

Food Innovation Center Resources Handbook

Department of Food Science and Technology
University of Nebraska-Lincoln

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Location

The Food Innovation Center (FIC) is located at on the [Nebraska Innovation Campus \(NIC\)](#) at the University of Nebraska-Lincoln (UNL). FIC is considered a part of the university campus system even though the building is owned and managed by Nebraska Nova, a development and property management entity based in Omaha. Take a [virtual tour](#).

Food Innovation Center
1901 N 21st Street
Lincoln, NE 68588-6205

Directions:

- [Google Location](#)
- [UNL Map Location](#)

Contacts

Student Services

Sarah Gergen, sgergen2@unl.edu, 402-472-2843, FIC 224

- Undergraduate Program Coordinator
- Recruitment and Tours
- Special Events and Competitions

John Tessalee, john.tessalee@unl.edu, 402-472-8398, FIC 284

- International Student Success Navigator
- 3+1 Undergraduate International Collaboration with NWAUFU

Julie McManamey, julie.mcmanamey@unl.edu, 402-472-5301, FIC 231

- Graduate Program Coordinator
- Classroom Reservation Requests
- Schedule of Courses and Enrollment Data

Graye Muir-Lewis, gmuir-lewis2@unl.edu, 402-472-2766, FIC 230

- Computer, Information Technology (IT), and Audio-Visual (A/V) Support
- Conference Room Reservations
- LGBTQA+ [Ally Safe Place](#)

TBA

- Assistant to Department Head
- Backup for Julie Reiling

Building Area Coordinators (BACs)

Julie Reiling, jreiling2@unl.edu, 402-472-2529, FIC 271

- Building Access Requests
- Visitor Parking Requests from Employees
- Building Work Orders
- Inventory Pickup Requests

Angie Ratekin, aratekin2@unl.edu, 402-472-0508, FIC 103B

- First Floor: Labs, Clinical Facility, Cooler, Freezer, and Safety

Julie Nordlee, jnordlee1@unl.edu, 402-472-2830, FIC 279C

- Second Floor: Labs, FARRP, Cooler, Freezer, and Safety

Kristin Beede, kristin.beede@unl.edu, 308-440-2320, FIC 312

- Third Floor: Labs, Cooler, Freezer, and Safety

Russell Parde, rparde2@unl.edu, 402-472-9408, FIC 120

- All Pilot Plants: Cooler, Freezer, and Safety

Jayne Stratton, jstratton1@unl.edu, 402-472-2829, FIC 246

- Safety Committee Chair and Autoclaves

Nebraska Innovation Campus Business Center (NIC BC)

The [Nebraska Innovation Campus Business Center \(NIC BC\)](#) provides principal financial and human resources support to IANR Plant Growth Facilities, NIC Greenhouse, Phenotyping Facility, Food Science & Technology, The Food Processing Center, Food Allergy Research & Resource Program, Food Safety Alliance, Nebraska Food for Health Center, and Innovation Campus. Shannon Russell is the NIC BC Manager.

[Employee Resources and Forms](#) or IANR Business Centers at <https://ianrbc.unl.edu/>

Building and Campus Rules

Tobacco

Please use the designated outdoor smoking areas on Nebraska Innovation Campus. Please be courteous and dispose of cigarette butts properly. Do not throw them on the ground.

University of Nebraska (NU) Central Administration and UNL are [tobacco-free and smoke-free](#) on City and East campuses. NU and UNL prohibit smoking and the use of tobacco products in and on all University Property.

Service of Alcohol

Alcohol is only allowed in FIC areas for research purposes or as an ingredient. Some events may serve alcohol in FIC 111 with approval of the Department Head and in compliance with the [University of Nebraska Board of Regents' policies](#).

Animals/Pets

UNL faculty, staff, students and visitors are [prohibited from bringing animals/pets](#) into UNL-controlled buildings, including residential halls, with the exception of service animals approved by the UNL Office of Equity and Compliance. Animals are permitted on UNL grounds but must be confined or otherwise physically restrained

Other Policies

A full list of UNL policies can be found at <https://bf.unl.edu/policies>.

Nebraska Innovation Campus Sustainability

[Nebraska Innovation Campus \(NIC\) Sustainability](#) is committed to becoming a zero waste campus. Most waste disposal areas contain the following:

- Recycling (glass, cans, plastic bottles)
- Organic (food, paper towels, cardboard)
 - No liquids, including eggs
- Hefty (hard to recycle plastics)
- Waste

Buses

Bus Pass

A bus pass is required to board and ride StarTran buses. Passes are coordinated through Token Transit. Register and receive your mobile bus pass through the Token Transit app at <https://tokentransit.com/startran/unl-pass>. The bus pass is also good for all StarTran routes in the city.

Undergraduate and graduate students receive a bus pass at no additional cost as part of the student transit fees fund. (<https://parking.unl.edu/bus-riders-user-guide#student-pass>)

In support of campus sustainability efforts, Parking and Transit Services now offers all faculty and staff StarTran bus passes at no cost. (<https://parking.unl.edu/bus-riders-user-guide#faculty-pass>)

International Scholars who are not paid by UNL will have purchase their own buss pass through <https://www.lincoln.ne.gov/City/Departments/LTU/StarTran/Passes-and-Fares>. A monthly bus pass costs approximately \$17 per month.

Bus #22 and Van Service #23

Specific Nebraska Innovation Campus Route 22 bus service to City Campus and Route 23 van service to East Campus can be found at <https://parking.unl.edu/innovation-campus-routes>.

