the Workers' Compensation Administrator of the injury as soon as possible, but at least within 24 hours, at ext. 4577, of any injury beyond first aid. Once notified, an Employee Claim Form for Worker's Compensation Benefits and an Employee Accident Report Form will be mailed to the injured employee. The employee will complete his/her portion of the forms and return them to mail code 168-84 within three working days of receipt of the forms.

The supervisor will investigate the incident and fill out a Supervisor's Injury Investigation Report, and mail to mail code 168-84 within three working days after the incident.

Treatment of Injuries:

For emergencies, major or serious injuries, call the Security department at ext. 5000 or (626) 395-5000 for paramedic service.

For first-aid injuries, administer first-aid treatment using the department first-aid kit.

For injuries requiring more than first aid treatment, contact the Workers' Compensation Administrator at ext. 3092 or (626) 395-3092 so that authorization can be coordinated with the appropriate medical facility.

For work-related injuries occurring after hours, holidays or weekends, either go to Huntington Hospital Emergency Room (entrance on Fairmount Avenue between Congress Street and California Boulevard in Pasadena; open 24 hours a day, 7 days a week); or go to the nearest emergency room.

The employee is responsible for supplying a medical certification (doctor's note) to their supervisor after every doctor appointment. A copy of each doctor's note should be sent to the Worker's Compensation Administrator at mail code 168-84.

Transportation of Injured Workers:

The injured employee can transport him/herself to the occupational doctor if able. If the injury is serious enough to seek medical treatment and the employee is not able to transport himself or herself to the occupational doctor, cab service or paramedics will be provided at no charge. The Security department at ext. 4701 or (626) 395-4701 will arrange for cab service for non-emergencies.

The Security department at ext. 5000 or (626) 395-5000 will contact paramedics for emergencies. Caltech discourages supervisors and co-workers from transporting injured employees due to liability issues.

For further information, go to the Workers Compensation tab on https://hr.caltech.edu/departments/disability-and-leave-administration-unit.

GPS COLLECTIONS
WEB PAGE INSTRUCTIONS

Our online division collection currently contains more than 30,000 minerals, rocks, meteorites, tektites & fossils. This database contains the following collections:

•Mineral Reference Collection

•Working Mineral Collection (for classroom and teaching use)

•Rock Collection

•GPS Mineral Museum display minerals (Gem Room)

•Meteorite/Tektite Collection

•Thesis Rock Collection

•Fossil Collection

Locality information, photographs, scanned thin sections and PDF documentation of some samples as well as where the sample is located in our department can be found in our database.

The online database for the division collection can be accessed at http://gps.divisions.caltech.edu/gps-resources/libraries-and-collections/rock-mineral-collections by clicking on "GPS Collection Database".

If you need help using the database or if you would like to check out a sample, please contact Mark Garcia at extension 6142 or at mgarcia@caltech.edu.

Revised June 20, 2019

HOW TO SEND
INTRACAMPUS MAIL

STEP 1   Locate the campus mail code on-line at http://directory.caltech.edu/.

STEP 2   Place the material to be mailed in an envelope and write the recipient's name and mail code on the front. Reuse an old envelope if possible. You can pick up some of these at any mailbox location in the four Division buildings or from any administrative assistant. Make sure you cross out the previous name on the recycled envelope.

STEP 3   At every mailbox location in the Division, you will find a slot labeled "campus mail." Put your envelope here, and it will be picked up and delivered to the appropriate campus address.

Please note that there have been thefts of first-class outgoing mail and of mail left in individual mailboxes after being opened (mail containing personal information such as credit union and bank statements). We recommend you take outgoing mail with checks and personal information directly to the post office across the street on California Blvd.

MAIL SERVICES

The campus Mail Services department is a U.S. Postal Service subcontract station located in the Keith Spalding Administrative Services Building. You can also mail items at Tech Express located at the south entrance to Lloyd House (on Olive Walk). In addition to handling services provided at most regular Post Offices, Mail Services also offers a number of other services for the convenience of faculty, students, and staff. Many of these services may be paid for by using a campus account number (POETA alias) instead of cash or personal check. Some services, like UPS, can only be charged to a campus account.

If you have large packages to mail and they are too heavy for you to carry to Central Receiving, Transportation will help you prepare a Caltech UPS Receipt (available in 170 Arms), then call Transportation (x4893) to have the items picked up from your office and delivered to Central Receiving. It is imperative that a completed shipping label be on each package and that you have indicated on the box the level of service you expect. Remember to include your phone number near the return address and the POETA (account number) to be charged in the postage stamp area.

Using the U.S. Postal Service is not the only way to send letters and packages. Caltech has contracts with several different companies across the nation and around the world who act as "remailers." These companies are private enterprises with their own delivery networks, and they are often in a position to offer mailing services at more competitive rates than those established by the U.S. Post Office. If you mark your letters and packages with the level of service you expect (air mail, Global Priority, printed matter [formerly library rate], etc.), Mail Services will see that the items are shipped via the appropriate mail carrier with whom Caltech receives the most favorable contract rates.

All UPS express mail must be taken to Mail Services in person to have the shipping receipt validated at the counter. If your item is important enough to be shipped at this high level of service, you should be willing to give it more personal attention than normally required of regular mail.

Certified mail is an appropriate choice when a signature of acceptance is important. Registered mail is an appropriate choice when the item you are sending is of sufficient value to merit insurance.

You can always call Mail Services (x6371) and get immediate instructions over the phone. It also helps to include your telephone extension in the return address of your package. Mail Services tries to contact the sender if there is a problem with, or question about, a particular package. All of the forms mentioned below are available from Mail Services.

DOMESTIC MAIL:

Note: If it is important to you that your item be tracked at every point from the place of origin to the place of delivery, choose Federal Express or UPS Express. Although bar codes now appear on everyone's shipping labels, only FedEx and UPS use a computer to locate your document anywhere along its course of travel.

- **United Parcel Service:** For next-day delivery, use the red shipping label and envelope for UPS Express Service; for 2nd-day delivery, use the blue shipping label and envelope. You must provide a street address, not a P.O. Box number, on your shipping label. UPS packages will be accepted at Mail Services until 2:00 p.m. daily, and shipping must be charged to a campus account.

- **Federal Express:** Mail Services provides a simplified Federal Express mail service to the campus. There are two types of service: Priority Service (<10:30 a.m. next day) and Standard Overnight Service. Take FedEx items to the Mail Services work room in Spalding Building (rear door South side of building) until 4:00 p.m. daily for next day service. Fill out a Caltech/FedEx Shipment Form. Attach the label to the FedEx package by placing it in the clear pouch on the FedEx Cardboard envelope by taping it on the FedEx box or container. Mail Services will take the information on the Caltech shipment label and enter it into their automated computer tracing system. The next day you will receive a copy from Mail Services which lists the date the package was sent, the airbill number assigned to it, charges, and tracking resources. Mail Services automatically forwards bills for services each month to Accounts Payable.

  The Division provides facilities for Mail services pick up of Federal Express packages during regular mail delivery times from the FedEx wire basket to the east of the Arms north entrance door. Supplies of FedEx mailing envelopes are located on a shelf in room 170 Arms. Boxes, etc., are available from Mail Services.

