INDIANA
GEOLOGICAL SURVEY
INDIANA UNIVERSITY

**January 2016**

**Updated: May, 2017**

# Policy and Procedures Manual

# Policy and Procedures Manual Layout

The design of this manual has been arranged to include both IGS policies and procedures.

Policies are printed in black using the Times New Roman font

*Procedures are printed in blue using Futura Lt BT font.*

# Emergency Telephone Numbers

## Fire – Police – Ambulance    Dial 9-1-1

**Business Telephone Numbers:**

- Indiana Geological Survey – (812) 855-2862

- Indiana Geological Survey Administrative Secretary (812) 855-5067

- Environmental, Health, and Safety – (812) 855-6311

- Office of Insurance, Loss Control & Claims - Fire Safety – (812) 855-9758

- Police IUPD – (812) 855-4111

- Bloomington Police – (812) 339-4477

- State Police – (812) 332-4411

- Radiation Safety – (812) 855-3230
  (Call IUPD after hours) – (812) 855-4111

- Ambulance – (812) 336-9894

- Fire Department – (812) 332-9763

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# Policies

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# Indiana Geological Survey
# Policy and Procedures Manual

# Forward

This policy manual serves as a guidance document for the employees of the Indiana Geological Survey. Its use by everyone ensures that the operations of this institution are smoother and easier, that operational decisions are more consistent, and that our resources of personnel, space, equipment, and money are properly and fairly managed. Finally, adherence to the policies laid out here will assist us all in fulfilling the goals established in the Strategic Plan of this institution.

Where the policy statement establishes the broad framework under which we operate, the procedures portion of the manual provides guidance in how various policies are achieved, thereby saving time and improving operations. In many instances, they provide step-by-step instructions on how to perform specific tasks. They are based on the collective experience of your colleagues and can be modified if you discover a better way to perform the tasks. If followed consistently, they should ensure that a task can be completed correctly the first time it is attempted, thereby reducing the risk of certain steps being overlooked.

The Policy and Procedures Manual is an evolving document and may be changed without advance notice. IGS staff is expected to abide by the policies and procedures included in the manual. Suggestions for modification to the manual may be brought to the IGS Administration for consideration.

Indiana University (IU) expects its staff to know, understand, and follow its policies and procedures, http://www.indiana.edu/~policies/, and the policies and procedures of its departments. IU permits departments to expound on their policies. If Indiana Geological Survey (IGS) policy contradicts IU policy, then IU policy will prevail.

# Administration Policy
## 1.00

**1.01 Administration**

**Roles of the IGS Director and the Assistant Directors**

A. The IGS Administration is composed of the Director, Assistant Director for Research, Assistant Director for Information Services, and the Assistant Director for Business. The Administrative Secretary is the secretary to the Director.

B. Role of the Director.
>    1. Serves as Chief Executive of the IGS, providing overall leadership in fulfillment of the Indiana Geological Survey's mission in information, research, service, and education.
>    2. Establishes and articulates the strategic directions of the Indiana Geological Survey.
>    3. Fosters an open, creative, and collaborative environment in which all staff can reach their full potential.
>    4. Serves as the Indiana Geological Survey's senior administrator ultimately responsible for all budgetary, business, research, contractual, building, inventory, and personnel matters.
>    5. Oversees the Divisions and programs of the Indiana Geological Survey.
>    6. Serves as chief spokesperson for the IGS.
>    7. Serves as primary liaison between IGS and federal and state agencies, universities, industry, municipalities, and citizens.
>    8. Serves as final arbiter in matters of internal policy and priorities.
>    9. Serves as final reviewer of all proposals, publications, and major deliverables to ensure high standards of quality and content.
>    10. Serves as ex officio member on all internal committees.
>    11. Serves, by statute, on the Indiana Board of Licensure for Professional Geologists and manages the program to license professional geologists in Indiana.

C. Role of the Assistant Director for Research.
>    1. Advises, coordinates, and facilitates the Research Division of the Indiana Geological Survey.
>    2. Directs the research staff within the Research Division, including recommendations to hire and fire.
>    3. Makes recommendations concerning future directions of IGS research programs and projects.
>    4. Reviews all proposals, publications, and major deliverables.
>    5. Serves as spokesperson for IGS Research activities.
>    6. Establish project and program goals and assure that staff projects and programs represent the goals of the organization.
>    7. Manages all research project teams.

8. Ensures staff adheres to Indiana University and Geological Survey policies.
9. Compiles and/or presents project reports for monthly reports, budget reports, and other reports as necessary.
10. Manages project accounts, monitors budgets, authorizes purchases, and approves staff attendance.
11. Reviews proposals, maps, manuscripts, research staff annual performance documents, and other documents as necessary.
12. Submits proposals, maps, manuscripts, and other documents on behalf of the research staff to IGS review and acts as the Publication Review Coordinator during the review.
13. Ensures projects and deadlines are met by research staff.
14. Attends meetings, conducts research project and program meetings, and attends other meetings as necessary.

D. Role of the Assistant Director for Information Services.
    1. Services as the Chief Information Technology Officer of the Geological Survey
    2. Advises, coordinates, and facilitates the Information Services projects of the Indiana Geological Survey.
    3. Directs the Information Services staff including recommendations to hire and fire.
    4. Advises, coordinates, and facilitates all information technology within the Indiana Geological Survey.
    5. Reviews all Information Services proposals, publications, and major deliverables.
    6. Serves as spokesperson for IGS Information service activities.
    7. Establish project and program goals and assure that staff projects and programs represent the goals of the organization.
    8. Manages all Information Services project teams.
    9. Compiles and/or presents project reports for monthly reports, budget reports, and other reports as necessary.
    10. Manages project accounts, monitors budgets, authorizes purchases, and approves staff attendance.
    11. Reviews proposals, maps, manuscripts, Information Services staff annual performance documents, and other documents as necessary.
    12. Submits proposals, maps, manuscripts, and other documents on behalf of the Information Services staff to IGS review and acts as the Publication Review Coordinator during the review.
    13. Ensures projects and deadlines are met by Information Services staff.
    14. Attends meetings, conducts research project and program meetings, and attends other meetings as necessary.
    15. Chairs IGS Safety and Emergency Action Committee.
    16. Serves as building representative to IU Facility Operations.
    17. Manages the file of Indiana Geological Survey keys.
    18. Oversees the IGS vehicle fleet.

E. Role of the Assistant Director for Business.

    1. Serves as Financial Officer of the Indiana Geological Survey.

    2. Serves as account manager on all IGS accounts. Creates budget reports and maintains financial records.

    3. Serves as Personnel Representative to the IU Office of Affirmative Action and to IU Human Resources Management.

    4. Handles position classifications and reclassifications with IU Human Resources.

    5. Works with all search and screen committees to ensure compliance with IU policy, Equal Employment Opportunity Commission policy, and to ensure consistency of process.

    6. Represents Indiana Geological Survey on matters related to the Americans with Disabilities Act.

    7. Manages records for paid-time-off and sick leave of employees.

    8. Advises, coordinates, and facilitates the business projects of the Indiana Geological Survey.

    9. Directs the business staff, including recommendations to hire and fire.

    10. Makes recommendations to the Director concerning future directions of IGS business programs and projects.

    11. Serves as spokesperson for IGS business activities.

    12. Establish project and program goals and assure that staff projects and programs represent the goals of the organization.

