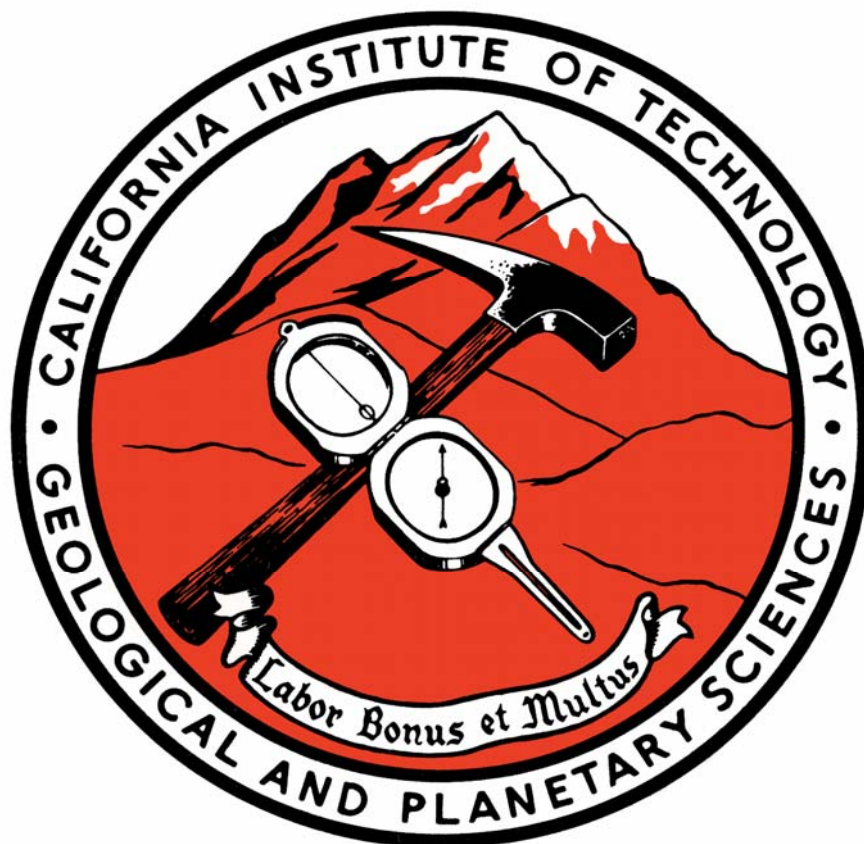


Geological and Planetary Sciences Division



Newcomer Information Packet

Welcome!

These pages contain an introduction to a few important general procedures used in the Division. The packet also includes a campus Personnel Director, a Division phone/email directory, and a few basic office supplies. This is designed to make your transition into Caltech and the Division of Geological and Planetary Sciences more pleasant and productive.

Aleen Boladian
Division Administrator

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WHO'S WHO

IN THE DIVISION ADMINISTRATIVE OFFICES

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

The **Division Chairman**, Prof. Kenneth Farley, is responsible for the organization and operation 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 Chairman is assisted in his activities by the *Division Academic Affairs Manager* (Marcia Hudson) and the *Administrative Assistant for Academic Affairs* (Dian Buchness). Matters relating to academics are under the authority of the Academic Committee, chaired by the *Divisional Academic Officer* (Professor Robert Clayton). The committee consists of a faculty representative from each of the six options in the Division (Geobiology, Geology, Geochemistry, Geophysics, Environmental Science & Engineering, and Planetary Science). Students may direct questions concerning degree requirements, courses, and other academic matters to their assigned academic advisor or the Divisional Academic Officer, and to the members of the Academic Committee.

The **Division Administrator**, Aleen Boladian, works in close concert with the Chairman, and is responsible for Division financial matters, the activities of the general Division administrative staff, the maintenance and operation of Division facilities, and virtually all of the services available within the Division. The Administrator is assisted by the *Sr. Division Assistant* (Leticia Calderon), the *Executive Assistant, Accounting* (Cathy Fontenette), the *Grant Manager* (Julie Schoen), the *Sr. Materiel Handler* (Terry Gennaro), *Curator* (Mark Garcia), and number of the Administrative Assistants and Secretaries assigned to assist specific faculty. Questions regarding matters not related to academic affairs should be directed to the office of the Administrator.