When fall and spring semester classes are in session

- Daytime Service (7:00 am-6:00 pm) includes Route 22 bus and Route 23 van
- On-call Van Evening Service (6:00 pm-11:30 pm). The last call for the van must be made by 11:15 pm so they can pick you up and drop you off by 11:30 pm.

When fall and spring semester classes are not in session (for example, fall break and spring break)

- On-call Van Daytime Service only (7:00 am-6:00 pm). The last call for the van must be made by 5:45 pm so they can pick you up and drop you off by 6:00 pm.
- No Evening Service

Summer service (beginning after spring commencement and until the first day of the fall semester)

Winter service (beginning after fall commencement through UNL holiday shutdown; January reopening until the first day of spring semester)

- On-call Van Daytime Service only (7:00 am-6:00 pm). The last call for the van must be made by 5:45 pm so they can pick you up and drop you off by 6:00 pm.
- No Evening Service

The on-call van service is simple to use:

- Arrive at a designated StarTran bus stop.
- Call 402-326-8807
 - Provide current location and destination request.
 - Response time is about 15 minutes.
- Enter the van upon arrival and repeat your destination request.

Bicycles

Personally Owned Bicycles

Please use the bike racks located near building entrances around campus. No bicycles are allowed in the FIC building. Purchase a bike lock to ensure the safety of your bike.

[Register your bike with the UNL Police Department for free.](#) Registering your bike with UNLPD will help you recover it if it is ever stolen. Bicycles can also be registered at no charge with the Lincoln Police Department (LPD). [Register your bike with LPD.](#)

[CycleSafe bike lockers are available at NIC.](#) Four bike lockers located on the west side of Innovation Commons behind the dumpster enclosure. The bike lockers can be used by NIC Partners and the public.

Bicycle Rentals

[BikeLNK](#) is Lincoln's bike share program, offering residents and visitors the opportunity to rent a bike or a pedal-assist electric bike (e-bike). There are 21 stations with 105 traditional bikes and 26 e-bikes in Lincoln. Our station is located on the west side of our FIC building.

UNL faculty, staff and students can buy an annual membership for only \$25, using a promo code when you use your unl.edu email. One day passes are available for \$8. All passes or memberships include unlimited 1-hour trips.

Parking

Guest and On-Street Parking

[Guest and on-street parking at NIC is metered \(pay by phone or pay station\).](#) Use the Passport Parking app to pay for parking on-street or in the paved lot north of Transformation Drive and the Conference Center. Metered parking is enforced Monday-Saturday from 8:00 am-6:00 pm. The paved lot north of Transformation Drive is Zone 9900 on the Passport Parking app. On-street parking at NIC is Zone 80.

Electric Vehicle Charging Stations

Two charging stations are located in the south end of the Greenhouse Innovation Center parking lot. To use charging stations, please sign up for a [ChargePoint](#) account.

UNL Undergraduate Students

If you plan to park at Nebraska Innovation Campus (NIC) using your UNL student parking permit, UNL student permit holders must notify Parking and Transit Services and request being added to reciprocal visitor lists. Requests can be made by sending email to unlpts@unl.edu from an official campus email account. Parking Services will verify your permit status and send your vehicle information to Nebraska Nova to enter into their system. If you do not do this, you will be ticketed.

UNL commuter student permits (C lot) are valid in the commuter student parking section of the paved lot north of Transformation Drive and the Conference Center. Please be absolutely sure that you park on the far west side of the large lot across from Transformation Drive. Look for the signs on the light pole to the left of the lot entrance that show where you should park if you are unsure. You will need to make sure that you park to the left of the pole that shows the sign for the C lot so you are not ticketed.

UNL perimeter student permits (P lot) are valid in the perimeter parking lots south of the Ice Box and northeast of the Devaney Center.

If you do not have a UNL commuter student parking permit, you will need to use the Passport Parking app to pay for street parking. More information is at <https://innovate.unl.edu/parking-nic>. Parking Zones:

- The paved lot north of Transformation Drive is Zone 9900
- On-street parking at NIC is Zone 80.

UNL Graduate Students – Office Located on City Campus or East Campus

To park at Nebraska Innovation Campus, UNL student permit holders must notify Parking and Transit Services and request being added to reciprocal visitor lists. Requests can be made by sending email to unlpts@unl.edu from an official campus email account.

UNL commuter student permits (C lot) are valid in the commuter student parking section of the paved lot north of Transformation Drive and the Conference Center. Please be absolutely sure that you park on the far west side of the large lot across from Transformation Drive. Look for the signs on the light pole to the left of the lot entrance that show where you should park if you are unsure. You will need to make sure that you park to the left of the pole that shows the sign for the C lot so you are not ticketed.

UNL perimeter student permits (P lot) are valid in the perimeter parking lots south of the Ice Box and northeast of the Devaney Center.

If you do not have a UNL commuter student parking permit, you will need to use the Passport Parking app to pay for street parking. More information is at <https://innovate.unl.edu/parking-nic>. The paved lot north of Transformation Drive is Zone 9900 on the Passport Parking app. On-street parking at NIC is Zone 80.

UNL Graduate Students – Office Located on Nebraska Innovation Campus

UNL graduate students need to obtain their parking permits through the [University Parking and Transit Services](#) OR Nebraska Nova (nic.cmrpay.com). If you do not have an UNL graduate student parking permit, you will need to use the Passport Parking app to pay for street parking. More information is at <https://innovate.unl.edu/parking-nic>. The paved lot north of Transformation Drive is Zone 9900 on the Passport Parking app. On-street parking at NIC is Zone 80.

