

Welcome to the Department of Physics

Contents

Directory of Contacts.....	2
Campus Phones, Mail, Receiving and Shipping Packages	3
How to Request Keys & Building Access.....	4
Building and Office Maintenance	5
Physics Computing Facility	5
Did You Know? (Tips and Tricks).....	6
OSU Acronyms.....	7

Directory -info can also be found on Physics website under Faculty and Staff Resources

	PRB Room	Phone	email
<u>Physics Facilities:</u>			
Phil Davids - Facilities Operation Manager	1144	2-0207	davids.13@osu.edu
Mark Reed - Building Coordinator	1146	2-6090	reed@physics.osu.edu
<u>Physics Computer Facility:</u>			
Brian Keller - Director	1199	2-4269	action@mps.ohio-state.edu
John Heimaster - Director			
Terry Bradley - Systems Manager			
Bryan Dunlap - Systems Administrator			
Matt Barber - Systems Manager			
<u>Educational Support Staff</u>			
Margaret Farrell	2094B / 2011A Smith Lab	688-3818	farrell.1@osu.edu
Chris Healy	1112 / 0120 Smith Lab	292-6055	healy.35@osu.edu
Harold Whitt	1112 / 0120 Smith Lab	292-6055	whitt.1@osu.edu
Brad Hefner –Undergrad Program Assistant	1036 Smith Lab	292-6086	hefner.3@osu.edu
Tom Gramila –Assoc. Professor	1040	292-7357	gramila.1@osu.edu
Vice Chair of Administration			
<u>Chair's Office:</u>			
Shelley Palmer -Assistant to the Chair	1040P	292-2653	palmer.14@osu.edu
<u>Fiscal and HR:</u>			
Jean Ball - Business Manager	1040D	247-4281	
Mallory Aliff - Human Resource Associate	1040	292-5046	
Stephen Baker - Administrative Associate 2	1040	292-9342	
Martina Gutik - Administrative Associate 2	1040	292-4970	
Keith Emptage - Fiscal Officer	1040	292-6076	
<u>Graduate Studies:</u>			
Jon Pelz –Professor	1040	688-3299	pelz.2@osu.edu
Vice Chair of Graduate Studies and Research			
Kris Dunlap -Program Coordinator	1040E	292-7675	dunlap.151@osu.edu
Crystal Moloney -Program Assistant	1040C	292-5127	moloney.38@osu.edu
<u>Undergraduate Studies:</u>			
Robin Patterson - Program Coordinator	1040	292-8523	patterson.716@osu.edu
Lindsey Thaler –Director	1142	247-1635	thaler.21@osu.edu

Using OSU Office Phones/Fax Machines

Dial an OSU phone number (those starting with 292, 247, or 688)

Only dial the last 5 numbers:

292-1234 is 2-1234 or 688-1234 is 8-1234

Dial a local phone number (614 area code)

First dial 9, then the main number:

9 + 123-4567

Dial a toll-free 800 number

First dial 9, then the entire 1-800 number:

9 + 1-800-123-4567

Dial a long-distance number (obtain code from your research group's administrator)

Dial 1 + 6 digit account code + area code + number:

1 + ##### + (123)-456-7890

Mailing

Campus Mail

Any paper documents mailed on campus are sent and delivered for free.

You will need to obtain a campus mail envelope from the front office supply, fill out the address, and place it in the designated mail slot "Campus: located in the mailroom (Physics is PRB 1040)

USPS Meter Mail

To send USPS Meter Mail, your administrator will need to write the account to be charged under the return address.

Place it in the designated location in your departments mailroom (Physics is PRB 1040)

Stamped Mail

If you have personal mail to send, you can also put stamped mail in the same designated location

Mail, Receiving Packages and Shipping

Mail box

Your mailbox (mail tray) is in the front office, in the mail room in PRB 1040 (the main office.)

Shipping

- A communal location for packing materials exists in the southwest corner of the PRB on the first floor. You can leave deconstructed boxes and peanuts/paper here for recycling. Conversely, you can come here to obtain a box and packing materials. Box cutters and packing tape are provided at the bin.
- Securely pack your shipment.
- Bring the shipment to your administrator, along with the address and recipient's name. Inform the administrator of the contents, their purpose, etc.
- International shipments are more complicated due to claiming tax duties, crossing borders, etc. Please cooperate with your administrator and provide as much detail as possible.
- Your administrator will use the OSU UPS portal to create the shipping label and should mail the shipment on your behalf.
- If you would like the tracking information, this should be provided to your administrator upon shipment and s/he can forward it to you at your request.

To Request Keys and/or After Hours Building Access:

Fill out a **PURPLE Grad Student Key Request Form** located in the Physics front office at the main desk and kept under the package rack on the cabinet behind it. Please see below for appropriate signature(s) noted below as well as also listed on the form.