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 Division Assistant, Leticia Calderon, x6123. 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 phone are located outside the north door of Arms, N.Mudd and S. Mudd. There is also one on the catwalk.

LONG DISTANCE:

Calling with a Caltech Authorization Code:

A Caltech Authorization Code may be obtained by contacting the Division Administrator's Assistant, x 6123, or Manager in the department (Irma Black, x 6563 in Planetary Science and Viola Carter, x2417 in Seismo). In order to obtain a code you must provide three bits of information: 1) your name, 2) your assigned campus office phone extension, and 3) the account number to which calls may be charged.

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

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

Calling with a Credit Card:

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

Operator Assisted and Direct Billed Calls:

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.

Other Useful Information:

Other useful information about the phone system and its features can be found in the front of the phone directory. 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 weekday morning, and lock again at 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 card system.

Access should not be given to anyone who claims to have a reason to enter a 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 cards for keys to Division facilities and offices are issued by Leticia Calderon (158 Arms) for Arms and N. Mudd, by Irma Black (150 S. Mudd) for Planetary Science, by Viola Carter (252b S. Mudd) for Geophysics. Take the card to the Lock Shop located in the dock area of the Physical Plant building on campus 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. In these cases, the requester will be asked to obtain the appropriate authorizing signature on a Key Control form before a restricted-access key will be issued. Magnetic card access is authorized by Leticia Calderon in 158 Arms for Arms and N. Mudd, by Irma Black for Planetary Science, and by Viola Carter for Seismo.

Every Division key is marked with a special code and unique number. Institute policy requires the Division Administrator to maintain accurate key-holder records. Broken and lost keys should be reported to the 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 is for emergency, fire, police, medical, etc. Do not dial 911. Contact Security and they will make all emergency calls report any evidence or instances of tampering or unauthorized entry to the Division Administrator. 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 home-owner's or renter's insurance. The Division and Institute are not responsible for lost or stolen personal property, especially computer equipment and bicycles.

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 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.

I regret that there is not much we can do to stop this, but I have asked that Security look into alternative solutions to secure the bike racks. While nothing is perfect I have looked into a couple 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.Kryptonite.com for more information.

Kryptonite “Krypto-lock combo” combination style U-lock – runs \$25 - \$40

On Guard Pit Bull (a flat key system) – runs \$35 -- \$40.

A more secure parking area is available for bikes on the patio area of S. Mudd near the Salvatori Seminar room.

The above items can be purchased at the following bike shops.

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

Pasadena Cyclery
1670 E. Walnut St.
Pasadena, CA 91106
Phone: (626) 795-2866

Cycles Monrovia
514 S. Myrtle Ave.
Monrovia, CA 91016
Phone: (626) 357-0020

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

B & H Cycles
1516 Mission St.
South Pasadena, CA 91030
Phone: (626) 799-6788

Jones Bicycle II
2523 Huntington Dr.
San Marino, CA 91108
Phone: (626) 793-4227

BUILDING EMERGENCIES

In the event of an emergency that requires any of the Geology 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.

The geology assembly area for all three buildings is the grassy area of Arms circle (south side of Arms building). Exits should be clearly marked. If you notice one that is not, please report it to the Sr. Division Assistant at x6123. Exit paths for each building can be reviewed on the GPS Safety website at

<http://www.gps.caltech.edu/CITonly/safety/>

GPS Collections

Web Page Instructions

The Division of Geological and Planetary Sciences has a collection of 21,000+ minerals and over 7,000 rocks that can be accessed through the GPS Collections Database from the main GPS page <http://www.gps.caltech.edu> under Collections. The site can also be accessed directly at <http://search.gps.caltech.edu/collections.default.las>

The minerals and rocks are organized alphabetically and by category. Searching for a sample can be as simple as typing in the name of the sample and location of mine / quarry information in the New Search field and pressing the search button. If the sample has a photo, it will be shown to the left. Searching for rocks will be the same but if the rock suite has documentation, it can be accessed by downloading the scanned documents that are saved as PDF files. If a rock has a thin section, a photo of it and the room location where it can be found will be shown.