- **U.S. Postal Service Express Mail:** Make sure you are using the envelope designated for domestic mail. The shipping label is always the same for both domestic and international delivery. U.S. Postal Service Express Mail will be accepted at Mail Services for next-day delivery until 4:00 p.m. daily. Overnight is available to major U.S. cities, depending on zip-code (two-day service everywhere else).

- **Priority Mail:** This service is available for heavy first-class items (>15 ounces). You can use a "Priority Mail" envelope, but it is not mandatory. Heavy first-class items will automatically receive priority service and will arrive at their destinations in approximately 2-3 days average. There is a flat-rate, or "2-Pound, 2-3 Day Average," priority service also available through the U.S. Postal Service for first-class or priority mail. Use the priority mail envelope with "flat rate envelope" printed in the upper left corner to send anything weighing up to two pounds for a single rate of about $8.05. Items will be delivered to their destination within 2-3 days average (not guaranteed).

- **Media Mail:** (formerly called Library Rate): "Media Mail" is much less expensive than the printed matter rate most people are accustomed to using but can be used only for domestic mail sent to or from schools, libraries, museums or other nonprofit organizations. The address must show the name of the organization and must be sent to the attention of a specific individual within that organization. Mark the package with "Media Mail" above the address or shipping label. There is virtually no difference in the speed of delivery between library rates and printed matter rates.

INTERNATIONAL MAIL:

- **U.S. Postal Service Express Mail:** Mail sent by this express carrier has less difficulty getting through Customs, so if this could be of some concern to you send your urgent items via U.S. Postal Service Express Mail. The same label is used for international mail and domestic mail; only the outer envelopes are different. Make sure you use an international mail envelope for overseas delivery as well as a Customs form. U.S. Postal Service International Express Mail will be accepted until 4:00 p.m. International Express averaged 3-5 days.

NOTE: If it is important to you that your item be tracked at every point from place of origin to place of delivery, choose UPS Express. Although bar codes now appear on everyone's shipping labels, only Federal Express and UPS use a computer to locate your document anywhere along its course of travel. UPS can only track your package until it leaves the U.S.A. After that they can only verify when it has been delivered.

- **United Parcel Service (UPS Express):** UPS Express provides the same type of speedy service as does U.S. Postal Service Express Mail. UPS Express mail will be accepted at Central Receiving (391 S. Holliston) until 2:00 p.m. UPS Express shipments must be charged to a campus account number.

- **Federal Express:** Mail Service provides a simplified Federal Express mail service to the campus. Take FedEx items to the mail Services work room in Keith Spalding Building (rear door on south side of building) up until 4:00 p.m. daily for pick up that day. Fill out a Caltech/FedEx Shipment Form. Attach the label to the FedEx package by placing it in the clear pouch on the FedEx cardboard envelope or by taping it on the FedEx box or container. Labels for international packages should identify the contents of the packages, e.g. technical manuscripts, business papers, etc. Mail Services will take the information on the Caltech shipment label and enter it into their automated computer tracking system. The next day, you will receive a copy from Mail Services which lists the date the package was sent and the air bill number assigned to it. Mail Services automatically forward bills for service each month to Accounts Payable. There are FedEx supplies on the shelf in room 170 Arms, and in the Mail Services FedEx Department.

- **Air Mail / First Class Letters, Printed Matter, Small Packages:** International letters will be sent "Air Mail – First Class" unless otherwise noted. Small packages weighing less than 4 pounds must have a green "small packet" Customs declaration form

attached (PS Form 2976, Feb. 1989). Small packages weighing greater than 4 pounds must have a white Customs declaration form attached (PS Form 2966-A or 2966B, June 1986).

Mail Services Customer Service x 6371
USPS Tracking: 1-800-222-1811 or www.usps.com
UPS Tracking: 1-800-742-5877 or www.ups.com

FedEx Service Counter x 6008
Tracking information: 1-800-283-5355 or www.fedex.com

Caltech INSTITUTE POLICY

Acceptable Use of Electronic Information and Computing Resources

Caltech provides electronic information and computing resources (including, but not limited to, computers, computer accounts and services, networks, software, electronic mail services, electronic information sources, video and voice services, servers, websites, mobile devices, and related services) to assist members of the Caltech community in the pursuit of education and research. This policy, in conjunction with other applicable Caltech policies, sets forth the acceptable use of all electronic information resources owned or managed by Caltech (including those operated by third parties for Caltech, such as accounts or other computing services issued by third-party services for Caltech) (collectively, "**Caltech IT resources**") and describes the rights and responsibilities of Caltech and faculty, staff, students, and other members of or visitors to the Caltech community with respect to the use of these resources.

Caltech IT resources are intended to be used to carry out the legitimate business of Caltech, although some incidental personal use is permitted. Faculty, staff, students, and other members of or visitors to the Caltech community ("users") who use Caltech's electronic information resources should be guided by the Caltech Code of Conduct. Passwords and other authentication mechanisms or devices issued to users are for their use only and are not to be shared with others. Users assume responsibility for the appropriate use of Caltech IT resources and agree to comply with all relevant Caltech policies and all applicable local, state, and federal laws. Examples of inappropriate or unauthorized use of Caltech IT resources include:

- sending a communication or using electronic information resources, including websites and social media sites to illegally discriminate against, harass, defame, or threaten individuals or organizations;

- sending communications that are threatening or that may constitute stalking under Caltech's policies regarding Violence Prevention or Sex- and Gender-Based Misconduct policies;

- engaging in illegal conduct or conduct that violates Caltech policy;

- destruction of, damage to, or malicious tampering with equipment, software, or data belonging to Caltech or to others;

- disruption, interception, or unauthorized monitoring of electronic communications;

- interference with use of Caltech systems;

- bypassing or otherwise tampering with computer security systems;

- unauthorized use of accounts, access codes, or identification numbers;

- use that intentionally impedes the legitimate computing activities of others;

- use for commercial purposes;

- use for cryptocurrency mining or any other personal profit-generating activities;

- use for political or lobbying activity that jeopardizes Caltech's tax-exempt status and violates Caltech policy;

- violation of third-party intellectual property rights, including rights protected under patent, trademark, and copyright laws;

- for example, downloading, posting, or sharing copyrighted materials, or any other unauthorized use or distribution of copyrighted materials;

- violation of software license terms;

- unauthorized use of Caltech's trademarks;

- unauthorized disclosure of proprietary or confidential information;

- violations of privacy;

- academic dishonesty;

- sending social media chain mail, spam, or other junk messages;

- fraudulent activity using Caltech IT resources;

- downloading, viewing, and/or sharing of materials in violation of Caltech's policies regarding Unlawful Harassment and Sex- and Gender-Based Misconduct;

- unauthorized intrusion into computer systems;

- unauthorized security testing or scanning of Caltech IT resources or of another entity;

- sending communications that attempt to hide the identity of the sender or represent the sender as someone else;

- altering or disabling security devices or security configurations on IT assets; or

- encrypting data or systems using cryptography that has not been reviewed and approved by Caltech.