If keys are in stock, we can fulfill your request in 2 to 4 days. If we have to order you a key to be made by the Key Control Office, it is a minimum of 3 to 4 days to have the key fabricated and picked up and it usually is as long as 5 to 7 working days before you are contacted by phone by Mark Reed.

To follow up after 7 working days on ALL submitted key requests & building access, please contact Mark Reed at reed@physics.osu.edu 292-6090

Office Keys

Get signature from Graduate Studies Office (Kris Dunlap or Jon Pelz in Kris's absence.) and submit form to Mark Reed in Room 1146. (Please slide form under door if Mark is not in his office.)

PRB and Smith Lab after hours Building Access – to activate BuckID swipe access

Get signature from Graduate Studies Office (Kris Dunlap or Jon Pelz) and submit form to Mark Reed in Room 1146. (Please slide form under door if Mark is not in his office.)

Lab Keys for PRB and Smith Lab

Get signature from Research Advisor and submit form to Mark Reed in Room 1146. (Please slide form under door if Mark is not in his office.)

Lost Keys

Report by email all lost keys to Kris Dunlap (dunlap.151) AND Mark Reed (reed@physics.osu.edu), obtain an purple key request form from the front desk and follow the same signature procedures **but note at top of form "Lost Key Replacement"**.

File Cabinet & Overhead Bin Keys

1 key for your cabinet and bin set should found in the overhead bin lock, laying inside the empty overhead cabinet or left in top drawer tray of file cabinet under desk. If you are missing a key, please report it to Kris Dunlap to contact prior desk occupant and/or to order a replacement key. When you move to a new office, please leave this key behind in one of the places mentioned.

Key Turn In: for when you move offices or leave OSU.

Moving Offices: your cabinet key must be left in your old office leaving your Haworth key in the overhead bin lock, laying inside the empty overhead cabinet or leave it in top drawer tray of file cabinet under desk. **Your new office key will not be issued without verification that you have left this key or that you have reported it missing.**

Building or Office Maintenance Issues

Contacts: **Mark Reed** reed@physics.osu.edu 292-6090
Phil Davids davids.15@osu.edu 292-0207.

If you have a building/maintenance emergency (Flood, Fire, Other Hazard to your person or health) you should **contact 2-Help (292-4357) immediately**. They can reach Mark and Phil any time day or night. **Also alert the Main Office Front Desk at 292-5713 or frontdesk@physics.osu.edu**

- Planned Building Maintenance issues and updates for any Building problems are sent out from Physics Facility Information email address and the Grad Student main list serv is a part of the list the facility group uses.
- If you smell a really bad sewer type odor in the restrooms, research labs or in one of the lab hallway, this can be fixed by pouring a bottle of water down the drain or you can report it to Mark Reed and Phil Davids for building maintenance and they will pour water down the drain. The dry trap can dry out, particularly in the summer when the HVAC is running the air conditioning extensively during high outside temperature days. Same thing happens in winter with really cold outside temperatures that cause the heating to be running extensively. The building does a 100% air exchange several times an hour so this is a lot of air moving through the building and it can dry out these drain traps over time.
- Clogged sink or toilet should be reported Mark and Phil
- Broken furniture in your office should be reported to Phil and Mark for repair or replacement.
- Door lock(s) not functioning properly (hard to get key to work in lock), contact Mark and Phil and they will request Key Control to come reset the lock pins.
- Burnt out lights in offices or labs should be reported to Mark and Phil

Physics Computing Facility (PCF)

- Staffed during regular business days and hours
- Located in PRB 1199
- **Phone:** 614/292-4269 **Email:** action@physics.osu.edu
- Helpful info page: <http://www.physics.ohio-state.edu/TWiki/bin/view/PhysicsComputingHelp>
 - New User FAQ located on this page at <http://www.physics.ohio-state.edu/TWiki/bin/view/PhysicsComputingHelp/NewUserFAQ>
 - All new computer users to Physics must fill out their Physics Computer Account Request Form to get access to any services or shared directories within the department. ALL new GTAs will need to fill this form out 1 week before classes start.
- Grad students are not issued computers by the department unless they are done so by the research group the student is working in.
- Note that PCF does NOT support personally owned computers and devices but they are willing to help guide you to resources for installing updated software, etc. Some standard software packages are available under OSU licensing for students to download. See "Software Info" on their wiki page at <http://www.physics.ohio-state.edu/TWiki/bin/view/PhysicsComputingHelp/SoftwareTopics>
- Computer Data Security: We HIGHLY recommend you read their wiki page on Data Security located at <http://www.physics.ohio-state.edu/TWiki/bin/view/PhysicsComputingHelp/DataSecurity> as you may deal with student information such as student grades or student class rosters and have them saved on your personal computer. Also visit the OCIO's page about computer security at <https://ocio.osu.edu/itsecurity/buckeyesecure> <https://ocio.osu.edu/itsecurity/buckeyesecure/encrypt>

Did You Know?