    13. Manages all business project teams.

    14. Compiles and/or presents project reports for monthly reports, budget reports, and other reports as necessary.

    15. Ensures projects and deadlines are met by business staff.

    16. Attends meetings, conducts research project and program meetings, and attends other meetings as necessary.

F. Administrative shared responsibilities (see procedures).

    1. Facilitates productivity, cooperation, and communications among staff.

    2. Ensures staff adheres to Indiana University and Geological Survey policies.

    3. Reviews and initiates periodic updates of IGS policy manual.

    4. Addresses personnel issues that require attention.

    5. Assists in the formulation of the IGS annual budget and biennial budget request.

    6. Represents the IGS at professional meetings.

    7. Makes recommendations to the Director concerning future directions of IGS programs and projects.

    8. Serves as the IGS Space Committee (see 2.13 Space Use Policy and Procedures).

    9. Serves as organizational representatives when Director is away for periods exceeding one day.

10. Annually, conduct work performance reviews for support, professional and academic staff.

**1.02 Administration**

**Organization Chart**

A. The Indiana Geological Survey's organizational chart.

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                        ┌─────────────────────┐
                        │   State Geologist    │
                        ├─────────────────────┤
                        │      Director        │
                        └─────────────────────┘
          ┌──────────────────────┼──────────────────────┐
┌─────────────────────┐ ┌─────────────────────┐ ┌─────────────────────┐
│     Division of      │ │     Division of      │ │     Division of      │
│ Information Services │ │  Business Affairs    │ │      Research        │
├─────────────────────┤ ├─────────────────────┤ ├─────────────────────┤
│  Assistant Director  │ │  Assistant Director  │ │  Assistant Director  │
└─────────────────────┘ └─────────────────────┘ └─────────────────────┘
```

| Division of Information Services | Division of Business Affairs | Division of Research |
|---|---|---|
| Information Services Professional staff<br>Information Services Support staff | Business Affairs staff<br>Grant Monitor staff<br>Publication Sales staff<br>Secretarial staff | Research Academic staff<br>Research Professional staff<br>Research Support staff |
| | | Center for Geospatial Data Analysis |

# Indiana Geological Survey Operations Policy
# 2.00

**2.01 Indiana Geological Survey Operations**
**Business Schedule**
A. Normal business hours are from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM Monday through Friday.

*1. All employees are, in general, expected to be available during these hours.*
*2. Employees may be required to be available at specific times and to change their schedule to accommodate variations in work demands based upon organizational activities and events.*
*3. Employees needing to work from home must obtain approval in advance from the Director.*

B. A flexible work schedule is permissible.

*1. A flex-time schedule will not interfere with individual or team work performance.*
*2. Employees are to obtain approval in advance and in writing for a flexible work schedule from the IGS Director.*
*3. The flex-time schedule is to be posted on the office door of the employee and a copy sent to the Administrative Secretary.*

**2.02 Indiana Geological Survey Operations**
**Reporting**
A. Each staff member associated with a project shall submit a monthly report of accomplishments and activities for the project in the online Project Management system if they had any accomplishments for the month.

*1. The Project Director edits individual monthly reports for the project, summarizing the project activities to remove redundancy and to be concise.*
*2. Monthly reports are to be entered into the Project Management system by the end of the month.*
*3. A compiled report of all project activities will be created by the Administration and shared with staff and others.*

B. Annual reviews of professional and academic staff are conducted by the Administration.

*1. The reviews evaluate the employee's achievements, goals, and objectives for the previous year; highlight major professional contributions for the previous year; evaluate professional growth; establish new goals and objectives for the upcoming year; assess resource and support needs of the staff for the coming year.*
*2. Review forms are provided for employees to complete and submit to the Administrative Secretary upon request of the Director.*

**2.03 Indiana Geological Survey Operations**
**Meetings**
A. The Administration meets to discuss administrative issues.
   *1. Unless otherwise noted, the Administrative meeting will be held each Monday morning at 9:00 AM.*

B. Each of the Assistant Directors will hold Division meetings to discuss program issues.
   *1. Unless otherwise noted, meetings will be held quarterly.*
   *2. Meeting minutes shall be taken and posted on the IGS Intranet.*

C. Meetings of the entire staff are called by the Director as needed.

**2.04 Indiana Geological Survey Operations**
**Absence Reporting**
A. Employees are to obtain advance approval for all planned absences.
   *1. Planned absences are to be approved in advance by the Division Head or immediate supervisor.*
   *2. Planned absences are to be submitted for approval at least:*
      *a. One day in advance for one day absence*
      *b. Two days in advance for two days absence*
      *c. Three day in advance for three days absence*
      *d. Etc.*
   *3. Staff are to report approved planned absences to their Division and Secretary prior to the absence.*
   *4. Updates or modifications to planned absences are acceptable and should be submitted to the above personnel.*
   *5. Division Heads should also report their attendance to their staff if their absence will exceed one working day.*

 B. Unplanned absences (for example, illness) should be reported by 8:30 AM on the day of the absence.
   *1. IGS staff members are to phone or e-mail their Division Head and Secretary to report unplanned absences.*
   *2. Report unplanned absences during the work day (such as leaving early or illness) to your Division Head and Secretary.*
   *3. If your Division Head and Secretary are not available, contact other members of the Administration; or as a last resort, phone or e-mail the IGS Publications Sales office (812. 855.7636).*

**2.05 Indiana Geological Survey Operations**
**Personnel Files**
A. Personnel files are maintained and managed by the Assistant Director for Business and are retained in the Business Office.
   *1. An employee may make arrangements with the Assistant Director for Business to see her/his personnel file.*

*2. The employee must view her/his personnel file within the Assistant Director for Business office; it may not be removed from that room.*

*3. Parts of an individual's personnel file may be duplicated, but only by a member of the Administrative staff (for example, the Administrative Secretary or Assistant Director for Business).*

*4. Additions to the personnel file can be made only with the approval of one of the Administrators. Only the Director or Assistant Director for Business may physically add or remove material from these files.*

## 2.06 Indiana Geological Survey Operations
**Consulting**

A. Consulting for profit by Indiana Geological Survey staff members on matters having to do with their profession and within the State of Indiana is not permitted when a conflict of interest exists.

*1. Each professional staff member must complete an online IU Conflict of Interest Form annually upon notification from the Office of Research Administration.*

B. Consulting by Indiana Geological Survey staff on matters having to do with their profession may be done for profit on jobs outside the State of Indiana.

*1. Consulting work must be conducted on the staff member's own time, or within the boundaries of their job classification.*

*2. Staff members are not permitted to represent themselves as spokespeople for the IGS when conducting consulting work.*

C. The IGS must be compensated for Indiana Geological Survey equipment or facilities for consulting work.

*1. The Assistant Directors will assign appropriate charges for equipment usage for geologic consulting work.*

## 2.07 Indiana Geological Survey Operations
**Vehicle Use (see also 5.04 Vehicle Procedures)**

A. The IGS vehicle fleet is available to authorized staff for use on official University travel. All drivers must have, maintain, and carry a valid U.S. or Canadian driver's license to drive an IGS vehicle.

*1. Reserve the vehicle of choice using Outlook Calendar for specifically planned field excursions – no permanent holds are permitted. Select the day(s) and time you wish to reserve the vehicle (from the time the key is picked up to the time the key is returned). Include staff name, type of vehicle use (such as errand, meeting, Lt Field, Field, or Service), and the number of people in the vehicle.*

*2. Carpooling is strongly recommended. Staff should coordinate and make arrangements with others to share a ride. Departure and return schedules will usually need to be adjusted to accommodate staff.*

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*3. IGS vehicles or rented vehicles are not to be parked at an airport or similar operation for more than three-quarters of a day.*

*4. Phone the Testing Facility before going to pick up the vehicle key to ensure that someone is there. If no one answers the telephone, see the Assistant Director for Information Services, Administrative Secretary or Publication Sales Business Manager, one of whom will unlock the Materials Testing Facility and vehicle-key lockers.*

*5. Vehicle keys and gas credit cards are kept in two locking cabinets in the kitchen area of the Materials Testing Facility.*

*6. When buying gasoline, it is preferred to use IU Motor Pool to refuel IGS vehicles whenever possible, otherwise at a commercial gas station the pump display should ask for the vehicle's license plate number and the odometer reading. Please enter this information.*

*7. Gasoline credit cards are in card-wallets attached to the appropriate vehicle keys.*

*8. On returning to campus, vehicles should, if possible, be parked at the IGS Materials Testing Facility.*

*9. When returning to the office after 5:00 PM, leave vehicle keys in the drop box at the vehicle bay door of the Materials Testing Facility.*

*10. When leaving in an IGS vehicle prior to 8:00 AM, the keys may be picked up at the Materials Testing Facility on the afternoon prior to departure.*

*11. When using any IGS vehicle, always complete the log book.*

*12. Return fleet vehicles with a full tank of gasoline, especially if the gas gauge is below 3/4 full.*

*13. Report all vehicle mechanical and electrical problems to the Physical Facilities Assistant or to the Assistant Director for Information Services as soon as possible.*

*14. On rare occasions reserved IGS vehicles may need to be taken by another staff member in the event of an emergency.*

B. Return IGS vehicles in reasonably clean condition.

C. Use of a personal vehicle for University business is strongly discouraged. If staff chooses to use a personal vehicle for University business, no reimbursement will be provided without advanced approval from the Director.

**2.08 Indiana Geological Survey Operations**
**Travel (see also 3.06 Travel Policy and Procedures)**
A. Out-of-state travel (OOS) must be preapproved by the Assistant Director and Director.

*1. All OOS travel requests must be submitted on the Employee Travel Request form (P:\IGS Documents\Out of State Travel Request Form) to be authorized by the Director (email authorization is acceptable).*

*2. Business expenses, such meeting registration, travel and per diem, will be paid by the IGS Travel Account and/or from other sources, such as grants and contracts, and private or personal sources.*

B. All international travel must be pre-approved by the Director. International travel may be approved for international symposia, seminars, or workshops that provide a published announcement of the event. The value of international travel to the IGS mission must be demonstrated.

*1. OOS travel funds may be designated toward international travel; however, travel outside the United States will be supported only every third year per traveler. OOS travel funds may be rolled over from one year to the next to accumulate sufficient funds for an international trip. The individual's intention to accumulate funds should be made in advance using the Employee Travel Request form (P:\IGS Documents\Out of State Travel Request Form) through the immediate supervisor to the Director, as soon as firm meeting dates are established.*

*2. International travel may be supplemented with travel funds from other sources, such as grants and contracts, and private or personal sources.*

C. Travel to the Indianapolis Airport.

*1. Except with pre-approval from the Director, the preferred means of round-trip transport is the shuttle-bus.*

*2. If budgeted in a grant, travel funds from a grant may be used for reimbursement of personal car use, mileage, and parking fees.*

*3. Any request for reimbursement, to be submitted in writing to the Director, that does not fall within this policy must have prior approval or the expense cannot be reimbursed.*

**2.09 Indiana Geological Survey Operations**
**Mail**
A. Personal mail and packages should not be sent or received through the IGS.

B. The IGS does not provide mail service for personal outgoing mail.

**2.10 Indiana Geological Survey Operations**
**Expert Witness**
A. If a staff member, representing themselves as a spokesperson for the IGS, has been asked to serve as an expert witness in a trial or hearing, the Director shall be notified in writing of the hearing date(s), purpose, and place of the hearing.