Caltech will apply this policy consistent with applicable requirements under the laws and regulations governing Caltech's operations. This policy will not be construed or applied in a manner that improperly interferes with employees' rights under the National Labor Relations Act.

Caltech IT resources are Caltech property or licensed by Caltech for Caltech's use. Users of Caltech IT resources should not have an expectation of privacy with respect to their use of these resources or any of the data, files, or other records generated by, stored, or maintained on them. For cybersecurity and other lawful purposes, Caltech may collect, store, and analyze information on both of the following: (1) any and all use of Caltech's electronic information resources and (2) any data or communications transmitted to or from, received or printed from, or created, stored, accessed, or recorded on Caltech's electronic information resources. This is true regardless of the labeling of the data, the use of encryption, the deletion of the data or communications, or any other factor.

Users of Caltech computing resources and information should understand the sensitivity level of the resources under their control and provide appropriate protection to both systems and data. Password capabilities and other authentication measures are provided to users in order to

safeguard electronic messages, data, files, and other records (including computer files and records, electronic mail, and voicemail) and computing equipment from unauthorized use. These safeguards are not intended to provide confidentiality from Caltech monitoring with respect to personal messages or files stored on electronic information resources owned or managed by Caltech.

While Caltech does not routinely examine the content of electronic mail messages or otherwise monitor individual usage, it does routinely monitor the normal operation of computing and networking resources, including network activity patterns, system logs, general and individual usage patterns, and other indicia necessary to ensure the integrity and stability of its electronic information resources.

Caltech will investigate suspected abuse, misuse, or compromise of its resources, systems, and services. Any user found to have violated this policy may be subject to disciplinary action, up to and including loss of administrative rights or network/system access, termination of employment, student expulsion, or being permanently excluded from Caltech-controlled premises.

Caltech retains the right to inspect, review, or retain the content of electronic messages or other data, files, or records generated, stored, or maintained on Caltech IT resources at any time without prior notification. Any such action will be taken for reasons Caltech, within its discretion, deems to be legitimate. These legitimate reasons may include, but are not limited to, responding to lawful subpoenas or court orders; investigating misconduct (including research misconduct); determining compliance with Caltech policies and the law; and locating electronic messages, data, files, or other records related to these purposes. Users must therefore understand that any electronic messages, data, files, and other records generated by, stored, or maintained on Caltech IT resources may be electronically accessed, reconstructed, or retrieved by Caltech even after they have been deleted.

Caltech personnel who wish to access the content of electronic mail, data, files, or other records generated, stored, or maintained by any user must request authorization as follows: (1) from the provost for any situations that require access to electronic material associated with faculty and other academic personnel; (2) from the vice president for administration and chief financial officer for staff and postdoctoral scholars at campus or the JPL director for human resources for employees and postdoctoral scholars at JPL; (3) from the vice president for student affairs for students; or (4) from the general counsel for the purposes of complying with legal processes and requirements or to preserve user electronic information for possible subsequent access in accordance with this policy. In all cases, the Office of the General Counsel should be consulted prior to deciding on whether to grant access. In the case of a time-critical matter, if the authorizing official is unavailable for a timely response, the general counsel may authorize access. Users of Caltech IT resources are advised that some authorizations already have been granted. For example, the Caltech information security team has certain authority to monitor Caltech IT resources for cybersecurity purposes.

In conclusion, the use of Caltech electronic information resources is a privilege, not a right, and Caltech may revoke this privilege or decline to extend this privilege at any time.

Suspected illegal acts involving Caltech electronic information resources may be reported to governmental authorities and may result in prosecution by those authorities. Any questions concerning the appropriate use of any of Caltech's electronic information resources or relevant Caltech policies should be directed to the provost, the general counsel, the chief information officer, the associate vice president for human resources, the JPL director for human resources, the dean of undergraduate students, or the dean of graduate studies.

Report any suspected security incident or violation via email (security@caltech.edu) or, at JPL, by calling the JPL Helpdesk (4-HELP) or via email (abuse@jpl.nasa.gov).

Related Policies:

- Nondiscrimination and Equal Employment Opportunity Policy

- Sex- and Gender-Based Misconduct Policy

- Unlawful Harassment and Abusive Conduct Policy

- IMSS Security Policies

- Caltech Network Policy

- Confidentiality of Private Information Policy

- Vulnerability Scan Policy

- DMCA Infringement Policy

- Safeguarding Export Controlled Data Policy

- Email Policies

GPS COMPUTING RESOURCES

GPS Computing Assistance:
  For computing assistance, contact the Division's help team at help-gps@caltech.edu. Include in your request a campus account number for the team to charge for their services. Their services are billed in 15 minute increments at the rate of $119.50 per hour.

GPS Linux Accounts:
  In addition to the computing resources and facilities provided by the Institute, the Division maintains a variety of shared Linux-based computing resources that are open for use by any current or new GPS member. These include a user web site http://web.gps.caltech.edu/~*username*, an FTP account and a Linux home directory space. While these resources are available, they are not required for each new GPS user. A Caltech Institute account is sufficient but also necessary to access Caltech mandatory services such as employee time reporting. In addition, a Campus account is required to access campus services such as high-speed wireless access and software made available to campus members at a steep discount or even free of charge. Should you also wish to obtain a GPS account, or should your group require it, we recommend that you please follow these steps to obtain a new GPS account:

1. **Obtain a Caltech Institute email account:** Fill out an IMSS account request form and bring it to the IMSS Help Desk in 312 Center for Student Services in person during business hours. You will need to bring your Caltech ID.

2. **Use the IMSS account request form to obtain your GPS account:** Once you have your Caltech Institute account activated bring a copy of your IMSS account request form to B157 South Mudd or 250B South Mudd. Please write on the form your department and your academic advisor/sponsor, if known, include a way to contact you once the account is ready.

For more information on how to use your GPS account and other Linux resources within the Division, please see the how-to pages at http://gps.divisions.caltech.edu/gps-resources/computing/gps-accounts/new-accounts.

GPS Windows Accounts:
  A GPS Windows account is used to gain access to Macintosh and Windows workstations in the GPS computing labs and running Windows applications from Linux workstations through the Penguin terminal server. Once you have a GPS account, please email help-gps@caltech.edu to activate a GPS Windows account.

GPS Computer Labs:
  The Division has one general purpose computer lab located in B172 Arms. This lab includes one Linux, Macintosh and Windows workstation as well as one black and white and one color printer. These are open for use by anyone in the Division. You will need a GPS account in order to use the Linux computer. Both the Macintosh and

Windows computers use a shared login. If you would like your own private accounts on either the Macintosh or Windows computer, please email your request to help-gps@caltech.edu.

The Planetary Science department maintains a computer lab for PS members located in B156 South Mudd. This lab includes many Linux and Windows workstations. If you are a PS member, you will need a GPS Linux account to use the Linux workstations and a GPS Windows account to use the Windows workstations. There is also a black and white and color printer located in the lab and a color scanner.