If you need help or are having trouble locating a sample, contact Mark Garcia at extension 6551 or at nova@its.caltech.edu

HOW TO SEND INTRACAMPUS MAIL

- STEP 1** Locate the campus address in the *Personnel Directory* (or on-line at http://www.search.caltech.edu/cit_search/). In the first section for the Directory (campus departments), the mail code is listed in the far left column on each page. In the second section (alphabetical listing by individual's name), the mail code is the first set of numbers following the name.
- 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 three Division buildings or from any administrative assistant or secretary. Make sure you cross out the previous name on the recycle 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 Lloyed 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 to be charge 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.” Theses 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 you 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 place of the origin to place of delivery, choose Federal Express or UPS Express. Although bar codes now appear on everyone's shipping labels, only FedEx and UPS actually 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 \$3.95. 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 actually 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’s 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 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. Attached 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, i.e. 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 airbill 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:

Inter-national letters will be sent “Air Mail – First Class” unless otherwise noted. Small packages weighing under 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).

“Printed Matter Air Mail” is the equivalent of “Air Mail First-Class” at campus Mail Services, and takes about the same amount of time for delivery, which is 5-10 days. The campus contract with the remailer who handles international mail gives us up to 30% discount over rates charged by the U.S. Postal Service for mailings charged to accounts.

“Surface:” can be used for sending packages that have no time limitations, and also offers the lowest rates. These items take from 6-8 weeks to arrive at their destinations.

Mail Services Customer Service x 6371

UPS Express Tracking: 1-800-222-1811 or www.ups.gov

FedEx Service Counter x 6008

Tracking information: 1-800-283-5355 or www.fedex.com



Institute Policy

INSTITUTE POLICY ON ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

Caltech provides electronic information resources (including, but not limited to, computers, computer accounts and services, networks, software, electronic mail services, electronic information sources, video and voice services, servers, WebPages, and related services) to assist members of the Institute community in the pursuit of education and research. This policy, in conjunction with other applicable Caltech policies, sets forth the acceptable use of all Caltech electronic information resources owned or managed by Caltech, and describes the rights and responsibilities of the Institute and of faculty, staff, students, and other members of the Institute community with respect to use of these resources.

Electronic information resources are intended to be used to carry out the legitimate business of the Institute, although some incidental personal use is permitted. Faculty, staff, students, and other members of the Institute community who use campus electronic information resources should be guided by the Institute's Honor System, which prohibits any member of the Institute community from taking unfair advantage of any other. In addition, faculty, staff, students, and other members of the Institute community, who use the Institute's electronic information resources, assume responsibility for their appropriate use and agree to comply with all relevant Institute policies and all applicable local, state, and federal laws.

Users of Institute electronic information resources may not use these resources for inappropriate or unauthorized purposes. Some examples of inappropriate use are:

- sending a communication or using electronic information resources, including WebPages, to discriminate against or illegally harass, defame, or threaten individuals or organizations, or to engage in other illegal conduct or conduct that violates Institute policy;
- destruction of or damage to equipment, software, or data belonging to others;
- disruption or unauthorized monitoring of electronic communications;
- interference with use of Institute systems;
- violations of computer security systems;
- unauthorized use of accounts, access codes, or identification numbers;
- use of facilities in ways that intentionally impede the legitimate computing activities of others;
- use of facilities for commercial purposes;
- use for political or lobbying activities that jeopardize the Institute's tax exempt status and therefore violate Institute policy.
- violation of copyrights, software license agreements, patent protections and authorizations, or protections on proprietary or confidential information;
- unauthorized use of Caltech's trademarks;
- violations of another's privacy;
- academic dishonesty;
- sending chain mail;
- spamming;

- intrusion into computer systems to alter or destroy data or computer programs (i.e., hacking or cracking); or
- sending communications that attempt to hide the identity of the sender or represent the sender as someone else.