B. A staff member subpoenaed to appear in a court of law regarding geologic testimony or representing her or himself as a spokesperson for the IGS is to report this to the Director and must provide written verification of the court appearance.

**2.11 Indiana Geological Survey Operations**
**Keys**
A. Keys to all IGS property are managed by the Assistant Director for Information Services.

*1. Full-time employees will be provided with IGS building and office keys.*
*2. Requests for additional keys are to be submitted by the immediate supervisor, on behalf of their staff, to the Assistant Director for Information Services.*
*3. Part-time employees will be provided with office and building keys upon request from the immediate supervisor.*
*4. Keys for temporary employees require a $20 deposit per key, refundable upon return of the key(s).*
*5. A lost key requires the employee to pay $20 to the IGS to have the replacement key made. If the employee wants a replacement key, a $20 deposit is required. The deposit is refundable upon return of the key.*

B. Master building keys may be held only by the Director and Assistant Directors

*1. Master building keys may not be loaned; partial masters may be loaned only to full-time appointed IGS staff. No keys may be loaned to those who are not employed at the IGS.*
*2. A floor master resides in the secretary's office.*
*3. Secretaries shall not use floor master keys for purposes other than to assist IGS staff or service personnel.*

**2.12 Indiana Geological Survey Operations**
**Use and Inventory of Indiana Geological Survey Equipment**
A. Personal use of IGS equipment for consulting is permitted.

*1. An employee's personal files (for example, digital files belonging to the employee) will not interfere with the operation of IGS equipment and may, therefore, be used on IGS equipment.*
*2. An employee's personal files (for example, digital files) are not to be stored on IGS equipment for long periods of time.*
*3. The IGS is not responsible for loss or damage to an employee's personal files (for example, digital files stored on her/his work computer).*
*4. The IGS will be compensated for use of Survey equipment following section 2.06C.*

B. Provision to compensate the IGS for the use of University-owned equipment shall be made in all grants and contracts when appropriate; the charges will be established by the IGS Administration.

C. The IGS inventories equipment and furniture and places an IU inventory number and tag on such items.

1. *Capital Assets are equipment and furniture costing $5,000 or more, are inventoried, and are part of IU's Capital Assets Management (CAMs) system.*
2. *All computer equipment is inventoried.*
3. *The Business staff attaches an IU inventory tag to appropriate equipment. If a piece of equipment has an unusual location where the tag cannot be adhered to it, the tag is kept on file in the Business office.*
4. *The inventory tag number and pertinent information about the item is maintained by the Business staff.*
5. *A complete inventory is performed every other year by the Business staff or as requested by IU.*
6. *The physical location of all IGS Capital Assets is the responsibility of the respective Division Head where the asset is located in the inventory. If a Capital Asset is moved or load, it must be reported to the Business staff.*
7. *To dispose of capital equipment, the Division Head must provide a memorandum to the Business office that records the name of the item, inventory tag number, person responsible for the equipment, and reasons for decommissioning the equipment.*
8. *The Assistant Director for Information Services maintains an inventory of IGS computer hardware.*

D. Requests to use IGS equipment at home (or at localities other than the IGS offices) for purposes other than professional meetings and field work are submitted to the Director for review and approval.
1. *The Director reviews all written requests for the use of equipment.*
2. *Administrative approval requires that: the request be linked with a specific project, either contract-funded or appropriation-funded; a date is provided on which the equipment will be returned (an extension of the return date may be approved prior to expiration of the original agreement); the staff member issuing the request agrees to repair or replace any equipment damaged while in use at a locality other than the IGS.*

E. Display materials may be loaned when the IGS is directly involved in the conference, meeting, or event.
1. *The Assistant Director for Information Services reviews all requests to use display materials. (This applies to display panels and table top displays, as well as containers, lighting, and so forth that are part of the display.)*

**2.13 Indiana Geological Survey Operations**
**Space Use**
A. The Administration decides on permanent allocation of space in all buildings occupied by the IGS.

1. *Temporary space assignments within a given space may be made by the Division Head in consultation with staff.*

## 2.14 Indiana Geological Survey Operations
## Metadata

A. Finalized or publicly available data from the IGS includes metadata compliant with Federal Geographic Data Committee (FGDC) standards.

1. *Staff will write FGDC-compliant metadata using tools such as ArcCatalog metadata editor or a similar software application.*
2. *All finalized data sets will be accompanied by an FGDC-compliant metadata record.*
3. *Project team leaders are responsible for ensuring the quality and consistency of metadata throughout their projects.*
4. *Before developing new data sets for a project, project staff will search existing data (both internal and external) to ensure that duplication of effort does not occur.*

## 2.15 Indiana Geological Survey Operations
## Teaching and Advising

A. An IGS staff member holding professional or faculty rank may provide formal instruction or advising of students within any Indiana University department.

1. *Formal instruction is defined as active participation in any course bearing an Indiana University-assigned catalogue number.*
2. *Expenses associated with instructional activities (such as class and laboratory materials and expendable supplies, field trip expenses [fuel, meals, refreshments], and duplication costs) are borne by the department, but the IGS makes accommodations to assist whenever feasible and practical.*

B. Teaching and advising by IGS staff members is generally limited to one course per year.

1. *Exceptions to this policy may be made by the IGS Director for special circumstances.*
2. *Time release compensation for instruction is provided to the IGS by the department for any class offered. The amount of compensation is decided by mutual agreement between the IGS Director and the department.*
3. *The IGS does not charge for advising or mentoring students.*
4. *Compensation accrues to a discretionary research account for use by the instructor.*

## 2.16 Indiana Geological Survey Operations
## Hiring Relatives of IGS Employees

A. The IGS refrains from hiring relatives, spouses, or domestic partners of Indiana Geological Survey employees for full-time employment. Relatives, spouses, or domestic

partners of IGS employees may be permitted for hourly employment, but only with the approval of the IGS Director. In all cases, the IGS will follow the Indiana University Personnel Policy: 3.3 Employment of Relatives, Students and Minors.

**2.17 Indiana Geological Survey Operations**
**Educational Opportunities**
A. The IGS Administration encourages staff to take advantage of educational and training opportunities.

> *1. Workshops and short classes: these classes are usually semiformal, lasting for part of a day to several days. A staff member must obtain approval from their Division Head before registering for this type of class.*
>
> > *a. If the workshop or short class is directly relevant to the work performed at the IGS, the staff member need not make up the work time missed while attending class; the IGS will provide funding for the class fee.*
> >
> > *b. If the workshop or short class is not relevant to the work performed at the IGS, the staff member must either make up the time or use their IU paid-time-off benefits for the work time missed while attending the workshop or short class.*
>
> *2. Semester classes: these classes are usually formal, lasting from about 6 weeks to a full semester.*
>
> > *a. Requesting to attend a class relevant to your work performed at the IGS, staff members must obtain approval from their Division Head and the Director of the IGS before registering.*
> >
> > *b. If the semester class is not relevant to the work performed at the IGS, the staff member must make up the time or use their IU paid-time-off benefits for the work time missed while attending class.*
>
> *3. Required classes and workshops: On occasion a staff member may be asked by their Division Head to take a class or workshop directly related to their job activities. The staff member may attend the course, adjusting their work schedule if necessary; the IGS will provide funding for the class fee.*

**2.18 Indiana Geological Survey Operations**
**Long-Term Storage**
A. The IGS has a long-term storage available to its staff to store paper documents, samples, and other materials of value.

> *1. Banker boxes to store paper documents and oversized paper document holders are available from the Administrative Secretary. Cardboard trays to store geologic samples are available from the Physical Facilities and Field Services Assistant.*
>
> *2. Obtain an archive and long-term storage form, Inventory ID number, and inventory spreadsheet from the Administrative Secretary.*

3. *Complete the form and spreadsheet. The archive and long-term storage form with Inventory ID number must be adhered to the face of the storage box or tray; the inventory spreadsheet must be completed and returned to the Administrative Secretary prior to moving the box(es) or tray(s) to the storage facility.*
4. *The Physical Facilities and Field Services Assistant will make arrangements to take the materials to the storage facility and assign a storage location.*
5. *The Administrative Secretary updates the inventory spreadsheet and makes it available to staff on the IGS Intranet, to provide a way to easily locate stored materials.*
6. *Long-term storage facility keys are provided to secretaries for staff access. Shelves are labeled for easy access to stored materials.*

## 2.19 Indiana Geological Survey Operations
## Business Hospitality
A. The Director approves, in advance, all IGS business hospitality.
1. *See IU Financial Management Services policy I-50 for more detail: http://www.indiana.edu/~vpcfo/policies/accounting/i-50.html .*
2. *Obtain hospitality authorization from the Assistant Director for Business*
3. *Submit a request for funds for business hospitality in writing to the Administrative Secretary.*

## 2.20 Indiana Geological Survey Operations
## Flower Fund
A. Flowers (or similar items) are sent to IGS full-time staff members or their immediate families in the event of a birth or adoption of a child or a funeral.
1. *"Immediate family" is defined as a spouse, parent, child, brother, sister, or domestic partner.*
2. *Staff should notify the Administrative Secretary of such an event. The Administrative Secretary is responsible for sending flowers (or similar items).*

## 2.21 Indiana Geological Survey Operations
## IGS Visual Identity
A. The IGS has established two visual identifiers. The IGS seal is the formal IU-approved emblem representing the Indiana Geological Survey. It is recognized as the round emblem containing the Indiana bedrock map in the center. It is to be used solely in formal settings such as IGS letterhead by the IGS Director. The second IGS visual identifier is a graphic image recognized by the initials of the Indiana Geological Survey as defined and presented in the templates and guidelines. The second visual identifier is to be used by all staff for all materials representing the IGS.
1. *The IGS seal and visual identifier are defined in the Visual Identity Guidelines located on the IGS Intranet. Color, black-and-white, and color-reverse versions of*

2. *The IGS visual identifier is to be used with all publications, brochures, bookmarks, websites, maps, signs, posters, clothing, electronic media, displays, presentations, email signatures, etc. Templates and Guidelines for the IGS visual identity are located on the IGS Intranet website (http://igsintranet.indiana.edu).*

4. *The IGS seal and visual identifier should not be used for non-IGS or personal purposes.*

5. *On projected images, test the readability of the seal or visual identifier before using it.*

6. *Do not print the seal or visual identifier on a dark-colored background such that it is rendered unreadable. A seal with reverse coloration is available for placement on black or dark colors.*

7. *Contact Graphics and Cartography for questions or assistance with the seal or visual identifier. Do not modify the identifier yourself.*

6. *Exceptions: The IGS seal was formally embroidered onto clothing and made available to staff. Clothing brandishing the IGS seal may continue to be used to represent the Indiana Geological Survey.*

## 2.22 Indiana Geological Survey Operations
## Physical Facilities (building maintenance)
A. Requests for repairs and maintenance of IGS buildings are made to the Assistant Director for Information Services.

1. *In the absence of the Assistant Director for Information Services, make requests to the Physical Facilities and Field Services Assistant. Such requests may be made in writing or verbally.*

## 2.23 Indiana Geological Survey Operations
## Committees
A. Permanent or temporary (ad hoc) committees may be established by the Director to advise the Administration.

## 2.24 Indiana Geological Survey Operations
## External Service Requests
A. All IGS staff are encouraged to expeditiously complete the External Service Request (ESR) form on the IGS Intranet for service initiated by individuals or entities outside of the IGS. No ESR is needed for requests of work by fellow IGS employees or external colleagues in active research projects.