The Seismological Laboratory maintains a computer lab for Seismo Lab members located in 366 South Mudd. This lab includes Linux, Macintosh and Windows workstations, both black and white and color printers, and a document scanner. If you are a Seismo Lab member, you will need a GPS Linux account to use the Linux workstations and a GPS Windows account to use the Macintosh and Windows workstations.

The Division also maintains a GIS computer lab that can be made available for students and staff for a fee. Please see http://www.gps.caltech.edu/gislab for more information and how to obtain access. A GPS Windows account is a prerequisite to obtaining access to this lab, but additional steps outlined on the GIS lab page must also be followed.

PROCUREMENT SERVICES

Procurement Services is located on the 1st floor of the Keith Spalding Building. Under the leadership of the manager, buyers and support staff process purchase requisitions for the various campus departments; negotiate annual contracts, leases and other agreements on behalf of the Institute; and help requisitioners locate the supplies, equipment and services necessary to carry out the scientific, academic and administrative goals of Caltech.

There are several ways in which purchases are made at Caltech and each method carries its own specific guidelines. Since the inception of ORACLE, most purchasing is done online, so you should consult the administrative assistant for your group. A few purchasing procedures are outlined below for your information, even though in most cases the paperwork associated with your purchases will be handled by administrative assistants who will place orders through TechMart or use their P-card (a credit card issued through the Procurement Office).

Campus Services and Supplies:

The easiest way to get supplies on campus is to shop at one of the several specialty stockrooms which carry a variety of products preferred by science students. Chemistry and Biology, for example, have their own stockrooms from which anyone with a valid campus POETA (account number) may purchase lab supplies. Refer to the Personnel Directory under the name of a particular Division to locate its specialty stockroom. **The GPS Division maintains a stockroom of general office supplies only for GPS teaching, research, and administrative needs.**

Vendor Declining Balance Purchase Order:

A "Declining Balance Purchase Order" is similar to a charge account and is established for a specific period of time and a set dollar amount with a vendor who provides services and/or supplies on a frequent or regular basis to the requisitioner or research group. Declining balance forms reduce or eliminate the need to complete purchase requisitions and can, in some cases, allow the requisitioner to place orders directly with the vendor. Give all packing slips and invoices related to the declining balance purchase order to the administrative assistant for your group so that they can be processed for payment to the vendor. Check with the administrative assistant in your group to see what declining balance purchase orders may be available for your use.

Procedure for Returning Merchandise to a Vendor:

These are the steps which must be completed before a vendor will accept returned merchandise. It is always wise to contact the vendor FIRST, before you attempt to return merchandise since every business is different, and these general guidelines may not be adequate for a particular situation. The administrative assistants in each area should be able to help with this procedure:

- Call the vendor and obtain a return authorization number. You will need to explain why the material is being returned. Mark the return authorization number, usually referred to by a vendor as an "RMA" (return merchandise authorization) number, on the copy of the packing slip which will accompany the returned item, as well as on the shipping label. Without this number, no credit will be given for the cost of the broken item. This number should also be noted on your copy of the purchase requisition form or the purchase order paperwork.

- Pack the item in its original carton, if available, or in another suitable carton. Include a copy of the packing slip on which you have noted the return authorization number.

- Re-label the package and return it to the vendor via the same shipper who brought it to you. Items sent via Federal Express or regular mail should go back to the mailroom. Items sent via a shipping company of UPS should be returned to Central Receiving, along with the return form.

PETTY CASH

Faculty, students, and staff may request reimbursement for legitimate business expenses from one of five petty cash custodians in this Division (Julia Zuckerman for Geology and Geochemistry, Ruth Martinez for Geochem/Geobio/Geo, Kim Baker-Gatchalian for the Seismological Laboratory, Ulrika Terrones for Planetary Sciences and Nora Oshima for Environmental Science & Engineering) upon presentation of a receipt and a properly completed petty cash voucher. There are some specific guidelines for petty cash reimbursement:

- Petty cash funds are reserved for the reimbursement of minor expenditures only. Reimbursement is normally limited to expenditures of an amount less than $100.

- Petty cash funds are not intended to be used as a replacement for using campus accounts. For example, Bookstore transactions should be charged directly to a POETA (account number) at the time of purchase. P-Card holders should use their cards for purchasing.

- Cash advances absolutely cannot be made from the petty cash fund. This is an Institute regulation. If some sort of financing is needed to make a minor purchase, there are other ways to accomplish this: 1) use personal funds (cash, check or credit card) and then request reimbursement or 2) make arrangements in advance with the vendor to use a verbal purchase order.

- Examples of typical petty cash fund transactions include reimbursement for refreshments for sponsored student / faculty functions, local mileage within a radius of 25 miles of the campus, and postage for weekend mailings when campus Mail Services is closed.

TRAVEL

Travel Services is located on the 1st floor of the Keith Spalding Building and is responsible for making sure that any travel undertaken with funds from contracts or grants complies with applicable federal guidelines. All travel undertaken with Institute funds, regardless of the source of the funds, must comply with Internal Revenue Service guidelines and the Caltech Travel Policy. Travel Services closely reviews each Travel Expense Report submitted for reimbursement.

You always retain accountability for your Institute travel expenses and are responsible for ensuring that Institute funds are spent prudently and that all forms related to your travel are submitted in a timely manner.

The Caltech Travel Policy is at the following link: https://procurement.caltech.edu/documents/13246/travelpolicy_32520.pdf. Links to travel agreements, preferred vendors and other information relating to Institute travel can be navigated to from http://procurement.caltech.edu/travel. If you have travel questions, please call the Procurement Hotline at ext. 8900.

Travel Advances:
Non-P-card users may ask the administrative assistant for their group to help them obtain a Travel Advance no more than 30 days prior to travel. Advances are issued only to cover the estimated cost of meals and incidentals. (P-Card holders have a cash advance feature available and use that instead of requesting a travel advance.)

If you are requesting a travel advance, please do so with your group's administrative assistant at least ten days prior to your planned travel so that the assistant and Travel Services have time to process the request. The Institute issues advances in the form of a check or direct deposit. Procurement Services direct deposit is separate from direct deposit for your paycheck. The form for direct deposits may be found at https://procurement.caltech.edu/documents/25491/Direct_Deposit_Caltech_Individuals.pdf.

Checks are no longer sent to mail codes. The following payment selections are available:
- US Mail to the traveler's residence
- Direct Deposit
- Check Pickup ("Will Call") – This method is reserved for emergency situations

Airfare and Registration:
Airfare and other travel costs that are paid in advance, such as conference registration, should be paid by P-Card or by using our Institute's preferred Travel Agency (Corporate Traveler). If you do not have a P-Card, please ask your group's administrative assistant for assistance with payment of these items.

Rental Cars:

Travelers are encouraged to use preferred rental car agencies. The Institute's insurance does not provide coverage for Domestic rentals from non-preferred agencies. When renting under preferred car agencies, please decline insurance for all Domestic travel. For Foreign travel, insurance must be purchased. Preferred agencies and discount codes may be found at http://procurement.caltech.edu/travel.

