

## Departmental Assistance Contact Information

Service	Contact Person	Contact Information	Additional Information
<b>Graduate and Undergraduate, Teaching, Seminar and General</b>			
General undergraduate program related	Nanette Goodwin	CHEMUGRA@mailbox.sc.edu	
Enrolling or dropping a class, overrides, etc.	Mia Lacey & Brandi Byers	mlacey@email.sc.edu; byersb@mailbox.sc.edu	
General graduate program related	Jennifer Merkel	803-777-2579 Merkelj@mailbox.sc.edu	Registration, course, travel awards, etc.
Student travel	Myra Covington	myra@mailbox.sc.edu	TA and reimbursement
Teaching assignment	Leslie Lovelace	Lovelacl@mailbox.sc.edu	Classroom assignment
Seminar Related Issues	Garashchuk & Myra Covington	garashchuk@sc.edu; myra@mailbox.sc.edu	Garashchuk: Invitation, schedule Covington: reimbursement
Department news and congratulation notes	Nanette Goodwin	CHEMSEMI@mailbox.sc.edu	News should be submitted here <a href="#">News Submission Form</a>
General departmental communication	Jennifer Merkel Myra Covington	<a href="mailto:Merkelj@mailbox.sc.edu">Merkelj@mailbox.sc.edu</a> ; myra@mailbox.sc.edu	Merkel: chemical request Covington: other questions
<b>Finance, Purchasing and Reimbursement</b>			
USC P-card and Travel Card	Rachel Cooper	RC21@mailbox.sc.edu	Submit bank statement, report any p-card issue, apply new P-card
Inventory (equipment)	Rachel Cooper Jason Rutledge	<a href="mailto:RC21@mailbox.sc.edu">RC21@mailbox.sc.edu</a> ; jr233@mailbox.sc.edu	Annual physical inventory check, Report move/removal of state asset
Internal account, budget and finance	Rhonda Stephens	stepherw@mailbox.sc.edu	All internal finance related issues, check deposition
Extramural Grants	Shannon Lackey Kristi Marshall Jessica Stucker	<a href="mailto:svlackey@mailbox.sc.edu">svlackey@mailbox.sc.edu</a> ; kristiem@mailbox.sc.edu jstucker@mailbox.sc.edu	SAM Pre-award: Kristi Marshall SAM Post-Award: Jessica Stucker CAS Grant management: Shannon Lackey
Stockroom and purchasing	Andrea Washington	803-777-2396 ADW21@mailbox.sc.edu	Stockroom charges, order gas cylinders, shipping related, hazardous waste tags.
Purchasing for STB lab	Phil Milne	<a href="mailto:milnep@mailbox.sc.edu">milnep@mailbox.sc.edu</a>	All teaching lab related orders
<b>HR and Hiring</b>			
International office	Jean Saunders-Blanks	jean@sc.edu	All hiring involving international citizens
Under- and graduate student hiring and pay	Leslie Lovelace & Cat Conyers	Lovelacl@mailbox.sc.edu	GIA/GRA appointment, student worker hire
All HR related issues	Monique Daniels	803-777-7816 mns12@mailbox.sc.edu	Faculty, Staff, Postdoc, other RGPs, Research Affiliate and Volunteers Hiring
<b>Building, Facility and Safety</b>			
Emergency facility service	Call Center	803-777-9675 (24 hours) <a href="mailto:fmcnotify@fmc.sc.edu">fmcnotify@fmc.sc.edu</a>	Active leak, flood and elevator malfunction
Safety, lab incident	Andrew Greytak & John Lavigne	<a href="mailto:greytak@mailbox.sc.edu">greytak@mailbox.sc.edu</a> ; lavignjj@mailbox.sc.edu	You must report for any lab incidents
EH&S	Main Office	803-777-5269	Report safety incidents
Chemical Safety (Horizon, Jones)	Jocelyn Locke	803-777-7650 <a href="mailto:Jlocke@mailbox.sc.edu">Jlocke@mailbox.sc.edu</a>	Either Jocelyn or Adam can be helpful in any building, the buildings indicated are

Chemical Safety (GSRC, Sumwalt, STB)	Adam Roberge	803-777-6457 aroberge@mailbox.sc.edu	where they are responsible for lab inspections
Biological Safety	Sherika Smith	803-777-1625 Smiths69@mailbox.sc.edu	Inspection, Biosafety Cabinet Certification
Lab Safety training related	Jecelyn Locke	803-777-7650 jlocke@mailbox.sc.edu	Register training sessions, about departmental chemical inventory (labcliq.com)
General Facility service			Non-emergency repair request should be submitted here <a href="#">Submit a Request - Facilities Department   University of South Carolina (sc.edu)</a>
Building and facility, outage, construction	Jason Rutledge & John Lavigne	<a href="mailto:jr233@mailbox.sc.edu">jr233@mailbox.sc.edu</a> ; lavignjj@mailbox.sc.edu	You can create a ticket via a link below. <a href="#">Chemistry and Biochemistry Building Issue Reporting Form (office.com)</a>
STB Building and safety related	Phil Milne & Jason Rutledge	<a href="mailto:milnep@mailbox.sc.edu">milnep@mailbox.sc.edu</a> ; <a href="mailto:jr233@mailbox.sc.edu">jr233@mailbox.sc.edu</a>	
Equipment furniture move/pick-up	Jason Rutledge & John Lavigne	<a href="mailto:jr233@mailbox.sc.edu">jr233@mailbox.sc.edu</a> ; lavignjj@mailbox.sc.edu	
Key and building access	Jason Rutledge Myra Covington	<a href="mailto:JR233@mailbox.sc.edu">JR233@mailbox.sc.edu</a> myra@mailbox.sc.edu	Rutledge: keys Covington: building access
IT service	Lee Hallman	803-777-1106 Hallman@sc.edu	You can create a ticket via a link below. <a href="http://sc.edu/ithelp">http://sc.edu/ithelp</a>
GSRC conference room reservation	Nanette Goodwin	lylesl@email.sc.edu	Check the room calendar here <a href="#">Search (collegenet.com)</a>

## Emergency Phone Numbers

Department/Agency /Safety Personnel	Contact Information	Type of Emergency
USC Police Department	803-777-4215 911 from any campus landline	Fire, explosion, chemical exposure, ambulance service, injury
Environmental Health & Safety (EHS)	803-777-5269 8:00am-4:30pm	Non-emergency chemical spill, chemical exposure, unsafe conditions
Department of Facilities	803-777-9675 24 hours phone number FMCNOTIFY@FMC.SC.EDU	Emergency and non-emergency facility repair request
Thompson Student Health Center <i>1409 Devine St. Columbia, SC 29208</i>	803-777-3175	Medical treatment for USC Columbia students and employees during normal work hours.
Palmetto Health Richland ER <i>16 Medical Park Rd. Columbia SC, 29203</i>	803-434-7000	Medical treatment for USC Columbia students and employees after regular office hours
USC Family Practice Center <i>3209 Colonial Dr, Columbia, SC 29203</i>	803-434-6113	Medical treatment for USC School of Medicine employees
Department Safety Coordinator Dr. John Lavigne, <i>GSRC 430</i>	803-777-2295	All incidents that occur in laboratories within the Department
Department Chair Dr. Qian Wang	803-777-8436	All incidents that occur in any laboratory
PI and Lab Safety Manager		