**Business Office Policy**

## 3.00

### 3.01 Business Office
### Financial Reporting

A. Financial reports are provided to each Division Head or Project PI upon request of their secretary, circumstances permitting.

1. *Billing for grants and contracts are provided to the granting agency, based on the time frame agreed upon by the agency and the IGS and/or IU. A copy of the itemized bill prepared by the Office of Research Administration is provided to the principal investigator upon request.*
2. *Printed copies of various IGS accounts and budget summaries are provided to the Administration, as needed for executive function.*

### 3.02 Business Office
### Purchasing

A. Purchase requisitions and purchase orders are processed through IU online purchasing application.

1. *Expense approval forms are originated by the Business staff or secretary and approved by the immediate supervisor and Assistant Director for Business.*
2. *IU Bookstore orders must be processed on a charge basis because the IGS receives a discount at the Bookstore. An account number must be provided to the IU Bookstore to direct-bill the account.*
3. *Computer software and hardware purchases must be preapproved by the Assistant Director for Information Services prior to purchase.*
4. *Receipts for all purchases must be provided to the secretary within 24 hours of the purchase, circumstances permitting, or as soon thereafter as possible.*
5. *Vendors may be suggested by the staff member placing an order, but all price quoting must be handled by IU Purchasing.*
6. *Paperwork that generates a financial transaction to the IGS and to grants must be given to the appropriate Business staff or secretary.*

### 3.03 Business Office
### Time Reporting

A. Biweekly staff, overtime eligible professional staff, hourly, and work-study employees use the IU online TIME attendance system to report their attendance.

B. Attendance reports for monthly staff are due by the 10th of the following month, using IU's online Paid Time-Off System.

**3.04 Business Office**

**Overtime and Compensating Time**

A. The Indiana Geological Survey adheres to IU policy regarding overtime. See the following IU policy for more information.

   a) **Overtime Pay for Staff and Temporary Employees**
   AFSCME(BL, IN, SB) 6.2 • CWA 5.3 • PA/SS 4.4 • Police(BL, IN, NW, SB, SE) • Temporary 4.2. http://hr.iu.edu/policies/uwide/overtime.html

B. For IGS employees eligible for overtime compensation it shall be allocated at a time and one half rate in the form of compensatory time off for hours worked in excess of 40 hours in a work week. Earned compensating time shall not be accumulated to qualify for paid time but shall be used prior to using vacation, sick, or PTO benefit time.

**3.05 Business Office**

**Indiana University Parking Decals**

A. Temporary parking decals are available from the Publications Sales Office. They may be paid for in cash or by direct charge to an IU account; they cannot be provided gratis.

B. Visitor information such as name and address must be submitted to the IGS Bookstore upon obtaining a parking decal

**3.06 Business Office**

**Grants and Contracts**

   A. Guidelines for the preparation of budgets for grants and contracts are available from the Assistant Director for Business.

   1. *Contact the Business Office or Assistant Director for Business to obtain current rates for fringe benefits, mileage, student fee remissions, and indirect costs.*

   2. *Funding-source information and assistance in preparing grant proposals are available from the secretaries, IGS Business Office, and the Office of Research Administration.*

   3. *If a grant contains a subcontract, a purchase order or contractual agreement must be established by IU Purchasing before contractual work can begin. A work statement from the agency/individual is required. If the agency/individual does not have a purchase-order system, a letter of approval must be obtained before work can begin.*

**3.07 Business Office**

**Travel (see also 2.08 Travel Policies and Procedures)**

   A. For out-of-state travel, e-mailed preapproval from the Director must be obtained before the travel is undertaken. In-state travel must be authorized by the Division Head and the Assistant Director for Business before reimbursement can be made.

*1. The travel reimbursement is completed by the secretaries using the IU Travel online management system with proper receipts and documentation.*

**3.08 Business Office**
**Gasoline Receipts**
A. Log books are kept in each IGS vehicle for the purpose of logging pertinent travel information.

*1. The driver of the vehicle completes a log sheet for each trip. Record the project name or code, mileage, gallons of gasoline purchased, and other purchased items in the vehicle log book.*

B. All vehicle maintenance and fuel receipts should be placed in the log book.

*1. The staff person in charge of the motor pool collects the receipts and log sheets monthly.*

**3.09 Business Office**
**Hiring Assistance**
A. When hiring hourly employees, fill out a Hire and Pay Authorization form.

*1. Indicate the rate of pay (See IGS Policy Manual Appendix to determine the rate of pay) and account number on the form and submit to the Business Office; this must be done before an individual can be processed as an employee of the IGS.*

*2. Upon termination of employment, immediate supervisor or secretaries must complete the Termination of Employment form located on the IGS Intranet.*

B. IU policy requires that criminal background checks be performed on all new hires, including hourly employees.

*1. The IGS Business Office or Administrative Secretary must request both driver's license and social security card to submit a criminal background checks. Please ensure that the standard IU Employment Application Form is completed for hourly employees (IU requires this form for all other positions and its completion is part of the IU job application process – see the Business Office assistant or Administrative Secretary to obtain a New Hire form).*

*2. For hourly new hires: an offer of employment can be extended pending a satisfactory outcome of the background check. For staff new hires: the Assistant Director for Business must be consulted prior to extending any offer of employment.*

*3. This entire process must occur before an offer of employment is made to an applicant.*

*4. Work with the secretary to properly fill out the forms.*

**3.10 Business Office**
**Authorization for Salary Adjustments/Raises**
A. Recommendations to change the salary for full-time staff are to be submitted to the Division Head in writing for consideration with the Administration.

**3.11 Business Office**
**Field Trip Insurance**
A. Insurance for persons on field trips is available for persons who are not employees or students of IU.
   1. *For persons who are not IU employees or students, the IGS Business Office requires a memo with the dates of the trip, names and number of persons, destination, IGS staff member in charge of trip, their project team, the grant funding the trip (if one exists), and the name of the field trip.*
   2. *For field trips where a fee is charged, the price of insurance must be collected from each participant (check with Business Office for current price); the money must be delivered to the Assistant Director for Business.*
   3. *After the trip, the Business Office requires updated data if there are any changes concerning the above.*

**3.12 Business Office**
**Grants and Contracts – Moving Money between Budget Lines**
A. Moving funds between budget lines is usually permitted.
   1. *Project Directors must provide in writing to the Assistant Director for Business, a breakdown of the amount of funds that are to be moved, the budget lines involved (for example, move $1,000 from the wage and salary line to the supply and expense line), and justification for moving the funds. A copy of this memo should be provided to the Division Head.*
   2. *The Assistant Director for Business will advise the project leader and assist in seeking permission from the granting agency to transfer the funds as detailed in the memo from the project leader.*
   3. *If the granting agency approves the requested budget transfer, the Assistant Director for Business notifies Office of Research Administration to adjust the approved revised budget lines.*

# Proposals and Publications Policy
## 4.00

**4.01 Proposals and Publications**
**Project and Publication Concepts and Ideas**
A. An IGS staff member wanting to create an IGS-funded project or a project resulting in a grant proposal, or an IGS formal or informal publication (including brochures, CDs, posters for publication, guidebooks, bookmarks, postcards, Website, Open-File Study and advertising pieces), should enter a new project in the Project Management System.

1. *The IGS Administration will schedule a meeting with staff members to assess and review new project concepts and ideas.*
2. *For the meeting with the Administration, complete the New Project form in the Operations Projects section of the IGS Intranet. This form contains the information needed by the Administration, such as the purpose of the project, starting and ending dates, staffing and equipment, and where the project fits in the IGS Strategic Plan.*

    *a. Projects requiring monetary support should create a preliminary budget for the project. A budget template is included as a link on the new project form that should be sent to the Business Office.*
3. *If approved, projects seeking external funding create a formal proposal and submit it into the IGS Publication and Proposal Review System. It is not necessary to submit a formal proposal for IGS-funded projects; however, a final budget and task timeline for the project is needed by the Administration.*
4. *Finalized and approved external grant proposals are submitted to the Assistant Director for Business to be routed through the Indiana University Office of Research Administration, following their policies and procedures.*

    *a. A database containing a list of active and inactive IGS projects is maintained on the IGS Intranet. This database is used to create project webpages on the IGS web site.*
    *b. IGS staff should periodically update their projects with respect to completed publications and current status of the project.*

**4.02 Proposals and Publications**
**IGS Publication and Proposal Review**
**Introduction**
The IGS review process is designed to assist authors by improving the content of their proposals and publications. The process includes a review of the document by scientific, technical, financial, editorial, and administrative personnel to provide constructive feedback and comments to an author(s). The author(s) will review the feedback and comments and make the appropriate changes and modifications to the document.

A. All proposals, publications, and contract final reports are approved for release by the Director.

B. All proposals and publications must be submitted to and undergo review within the IGS Publication and Proposal Review System.

C. The corresponding author provides a clean copy paper (double-spaced) or digital file of the publication or proposal with the incorporated edits to the Director for the Director's final approval in the IGS Publication and Proposal Review System.

D. IGS Publication and Proposal Review System
1. *Proposals and publications are submitted into the review system by the corresponding author by fully completing the online form in the Publication and Proposal Review section of the IGS Intranet and selecting Initiate the Review.*
   a. *The online form will change depending on the Review Type.*
   b. *A full review includes scientific, technical, editorial, and administrative evaluations.*
   c. *Types of publications:*
      a. *IGS Open-File Study – should be considered a **non-peer-reviewed** publication, primarily for annual deliverables and data summaries with minimal interpretation.*
      b. *IGS Occasional Paper – small reports on topics that will not be reexamined. These can be quickly produced and distributed as PDFs.*
      c. *IGS Report of Progress – small to medium reports where additional reports will follow.*
      d. *IGS Special Report – larger studies summarizing the state of the knowledge on the subject.*
      e. *IGS Field Trip Guidebook – published version of field trips.*
      f. *IGS Miscellaneous Map – premier map product of the IGS.*
      g. *IGS Web Document – a Web page or pages for the IGS website.*
      h. *IGS Digital Information – databases and geodatabases.*
      i. *IGS Poster – maps and topical posters, usually with graphics; commonly education- and outreach-oriented.*
      j. *IGS Digital Media – PowerPoint presentations or other forms of digital productions.*
      k. *IGS Metadata – metadata.*
      l. *External Abstract – abstracts for conferences (note the third author exception, below).*
      m. *External Manuscript – Full Review – manuscripts to be published outside the IGS where no peer review is conducted or if you would like additional colleague support.*
      n. *External Manuscript – Partial Review – manuscripts to be published outside the IGS where a peer review will be conducted.*
      o. *Proposal – proposals for funding or support. Work with the Assistant Director for Business to create a budget before starting the review.*

   p. *Other – postcards, bookmarks, and so on.*

  d. *Exceptions:*

    a. *Open-File Studies are reviewed only by the Coordinator (Division Head of the author), Assistant Director, Editor, and Director.*

    b. *External Abstracts can be submitted as a Skip Review if all IGS authors are third or more author; they require only the Director's approval.*