Reporting Travel Expenses:

When you have returned from your trip, collect receipts and airline ticket stubs for preparing a Travel Expense Report. Remember to include on the report any travel advances, including cash advances and airfare paid to a travel agency. Travel Expense Reports are created through an online application to which administrative assistants have access. A completed and signed Travel Expense Report form should be submitted as soon as practical, but no later than 30 days after the traveler's return.

If another institution or individual has reimbursed part of the trip expenses to you, this amount must also be reported and reimbursed to Caltech. If the reimbursement check has been made payable to you, it should be endorsed on the back with "Pay to the order of Caltech only" and your signature. If a refund is due the Institute, checks made payable to Caltech should be submitted with the appropriate Travel Expense Report.

It is important to reference the trip name on all sponsored refund, personal or money order checks before they are sent to Travel Services. This allows the refund to be applied appropriately against the right trip and PTA (account number). If not referenced, it can delay the posting of the refund.

OFFSITE FIELD RESEARCH HAZARD ASSESSMENT TOOL

FACULTY/Supervisor: _____ Date: _____ Course: _____

Site / Location:	Field Trip Dates(s):

CHECK THE BOX FOR EACH POTENTIAL HAZARD(S) THAT MAY BE PRESENT ON THE FIELD TRIP		RECOMMENDED CONTROLS FOR IDENTIFIED HAZARDS
WEATHER / SEASONAL HAZARDS ASSOCIATED WITH VICINITY OF TRAVEL	☐ Cold Stress ☐ Heat Exposure ☐ Rain ☐ Snow ☐ Wind	Weather Resource: National Oceanic and Atmospheric Administration
PHYSICAL HAZARDS ASSOCIATED WITH LOCATION OF TRAVEL	☐ Desert areas ☐ Forested areas ☐ Mountainous terrain ☐ Rugged travel conditions ☐ Travel by water	
PHYSICAL HAZARDS ASSOCIATED WITH PLANNED ACTIVITY	☐ Breaking rocks ☐ Cave exploration ☐ Coring for samples ☐ Digging soil ☐ Diving ☐ Drilling through rock ☐ Filtering water	
ENDEMIC/LOCAL BIOLOGICAL HAZARDS	☐ Local diseases, i.e.- Hanta virus, Valley Fever, West Nile ☐ Insects, i.e.- bed bugs, bees, chiggers, mosquitos, snails/larvae ☐ Animals, i.e.- bats, bears, snakes	Resource: • Bureau of Land Management - Safety • Travelers' Health | CDC + State site

ADDITIONAL CONSIDERATIONS, POSSIBLE HAZARDS TO DISCUSS	☐ Individuals with specific conditions
	  ☐ Medication
	  ☐ Allergies (food/vegetation)
	☐ Traffic incidents
	☐ Flash flooding
	☐ Illness
	☐ Minor / Major injury
	☐ Wild fires
	☐ Working alone	

Additional resources maybe acquired through:

Caltech's safety website

GPS

PI/Faculty must identify the need of Personal Protection Equipment (PPE) for the type of research being conducted.

  ☐ **Respiratory Protection:** All employees required to wear a respirator, including N95 masks, must be medically cleared and fitted to wear a respirator. As part of the process, respirator users therefore must complete both (1) the respirator medical questionnaire, and (2) a respirator hazard assessment form prior to the fit test.

RESPIRATORY FIT TESTING PROCESS
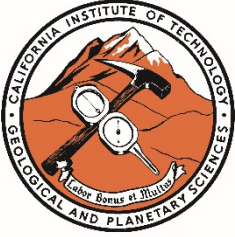
ALCOHOL POLICY

Field Geology Committee Policy on the Use of
Alcohol on Division-Sanctioned Field Trips

Caltech's Substance Abuse Policy provides that it is the policy of the Institute to maintain a work and academic environment free from drug and alcohol abuse. This policy also prohibits the unlawful use of controlled substances and alcohol as any part of the Institute's activities, either on or off campus.

This policy applies to members of the Division of Geological and Planetary Sciences who participate in field trips away from campus for educational purposes. Consistent with this policy, the consumption of alcoholic beverages (including beer and wine) by anyone under the age of 21 is prohibited on field trips. Further, field trip participants shall not consume alcohol while working in the field, or at any time when operating or riding in a motorized vehicle. During off hours (after the normal intellectual endeavors of the day are complete, either while back in field camp or in hotels, motels, restaurants, or while on public transportation or airplane flights), members are expected to act lawfully and responsibly with respect to the possession and consumption of alcoholic beverages. All local laws are to be followed, and the same expectations of behavior and conduct are to be adhered to as would apply to members of the Institute while at a conference or other meeting at an off-campus site.

The division requires that:

- No one under the drinking age of 21 consumes alcohol at any time during a division-sponsored field event.
- No designated drivers may use alcohol within an 8-hour period of driving for a trip. According to the State of California Division of Motor Vehicles (DMV) Code:
  - It is illegal to drive with a blood alcohol concentration (BAC) that is 0.08% or more.
  - Drivers under the age of 21 years, if found to have a BAC of 0.01% or more, will be subject to a driver license sanction.
- A BAC below legal limits does NOT mean that it is safe to drive. Two drinks in an hour can make anyone an unsafe driver. (Information from the California Driver Handbook.)
- It is unlawful for any person who has a 0.04 percent or more BAC to drive a commercial motor vehicle, which includes buses.
- The policy of the Division and the Institute policy will prevail over the laws of the location (e.g., no drinking under 21 in Mexico).

The Division requires that its members exercise common sense and be guided by the Caltech Honor Code in applying this policy.

Revised November 29, 2006

CALIFORNIA INSTITUTE OF TECHNOLOGY

STAFF PERSONNEL MEMORANDA

Subject:	Memo No. 8
Motor Vehicle Use Policy	Pages: 3
	Date: June 7, 2019

Approved by: Julia McCallin, Associate Vice President for Human Resources

(This supersedes Memo No. 8, dated April 13, 2012)

1.0   Purpose

Motor vehicle use is necessary for many facets of the Institute's work. Faculty, staff, students and visitors all may have occasion, as part of the research, studies or other business of the Institute to drive Institute-owned or leased motor vehicles ("Institute vehicles"). Use of rental vehicles and personal vehicles on Institute business is covered by the Caltech Travel Policy. The safety of the Institute's students, staff, faculty, visitors, and the public is a central concern for the Institute. This policy is designed to help support the safe and prudent use of Institute vehicles on Institute business.

2.0   Authorized Use

Authorized use of Institute vehicles is limited to use in the course and scope of Institute business. Institute business means use of motor vehicles in connection with Institute-sponsored activities.

3.0   Driver Eligibility for Institute Vehicles

3.1   Possess a valid American driver's license for the appropriate class of vehicle being driven.

3.2   Volunteers may not drive Institute vehicles. Guests from other institutions who have a valid American driver's license may be authorized to drive Institute vehicles only with approval of the division chair (or designee) for academic divisions or AVP level approval for administrative departments.

3.3   Submit to a motor-vehicle records check and meet the Institute's requirements as set forth in this policy. Security and Parking Services ("Security") will process DMV record check, excluding New Hires, which will be processed by Human Resources ("HR").