If you purchase a permit through University Parking and Transit Services, you must notify Parking and Transit Services and request being added to reciprocal visitor lists. Requests can be made by sending email to unlpts@unl.edu from an official campus email account. If you do not do this, you will be ticketed.

If you purchase a permit through Nebraska Nova, you must notify Nebraska Nova and request being added to reciprocal visitor lists. Requests can be made by sending email to parknic@goldenrodcompanies.com from an official campus email account. Please include “UNL Reciprocal Parking Request” in the subject line, and your name, your university department/unit, your license plate number, and please note if you are requesting reciprocal parking for business reasons, educational reasons, or both. If you do not do this, you will be ticketed.

Nebraska Nova does allow students to park in the building lot after 6:00 pm so that your vehicle is close upon exiting the building when you are working late. Do not park in the yellow reserved parking spaces.

Description	Cost	NIC Parking	UNL City and East Campus Parking
Nebraska Nova	\$318 per academic year (9 months)	Conference Center/ Nebraska Nova C Lot (the paved lot north of Transformation Drive and the Conference Center)	Not valid
Nebraska Nova Commuter (C) parking red permit	\$423 per calendar year (12 months)		
University Services Parking Services	\$405 per academic year (9 months)	Nebraska Nova Commuter Lot (northwest of the paved lot north of Transformation Drive and the Conference Center)	Valid in UNL C lots (green permit)
UNL Commuter (C) parking green permit	\$540 per calendar year (12 months)		
University Services Parking Services	\$207 per academic year (9 months)	Valid in P lots (south of the Ice Box and northeast of the Devaney Center)	Valid in UNL P lots (purple permit)
UNL (P) Perimeter parking purple permit	\$276 per calendar year (12 months)		

UNL Faculty and Staff

To park at Nebraska Innovation Campus, UNL permit holders must notify Parking and Transit Services and request being added to reciprocal visitor lists. Requests can be made by sending email to unlpts@unl.edu from an official campus email account. Parking Services will verify your permit status and send your vehicle information to Nebraska Nova to enter into their system. If you do not do this, you will be ticketed.

UNL parking permits purchased through University Services Parking Services are valid in the paved lot north of Transformation Drive and the Conference Center (A lot). If you do not have a UNL or Nebraska Nova parking permit, you will need to use the Passport Parking app to pay for street parking. You are not eligible to park in the lot surrounding FIC. The paved lot north of Transformation Drive is Zone 9900 on the Passport Parking app. On-street parking at NIC is Zone 80.

FIC Faculty, Postdocs and Staff

FIC employees need to purchase their parking permit through Nebraska Nova (nic.cmrpay.com). Both reserved and non-reserved parking is available.

To park in Area A (red) on parking lots on City Campus and East Campus, Nebraska Nova permit holders must notify Nebraska Nova and request being added to reciprocal visitor lists. Requests can be made by sending email to parknic@goldenrodcompanies.com with "UNL Reciprocal Parking Request" in the subject line. In your email, please include your name, your company name or university department/unit, your license plate number, and please note if you are requesting reciprocal parking for business reasons, educational reasons, or both. Nebraska Nova will verify your permit status and send your vehicle information to UNL Parking Services to enter into their system. If you do not do this, you will be ticketed.

Description	Cost	NIC Parking	UNL City and East Campus Parking
Reserved Parking/ Nebraska Nova F Lot (yellow permit)	\$53 per month	Assigned yellow numbered reserved spot	valid in UNL A lots (red permit)
General Parking/ Nebraska Nova F Lot (orange permit)	\$38 per month	First come first served parking around FIC	valid in UNL A lots (red permit)
Conference Center/Nebraska Nova A Lot (red permit)	\$38 per month	Conference Center/ Nebraska Nova A Lot (the paved lot north of Transformation Drive and the Conference Center)	Not valid in any UNL lot

Department of Food Science and Technology Visitor Parking

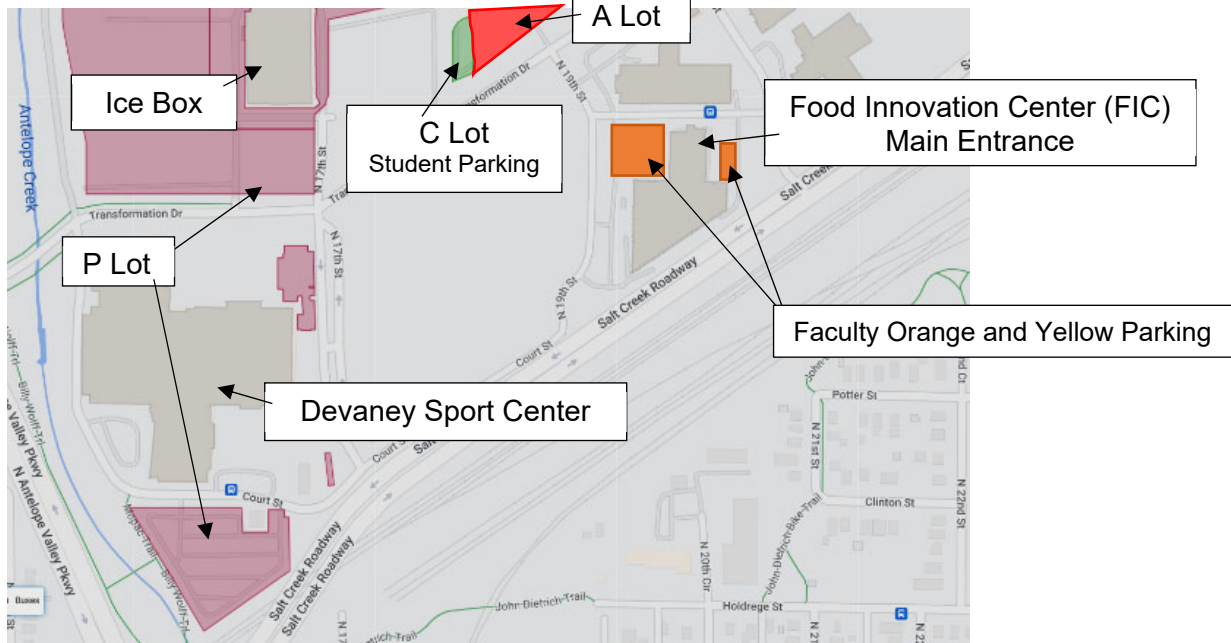
FIC has a limited number of visiting parking spots west of the building. Faculty and staff may request to reserve a visitor parking spot, please contact Julie Reiling. A guest parking permit is required. It is first come, first serve parking.