    c. *External Manuscript – Partial Review may be selected for manuscripts that will be peer reviewed outside the IGS, however, if time permits the author is encouraged to complete an External Manuscript – Full Review. Be aware that not all scientific journals conduct a complete peer review!*

    d. *Skip Review is for any document that does not need review. Such documents include news items, project information sheets, product descriptions (Bookstore), event descriptions, photo captions, and so on, are exempt from formal IGS review, but must be approved by the Director.*

  e. *The corresponding author and/or the Coordinator should contact all individuals selected as reviewers to determine their availability.*

2. *The Review Coordinator approves the initiated review into the system to start the formal review. A proposal or publication does not move forward without Coordinator approval.*

3. *A paper copy or digital copy of the publication is made available to the reviewers. Digital reviews are preferred to accelerate the review process.*

  a. *For paper reviews, a copy should be printed and placed in a folder, and a routing sheet printed from the Publication Review Status Form attached to the folder. The routing sheet can be reprinted at any time during the review. Either the Coordinator or corresponding author moves the folder to each reviewer.*

  b. *For digital reviews, a digital file in an appropriate format is placed in the P:\IGS_Review directory; a comment should be added to the Publication Review initiation form indicating the location of the file(s).*

4. *The document moves through the review system until all reviewers have finalized their review. The corresponding author should keep the Review Coordinator apprised of the review status. The author may be asked by the Coordinator, Assistant Director for Business, Assistant Director for Research, or Editor to produce a clean copy incorporating reviewer's comments if the comments are so extensive such that they obstruct the continued review. E-mails from IGS Help are sent out to all reviewers during the review process.*

  a. *If needed, reviewers (who may include individuals from outside the IGS) evaluate the technical quality of the work and review scientific aspects of any maps and illustrations, checking them for accuracy.*

b. *If needed, the Geologic Names Committee ensures that references to geologic and geographic names adhere to current IGS usage.*

c. *If needed, the Heads of Photography and Information Technology ensure the quality of the photographs and illustrations and make suggestions toward their improvement.*

d. *If needed, the Assistant Director for Business checks the budget. Authors are encouraged to work on the budget with the ADB before submitting the proposal into review.*

e. *The Assistant Director for Research checks the completeness of the review, conducts her/his own review, and grants approval. The manuscript may be returned to the author to address any lingering issues or moved on to the Editor.*

f. *The Editor reviews the manuscript for organization, consistency, format, policy, mechanical style, language, and content. The Editor does not verify the substantive accuracy of any part of the manuscript.*

g. *The Director examines a clean copy and provides final approval. The Director many request that the manuscript be modified and return to an appropriate place in the review system.*

5. *Reviewers complete their review by pressing the Finalize button.*

a. *Paper reviews with a routing sheet <u>must also be completed by each reviewer pressing the Finalize button</u> when they have completed their review.*

6. *After the Director's approval, the Editor adds the publication to the IGS Publication Database. This database includes internal and external publications.*

a. *Internal publication are shown in the IGS Bookstore when they have completed production.*

b. *External publication remain hidden to the IGS Bookstore and IGS Website until they are published. The corresponding author should contact the Editor to update the status of the publication when it is available.*

**4.03 Proposals and Publications**
**Production of IGS Publications**

A. After the IGS Publication Review process is complete, materials for the production of an IGS publication must be submitted to the Editor.

1. *Digital files of maps, manuscripts, figures, tables, and appendices are submitted to the Editor.*

2. *The Editor distributes figures, maps, plates, graphics, and so on, to the Cartographic Coordinator and the Head of Photography and Imaging for production.*

*3. After production and formatting is complete, the Editor returns the draft*
   *publication to the primary author, who checks the text for completeness and*
   *accuracy. This requires a thorough scrutiny of format, text layout, captions,*
   *tables, table of contents, references cited, illustrations, and so forth.*
*4. When the final draft is complete, the Editor will coordinate a "final-look"*
   *meeting, including the author(s), IGS Administration, and various staff*
   *members of the Information Services Division. The publication is proofread and*
   *any final changes are added before the finished publication is produced.*
*5. The Director approves the finished publication for release.*

## 4.04 Proposals and Publications
## Development of IGS Web Sites and Pages

A. Web content is accorded the same status as internal publications and must follow
review procedures as detailed in policy 4.02.

*1. Digital files of maps, manuscripts, figures, tables, and appendices are submitted*
   *to the IGS Web Master.*
*2. The Web Master creates the webpage(s) containing all text, illustrations, and*
   *supplemental information.*
*3. After the webpage(s) have been formatted, the Web Master provides a link to*
   *the primary author, who checks the webpages for completeness and accuracy.*
   *This requires a thorough scrutiny of format, text layout, captions, tables, table of*
   *contents, references cited, illustrations, and so forth.*
*4. The Director approves the finished publication for release.*

## 4.05 Proposals and Publications
## Publication Distribution
A. IGS publications are distributed through the Publication Sales Office.

*1. Gratis copies are distributed as follows:*
   *3 to 10 copies to the author as requested;*
   *1 copy to the IU Geosciences Library;*
   *1 copy to AGI GeoRef;*
   *Copies to the funding agency as the contract specifies;*
   *1 copy to each Indiana Geological Survey staff member as requested.*
*2. Gratis copies may be distributed to other agencies, institutions, businesses, or*
   *selected individuals as determined by the author and the IGS Administration.*

**4.06 Proposals and Publications**

**IU ScholarWorks**

A. To expand the audience of presentations made at professional meetings, it is strongly encouraged that staff submit professional posters and PowerPoint presentations of Indiana Geological Survey to IU ScholarWORKS for archiving, for discovery by Web Crawlers, and for future citation (https://scholarworks.iu.edu).

1. *Submit these presentations to the IGS Editor for inclusion in IU ScholarWORKS Web archive.*
2. *Include the title, author(s), keywords, abstract, and either a PDF of the poster or a PowerPoint file. PowerPoint files should include textual notes for each slide as necessary.*

**4.07 Proposals and Publications**

**IGS Open-File Studies**

A. The author of an IGS Open-File Study (OFS) provides an Adobe Acrobat Portable Document File (PDF) to the Assistant Director for Information Services upon completion of the report.

1. *The author may seek assistance from Graphics and Cartography, Photography and Imaging, or Information Technology staff to convert the OFS to a PDF.*
2. *The OFS PDF file is provided to the Assistant Director for Information Services for final PDF review (not content review).*
3. *Upon final PDF review, the file is provided to the Office Manager of Publication Sales; it is then added to the Publication Sales Database and stored in the Publication Sales network space.*

# Information Technology Policy

## 5.00

**5.01 Information Technology
Responsibility and Governance**

A. The Assistant Director for Information Services is responsible for:

1. *Overseeing the Geological Survey's compliance with IU information technology policies and procedures, and the state of Indiana's IT laws;*

2. *Overseeing the Geological Survey's information technology policies, resources, and data;*

3. *Overseeing IT security and privacy compliance for the Geological Survey by regularly reporting to the Director to ensure that security and privacy goals are being met;*

4. *Overseeing all Geological Survey third party IT data and vendor agreements, ensuring that they are processed through the appropriate IU offices and include the necessary information security, privacy, and liability language;*

5. *Overseeing all IGS computer systems regardless of the funding source.*

B. The Assistant Director for Business is responsible for assigning staff access to data as outlined in the Classifications of Institutional Data table and maintaining a list of those staff and their role.

C. The Geological Survey Information Services staff is responsible for facilitating the work (or mission) of the Geological Survey, and following Geological Survey and IU IT policies, procedures, and the state of Indiana's IT laws.

D. The Geological Survey staff is responsible for knowing and following Geological Survey and IU IT policies and procedures.

**5.02 Information Technology
Risk Assessment and Management**

A. The IGS will assess, identify, understand, and prioritize risks to its information as contained within the data elements table in the IU Classifications of Institutional Data (**http://datamgmt.iu.edu/classifications.shtml)** and other IGS private information.

1. *Identify IGS staff job duties that need access to these data.*

2. *Assign rights to staff to access and use only those data elements needed to perform their job duties.*

3. *Maintain a list of staff that has access to data and their reason for using these data.*

4. *Review annually the IU Classifications of Institutional Data Elements and reevaluate staff access and staff rights to use these data.*

B. The IGS will assess devices used by IGS staff to access these data. See policy 5.08, Information Technology – Technical and Safeguard – Review.

C. Training will be provided to IGS employees to make sure they understand their roles and responsibilities in ensuring appropriate information security and privacy. See policy 5.04, Information Technology – Awareness and Training.

## 5.03 Information Technology
## Workforce Security

A. IGS offices are locked and access to the building is restricted after normal business hours.
1. *IGS employees should be aware of personal safety tips such as:*
   a. *Calling IU Police for an escort.*
   b. *Reporting suspicious activity to IU Police.*

B. IGS servers are to be housed in a secured, locked room within the Geological Survey or at University Information Technology Services (UITS).

## 5.04 Information Technology
## Awareness and Training

Most sensitive data exposures occur when an employee handling the data makes an inappropriate choice or a mistake. It is imperative to information security and privacy compliance that all employees be informed as to how to appropriately handle, store, transmit, and discard data classified as "critical," "limited access/restricted," "university-internal," and "public," both at initial hire into the department and through periodic reminders such as seminars, e-mail messages, and policy procedures.

A. The IGS is implementing a formal, documented initial and ongoing awareness and training program to ensure all IGS employees (staff, students, and hourly employees) understand their roles and responsibilities in ensuring appropriate information security and privacy.
1. *The program includes tracking by the Assistant Director for Information Services as to who attends and receives training and when.*
2. *The employees are to complete the basic IU "Acceptable Use Agreement – Access to Technology and Information Resources – Employees." See https://protect.iu.edu/cybersecurity/data/agreement*
3. *The information security and privacy topics will periodically be included in staff and project team meeting agendas, and posted on the IGS Intranet.*
4. *Staff assigned to access secure and privacy data must attend at least one security training activity per year.*

*5. The Assistant Director for Information Services, is assigned the responsibility to coordinate the department's compliance with security and privacy laws and IU policy, will attend IT security and privacy training as needed.*

**5.05 Information Technology**
**Sharing Information with Third Parties**

Many private and sensitive data exposures occur within a partner or vendor's scope of responsibility, but because of the relationship with IU, the security breach is usually perceived to be IU's breach by the general public, our constituents, and our students. While written agreements and contracts may protect IU and departmental employees from financial or criminal liability, they cannot protect IU from reputational damage. It is important to carefully analyze decisions to share sensitive information with third parties and is very important to monitor any sharing agreements that are implemented.

A. Inventory instances where private or sensitive data are shared with third parties, including granting agencies.

*1. Document the purposes of the relationships and the data shared.*

*2. Identify and document who is responsible for overseeing each relationship. Ensure the employee is aware of his or her responsibilities in monitoring the third party's information security and privacy practices.*

*3. Third party agreements must go through IU Purchasing or the Office of Research Administration. Other agreements or contracts that do not include a purchase order should still go through either IU Purchasing or IU General Counsel, to ensure that appropriate indemnity and liability language is inserted, therefore ensuring that responsibility for compliance with information security and privacy law and regulation is clearly delineated and also ensuring proper signature authority.*