3.4   Disclose a three-year driving history and update this driving history any time the driver receives points on their license and/or is convicted of driving under the influence or drugs, or leaving the scene of an accident.

3.5   Complete behind-the-wheel driver training if driver: (a) is under 21 years old, (b) has less than four years driving experience, (c) is 75 years old or older, (d) has previously been denied authorization to drive an Institute vehicle for any reason, (e) will be driving a type of vehicle with which the driver has little or no experience (e.g. a large or unique vehicles), or (f) will be driving off-road or in other unique circumstances as determined by the division/department.

3.6 In case of an emergency, a driver who possesses a valid American driver's license may drive an Institute vehicle.

4.0 Motor Vehicle Records Check

A driver will be considered an ineligible driver and will therefore not be authorized to drive Institute vehicles if their driving record shows one of the following point-count totals pursuant to the California Department of Motor Vehicles Negligent Operator Treatment System (NOTS):

- 3 points in 12 months
- 5 points in 24 months
- 6 points in 36 months

No one who has had a conviction for driving under the influence of alcohol or drugs or leaving the scene of an accident within the three years prior to requesting authorization to drive an Institute vehicle will be given such authorization.

A driver who is ineligible to drive an Institute vehicle based on this section may reapply once the point-count total on their driving record drops below the points totals listed above and/or once three years has passed since a conviction for driving under the influence of alcohol or drugs or leaving the scene of an accident. However, even if they are otherwise eligible to drive an Institute vehicle based on the criteria in this policy, such drivers must complete driver-safety awareness training before authorization to drive an Institute vehicle will be granted.

5.0 Driver Responsibilities

All drivers of Institute vehicles must:

5.1 operate the vehicles in a safe and reasonable manner and in accordance with all applicable laws, regulations, and Institute requirements; special care should be taken to learn local laws when traveling outside of the country;

5.2 ensure all occupants wear their seat belts at all times that the vehicle is in motion;

5.3 before driving familiarize themselves with the vehicle and conduct a vehicle self-inspection. If there are any potential safety concerns, resolve them before driving;

5.4 pay for any traffic and parking citations issued;

5.5 make all reasonable efforts to be aware in advance of potentially hazardous weather conditions and other hazards, pay close attention to signs of driver fatigue, and pull off the road and/or reduce speed, as warranted. If a group is unable to travel due to weather conditions, driver fatigue, verified or suspected vehicle damage, or other potential hazards; they should contact their division/department or the Department of Security and Parking Services at (626) 395-4701;

5.6 in the event of an accident involving personal injury (regardless of severity), call 911. When it is safe to do so, contact Security and Parking Services at their emergency number (626) 395-5000. In addition, report all accidents to the to your division/department;

5.7 with the exception of trips provided by the Transportation and Motor Pool Chauffeur Service, volunteers, guests, and others may not ride in Institute vehicles unless their presence serves the

interests of the Institute. Except for Chauffeur Service passengers, all guests and others who ride in an Institute vehicle, who do not already have a waiver and release on file, must sign a waiver and release and return it to HR. If any individual is under 18 years old, the parents or guardian of the individual must sign a minor's medical release.

6.0 Division/Department Responsibilities

Each division or department that maintains vehicles for use or that has drivers who utilize Institute vehicles as defined by this policy must:

6.1 properly maintain its vehicles;

6.2 ensure that drivers are aware of and follow this policy;

6.3 for each potential driver, forward a copy of the driver's license and a release form signed by the driver to Security for the motor vehicle records check, with the exception of New Hires; the division/department is responsible for the cost of the motor vehicle records checks;

6.4 not allow any individual to drive an Institute vehicle unless all the driver eligibility requirements are met;

6.5 maintain a record of authorized drivers;

6.6 impose supplemental requirements to fit the specific needs of the division/department.

7.0 12 and 15 Passenger Vans

Purchase, lease, rental and use of twelve (12) and fifteen (15) passenger vans for Institute business are prohibited.

8.0 Loss of Driving Privileges/Failure to Comply

A driver may lose his/her privileges temporarily or permanently to drive on Institute business based on a failure to comply with the terms of this policy, changes to his/her driving record or license status, failure to disclose changes to his/her license status, for operating an Institute vehicle outside the scope of the activity for which use was approved, intentionally or recklessly destroying Institute property, failure to report an accident involving an Institute vehicle and/or other factors that, at the discretion of the Institute, render the driver ineligible to drive. These actions may also result in disciplinary action in accordance with Institute policy and/or adverse employment actions.

GPS PROCEDURES FOR USE OF
DIVISION FLEET VEHICLES

The Division of Geological and Planetary Sciences maintains a fleet of six specially equipped vehicles for the exclusive use of its faculty, students and staff for educational, research or professional activities. *Attachment I* is a list of all the vehicles in the Division fleet at this time. Conditions for the use of these vehicles are noted in the Institute Motor Vehicle Use policy and the GPS procedure set forth in this writing.

Who Can Request GPS Vehicles:

Only members of the Division who are on the approved driver list may use fleet vehicles on Institute business. Those requesting to drive the vehicles must abide by the Institute Motor Vehicle Use Policy. To get on the approved driver list, fill out the forms on page 35 and 36 of this packet and turn them in to Mark Garcia along with a copy of your driver's license. Once approved, participate in the Division's driver orientation with Mark Garcia. Those who may need to drive a Division vehicle are encouraged to complete this process well in advance since the approval process takes a few days. Vehicle reservations are normally prioritized in this way:

1. Geology field classes
2. Faculty research (faculty member is present on trip)
3. Meetings and conferences
4. Graduate student research charged to a grant or contract
5. Graduate student research charged to the student's personal account.
6. Institute policy prohibits the use of Division vehicles for personal business

Reserving a Vehicle:

Requests for vehicles can be made by filling out a Division Vehicle Request Form. This online form may be navigated to from the Field Vehicles Availability page at http://www.gps.caltech.edu/academics/field-trips/field-vehicle-availability. Please check the calendar on the Field Vehicles Availability page to see if a vehicle is available on the date desired prior to completing a request form.

Normally, there are enough vehicles to accommodate the desired activities for a given period. If conflicts arise, requests are accepted first by priority according to the above list, and then by the date of the request. The earliest request will normally receive a confirmed reservation. Scheduling conflicts occurring over the given period should be resolved between the faculty members. Vehicles are not reserved until a confirmation e-mail has been received from Mark Garcia.

Staging of Vehicles:

The Division vehicle fleet is parked in the California Blvd. parking structure located beneath the baseball field. Prior to staging for departure on a field excursion, the TA or faculty member can pick up the keys for the vehicle(s) and move them from the parking structure to the vehicle staging area. Division vehicles are staged for departure in the straight section of the driveway located on the south side of the Arms Building. (Note: if several vehicles are involved, the Research Technician may assist in the moving of

vehicles from the parking lot to the driveway south of Arms Laboratory.) Overnight parking is not allowed in the driveway.

Credit Cards:

At departure, vehicle keys along with a field supply room key (all equipment is to be cleaned and put away immediately upon return), and credit cards—which may be used only for gasoline purchases—are issued to the certified driver of each vehicle. The cards and keys are coded to each vehicle and should not be used to purchase gasoline for other vehicles. Drivers should clearly sign for all purchases and keep all signed receipts for gasoline and other services in the credit card pouch.