Permit Event Sticker

To park on campus during major campus events, including home football games, a permit event sticker must be displayed. The stickers are available at no cost upon request. To receive a sticker, permit holders should contact Parking and Transit Services at unlpts@unl.edu from their campus email account or by visiting the parking office at 625 Stadium Drive.

NIC Parking Map

- <https://innovate.unl.edu/parking-nic>
- UNL Campus maps, select parking at the bottom - <https://maps.unl.edu/innovation/>



Building Access

Building Hours

The Food Innovation Center is open 7:00 am-5:30 pm Mondays through Fridays.
The 2nd floor Administration Unit and Faculty doors are open 8:00 am-5:00 pm.

Access Requests

[A Key and Access Request Form](#) must be submitted to Julie Reiling at jreiling2@unl.edu or FIC 271 to enter a new student or employee into our system.

- Once a new student or employee is in our system, email Julie Reiling to add more access areas.
- Anytime a key is required, the form should be filled out, regardless of whether the requestor is in our system. Employees will sign for their own keys. Graduate student keys are issued under their faculty advisor. The faculty advisor will need to sign for the key and pick it up from the Nebraska Nova offices after they are notified that it is ready for them to pick up.

Card Access Doors

Do not prop doors open. This causes card reader and central air system malfunctions. It will also cause alarm systems to not work properly.

Technology

Claim Your ID to Access Accounts

[TrueYou](#) is the Identity Management system where you manage your authentication information, such as changing your password and answering your authentication questions. TrueYou is a system that helps you maintain a single password and NU ID across many systems at many institutions in Nebraska. Participating institutions include: UNL, UNK, UNO, UNMC, Chadron State College, Peru State College, and Wayne State College. If you are an applicant to one or more of the institutions above, your NU ID and password for each campus will be the same.

If you need additional assistance, please contact the UNL Help Desk at: 402-472-3970.

You must [claim your ID](#) and [set up Two-Factor Authentication \(DUO\)](#) to access your university accounts.

- Microsoft Outlook

[Outlook](#) is your primary email that all official UNL communication goes through.

- MyRED

[MyRED](#) is the primary student information system (SIS) used by the campus community with an online portal for students, faculty, and staff.

- Firefly

[Firefly](#) is the online enterprise portal for both the University of Nebraska and the Nebraska State College System. It serves as your single access point to business-related information, including entering time sheets, paycheck stubs, purchasing and making travel arrangements.

- Microsoft 365 Suite

[Microsoft 365](#) is a cloud-based service that brings together the best tools for the way people work today. By combining best-in-class apps like Excel and Outlook with powerful cloud services like OneDrive and Microsoft Teams, Microsoft 365 lets anyone create and share anywhere on any device.

Access to WiFi

The University of Nebraska provides network connectivity service through Wi-Fi (Wireless) and wired connections to University resources and the internet. Secure access is available to guests, students, faculty, staff, and affiliates. Get started at <https://services.unl.edu/service/network-wi-fi>.

UNL Information Technology Services

UNL Information Technology Service provides additional resources and guides at <https://its.unl.edu/>.

Room Usage and Room Reservations

Classroom and Conference Room Reservation Policies

Scheduling

General hours for room reservations are 7:30 am-5:30 pm Monday-Friday. For room reservation requests outside the general hours, please allow a two-business day approval time to ensure building access.

When making requests, please consider any additional time needed for setting up prior to the event and tearing down afterwards. This needs to be factored into the start and end times.

FIC room reservations may not be scheduled on Nebraska Innovation Campus during home football game days.

Food and Drinks

Food and drinks are only allowed in designated areas. Each person is responsible for clean-up after themselves!

No buffet or food serving lines are allowed in FIC 277 Auditorium. Food must be served outside the classroom. Then, food may be consumed by individuals in the classroom.

Event coordinators are responsible for cleaning up immediately after their event. If there are spills, report them immediately to Julie Reiling (jreiling2@unl.edu, 402-472-2529, FIC 271). If you need additional trash cans for your event, please contact Julie Reiling.

Technology

USB drives are not available in our classrooms and conference rooms. Please use an online Cloud storage service.

Rules and Safety

Rooms are to be left in the same orderly fashion in which they are originally found. Equipment is to be turned off, whiteboards cleared, trash picked up, and the furniture returned to its original configuration before leaving the space.