**5.06 Information Technology**
**Disaster Recovery and Business Continuity**

"Disaster recovery is the process, policies and procedures related to preparing for recovery or continuation of technology infrastructure critical to an organization after a natural or human-induced disaster. Disaster recovery is a subset of business continuity. While business continuity involves planning for keeping all aspects of a business functioning in the midst of disruptive events, disaster recovery focuses on the IT or technology systems that support business functions." From Wikipedia: **http://en.wikipedia.org/wiki/Disaster_recovery.**

A. The Information Services Division is to maintain the IGS IT Disaster Recovery Plan by reviewing it and making updates as needed no less than every two years.

**5.07 Information Technology**
**Security Incident and Response**

A. An information technology security incident can have one of two classifications – Non-critical or Critical.

1. *Non-critical security incidents are usually when antivirus software detects a virus, malware, or spyware and a file is quarantined or the event is blocked.*
2. *Critical security incidents are when private personal data is exposed, lost, or stolen, or a virus, malware, or spyware takes control of a computer or server.*

B. Response to a non-critical incident.
   1. *The employee submits an IGS IT Service Request documenting the incident. IGS IT staff will scan the computer, check the log files, and take appropriate action as necessary. See policy 5.09 IT, Security and Privacy Reference URLs, for the URL.*

C. Response to a critical incident.
   1. *The response below is the University Information Security Office (UISO) required response. The Geological Survey will follow the procedure below:*

   The following response is from:
   **https://protect.iu.edu/cybersecurity/incident/sensitive-data**.

## As soon as the critical incident is suspected

*In*[TT1] *the event of a possible security incident concerning sensitive institutional or personal data, report the incident as follows:*

1. ***STEP AWAY*** *from the computer:*

   o ***DO NOT*** *touch it or take any other action until advised by the Information Policy & Security Offices.*

   o ***DO NOT*** *attempt to login or alter the compromised system.*

   o ***DO NOT*** *power the computer off.*

   *These actions will delete forensic evidence that may be critical to your incident.*

2. ***IMMEDIATELY CALL*** *– no matter what time of day or night, weekday, weekend or holiday, until you get to a human being. Try in this order:*

   1. *UISO directly at 812-855-UISO (8476) (during business hours)*

   2. *UITS Support Center at 812-855-6789 (24/7)*

   3. *UITS Network Operations Center at 812-855-3699 (24/7)*

   4. *IGS Assistant Director for Information Services at 812-345-2754 (24/7)*

   *When you reach the Support Center or the Network Operations Center, ask*

staff to **PAGE** the University Information Security Office (UISO). A representative from UISO will then call you back.

Please **ALSO REPORT** the incident yourself, using one of two methods:

- o Use our online incident reporting form (university authentication required).

- o Send an email to it-incident@iu.edu outlining the incident details.

Please **DO NOT** simply leave voicemail or send e-mail - please ensure you reach a human being because it is **CRITICAL** that response procedures begin immediately.


3. **DO NOT** discuss the incident with any other parties until you are authorized to do so. This is critical to ensure that only accurate information is disseminated, rather than suppositions or guesses as to what happened.

4. Begin writing a detailed description to be shared with the Incident Team:

- o What made you suspect the incident?

- o What you know happened thus far?

- o What information on the machine and the data were affected?

- o What actions have been taken so far?

5. For production services such as Websites or applications, plan remedial action to restore service. Consider bringing up a new machine to host the site or posting a "down for maintenance" banner.


**5.08 Information Technology**
**Technical and Physical Safeguards – Review**
A. IT Equipment
1. All IGS servers are maintained in the IGS server room or at UITS. All servers are exclusively managed by the IGS IS staff.
2. Workstations, laptops, servers, and printers that do not need Internet access will be configured using private IP addresses.

B. Encryption
1. Laptop computers and other mobile devices that access private personal information will use encryption to protect these data.

2. *It is the responsibility of the user of the laptop or mobile device to keep the device secure and in their possession at all times.*

C. Operating System and Software Updates

1. *The Assistant Director for Information Services approves the use of new and older versions of operating system for all IGS computers.*

2. *IGS computers will be configured with the most recent approved version of Windows operating system. Exceptions may be made for specific software or hardware that requires an older version of a Windows operating system.*

3. *Operating systems and application patches and updates are performed by IGS IS staff by pushing automatic updates to computers.*

4. *On all IGS computers, a host-based firewall will be enabled and configured to properly scope exceptions for running services.*

D. Antivirus Software

1. *All Windows systems, including servers, workstations, and laptops have antivirus software installed and configured to update signatures automatically.*

2. *The IGS IS staff will configure alerts on the antivirus server and review the antivirus logs for workstations, servers, and laptops.*

E. Remote Management and Use

1. *Remote Desktop Protocol (RDP) is turned off on workstations and laptops by default. To request RDP services to be turned on, staff should submit an IGS IS Service Request. Client side RDP (home computers) must run Windows VISTA or newer operating systems to be granted RDP access to IGS computers and will be confirmed in writing by the employee via email.*

2. *RDP requires the client computer use a VPN or SSL connection. The IGS IS staff recommends using an SSL connection.*

3. *Remote Desktop Protocol access to IGS servers is limited to IGS IS staff and staff having a very specific purpose that is to be confirmed and approved by the Assistant Director for Information Services.*

F. Vulnerability and Security Scans

1. *Servers are regularly (no less than monthly) scanned for vulnerabilities using the UISO external vulnerability scanner.*

2. *Workstations and laptops are regularly (no less than quarterly) scanned for vulnerabilities using the UISO external vulnerability scanner.*

3. *Software such as Identity Finder will be used to scan servers, workstations, and laptops as necessary.*

4. *Computers assigned to staff who have responsibility and access to private personal information and data will be scanned regularly (no less than monthly) using UISO external vulnerability scanner and Identity Finder. These scans will be scheduled to run automatically and will log the results. These*

*staff will be trained to review the log results and appropriately manage the findings.*

G. Equipment Decommissioning

1. *All IGS IS devices being decommissioned will be sent to IU Surplus as per IU policy Disposal and Redistribution of University Property Policy. See 5.09, Information Technology, IT Security and Privacy Reference URLs.*

2. *Any IT device containing an IU asset tag must be decommissioned by the Administrative Secretary before being taken to IU Surplus.*

3. *All computer hard drives will be wiped using Department of Defense compliant disk wipe software before being taken to IU Surplus.*

H. Administrator Privileges

1. *For workstations, administrator privileges are limited to the IGS IS staff. Exception may be made when software or hardware requires administrative privileges to operate and the IS staff cannot configure the computer otherwise.*

2. *For laptop computers (also known as field computers), administrator privileges may be provided to staff that are assigned to use these computers.*

3. *For servers, administrator privileges are limited to only those IS staff having a demonstrated need.*

I. System and Information Backup and Archiving

1. *The IGS provides central computer systems with backup capability. All digital data must be backed up as follows.*
   *a. IGS data stored on IGS central server computers are backed-up to tape daily at times assigned during the 5-day work week.*
   *b. IGS data stored on personal computers, laptops, and other computer devices are to be backed up by staff no less than once a week to IGS central computer systems.*

2. *Archiving digital data and maintaining the IGS Digital Archive.*
   *a. The archive consists of duplicate media stored in two separate locations. Currently the data are stored on CDs, DVDs, and Blu-ray disks in room S602 and the IGS Material Testing Building.*
   *b. The IGS Digital Archive is recorded using an Excel spreadsheet inventory system.*
   *c. Project managers are responsible for the assembly of all digital information at the completion of a project; these include all digital data used to create final project reports or digital files that were used to create a formal IGS publication. Project managers will provide that information to the Assistant Director for Information Services for archiving.*

J.  IT Service Requests
1.  *IGS staff needing IS assistance should submit an IT Service Request form. The form is located on the IGS Intranet Website. See the policy 5.09, Information Technology, IT Security and Privacy Reference URLs, for the URL.*

K.  Logging
1.  *Workstation and laptop logs are kept and are reviewed in the event of an incident.*
2.  *Log files for IGS servers are reviewed regularly by IS staff for security, maintenance, and usage purposes.*

L.  Inventory
1.  *An inventory of IGS IT devices is maintained by the IS staff. The inventory includes: description, name, date purchased, date to be replaced, IP, MAC, configuration details, OS, staff assigned, etc.*

M.  Network Project Space
1.  *Network project space is made available to IGS staff for data storage, sharing, management, and backup by IGS IS staff.*
*a. IGS project digital files (or copies) are to be kept on assigned IGS network space.*
*b. To request a network project folder, submit an IGS Intranet IT Service Request. The request should include name, the name of the folder to store the data, the name(s) of the IGS staff to be given access to the folder, and the rights these staff should be given to access the folder and its contents (either "read" or "change" rights).*
*c. By default, each project area on the IGS network space is assigned 2 gigabytes of drive space. To request additional storage space, an IGS staff member should submit an IGS IT Service Request asking to increase the space limit.*

**5.09 Information Technology**
**IT Security and Privacy Reference URLs**

**Indiana University**
Protect IU
https://protect.iu.edu/

Information Security and Policy
https://protect.iu.edu/cybersecurity

Information Security and Privacy Program Safeguards
https://protect.iu.edu/privacy/program/safeguards

Classifications of Institutional Data
http://datamgmt.iu.edu/classifications.shtml

Critical Incident Response Procedure:
https://protect.iu.edu/cybersecurity/incident/sensitive-data
https://protect.iu.edu/cybersecurity/incident/template

Acceptable Use Agreement – Access to Technology and Information Resources – Employees:
http://protect.iu.edu/acceptableuseagreement

Disposal and Redistribution of University Property Policy
http://policies.iu.edu/policies/categories/financial/purchasing/FIN-PUR-14.0-disposal-and-redistribution-of-university-property.shtml

How to Change Your IU Network ID Passphrase
http://uits.iu.edu/page/atav

**Geological Survey**

IT Service Request form:
http://igsintranet.indiana.edu/Operations/ServiceRequests/itServiceRequestForm.cfm

**Other References**

What is a Disaster Recovery Plan? From Wikipedia
http://en.wikipedia.org/wiki/Disaster_recovery

# Safety Awareness, Training, and Guidelines Policy
## 6.00

**6.00 Purpose**

The purpose of the IGS Safety Awareness, Training, and Guidelines Policy is to increase the safety of personnel by decreasing the possibility of accident or injury.

**6.01 Required Training**

A. Mine Safety and Health Administration (MSHA) Training: Full-time and temporary staff members visiting mine and quarry operations during the year are required to attend MSHA training annually and acquire the Certificate of Training from the U.S. Department of Labor.

　　1. *The Geological Survey hosts MSHA training yearly. Staff performing duties that require visiting mine and quarry operations should make this training a priority.*

　　2. *The Certificate of Training document must be carried with the IGS staff member and displayed if requested when entering a mine or quarry operation. A second copy and scanned copy are on file at the IGS with the Administrative Secretary if the original is lost.*

B. Full-time staff and temporary employees working in an IGS Laboratory are required to attend the IU Environmental Health and Safety Laboratory Safety Training course.

　　1. *IU Environmental Health and Safety recommends staff refresh their laboratory training every three (3) years as new and updated procedures and materials are made available. Laboratory safety training can be scheduled online at: http://ehs.iu.edu/training/training-schedule.shtml.*

**6.02 Recommended Training**

A. First-aid and CPR:

　　1. *Indiana University offers first-aid and CPR training. It's a good idea to take this training to be prepared for an emergency.*