Password capabilities and other safeguards are provided to members of the Caltech community in order to safeguard electronic messages, data, files, and other records (including computer files and records, electronic mail, and voice mail) from unauthorized use. In addition, the Institute will routinely follow-up on systems and/or accounts that appear to be compromised or are in the process of being compromised. However, these safeguards are not intended to provide confidentiality from the Institute with respect to personal messages or files stored on Institute systems. Electronic information resources are Institute property. Faculty, staff, students, and other members of the Institute community should not have an expectation of privacy with respect to their use of Institute electronic information resources or data, files, or other records generated, stored, or maintained on Institute resources.

The Institute may routinely examine network transmission patterns such as source/destination, address/port, flags, packet size, packet rate, and other indicia of traffic on the servers. While the Institute will not, as a routine matter, review the content of electronic messages or other data, files, or records generated, stored, or maintained on Institute electronic information systems, the Institute retains the right, within its discretion, to inspect, review, or retain the content of electronic messages and other data, files, or records generated, stored, or maintained by faculty, staff, students, or other members of the Institute community at any time without prior notification, for legitimate Institute reasons. These legitimate reasons include, but are not limited to, responding to lawful subpoenas or court orders, investigating misconduct and determining compliance with Institute policies, and locating electronic messages, data, files, or other records. Faculty, staff, students, and other members of the Institute community should also understand that electronic messages, data, files, and other records generated, stored, or maintained on Institute electronic information systems may be electronically accessed, reconstructed, or retrieved even after they have been deleted. Institute access to the content of electronic mail, data, files, or other records generated, stored, or maintained by any member of the Caltech community may only be requested 1) by the Provost, for faculty; 2) by the Associate Vice President for Human Resources for employees and 3) by the Vice President for Student Affairs, for students. In all cases, Institute access requires prior consultation with the Office of the General the Counsel.

The use of Institute electronic information resources is a privilege, not a right, and the Institute may revoke this privilege, or decline to extend this privilege, at any time. Inappropriate uses of Institute resources may result in administrative discipline up to and including separation from the Institute. Suspected illegal acts involving Institute electronic information services may be reported to state and federal authorities, and may result in prosecution by those authorities. Any questions concerning the appropriate use of any of the Institute's electronic information resources or relevant Institute policies should be directed to the Provost, the Chief Information Officer, the Associate Vice President of Human Resources Officer, the Undergraduate Dean of Students, or the Graduate Dean of Students.

INSTITUTE POLICY ON ACCEPTABLE USE OF
ELECTRONIC INFORMATION RESOURCES POLICY

JEAN-LOU CHAMEAU
PRESIDENT

SEPTEMBER, 2006

PROCUREMENT SERVICES

Procurement Services is located on the 1st floor of the Spalding Building. Under the leadership of the manager, buyers and support staff process purchased 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 on-line so you should consult the Administrative Assistant or secretary 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 and secretaries who will place orders through Tech Mart or used 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 may purchase lab supplies. Refer to the Personnel Directory under the name of a particular Division to locate its specialty stockroom. **The Geology Division maintains a stockroom of general office supplies only for teaching, research and administrative needs.**

Vendor Open Orders:

An “open order” is similar to a charge account and is established for specific period of time with a vendor who provides services and or supplies on a frequent or regular basis to the requisitioner or research group. Open orders reduce or eliminate the need to complete purchase requisitions and can, in some cases, allow the requisitioner to place orders directly with the vendor. Payment for supplies and services obtained using an “open PO” is requested by writing the purchase order number for the open order on the invoice, “okay to pay,” and your name and date and then sending it to Accounts Payable. Check with the Administrative Assistant or Secretary in your group to see what open 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 secretaries 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 two petty cash custodians in this Division (Leticia Calderon Geology and Viola Carter – Geophysics) 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 at the time of purchased.
- 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 the campus Mail Services is closed.

TRAVEL

Travel Services is located on the 1st floor of the 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 guidelines, and Travel Service closely reviews each Travel Expense Report from submitted for reimbursement. Travel forms are available at <http://procurement.caltech.edu>

Travel Advances:

Non-P-card users may submit a Travel Advance Request no more than 30 days prior to travel. Advances are issued only to cover the estimated cost of meals, incidentals, and local transportation. (P-Card holders have a cash advance feature available and may not use the Travel Advance form to request an advance.)