Vehicle Log Book:

Prior to the start of the trip, the driver should also fill in the general information about the trip and the starting mileage on the trip ticket in the vehicle log book. The log book will be given to the driver along with the credit cards and keys. The trip ticket provides the Research Technician and the mechanics with information about the trip which assists in billing for vehicle use and troubleshooting problems with the vehicle. Any problems with vehicle performance encountered during the trip should be recorded on the trip ticket. Repairs are made from information logged on the trip ticket.

Field Equipment:

Each vehicle is released to the certified driver with a fully stocked first-aid kit and auto tool kit located in the vehicle. If items are lost from the tool kit during the trip or if the first aid kit is used, **the driver should also note this in the forms that are in the first aid kit and toolbox so that the kits can be restocked**. These sheets are to be left in the boxes and will be collected by the Research Technician. Other field equipment and camping gear are stored in room B182 Arms, just inside the double doors to the loading area on the southeast side of the building. Any field equipment to be taken on the trip can be moved easily by trip participants from this convenient location to the vehicle staging site. Research field equipment is stored in the cage. Please check with the Research Technician.

Driver Responsibilities:

Refer to the Institute Motor Vehicle Use Policy: Driver responsibilities, section #5

Vehicles may be tracked with GPS technology, both to pinpoint vehicle location and to monitor safe driving practices, including speed. Drivers who blatantly violate speed regulations as recorded by the GPS log will have their driving privileges suspended for one year. Given existing speed regulations and uncertainties in GPS velocities, vehicles traveling at 80 mph or more for more than 10 minutes at a stretch will be deemed to have blatantly violated speed regulations.

Charges for parking tickets/traffic violations (including FasTrak violations) are the responsibility of the driver.

Smoking is prohibited in Division Vehicles.

<u>Returning a Vehicle:</u> *(as of April 1, 2013)*

Upon arrival from a trip, it is the TA's or researcher's responsibility to:

- Return the field equipment and camping gear to room B182 Arms.
- Clean and vacuum inside the vehicle with a shop vacuum provided in the field equipment storage room.
- Wash the vehicle with a hose located by the Arms driveway. If there is excessive mud and debris on the exteriors, the TA/researcher will clean the vehicle at the carwash.
- Refuel the vehicle with gas.
- Return the vehicle to the first level of the underground parking structure #3 on California Boulevard.

Rear seats and other items removed from the vehicle for the trip should be returned to the vehicle. Keys, credit cards, fuel receipts, and the completed trip/mileage card should be returned to the Research Technician in room 170A Arms. After office hours, keys, credit cards, receipts and trip tickets may be returned via the locked boxes inside room 170 Arms.

<u>Insurance and Emergency Information:</u>
Caltech provides its own insurance coverage for vehicles in the Geology Division vehicle fleet. The Certificate of Insurance is included in a vehicle packet located in the vehicle book. New drivers should familiarize themselves with this information. If a vehicle is involved in an accident, the following procedures should be followed:

1. Required information in the event of an accident is posted on the vehicle dashboard.
2. Aid anyone who might be injured.
3. Do not automatically admit fault. (This is a matter to be determined by the proper authorities after review of all the facts.)
4. Identify yourself and show your driver's license and registration card to the driver of the other vehicle. Obtain the same information from the other driver.
5. Notify local law enforcement authorities or the Highway Patrol.
6. Fill out an accident report at the scene of the accident, if possible, (see *Auto Accident Report Form* below). Return it to the Division Operations Officer (DOO). The DOO will see that copies are provided to the Insurance Office. Call the Institute Insurance Office at (626) 395-6878 as soon as possible.
7. Emergency telephone contact to Caltech Security is located on the dashboard of each vehicle.

Revised June 22, 2018

CALIFORNIA INSITUTE OF TECHNOLOGY
Division of Geological & Planetary Sciences

VEHICLE FLEET DESCRIPTION

Vehicle #	Description	Passengers	Other Equipment
1533	2007 Ford Expedition EL	2 to 9	4WD, A/C
1534	2007 Ford Expedition EL	2 to 9	4WD, A/C
1547	2014 GMC Yukon	2 to 9	4WD, A/C
1555	2023 Ford Expedition XLT Max	2 to 8	4WD, A/C, CB Radio
1556	2023 Ford Expedition XLT Max	2 to 8	4WD, A/C, CB Radio
2508	2011 Ford Crew Cab PU	2 to 6	4WD, A/C, Winch, Camper Shell

Revised September 13, 2023

California Institute of Technology
Driver Approval Form

All drivers must complete and sign before operating an Institute-owned or leased vehicle.

Driver Name: _____

Phone: _____ Email: _____

Division/Department:_____ Mail Code:_____

Driver's License Number: _____ State of Issuance: ___ Expiration Date: _____

Have more than four years' experience driving in the U.S.? _____

21 years old or older? _____ 75 years old or older? _____

Previously been denied authorization to drive an Institute vehicle for any reason? _____

Will be driving a type of vehicle with which you have little or no experience? _____

Will be driving off-road or in other unique circumstances for which the division/department requires training? _____

Any moving violations/citations/points in the last three (3) years: _____

    If yes, please provide detail: _____

I certify that the above information is to the best of my knowledge true and correct and that I have read the Caltech Vehicle Use Policy and agree to act in conformance with its terms and conditions.

_____   _____
Signature   **Date**

  Please return form to Division Operations Officer or Administrative Department Coordinator

‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒**Administration Use Only Below Line**‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒‒

Motor Vehicle Records Check Completed by Security: _____ Date: _____

Driver Training Completed (if applicable): _____Date: _____

Driver Approved by: _____Date: _____
                         Signature

                _____
                Printed Name

DISCLOSURE REGARDING DRIVING RECORD

Driver Name: _____ Date:_____

Driver's License Number:_____ State: _____ Expiration Date: _____

I understand and approve the California Institute of Technology (Caltech) obtain a driving history report about me and the information contained in the report may be used in whole or in part for the purpose of evaluating and determining my eligibility to drive an Institute vehicle. The report(s) will include the following types of information:

☐ Driving Record

The agency preparing the report identified above is:

Validity Screening Solutions
P.O. Box 860443
Shawnee, KS 66286-0443

Signature:_____ Date:_____

CALIFORNIA INSTITUTE OF TECHNOLOGY
Division of Geological and Planetary Sciences

DRIVER ORIENTATION FORM

(Print name)_____ has successfully
completed the required orientation to the Division vehicles, including:

_____1. Vehicle familiarization   _____5. Special equipment

_____2. Seat belts/safety features   _____6. Automatic shift

_____3. Changing tires   _____7. Two/four wheel operation

_____4. Accident/emergency procedures

I have read the Institute Motor Vehicle Use Policy and recognize my responsibility for safe and proper operation of all Division vehicles. I will comply with all rules of the Institute, and all applicable state and local laws.