　　2. *IU Environmental Health and Safety maintains a list of individuals and their dates of certification.*

**6.03 Laboratory Safety Policies and Guidelines**

A. Indiana University provides a very thorough set of research and laboratory awareness and training programs, guidelines, and policies that are administered by the Office of Research Compliance and Environmental Health and Safety. The Geological Survey Administration supports these programs and policies and expects the IGS staff to know and follow them. You will find these guidelines and policies at: http://ehs.iu.edu/index.shtml.

**6.04 Emergency Action Plan**

A. The purpose of an Emergency Action Plan is to protect IU employees from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but is not limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. You will find these documents at: P:\IGS Documents\Emergency Action Plan.

**6.05 Vehicles**

A. Indiana University and the Geological Survey provide the staff with safe and well-maintained vehicles to conduct their business.

　　*1. Staff should check to be sure the fuel tank is full, obey traffic laws; strap down field equipment in the vehicle and flag any object extending beyond the margins of the vehicle. See the IGS Materials Testing Technician for straps, flags, first-aid kits, wheels chocks, and eye and hearing protection.*

　　*2. If a vehicle is damaged or is not operating correctly, the IGS Materials Testing Technician or the Assistant Director for Information Services should be informed.*

B. When parking a vehicle in a mine or quarry operation or on a steep slope, wheel chocks should be used, as discussed in the MSHA training.

　　*1. Wheel chocks are available in each vehicle.*

　　*2. Missing wheel chocks will be charged to the Division.*

C. When parking a vehicle along a roadway, engage flashers and place safety cones to the front and rear of the vehicle, as described in the MSHA training.

　　*1. Safety cones are available in each vehicle.*

　　*2. Missing safety cones will be charged to the Division.*

D. IGS vehicles are equipped with first-aid kits.

　　*1. Please use the first-aid kit as needed and report using any of these items to the IGS Materials Testing Technician so the kit can be refilled.*

　　*2. Follow section 6.07 of this policy manual for injuries requiring medical attention.*

　　*3. Missing first-aid kits will be charged to the Division.*

E. IGS vehicles are equipped with two sets of eye and hearing protection devices.

　　*1. If any of these items are not in the vehicle, please report it to the IGS Materials Testing Technician so they can be replaced.*

　　*2. If you use the disposable ear plugs, notify the IGS Materials Testing Technician to replace the hearing protection ear plugs in the vehicle.*

　　*3. Missing eye and hearing protection devices will not be charged to the Division.*

F. Vehicle accidents are to be promptly reported to the police and to the Assistant Director for Information Services.

    *1. The accident report form (in glove box of vehicle) is to be filled out and given (by fax if necessary) to the Assistant Director for Information Services within twenty-four (24) hours of an accident.*

    *2. Carefully follow the instructions on the accident report form (in glove box). Even minor accidents must be reported to a police agency; the officer's name should be written on the accident form.*

**6.06 Personal Safety in the Field**

A. Prior to going to the field, provide your Division Head, Project Director, and Secretary with information about where you are going, when you are leaving, and when you expect to return.

    *1. In the event of an accident in the field, we need to know where to begin looking for you.*

    *2. It's always good to go to the field with a "buddy." The buddy system means staying in visual contact with each other, not just in the same area.*

B. Supervisors of field crews should be aware of the daily weather forecast. In the event of a forecast for thunderstorms, the weather forecast should be monitored throughout the day.

    *1. If severe weather is imminent, field operations should cease or at least be conducted in close proximity to the field vehicle.*

    *2. If lightning or thunder are observed or heard and are less than 6 miles away (30 seconds between flash and thunder), field work should temporarily cease and field personnel should remain in the field vehicle or other safe location until the storm passes (30 minutes after the last observed lightning or thunder).*

C. Drilling: When lightning is seen or thunder is heard, regardless of the distance, all drilling operations should be shut down. If possible, the mast on the rig should be lowered and the connection with the drill pipe in the ground should be disconnected. Operations should not resume until all threat from lightning is over (30 minutes after the last observed lightning or thunder).

    *1. Check with an IGS staff member who has access to radar images to determine if other storms are imminent before resuming drilling.*

D. Supervisor should ensure field staff receive proper training and safe handling of field equipment.

    *1. Staff should ensure they have been properly trained to use and safely handle scientific field equipment.*

E. Suggestions when in the field

*1. Wear appropriate clothing and footwear and take appropriate safety equipment when going to the field (See section 6.09 Field Clothing and Other Items to Consider below).*

*2. When carrying items for protection like a whistle, pepper spray, and cellphone, keep them handy, not buried in the bottom of a pack. Most vests and belts have a means to readily secure items.*

*3. Be mindful that some field activities may be in locations where cellphone contact is marginal or not available.*

*4. Be aware of your surroundings, your proximity to strangers, and inherent dangers. Safety awareness is a way to survive.*

*5. Always get permission to walk or drive on private property. Facing an unhappy landowner or sheriff to discuss trespassing will not make for a pleasant day.*

## 6.07 Insurance for Personal Injury and for Automobile Usage

A. Report all on-the-job personal injuries to the Division Head and the Assistant Director for Business. The Division Head or Project PI is to fill out the Occupational Injury forms.

*1. Employees who incur job-related injuries in Bloomington must go to IU Health Bloomington Occupational Services, 3443 West 3$^{rd}$ Street, 47404 [(812) 353-3443] for care. Report the injury to the immediate supervisor or Assistant Director of Business. An Occupational Injury form (available on the IGS Intranet) must be completed and given to the Assistant Director for Business. An online Authorization to Treat form must be submitted to IU Health Bloomington Occupational Services by the Assistant Director for Business before the injured employee arrives at IU Health Bloomington Occupational Services.*

*2. If injured outside Bloomington, the injured person should go to the nearest health care facility. Report the accident to your Assistant Director and fill out the occupational injury form. Follow-up care must be done at IU Health Bloomington Occupational Services, or as directed by the Office of Risk Management.*

*3. If the employee is injured outside Bloomington and lives outside the Bloomington area, the injured person should go to a local doctor or health-care facility for treatment and necessary follow-up treatment. Report the accident to the immediate supervisor and complete forms as noted above.*

## 6.08 Field-wear and Other Items to Consider

- *Hard hat*
- *Proper footwear, steel-toed boots when appropriate*
- *Eye protection*
- *Hearing protection*

- *Reflective vest*
- *Rainwear*
- *Sting kit, if you are allergic to insect stings*
- *Bug repellent*
- *Sunblock*
- *Hat to protect your head from the sun or rain*
- *Extra drinking water and food*
- *Cellphone*
- *Personal first-aid kit*
- *Flashlight*
- *ICE information (In Case of an Emergency personal contact information)*

## 6.09 Additional Resources

Below is a list of additional safety and prevention resources:

- IGS Emergency Action Plan: P:\IGS Documents\Emergency Action Plan
- IU Office of Insurance, Loss Control and Claims: http://inlocc.iu.edu/orm/SiteMap2.cfm
- IU Environmental Health and Safety: http://ehs.iu.edu/
- Mine Safety and Health Administration: http://www.msha.gov/
- Indiana Occupational Safety and Health Administration: http://www.in.gov/dol/iosha.htm
- Lyme disease: http://www.cdc.gov/lyme/
- West Nile Virus: http://www.state.in.us/isdh/23592.htm
- CDC tick-borne diseases: http://www.cdc.gov/ticks/
- Sunburn: http://www.skincancer.org/prevention/sunburn/facts-about-sunburn-and-skin-cancer
- Hazards to outdoor workers: http://www.cdc.gov/niosh/topics/outdoor/

### 7.01 Testing Facility – Sample and Testing Operations Procedures

*A. Sample submissions must be accompanied by a completed copy of the appropriate service request form. It may be obtained from the Physical Facilities and Field Services (PF&FS).*

*B. Prepared rock samples for analysis by another laboratory are submitted with a completed copy of the appropriate service request form. It may be obtained from the PF&FS.*

*C. Use of the sample analysis and preparation laboratories or of the various related equipment is scheduled through the PF&FS.*

*D. Storage of samples or cores in the Testing Facility is on a temporary basis, as other facilities are designated for permanent storage. Storage of prepared (crushed) rock samples is an exception to this rule.*

### 7.02 Field Services Procedures

*A. Requests for field support are submitted to the Assistant Director for Information Services.*

*B. Specialized field equipment and sample container expenditures are charged to the project for which their use is intended.*

*C. The gamma logging equipment is operated by Geologic Mapping personnel and other trained personnel.*

*D. Damaged field equipment (for example, pumps, hand tools, and so on) is repaired at the expense of the Division or project in whose care the equipment was entrusted.*

### 7.03 Vehicle Procedures (see also 2.07 Vehicle Use Policy and Procedures)

*A. The PF&FS staff ensures that reports of repair and maintenance are entered into the IGS vehicle database along with mileage and repair or service costs and per-mile costs. For this reason, it is imperative that log books are filled out by the driver at the beginning and end of each trip (see also 2.07).*

*B. Filling vehicles with fuel is the responsibility of the user (see 2.07.A.11).*

*C. Service and minor repairs that are necessary while the operator(s) is (are) away from the Indiana Geological Survey during extended periods are the responsibility of the user. Oil changes and chassis lubrication must be performed every 3,000 miles.*

*D. The Physical Facilities and Field Services staff or Assistant Director for Information Services must be promptly notified of necessary vehicle repairs (see also 2.07.A.12).*

# General Procedures
## 8.00

### 8.01 Maps, Illustrations, and Photographic and Images Procedures

A. The Information Services Division strive to produce maps, illustrations, and photographic images that are free of error, which will, as accurately as possible, reproduce the author(s) intentions. Where the author(s) intent cannot be reconciled with standard cartographic or photographic/imaging style or capabilities, or when a difference of opinion exists between the author(s) and the Information Services Division, the IGS Administration makes the final decision.

B. After the publication is submitted for final preparation, only small changes in layout and composition may be accommodated. Changes in content or major changes in format are not ordinarily accepted, but where such changes are unavoidable, the illustration or photographic image is amended and then resubmitted to the Maps and Illustrations Editor for additional review. It is incumbent upon the author(s) and the immediate supervisor of the principal author to consult with the staff of the Information Services Division during the initial preparation stage in order to avoid changes after being submitted for final publication preparation.

C. Once the publication is prepared for final output (printing, Web, or other), the author(s) check the manuscript, maps, illustrations, or photographic images for completeness, spelling, and accuracy of content; the author may request reasonable changes at this time. This requires a thorough scrutiny of format, text layout, spelling, captions, tables, table of contents, references cited, illustrations, and so on.  Changes in content, organization, or format (unless errors have been introduced in the manuscript setup phase) are not accepted at this stage.

D. The manuscript, maps, illustrations, or photographic images are then returned to the Editor showing any needed corrections. The Editor makes the needed corrections or has the corrections made by the author. Before sending the finals to the printer, the Editor calls a "final look" meeting (see policy 4.03.A.4); all the attendees sign off on the final draft. This final draft cannot be assumed to be error free, and therefore it requires thorough and careful proofreading before the final look meeting. However, the author may not make extensive revisions at this stage of the process. The Editor and the author(s) share the responsibility for the final draft at this stage. The Editor then sends the final copy to the printer.

## 8.02 Metadata Procedures

A. The Metadata Committee serves as an internal resource to provide guidance by answering questions, establishing metadata templates, and helping to assure ease of use in the metadata creation process. They do not, however, write metadata for the general staff.

B. The Metadata Committee periodically reviews IGS metadata procedures and determine what, if any, changes need to be made to the metadata system.

C. The metadata process at the IGS.
    1. Products that require metadata
            a. Any completed data product
                    i. Maps and GIS products