If you are completing the Travel Advance Request form, please do so at least seven or eight days prior to your planned travel so that Travel Services has time to process the request. Send the completed form to Travel Services through interoffice mail. The Institute issues advances in the form of a check, and you should make sure to indicate in the “Disposition of Check” box on the Travel Advance Request form where you want this advance sent.

Checks are no longer sent to mail codes. The following payment selections are available:

- US Mail to the travelers residence
- Direct Deposit
- Check Pickup (“Will Call”) – This method is reserved for emergency situations

Airfare and Registration:

Please call Purchasing and Payment Services (x8900) for travel related questions or visit their website at <http://procurement.caltech.edu/payment/travelhome.htm> There is a list of preferred travel agencies that is currently being evaluated and updated (Travel Reservation Services), and you are encouraged to make your reservations directly with one of these agencies. Once you have made your transportation arrangements, complete a Payment Request form available at the website above.

Airfare is paid by P-Card or by using our Institutes preferred Travel Agency (Protravel). The Institute does not pay for airfare using a Payment Request. The Institute can pay for conference registration fees on a payment request because this method is considered a third party supplier. In the section of the form that asks for a description, you must include these five pieces of information: 1) name of the traveler, 2) dates of travel, 3) destination, 4) reason for trip, and 5) description of expenditure, i.e. “round-trip

airfare from LAX to New York” or “conference registration fee.” Send or bring your completed, signed request to Travel Audit.

Please be considerate of the vendor, whether it is an airline or travel agency or anyone else, and submit the payment request as soon as possible to ensure timely payment. It is a good idea to make file copy as insurance against loss of the original in the mail, but don't keep the original Payment Request. Travel Audit needs the original form and invoice in order to pay the vendor.

Reporting Travel Expenses:

When you have returned from your trip, collect receipts and airline ticket stubs and prepare a Travel Expense Report form. Remember to include in the expense report any advances made to the traveler, including cash advances and airfare paid to a travel agency. These amounts should be entered in both the daily “Description of Expenses” as well as the “Totals” section. Include the travel number (T#) if one has been assigned to the trip. Travel Audit assigns travel number and sends notification to the requestor of travel services.

If another institution or individual has reimbursed part of the trip to you, this amount must also be reported on the Travel Expense Report form in the “Totals” section. If the reimbursement check has been made payable to the traveler, it should be endorsed on the back with “Pay to the order of Caltech only” and the traveler's signature. Checks made payable to the Institute should be submitted with the appropriate Travel Expense Report form if a refund is due to the Institute.

It is important that the Traveler Arranger of Traveler reference the CT/TR# 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. If not referenced, it can delay the posting of the refund.

DIVISION OF GEOLOGICAL AND PLANETARY SCIENCES

FIELD VEHICLE USE POLICY

The Geology Division owns and maintains a fleet of vehicles. These vehicles may be used only for official Geology business. The following categories of users are permitted to operate Geology vehicles subject to prior authorization and driver test: faculty, staff, registered students, registered volunteers, and authorized division guests. Request for permission for these guests must be presented in writing to the Division Administrator or Chairman. Vehicle users are subject to the following conditions and restrictions:

1. Users must be 18 years of age or older.
2. Users must have a valid driver's license of the proper class for the type of vehicle they will be operating.
3. Vehicle use is restricted to the individual checking out the vehicle.
4. Students who are on official field study may be authorized to use Geology vehicles through request from the principal investigator or the teaching assistant with authorization by appropriate department administrators.
5. Registered volunteers and special division guests must have the written permission of the Division Administrator or Chairman.
6. Undergraduate students must have a DMV driving record check – Motor Vehicle Record (MVR) – completed by the Institute Security Office each year they plan to use a division vehicle. The user shall not have had:
 - Three or more moving violations in the past 18 months.
 - Any suspension of license in the past three years.
 - Any conviction of driving under the influence in the past five years.
 - Two or more accidents in a division-owned vehicle.
7. Division vehicles shall not be used for transportation between personal residences and the Institute or other work locations.
8. When operating a division vehicle on business, the transporting of family members, hitchhikers, friends not employed or registered as students/volunteers by the Institute, or any other person not on official Geology business is prohibited.
9. Users must immediately upon return report unsafe conditions or hazards in vehicles to the Sr. Materiel Handler.
10. If involved in an accident and injuries are involved, users must report the accident to the local police department or highway patrol, and complete the accident form found in the vehicle log book and return this form to the Sr. Materiel Handler in room 170a Arms.
11. The operator of the division vehicle is responsible for payment of any traffic citations incurred during the time the operator is responsible for the vehicle. No individual with unresolved citations will be allowed access to Division-owned vehicles.