Events must be conducted in an orderly fashion and within the confines of the assigned room in order to not disturb the classes and offices located in the surrounding areas.

Rooms remain unlocked; therefore, DO NOT leave any personal or departmental belongings unattended in rooms; University of Nebraska-Lincoln cannot be held responsible if anything is lost, damaged, or stolen.

All special events held in FIC rooms are subject to the [Youth Activity Safety Policy](#).

Guest and On-Street Parking

[Guest and on-street parking at NIC is metered \(pay by phone or pay station\)](#). Use the Passport Parking app to pay for parking on-street or in the paved lot north of Transformation Drive and the Conference Center. Metered parking is enforced Monday-Saturday from 8:00 am-6:00 pm. The paved lot north of Transformation Drive is Zone 9900 on the Passport Parking app. On-street parking at NIC is Zone 80.

Special event guests are not eligible to park in the lot surrounding FIC unless they have a proper NIC parking permit. If they do not have a permit, they will be ticketed and asked to move their vehicle.

If you have a UNL parking permit, you must notify UNL Parking and Transit Services and request being added to reciprocal NIC visitor list. Requests can be made by sending email to unlpts@unl.edu from an official campus email account. Once the request is processed, the UNL parking permit is valid to park in the paved lot north of Transformation Drive and the Conference Center (A lot).

Classroom and Conference Room Reservations

Individuals wishing to reserve a classroom or conference room must contact the room coordinator and abide by the room reservation policies.

Groups outside of UNL must have special permission to use our space from the Department Head. A reservation fee may be charged.

Reservable Rooms

<i>Room</i>	<i>Description</i>	<i>Contact</i>	<i>Capacity</i>	<i>Presentation Equipment</i>	<i>Food Allowed</i>
FIC 111	Training Room	Julie Reiling Julie McManamey	30	PC Cloud & Laptop Hookup	Yes
FIC 222	Conference	Graye Muir-Lewis	12	PC Cloud & Laptop Hookup	Yes
FIC 280	Conference	Graye Muir-Lewis	8	PC Cloud & Laptop Hookup	Yes
FIC 220	Classroom	Julie McManamey	50	PC Cloud & Laptop Hookup	Yes
FIC 275	Classroom	Julie McManamey	50	PC Cloud & Laptop Hookup	Yes
FIC 277	Auditorium	Julie McManamey	110	PC Cloud & Laptop Hookup	Yes
FIC 102	Chemistry Teaching Lab	Angie Ratekin	30	PC Cloud & Laptop Hookup	NO
FIC 106	Microbiology Teaching Lab	Angie Ratekin	30	PC Cloud & Laptop Hookup	NO
FIC 107	Kitchen Grade Teaching Lab	Angie Ratekin	30	PC Cloud & Laptop Hookup	Yes
FIC 271.15	FPC Conference	Julie Reiling	10	WIFI Hookup	Yes
FIC 234	Executive Conference	Julie Reiling Julie McManamey	14	PC Cloud & Laptop Hookup	Yes
FIC 221	Recruiting Space	Sarah Gergen	6	No	Yes
FIC 115	NFHC Conference	Michaela Tonack	10	PC Cloud & Laptop Hookup	Yes

Outside Deck

The outside deck is accessible from the 2nd floor administration space, near the FIC 234 Conference Room. The deck is open 8:00 am-5:00 pm, May 1-October 31.

Undergraduate Student Study Rooms

The first floor group study rooms in the student lounge (FIC 100A, 100B and 100C) are reserved for undergraduates only between 8 am-5 pm during the regular semester when classes are in session.

Graduate Student Offices

Graduate students enrolled full-time may be provided with a desk and office area. It is necessary that graduate students share an office with other graduate students and research staff. Graduate students are assigned offices based on their faculty advisor.

If graduate students have a group project to work on, they may contact Graye Muir-Lewis or Julie McManamey for an available conference room.

Contemplation Room (FIC 316)

The Contemplation Room is located in FIC 316. Use of the contemplation space for practice of religious obligations and rites has all-day priority. Other uses for this space can occur on a first-come, first-serve basis when available. Prairie graphics on glass are in memory of Dr. Lloyd Bullerman.

If you need access to the 3rd floor to use FIC 316, please submit the access request to Julie Reiling at jreiling2@unl.edu.

Lactation Room (FIC 269)

The Lactation Room is located in FIC 269. A small refrigerator is available. The space is available on a first-come, first-serve basis.

Locker Room

Locker Rooms are located near the pilot plants, south of FIC 111. Lockers are available for day use only. You must bring your own lock, and it must be removed at the end of the day. There are showers available for faculty, staff, and graduate students to use. Bring your own toiletries and towels.

Restrooms

Multiple Stall Restrooms

Multiple stall restrooms are located near all elevators and are handicap accessible.

Unisex/ One Stall Restrooms

One stall restrooms are located near the faculty and staff lounge (FIC 235) in the administration unit and north of FIC 271.

Family Restrooms

Family restrooms are located north of FIC 271.

Baby Changing Stations

Baby changing stations are located in the restrooms north of FIC 271.

Food and Beverages

Hot and Cold Water Dispenser

A hot and cold water dispenser is located in the 1st floor student lounge area. Water fountains are located by the restrooms.

The Mill Coffee and Bistro

[The Mill Coffee and Bistro](#) is located in the Innovation Commons. Drinks, sandwiches and bakery items are available for purchase.