(Sign Name): _____ Division: _____

Driver's License Number:_____State Issuing:_____

Authorized GPS Signature:_____ Date Examined:_____

Attached: Institute Motor Vehicle Use Policy
*   GPS Vehicle Procedures*

Revised March 16, 2012

Select Vehicle Request Form at http://www.gps.caltech.edu/academics/field-trips/field-vehicle-availability.

California Institute of Technology

Division of Geological and Planetary Sciences

Vehicle Request Form

For Business Use Only

Requester's Name *

First Name   Last Name

Requester's E-mail *

caltech.edu

Please enter an e-mail address ending in "caltech.edu"

Requester's Telephone *

Area Code   Phone Number

Date of Request *

2021 - 08 - 16

Year   Month   Day

Destination and Purpose of Trip (please include class number) *

Are all required permits for this trip in place? *

Choose One

Departure Date *

Year   Month   Day

Return Date *

Year   Month   Day

Faculty Sponsor's Name *

Account to be charged *

Vehicle Driver Name(s) *

Division Vehicle(s) Requested (if specific vehicles are desired)

Will you be driving on off-road terrains? *

○ Yes
○ No

Special Equipment Needed (Winch, tow rope, etc.)

Will you use a satellite phone for this trip? *

○ Yes
○ No

Will you require a GARMIN Satellite Communicator for this trip? *

○ Yes
○ No

Enter the message as it's shown *

snake

Submit

CALIFORNIA INSTITUTE OF TECHNOLOGY

Division of Geological and Planetary Sciences

SAMPLE TRIP MILEAGE CARD

Date:

CIT Vehicle No.:

Driver:

Purpose of Trip and Class No.:

Mileage on Odometer
Starting: Ending:

Comment/Service Request:

Mechanics Noted Comments:

Date:

Auto Accident Report Form

Keep In Your Glove Box

When an accident occurs:

First Steps		While Still At the Scene
• Remain calm • Get to a safe place • Check for injuries • Administer First Aid • Call police/EMT		• Get as much information as possible on this report. • Take Pictures • When the police come, cooperate and tell them what you know.

Accident Details

Day/Date/Time AM/PM	
Weather/Road Conditions	
Location of Accident	
Accident Details	

Damage Descriptions

Your Vehicle	Other Vehicle
Towing Company Name & Phone	Towing Company Name & Phone

Other Driver/Vehicle Information

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number	
Insurance Company:	
Agent Name & Phone:	
Other Drivers Name:	
Other Drivers Address:	
Other Drivers Phone:	

FORM CONTINUES ON BACK OF PAGE

Passengers/Injuries:

Your Vehicle	Other Vehicle
# Passengers:	# Passengers:

Police Information

Officer Name:	
Department:	
Phone:	
Badge Number:	
Other Info:	

Witness Information

Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	

Sketch The Accident Scene:
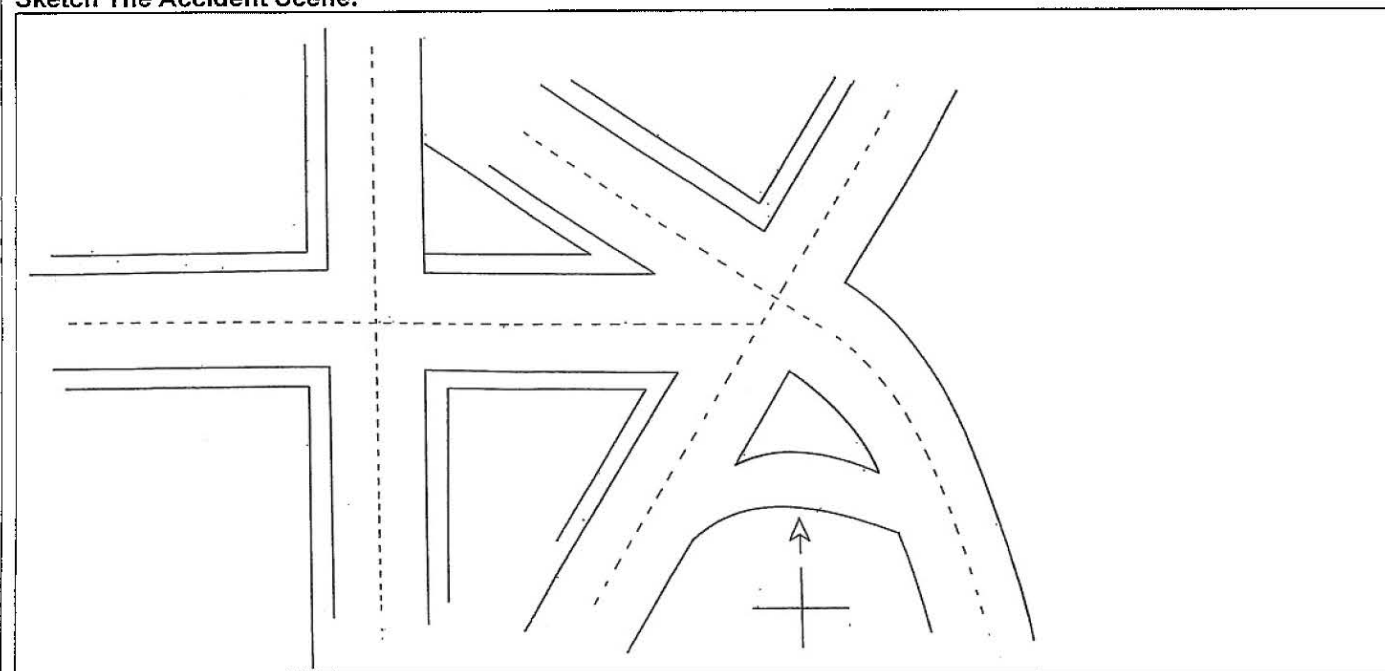
CALIFORNIA INSTITUTE OF TECHNOLOGY

Division of Geological and Planetary Sciences

Both kits are equipped with the following items, please mark the item(s) used or missing.

TOOL BOX KIT

_____ Jumper Cables
_____ Packet of Wrenches
_____ Socket Set
_____ One Roll Duct Tape
_____ Phillips/Flat Tip Screw
_____ Pliers/Channel Locks
_____ Crescent Wrench
_____ Tire Gage
_____ Five Road Flares
_____ Vice Grip Pliers
_____ Flashlight

FIRST-AID KIT

_____ Adhesive or paper tape
_____ Antibiotic ointment, individual foil packs
_____ Antiseptic, bottle of hydrogen peroxide
_____ Aspirin and non-aspirin, individual packs
_____ Benadryl stick
_____ Bleeding control kit
_____ Cold compress
_____ Emergency blanket
_____ Feminine hygiene products
_____ Non-latex gloves
_____ Twenty steri-strip bandages
_____ Six non-stick pads
_____ One compress bandage/blood stopper
_____ One large Ace bandage
_____ Instruction card splint use & general first aid
_____ Motion sickness tablets
_____ Pocket mask
_____ Saline solution for eye & wound irrigation
_____ Scissors
_____ Sling (muslin triangle)
_____ One foot & leg inflatable splint
_____ One full arm inflatable splint
_____ One full leg inflatable splint
_____ Tweezers