                    ii. Digital data images
                    iii. Databases
                    iv. Collections of samples or data
    2. The Project Director and/or project staff; that is, those closest to the actual generation of the data are responsible for compilations of the metadata.
            a. Follow the file-naming conventions established by the Metadata Committee.
            b. Use existing IGS Metadata files as the template to create metadata.
            c. Follow authorship/citation guidelines.
    3. Completed metadata must be submitted into the IGS Publication Review system.
    4. Handling of proprietary metadata.
            a. Proprietary metadata is kept physically separate from those that are publicly available and may be used only by IGS staff or publicly released with permission of the Director or his designate.

## 8.03 Use of Core and Cuttings Guidelines

A. The Indiana Geological Survey (IGS) maintains the only publicly accessible core, well cutting, lithology sample, and geochemistry sample libraries in Indiana. While the IGS intends to preserve these materials, it also wants to make the samples and cores as accessible and useful as possible. The files in these libraries are unique, and therefore, they must be carefully maintained to assure continued access and availability to all interested parties. The IGS receives numerous requests for core or sample material to be used in various research projects. Because there is a certain loss of sample in some procedures, the file material must be closely monitored to maintain its integrity. The IGS has therefore established the guidelines listed below.
    1. The IGS will determine if there is sufficient material on file to accede to a sampling request. It reserves the right to deny requests that would jeopardize the integrity of the sample file.

2. All sample materials not expended in the research procedure should be returned to the IGS.

3. The products from those requests that result in the generation of thin section slides or polished slabs must be forwarded to the IGS for incorporation in open files.

4. A copy of all products of research using sample material, such as reports, publications, metadata, and photographs, must be forwarded to the IGS.

B. All requests and any problems resulting from sampling procedures are subject to final review by the Assistant Directors within the IGS charged with maintaining core materials and well cuttings.

C. When sampling core, cuttings, or geochemistry samples please fill out the attached sheet so that we may put it in a permanent file at the IGS.

## 8.04 IGS Web Banner Procedures

A. The Geological Survey's website home page contains a rotating set of Web banners (four or more) tied to descriptive text. Their purpose is to advertise or highlight new publications, awards, research projects, products, and significant events. IGS projects and program areas will be assigned the task of developing new banners for specific months. The Editor will also provide banners about new IGS publications and other newsworthy items. Staff members, working with their immediate supervisors, are also encouraged to produce Web banners. The intent is to continually provide fresh, new material for the website.

B. Text should be kept as concise and short as possible, usually one paragraph. You may also provide a link to more information.

C. Procedures to develop, submit, and review Web banners.
   1. Editor-prepared banners:
      a. Web banners will be prepared by the IGS Editor for new IGS publications and other newsworthy items.
      b. The Editor will work with author of the publication to prepare the text and the Photographer to prepare images for the banners.
      c. Submittal of final product: Provide the final photo or image and text to the IGS Webmaster. He will review the style and layout and submit the banner to the Director for review and final approval. Once approved for release, the banner will be posted on the IGS website.
   2. Division-assigned monthly and individual banners:

a. *Preparation: Begin preparing banner text and image a month before the due date and submit them for editing at least two weeks before the due date.*

b. *Editing: Submit your text as a double-spaced Word file to the Editor's assistant. She will return the edited text to the author for corrections.*

c. *Photos and images: Submit a photograph or art work to, or work with the Photographer to produce an image in the Web banner style.*

d. *Submittal of final product: Provide the final photo or image and text to the IGS Webmaster. He will review the style and layout and submit the banner to the Director for review and final approval. Once approved for release, the banner will be posted on the IGS website.*

*8.05 Online Maps, Webapps, and Webpages - Overview: An important part of the IGS mission is "Dissemination of information in many forms, including published maps, reports, databases, and educational outreach programs". Disseminating information online is one of the most effective approaches the IGS can take to accomplish this mission. Online technologies include webpages, custom applications, interactive maps, and Story Maps. Each of these technologies can effectively deliver information to the citizens of Indiana. However, selecting the appropriate technology, making and gathering the content, and then developing the online product is the challenge. This is where the Information Services staff can assist.*

*IGS Procedures 8.05, 8.051, and 8.052 outline the process for staff wishing to produce online products for dissemination using modern technologies. The Information Services project team can build applications, write custom code, develop webpages, create and manage databases, and follow IGS publication standards and procedures. A combination of these services can be used to develop online products to disseminate geologic information to the public.*

*8.051 Online Maps, Webapps, and Webpages Strategic Plan and Goals*

*A. Creating online maps, applications, and webpages. I*

1. *Accurately portray the author's geological story.*
2. *Incorporate the IGS formal publication series Digital Information (DI) for these products.*
3. *Ensure the application is intuitive for the end users to use and to easily understand the story.*
4. *Use publically available configurable templates and apps. To reduce future maintenance issues for these applications, limit or minimize the use of custom code.*
5. *Use unified approved IGS branding.*
6. *Embed these templates into webpages using iFrames.*
7. *Use standardized tool-sets and widgets (to be identified and decided upon by the AGS-Team).*

8. *Use IGS ArcGIS Online Organization Account, where applicable, for final publishing and project management of web maps, StoryMaps, and WebApps.*

B. *Making the data and metadata available to the public.*
   1. *Where possible, for each online map and application, develop a link to download the data and metadata. The link can point to the data and metadata directly or to the IGS Bookstore for download (both fee or free).*
   2. *Metadata for all online maps and applications will be made available at no charge.*
   3. *Where possible, IGS mission-based data will be made available at no charge.*
   4. *Where possible, IGS enhanced data will be made available for purchase.*

C. *Marketing online maps, applications, and webpages:*
   1. *Announce these products by releasing an IGS Web banner, article in the IGS eGeo News, and posting on various Social Media outlets. Some products may merit being announced through the IU News Bureau (as decided by the IGS Director).*

## 8.052 Creating Online Maps and Webapps - General Guidelines and Procedures

A. *Author(s) should contact the Assistant Director for Information Services to begin a new project.*
   1. *A Project Team will be assembled to work with the author(s)*
   2. *A new IGS Project will be created*
   3. *The Project Team and author(s) will consider various configurable templates and technologies and select those that best fit the goals of the project.*

B. *Author(s) will write text, gather images, data, graphics, etc. and submit these products to the Project Team.*
   1. *Author(s) will process, clean, and prepare data, based on Project Team feedback.*
   2. *The Project Team can provide assistance in creating and processing GIS maps, images, graphs and databases, adding metadata to datasets, and organizing data.*

C. *The author(s) will submit the Project contents into an IGS pre-review (see 8.052).*

D. *The Project Team and author(s) will review all of the products before developing the online map, application, or webpage.*
   1. *The Project Team will review and determine if any of the products need additional work and if the project is ready ~~to~~ for development.*
   2. *The Project Team will work closely with the author(s) and will make changes as needed.*

E. *Where applicable, the Project Team will create web maps, StoryMaps, and/or WebApps within their IGS ArcGIS Online Organization account. These maps and data will be accessible by all development team members. Images, figures, PDFs, data to download, and metadata will be hosted on IGS Servers. The majority of GIS data will be a feature or a web map REST service hosted on IGS Servers.*

F. *Author(s) will review the development version of the online map, application, or webpage.*
   1. *The Author(s) will submit the online product into the formal IGS Review (see 8.052).*

G. *Upon IGS Review final approval, the author(s) and Project Team will make any last changes and move the product to the production server. The download files and metadata will be moved to the appropriate location and an IGS URL will be created.*
   1. *For the majority of online maps, ll of the content for the StoryMap or WebApp will be moved to the IGSMap account within the IGS ArcGIS Online Organization account.*
   2. *See Online Map, Application, or Webpage strategic plan for marketing (Section 8.05, C).*

### *8.053 Online Maps, Applications, and Webpages Review Procedures*

A. *Author(s) will submit their text, images, data, and graphics, etc. into an IGS pre-review. This is due to any major changes to the content after the product has been developed resulting in rebuilding the entire product. To pre-empt that potential event we ask the author(s) to submit the content for a pre-review.*
   1. *IGS pre-Review:*
      i. *The author(s) will submit the text, images, data, graphics, etc. to their Assistant Director, Project Team, and the Editor for review. Author(s) may include additional reviewers if they choose. At this stage, the pre-Review is not the formal IGS Review.*
      ii. *The Assistant Director, Project Team and Editor (and others) will complete their review and return the products to the author(s). The author(s) will update and correct the content.*
   2. *The pre-reviewed and corrected content is submitted by the author(s) to the development Project Team to develop the online product.*
      i. *The Project Team and author(s) will work closely with one another to complete the project.*

B. *IGS Full Review:*

1.  *Upon completion of the development of the online product, and the author(s), having fully reviewed and being satisfied with the product, will submit it into the formal IGS Review as defined in the IGS Policy 4.02 IGS Publication and Proposal Review.*

C.  *Reviewers may choose to use Microsoft Edge Web Browser to annotate online maps, applications, or webpages and share their notes with the author(s). Reviewers may also take screen shots and add annotation in PowerPoint, Adobe Acrobat, or other similar applications.*
    1.  *Reviewers will save and share their notes and comments to the same IGS Review location as the documents being reviewed.*

**IGS** | INDIANA GEOLOGICAL SURVEY

# IGS Wage Policy Table
Effective May 16, 2016

## IGS Temporary Position Hourly Wage Policy
Formerly known as Hourly Employees)

| | <-------------- RELEVANT EDUCATION --------------> | | | <----------------------- RELEVANT SKILLS -----------------------> | | | | |
|---|---|---|---|---|---|---|---|---|
| **RANK** | **Non-Degree** | **BS/BA Degree** | **MS/MA Degree** | **TP1** | | **TP2** | | **TP3** |
| | | | | Entry Level | | Semi-skilled | | Technical |
| | Prior Related Experience | Education Based | Education Based | All training provided on the job | | Some training provided on the job | | No training required |
| Level 1 | 0-1 yr | | | $ 10.15 | | $ 10.61 | | $ 11.14 |
| Level 2 | 1-2 yr | | | $ 10.61 | | $ 11.14 | | $ 11.69 |
| Level 3 | 2-3 yr | | | $ 11.14 | | $ 11.69 | | $ 12.28 |
| Level 4 | 3-4 yr | 0-1 yr | | $ 11.69 | | $ 12.28 | | $ 12.89 |
| Level 5 | 4-5 yr | 1-2 yr | | $ 12.28 | | $ 12.89 | | $ 13.53 |
| Level 6 | 5-6 yr | 2-3 yr | | $ 12.89 | | $ 13.53 | | $ 14.21 |
| Level 7 | 6-7 yr | 3-4 yr | 0-1 yr | $ 13.53 | | $ 14.21 | | $ 14.92 |
| Level 8 | 7 yr + | 4-5 yr | 1-2 yr | $ 14.21 | | $ 14.92 | | $ 15.67 |

*(Left margin label: <--- RELEVANT TIME --->)*

**Request for pay increases due to the Administration by April 1. Effective date will be the start of the first pay period in May.**

## Estimated Wage Expense

| Rate of pay | 1 week | 1 month (4 weeks) | 1 semester (18 weeks) | Summer (12 weeks) |
|---|---|---|---|---|
| Max hours | 29 hours | 116 hours | 522 hours | 348 hours |
| $10.10 X 29 = | $ 292.90 | $ 1,171.60 | $ 5,272.20 | $ 3,514.80 |
| $10.61 X 29 = | $ 307.69 | $ 1,230.76 | $ 5,538.42 | $ 3,692.28 |
| $11.14 X 29 = | $ 323.06 | $ 1,292.24 | $ 5,815.08 | $ 3,876.72 |
| $11.69 X 29 = | $ 339.01 | $ 1,356.04 | $ 6,102.18 | $ 4,068.12 |
| $12.28 X 29 = | $ 356.12 | $ 1,424.48 | $ 6,410.16 | $ 4,273.44 |
| $12.89 X 29 = | $ 373.81 | $ 1,495.24 | $ 6,728.58 | $ 4,485.72 |
| $13.53 X 29 = | $ 392.37 | $ 1,569.48 | $ 7,062.66 | $ 4,708.44 |
| $14.21 X 29 = | $ 412.09 | $ 1,648.36 | $ 7,417.62 | $ 4,945.08 |
| $14.92 X 29 = | $ 432.68 | $ 1,730.72 | $ 7,788.24 | $ 5,192.16 |
| $15.67 X 29 = | $ 454.43 | $ 1,817.72 | $ 8,179.74 | $ 5,453.16 |