- Monday-Friday 7:00 am-8:00 pm
- Saturday-Sunday 8:00 am-8:00 pm

The Scarlet Hotel

Good Life Coffee Shop

[Good Life Coffee](#) is part café, coffee shop, market, and ice cream parlor. Breakfast and lunch items, drinks and UNL Dairy Store ice cream are available.

- Monday through Friday 6:00 am-2:00 pm
- Saturday and Sunday 7:00 am-2:00 pm

Well & Good Signature Restaurant

[Well & Good Signature Restaurant](#) offers the best local meats, produce and dairy products.

- Breakfast 7:00-11:00 am
- Lunch 11:00 am-2:00 pm
- Dinner 5:00-9:00 pm

Barred Owl

[Barred Owl](#) is a rooftop bar with indoor and outdoor seating. It features cocktails and other alcoholic drinks.

- Wednesday through Thursday 4:00-10:00 pm
- Friday-Saturday 4:00-11:00 pm

Food Express' Bistro to Go! vending area

Food Express' Bistro to Go! vending area is located in the connector between the Food Innovation Center and NIC Conference Center. It is open to faculty, staff and graduate students with keycard access.

Lounges

Student Lounges

Please be courteous to each other. Clean up after yourself, such as spills and messes.

Do not leave any personal or departmental belongings unattended. UNL cannot be held responsible if anything is lost, damaged, or stolen.

1st floor lounge

- Interactive study area
- Hot and cold water dispenser
- Food and drink vending machines
- Microwave – clean up the microwave after use
- Day use lockers. You must bring your own lock, and it must be removed at the end of the day.

2nd floor lounge

- Food and drink vending machines
- Microwave – clean up the microwave after use

Faculty and Staff Lounge (FIC 235)

The faculty and staff lounge/ breakroom is located in FIC 235 in the administration unit. It is accessible without card access 8:00 am-5:00 pm. Faculty, staff, postdocs, and graduate students are welcome to use this space.

Please be courteous to each other. It is everyone's responsibility to keep the lounge clean. Clean up after yourself, such as spills and messes. Cleaning supplies are available under the sink.

Do not leave any personal or departmental belongings unattended. UNL cannot be held responsible if anything is lost, damaged, or stolen.

- Refrigerators are available. One of the refrigerators has a freezer and access to ice. Please label your items with your name and date. Refrigerators are cleaned and sanitized twice a year. Unlabeled and out-of-date items will be thrown away.
- Microwaves are available. Please clean up the microwave after use.
- Hot water kettle, and toaster are also available.

Lab Safety and Research Responsibility

Safety is the responsibility of every member of the University of Nebraska-Lincoln community. All individuals must receive the appropriate safety training *prior* to participating in research projects. Certificates of completion must be kept on file. Refresher training may be required.

Research staff and students need to work with their faculty advisors to determine what safety and research training is required.

EHS Safety Training

The University of Nebraska-Lincoln Environmental Health and Safety (EHS) provides [web-based training](#).

- Core 1 - Injury and Illness Prevention Plan (IIPP)
- Core 2 - Emergency Preparedness Training
- Chemical Safety Training (Units 1-4)
- Biosafety 100: Research Compliance
- Bloodborne Pathogens for Laboratory Workers
- Fire Extinguisher Training

EHS Safe Operating Procedures (SOP)

EHA provides [Safe Operating Procedures \(SOP\)](#) for a variety of safety issues.

Departmental Autoclaves

To use and have access to the Food Innovation Center autoclaves, faculty, research staff, postdocs and graduate students need to contact [Jayne Stratton](#), FDST Safety Committee Chair, to set up autoclave training.

- [EHS Autoclave Operation SOP](#)
- [EHS Autoclave Operation Online Training](#)

Personal Protective Equipment (PPE)

- [EHS Personal Protective Equipment \(PPE\) Online Training](#)

Wear closed-toe shoes at all times where chemicals are stored or used. Do not wear sandals, open toed shoes, or flip-flops in laboratories. Shorts, cut-offs, skirts, and shorter pants such as carpi pants, pedal pushers and clam diggers are not appropriate when working in the lab. These offer no barrier between you and chemical and physical hazards. Wear sturdy, supportive, slip-resistant shoes and long pants.

Please follow your lab or pilot plant PPE protocols for eye, hand, head and protective clothing protection.

Standard prescription eyewear is not a substitute for safety eyewear. However, prescription eyewear can be designed to also serve as safety eyewear. Consult your supervisor if you need a need for prescription safety eyewear.

Lab Safety Self-Audits

EHS recommends that supervisors and lab staff walk through lab spaces, identify any potential safety issues, and make sure they are addressed. "Self-audits" like this are required to be conducted by supervisors on a routine basis according to UNL's Injury and Illness Prevention Plan.

The EHS SOP, [Safety & Compliance Survey Guidelines for Laboratories](#), provides a checklist of various safety and compliance issues in categories including chemical safety, electrical safety, compressed gas cylinder safety, hazardous waste management, ventilated cabinets, PPE, lab and engineering controls and biosafety. When an unsafe/non-compliant condition is identified, it must be promptly corrected.

Labs are encouraged to note additional safety concerns that may not be covered on the checklist and reach out to EHS for guidance and assistance with correcting any safety issues or potential concerns identified during the "self-audit" of your laboratory spaces. Contact EHS at ehs@unl.edu or call 402-472-4925.