Individuals checking out division-owned vehicles are required to sign a Division Vehicle Request form. Individuals must have an authorized division or department account number to which the use of the vehicle will be charged. Charging of vehicles to student and employee accounts is not authorized. All drivers must be checked out prior to driving a Division vehicle.

The use of employee-owned vehicles on official Division business, on a reimbursable basis, is acceptable. Drivers using their personal vehicles on official Institute business must have their own auto insurance.

PROCEDURES FOR USE OF DIVISION FLEET VEHICLES

The Division of Geological and Planetary Sciences maintains a fleet of nine 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. The use of these vehicles is encouraged under the guidelines set forth in this writing.

Who Can Request GPS Vehicles:

Only members of the Division may use fleet vehicles on Institute business. Those wishing to drive the vehicles must take a certification test given by the Sr. Materiel Handler. 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 (students will be given priority use of the two-seater trucks for field work)
5. Graduate student research charged to the student's personal account.
6. In keeping with the institute policy for undergraduates driving an institute vehicle, a DMV check will be run prior of authorization for any students under 21 years of age.
7. Institute regulations prohibit 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 available in Room 170a Arms. (A copy of the Division Vehicle request Form is shown in Attachment II.) All written requests should include the name of the faculty sponsor of the trip, a phone number, the trip purpose and destination, special equipment needed, and the POETA to be charged for costs associated with the use of the vehicles.

Individuals interested in reserving a vehicle should check the Master List inside room 170a to see if a vehicle is available on the date desired prior to completing a request form. Because of ever changing needs in GPS, the board posted outside Room 170a might not be up to date. 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. Schedule a conflict occurring over given period which cannot be resolved in this was should be resolved between the faculty members scheduling activities for the period.

Driver Certification:

Because of the requirements for vehicle operation on rugged terrain, individuals who wish to use the Division fleet must demonstrate an ability to handle these cars, most of which are vans and 4-wheel drive trucks. The Sr. Materiel Handler, or his designated alternate, is required to administer a brief “hands on” driving test at a time and date agreeable to both the new driver and Sr. Materiel Handler and prior to the time of the designated field trip. Driver certification is mandated by Institute insurance regulations to ensure the safety of the driver and all passengers using Division vehicles.

At the start of each term, faculty and teaching assistants responsible for field classes should identify students who will be driving on field excursions and give this list to the Sr. Materiel Handler. This will allow the Sr. Materiel Handler to schedule all of the students who are not certified for testing at a convenient time rather than at the last minute just prior to the trip. Undergrads who are less than 21 years of age must supply license information to the Sr. Materiel Handler so that a DMV check can be run at least a week prior to the scheduled trip.

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 driveway located on the south side of the Arms Building. (Note: if several vehicles are involved, the Sr. Materiel Handler may assist in the moving of vehicles from the parking lot to the drive south of Arms Laboratory.) Overnight parking is not allowed in the driveway. Vehicles may be parked in the lot across the street from Arms after working hours but must be moved in the morning.

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 gasoline credit cards 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 of 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 Sr. Materiel Handler 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 tool box so that the kits can be restocked. These sheets are to be left in the boxes and will be collected by the Sr. Materiel Handler. Other field equipment and camp gear are stored in Room 074 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. Ask for a key to the field supply room when you pick up the credit cards and keys. Research field equipment is stored in the cage. Please check with the Sr. Materiel Handler.