Campus

- There are many UPS drop-off boxes all over campus. Feel free to drop off that textbook you need to return to Amazon (provided you have the UPS label, etc.)
- There is a post-office right here on OSU campus, located in the Journalism Building on 18th Ave.
- Parking restrictions are relaxed during OSU Breaks. You can park with your West Campus (WC) pass in Campus (C) locations for example. Check <http://www.campusparc.com/osu> for more information.
- Working late in the PRB? Up to 3 am you can contact **Student Safety/Escort Service at 292-3322**. Please visit <http://www.ps.ohio-state.edu/sss/index.html> for full info. *Note the Grad Studies Office does NOT recommend working after 3 am as there is no student safety service available. Please note that there are lot and garagerestrictions for overnight parking (considered any car parked after 3 am) on campus. Please consult your CampusParc map for parking lots that allow parking after 3 am if you will be on campus all night to study or to work on your research.*

PRB

- Your office keys are cored so that you can open most of the meeting rooms. Exceptions are Smith Seminar Room (1080), 1136, Price Place M2005 & 4138.
- Filtered drinking water, hot and cold, is available in the mailroom in PRB 1040
- Some sink areas may have instant hot water available.
- Please maintain our sinks and sink areas as no one cleans them up after you. Follow the posted signs above sinks to what food items you should NOT put down the disposal. (No used coffee/tea grounds, noodles, rice or other starchy sticky food substance that could clog the drains.)
- Refrigerator is available in PRB 3015 and a microwave next to that room at sink area. PGSC posts semesterly fridge clean out. Broken microwave at sink near on 3015 should be reported to Grad Studies Office for repair or replacement.
- There is a locked Bike Room off of the loading docks where you can park your bike and it uses any PRB key.
- The TA closet on the first floor should use any PRB key.
- Physics has a Wellness Room available on the 3rd floor. It is coordinated by SWiP. For more information and/or access to the google calendar for the room and obtain a door code to access the room, please contact Kris Dunlap at swip.osu@gmail.com or Mallory Aliff, Physics HRP, if Kris not available. Services include a small refrigerator, sink, rocking chair, chairs, table, electrical outlets and a phone.
- In the absence of “handles” to flush in the restrooms, there are little silver buttons on the right side of the plumbing. They are difficult to push and at first do not seem like buttons. (Some of the bathrooms have been change out to toilets that have a black button marked on the top of the plumbing attached to the wall.)
- Parking restrictions are relaxed during OSU Breaks. You can park with your West Campus (WC) pass in Campus (C) locations for example. Check <http://www.campusparc.com/osu> for more information.
- Parking on PRB’s Loading Dock during work days and hours is strictly limited and will be enforced to 15 minutes maximum. On evenings and weekends, CampusParc will ticket anyone parked on the loading dock exceeding that time limit.
- PRB Office Side rooms are numbered 20XX, M20XX, 30XX; PRB Lab Side are numbered 11XX, 21XX, 31XX, 41XX

(Some) OSU Acronyms

AFM- Atomic Force Microscope
A/P- Accounts Payable
ASC- Arts and Sciences
BAFM- Bruker Atomic Force Microscope
BSC- Business Services Center
BOSC- Breakfast of Science Champions
CCAPP- Center for Cosmology and Astro-Particle Physics
CEM- Center for Emergent Materials
CEOF- Campus Electron Optics Facilities
CME- Condensed Matter Experimental
CMT- Condensed Matter Theory
CVD- Chemical Vapor Deposition system
ECE- Electrical and Computer Engineering
EHRD- Education and Human Resources Development/Diversity
EMNL- Electronic Materials and Nanostructures Lab
ENCOMM- Center for Exploration of Novel COMplex materials
FIB- Focused Ion Beam (aka SEM)
FOD- Facilities Operation/Development
GRA- Graduate Research Assistant
GTA- Graduate Teaching Assistant
IFW Dresden- Leibniz Institute for Solid State and Materials Research
IMR- Institute for Materials Research
IRG- Interdisciplinary Research Group
LTMT- Low-Temperature MagnetoTransport measurement system
MAPS- Mathematical and Physical Sciences MSE- Materials Science Engineering
NanoMPC- Nanoscale Materials Processing Center
NSL- NanoSystems Laboratory
NTW- NanoTech West
OSC- Ohio Supercomputer Center
OR- Office of Research
OSP- Office of Sponsored Programs (OSURF)
OSU- Ohio State University
OSURF- OSU Research Foundation (aka OSP)
PER- Physics Education Research
PGSC- Physics Graduate Student Council
PI- Principal Investigator
PO- Purchase Order
PPMS- Physical Properties Measurement System
PRB- Physics Research Building
SEAL- Semiconductor Epitaxy and Analysis Laboratory
SEL- Science and Engineering Library
SEM- Scanning Electron Microscope (aka FIB)
SPS- Society of Physics Students
SQUID- Superconducting QUantum Interference Device
SSR- Smith Seminar Room (room 1080)
SWiP-Society of Women in Physics
XRD- X-Ray Diffractometer