Human Research Subjects

The Institutional Review Board (IRB) oversees the Human Research Protection Program (HRPP). Research staff, including graduate students, are required to complete [CITI training](#) if they have direct contact with human participants (e.g., for subject recruitment, data collection) or who have access to information that links participants' names with their data.

Research staff, including graduate students, who work with the non-identifiable data (e.g., data entry, data analysis) AND who have no contact with participants and no means of identifying participants or linking participants' names to their data are not required to complete training.

Animal Research Subjects

Research staff, including graduate students, working with animals are required to complete [Institutional Animal Care and Use Committee \(IACUC\) training](#).

Personal Safety and Emergency

Emergencies and Crisis Situations

If there is an imminent danger to self or others, call **911**, call the University of Nebraska-Lincoln police department at **402-472-2222** or go to the nearest emergency room. Call 911 for medical emergencies, fire and the police in case of emergency.

If you are feeling threatened, make sure you are safe (remember *run/hide/fight*) and then contact the Police.

- On-campus reporting: University Police, telephone 402-472-2222; text 69050, key word UNLPD; and website <https://police.unl.edu/>.
- Off-campus reporting: Lincoln Police, telephone 402-441-6000; and website <https://www.lincoln.ne.gov/City/Departments/Police>.

UNL Alert

During an emergency, the UNL community and general public will receive information through the web and news media as well as by email and text through UNL Alert.

To receive UNL emergency updates by email and/or text, you need to register at unlalert.unl.edu.

Safety at Nebraska

The University of Nebraska-Lincoln is committed to creating a culture of safety on our campuses for the members of our community to live, learn, work, visit and enjoy. The Safety at Nebraska website at <https://safety.unl.edu/> compiles a list of topics from many university departments and offices to help support safety efforts. These resources will link to various policies, procedures, guides and training available to help protect our campus community and visitors during their time at UNL.

- Personal Safety
- Campus Safety (includes chemical spill and gas leak)
- Public & Visitor Safety
- Emergency Response (includes severe weather, winter weather, active shooter, fire and explosion, power outage)

UNL Report (non-emergency)

[UNL Report](#) expands the methods by which any member of the university community can share matters they feel need to be elevated or addressed. This is not an emergency report system. Incident types include:

- Personal Safety and Security
- Academic Issue
- Acts of Kindness
- Bias and Inappropriate Behavior
- Climate/Culture
- Discrimination
- Mental Health and Well-being
- Sexual Misconduct
- Violation of University Policy
- Workplace Issues or Concerns

Personal Safety (after hours and evening)

While the Food Innovation Center is considered part of the University Campus system, the grounds of the Nebraska Innovation Campus are monitored by the City of Lincoln Police Department. Therefore, there is no continual police presence at the NIC. Students should pay careful attention to their surroundings, especially when leaving the building in the evenings.

Follow these safety tips when leaving the building after hours or when it is dark:

- Do not use any electronic devices (phone, tablet, headphones) which can distract you.
- Use the buddy system: walk out with at least one other person you know. The more people walking together, the better.
- If you are riding the bus or shuttle van, wait inside the FIC until the bus or van arrives
- If you drive: Preplan if you know you will be returning to your vehicle after dark by parking under a streetlight or other well-lit location and locking your vehicle.
- If you ride your bike: Do not ride alone at night. If you stay later than you expected, ask a friend for a ride home or take the bus or van. Come back for your bike the next day during daylight hours.
- Always walk on the sidewalks, and not along the buildings. Avoid walking close to bushes or other structures where someone could be hiding.

Fire Alarms and Evacuation

Activate Fire Alarm

To activate a fire alarm, lift the clear cover (an alarm will sound), then push down on the red lever. Pushing down the red lever will notify the fire department and initiate the building announcement system to evacuate the building.

Evacuation Planning

An evacuation is the quick exit of occupants from a building. While evacuating, it is everyone's responsibility to make sure no one is left behind.

- Identify two exit routes. Exits are clearly marked.
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone, N Card, etc.) and proceed to the nearest exit.
- Do not use the elevator.
- Move away from the problem, use alternative exits.
- Help those who need assistance.
- Report the location of those unable to evacuate to first responders.
- Be ready to be guided by additional instructions.

Fire Extinguisher Training

[Fire Extinguisher Training web-based training](#) is available through the University of Nebraska-Lincoln Environmental Health and Safety (EHS).

Tornado and Shelter-in-Place

[Tornadoes](#) generally occur in the spring and summer in Nebraska, and happen when cold dry air from the north collides with warm moist tropical air from the south. Watches and Warnings are issued by the National Weather Service.

If a tornado warning sounds (siren) and/or notified by UNL Alert, go to the lowest level, interior space of a building and stay away from windows. In the Food Innovation Center, designated tornado shelters are marked and include first floor interior hallways, restrooms and stairwells. Stay in shelter until the warning expires.

Tornado Watch means that conditions are favorable for tornadoes to form over a wide area. Be alert to weather conditions and announcements.

Tornado Warning means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise others to do the same. Warnings are issued for much smaller areas and shorter periods of time than Watches.

Lincoln/Lancaster County Emergency Management will test all tornado-warning systems on the first Wednesday of each month at approximately 10:15 a.m. The test will end within 5 minutes. UNL will test systems at this time, too. You do not need to seek shelter during these tests.

Medical Emergency

Calling 911 (Ambulance)

When calling “911,” remain calm and stay on the line until you are told to hang up by the dispatcher. Among other things, the emergency dispatcher will ask you to describe the nature (e.g., unconscious person with bleeding observed from the nose) and location (e.g., ABC Hall, in the foyer of the main entrance) of the emergency. If others are available to provide assistance, have them wait outside/near the entrance to escort emergency responders to the victim’s location. Persons trained in First Aid/CPR may render assistance until relieved by emergency responders. Never leave a victim alone, wait until emergency responders have arrived.