Returning a Vehicle:

After the completion of a trip, the vehicle should be returned to the Arms staging site where all field equipment and camp gear are unloaded and returned to Room 074 Arms by trip participants. Once the vehicle has been emptied, it should be refueled and returned to the top level of the California Blvd. parking structure. Rear seats and other items removed from the vehicle for the trip should be returned to the vehicle. The Sr. Materiel Handler will wash and vacuum out the vehicles on a weekly basis, as needed. Keys, credits cards, fuel receipts, and the completed trip / mileage card should be returned to the Sr. Materiel Handler 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.

Insurance and Emergency Information:

Caltech provides its own insurance coverage for vehicles in the Geology Division vehicle fleet. Certificated of the Insurance are included in a vehicle packet which can be found in the glove compartment of each vehicle. 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 of 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 Attachment III). Return it to the Division Administrator. The Administrator 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 dash board of each vehicle.

CALIFORNIA INSTITUTE OF TECHNOLOGY
Division of Geological & Planetary Sciences

Vehicle Fleet Description

Vehicle #	Description	Passengers	Other Equipment
222	2001 Ford Excursion	3 to 5	4 WD, A/C, Camper Shell
228	1997 Ford Crew Cab	2 to 6	4 WD,A/C, Winch, Hitch, Camper Shell
232	1999 Ford Club Cab Van	2 to 9	4 WD, A/C
1531	2007 Ford Expedition EL	2 to 9	4WD, A/C
1532	2007 Ford Expedition EL	2 to 9	4WD, A/C
1533	2007 Ford Expedition EL	2 to 9	4WD, A/C
1534	2007 Ford Expedition El	2 to 9	4WD, A/C

CALIFORNIA INSTITUTE OF TECHNOLOGY
Division of Geological and Planetary Sciences

DRIVER CERTIFICATION FORM

_____ has completed a road test and examination to demonstrate his/her ability to operate Division vehicles. Based on these evaluations, the Division certifies this driver eligible to operate the following.

UTILITY VEHICLES _____ PICKUP TRUCKS _____ VANS _____

- | | |
|----------------------------------|-------|
| 1. Vehicle familiarization | _____ |
| 2. Seat belts/safety features | _____ |
| 3. Changing tires | _____ |
| 4. Accident/emergency procedures | _____ |
| 5. Special equipment | _____ |
| 6. Automatic/standard shift | _____ |
| 7. Two/four wheel operation | _____ |
| 8. Off road procedures | _____ |

This driver recognizes the responsibility for safe and proper operation of all Division vehicles assigned. The driver will also comply with all rules and laws of this Institute, and the State of California. All trash is to be removed from the vehicle by the driver. All trip documentation must be filled out completely. The vehicle will be washed and refueled by the part-time field assistant.

NAME _____

DIVISION _____

DRIVER'S LICENSE NUMBER _____

STATE ISSUING _____

GPS EXAMINER _____

DATE EXAMINED _____

California Institute of Technology
Geological and Planetary Sciences
DIVISION VEHICLE REQUEST FORM

Requester's Name _____ Telephone Number _____ Date of Request _____

Special, Equipment needed (which, tow rope, etc.) _____

Destination and Purpose of Trip (Please Include Class Number)

Departure Date _____ Return Date _____

Account to be charged _____

Division Vehicle's Assigned _____

Requester and Vehicle Drivers: _____

Please read the following paragraph carefully and signify your acceptance by signing below:

Your signatures indicate that you agree that the information on this form is correct, and that you have a valid driver's license, that you have been certified by the Division of Geological and Planetary Sciences to drive the Institute vehicle, and that you understand and promise to adhere to all of the policies of the Division and the Institute regarding vehicle use, and the laws of the State of California. You also understand that failure to abide by these procedures and requirements can result in your account being charged for damages to persons and property and may result in loss of your privilege of future use of vehicles. Vehicles are to be used on Institute business only. Personal use is NOT allowed.