AED Units

If a heart condition is suspected, [Automatic External Defibrillators \(AED\)](#) are located near the elevators on first and second floors. Always call 911.

First Aid Kits

A First Aid Kit is available in the bottom drawer in the Faculty and Staff Lounge (FIC 235). Work with your supervisor to identify where additional first aid kits are available in your research or teaching lab.

Active Shooter

Run - If you know where the danger is and it is safe to go
Hide - If unsafe to escape, hide in a secure place
Fight - If hiding is not an option, fight as if your life depends on it.

A survival mindset is important. Additional [Active Shooter Response training resources](#) are available.

Wellness Resources

NIC Walking Paths

NIC provides [indoor and outdoor walking paths](#).

Diversity, Equity, Inclusion and Belonging

“The University of Nebraska [does not discriminate](#) based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.”

The Department of Food Science and Technology values the contributions of each person and strives to make each interaction matter. We are committed to engaging in practices that demonstrate the value of diversity and inclusive excellence.

Free Expression of Ideas

All students, staff, and faculty are expected to conduct themselves in a mature, professional and courteous manner toward other students, staff, and faculty. Students work together with faculty and staff to create an environment that stimulates and encourages creative and independent learning while respecting academic freedom that allows expression of differing opinions as detailed in [UNL’s Commitment to Free Expression](#).

Dealing with Conflict

Everyone will experience conflicts in life, including conflicts at work. However, if these conflicts involve unprofessional conduct or harassment, the student needs to immediately alert others to the problem. The following are presented as guidelines and suggestions.

- If you experience conflicts with the students you are teaching, discuss the situation immediately with the course instructor, course coordinator, or the laboratory coordinator.

- For conflicts involving other research group members, consult with your Faculty Advisor; otherwise, approach the Graduate Program Chair or the Department Head.
- If a conflict arises with your Faculty Advisor or with someone outside of your research group, talk to your academic advisor, the Graduate Program Chair or the Department Head.
- If the concern involves discrimination or harassment on the basis of gender or sexual orientation, you can contact any of the individuals discussed above as well as the UNL Title IX coordinator.

Reporting Discrimination or Harassment

Institutional Equity and Compliance investigates all allegations of [illegal discrimination and harassment](#). The process involves fact finding and assessment of the situations, followed by an assessment of those facts with regard to federal and state laws, rules and regulations and with University of Nebraska-Lincoln and departmental policies and procedures. IEC will also make recommendations and suggestions for a resolution of the conflict. The focus of these internal investigations is to ensure fairness and to help facilitate an outcome that will enable individuals to experience an environment where they have an opportunity for success.

Institutional Equity and Compliance
128 Canfield Administration Building
Lincoln, NE 68588-0437
(402) 472-3417
equity2@unl.edu

Mental Health and Well Being Resources

[10 Dimensions of Well-Being Resources](#)

[Big Red Resilience & Well-Being](#) provides one-on-one well-being coaching to any student who wants to enhance their well-being. Trained well-being coaches help students create and be grateful for positive experiences, practice resilience and self-compassion, and find support as they need it. BRRWB can be reached by calling 402-472-8770.

Employee Resources

[Employee Assistance Program \(EAP\)](#) is a confidential service offered to university employees and their immediate family members at no charge. Consultation and counseling are available to help with personal or work related problems that can affect general well-being, work performance, or academic performance. EAP can be reached by calling 402-472-3107.

You may reach out to your supervisor or email access@unl.edu to set up a confidential consultation with [Faculty/Staff Disability Services](#) to develop an accommodation plan under the Americans with Disabilities Act. Faculty Staff Disability Services can be reached through Institutional Equity and Compliance by calling (402) 472-3417.

Academic Resources

[Counseling and Psychological & Services \(CAPS\)](#) is a multidisciplinary team of psychologists and counselors that works collaboratively with Nebraska students to help them explore their feelings and thoughts and learn helpful ways to improve their mental, psychological and emotional well-being when issues arise. CAPS can be reached by calling 402-472-7450.

[Services for Students with Disabilities \(SSD\)](#) facilitates equal and integrated access to the academic, social, cultural and recreational programs offered at the University of Nebraska-Lincoln and to foster independent decision making skills necessary to achieve personal and academic success. Any student who needs reasonable accommodation based on a qualified disability (including mental health, chronic or temporary medical conditions) is required to register with the SSD office for assistance. SSD can be reached by calling 402-472-3787.

Additional Counseling Services

The [Counseling and School Psychology Clinic \(CSPC\)](#) is a training clinic housed within the Department of Educational Psychology at the University of Nebraska-Lincoln. The CSPC offers an array of psychological services to support the mental health, behavioral health, and emotional health of children, adolescents, and adults. Services are available for community members, as well as UNL students, staff, and faculty. CSPS can be reached by calling 402-472-1152.

The [Psychological Consultation Center \(PCC\)](#) is part of the University of Nebraska-Lincoln Clinical Psychology Training Program. PCC can be reached by calling 402-472-2351.

Student Printing – Wepa

Students have cloud-based printing options at [Wepa printing kiosks](#). A print kiosk is located on the 1st floor of the NIC Conference Center Commons, south of The Mill, before the door into the NIC Conference Center.