 Print Name

 Signature Date

 Print Name

 Signature Date

 Signature of Faculty Sponsor

Division of Geological 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:

ACORD. AUTOMOBILE LOSS NOTICE

DATE (MM/DD/YY)

PRODUCER	PRODUCER PHONE (A/C. no., ext.)	MISCELLANEOUS INFORMATION (State & Location Code)		
COMPANY	POLICY NUMBER	CAT. #		
CODE	SUB CODE	POLICY EFF. DATE (MM/DD/YY)	POLICY EXP. DATE (MM/DD/YY)	DATE (MM/DD/YY) & TIME OF LOSS A.M. YES P.M. NO

INSURED NAME & ADDRESS	INSURED'S RESIDENCE PHONE (A/C. No.)	INSURED'S BUSINESS PHONE (A/C. no., ext.)
	PERSON TO CONTACT	WHERE TO CONTACT WHEN
	CONTACT'S RESIDENCE PHONE (A/C. no.)	CONTACT'S BUSINESS PHONE (A/C. no., ext.)

LOSS LOCATION OF ACCIDENT (Including city & state)	AUTHORITY CONTACTED & REPORT NO.	VIOLATIONS/CITATIONS
DESCRIPTION OF ACCIDENT (Use reverse side, if necessary)		

POLICY INFORMATION					
BODILY INJURY	PROPERTY DAMAGE	SINGLE LIMIT	MED. PAY	OTC DED.	OTHER COVERAGE & DEDUCTIBLES (UM, no-fault towing, etc.)
LOSS PAYEE	COLLISION DED.				

INSURED VEHICLE		VEH. NO. YEAR, MAKE, MODEL	V.I.N. (Vehicle identification)	PLATE NO.
OWNER'S NAME & ADDRESS		PHONE (A/C. no., ext.)		
DRIVER'S NAME & ADDRESS (Check if same as owner)		RESIDENCE PHONE (A/C. no.) BUSINESS PHONE (A/C. no., ext.)		
RELATION TO INSURED (Employee, family, etc.)	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	PURPOSE OF USE	USED WITH PERMISSION? YES NO
DESCRIBE DAMAGE	ESTIMATE AMOUNT \$	WHERE CAN VEHICLE BE SEEN?	WHEN?	OTHER INSURANCE ON VEHICLE

PROPERTY DAMAGED			
DESCRIBE PROPERTY (If auto, year, make, model, plate no.)	OTHER VEH/PROP. INJ? COMPANY OR AGENCY NAME & POLICY NO. YES NO		
OWNER'S NAME & ADDRESS	BUSINESS PHONE (A/C. no., ext.)		RESIDENCE PHONE (A/C. no.)
OTHER DRIVER'S NAME & ADDRESS (Check if same as owner)	BUSINESS PHONE (A/C. no., ext.)		RESIDENCE PHONE (A/C. no.)
DESCRIBE DAMAGE	ESTIMATE AMOUNT	WHERE CAN DAMAGE BE SEEN?	

INJURED				
NAME & ADDRESS	PHONE (A/C. No.)	PED. YES/NO	OTHER AGE	EXTENT OF INJURY

WITNESSES OR PASSENGERS				
NAME & ADDRESS	PHONE (A/C. No.)	PED. YES/NO	OTHER	OTHER (Specify)

REMARKS (include adjuster assigned)	REPORTED BY	REPORTED TO	30	SIGNATURE OF PRODUCER OR INSURED
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**California Institute of Technology
Division of Geological and Planetary Sciences**

TOOL BOX LIST

Every kit should contain the following items.
Please mark item(s) used or missing.

- 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 Crip Pliers
- Flashlight

**California Institute of Technology
Division of Geological and Planetary Sciences**

FIRST-AID INVENTORY

Every kit should contain the following items.
Please mark item(s) used or missing.

- Adhesive or paper tape
- Antibiotic ointment, individual foil packs
- Antiseptic, bottle of hydrogen peroxide
- Aspirin and non-aspirin, individual packs
- Benadryl Stick
- Cold compress
- Emergency Blanket
- 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
- Packet mask
- Saline solution for eye & wound irrigation
- Scissors
- Sling (muslin triangle)
- Snake Bite Kit
- One foot & leg inflatable splint
- One full arm inflatable splint
- One full leg inflatable splint
- Tweezers

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 vehicles. 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 2006](#)).
- 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 11-29-06 --