

Prince William Sound Science Center
POLICY: Purchasing procedures for supplies and equipment

Adopted: May 2002

1. Determine the minimum requirements for the equipment or supply item being purchased. Research the specifications and performance reviews to determine which models of equipment meet the minimum requirements.
2. Determine the time constraints for the purchase. Given planning time necessary and receipt of funds, purchases should be made timely and not require additional costs for immediate delivery. Time constraints may occur, and if so, documentation is required as to why it's an emergency purchase requiring additional delivery and/or other charges.
3. **All purchases with vendors outside Cordova** require a purchase order. The purchase order number is obtained from the Purchase Order (P.O.) 3-ring binder (stored on the upstairs table to the left of the copy machine), or from the Accounting Department. It must be recorded in the 3-ring binder with date, vendor and estimated cost charged to the appropriate department.
4. All purchase orders must be signed by the principal investigator of the project being charged, and also by the Vice President or Finance Director.
5. **All purchases with Cordova vendors that are over \$500** require a purchase order signed as detailed in #4 above.
6. All single items purchased with a value of more than \$1,000 require estimates or quotes from a minimum of three vendors. Documentation of these estimates/quotes must be recorded and attached to the purchase order for the Science Center's files. In cases where less than three vendors can offer an item, documentation must state that.
7. The choice of vendor made following receipt of three estimates/quotes is determined by the combination of (1) meeting or exceeding the minimum requirements; (2) cost; and (3) time constraints involved and related costs.
8. All items purchased at a value of more than \$5,000 are considered equipment and must be recorded on the Science Center's inventory list. Please make a copy of the purchase order and attach a description of the item (copy from a catalog or web page) and give this copy to the Vice President for the inventory files.

Prince William Sound Science Center
POLICY: Sole Source Contracting

Adopted: April 29, 1995

Any sole source contract valued between \$10,000 and \$25,000 will be reviewed and approved by the Finance and Personnel Committee prior to issuance.

Prince William Sound Science Center
POLICY: Use of PWSSC vehicles

Adopted: May 2002

1. Vehicles are intended primarily for use by Science Center researchers, educators and employees in the course of doing Science Center business.
2. Use of vehicles by researchers or others not directly affiliated with the Science Center will be allowed on a space-available basis and must be authorized by the Vice President, the Finance Director or the President.
3. All drivers must provide proof of a current driver's license to the Science Center's administrative office. A copy of the driver's license should be filed.
4. The Science Center maintains automobile liability insurance.
5. Vehicles will be maintained and cleaned on a regular basis by those who use the vehicles, i.e., check the fluid levels and wash/vacuum as necessary.
6. Vehicles may occasionally be checked out by PWSSC staff for personal use but only when the vehicles are not needed for Science Center business. When used for personal reasons, staff are expected to refuel the vehicles to, at least, the level when they checked the vehicle out and, also, return the vehicle in clean condition.

Prince William Sound Science Center **POLICY: Compensation Leave**

Adopted: Dec. 1995

Field Time:

For every weekend day required in the field after seven consecutive work days in the field, professional employees will be allowed one day of compensation leave or bonus pay, whichever is agreed upon prior to the field trip by the employee and his/her supervisor. If bonus pay is awarded, the project principal investigator must document the amount and certify that there are sufficient funds in the project budget for this compensation. All compensation time or bonus pay *must be recognized and approved within seven days of your return* from the field by both your project's principal investigator and the Science Center President (*Note: There is a form for documentation of compensation leave in the forms box outside the Accounting office.*)

Principal investigators may request approval of compensation leave for field time that does not meet the above criteria when special circumstances occur. The circumstances must be detailed in a written request by the P.I., addressed to the Science Center's President. Approval may be authorized by the Center President.

Office time:

Salaried professional staff: A salaried employee may periodically be required to work extra hours (over 40 per week) to complete assignments related to Center deadlines. Compensatory leave *may be authorized* in some cases. All compensation time *must be approved prior to the extra hours worked* by both the project's principal investigator and the Center President.

All salaried employees work on flexible time schedules and are expected to remain productive, communicate well and fulfill their supervisory responsibilities. It is common for salaried personnel to periodically work an excess of 40 hours per week to advance their professional careers.

All compensatory leave must be used by the end of the Science Center's fiscal year (September 30), or by the end of the employee's project, whichever date is earlier.

Hourly paid staff:

Hourly staff are not eligible for compensatory leave because overtime pay is required by state law. When an employee is required to work over eight hours per day, overtime will be paid at the rate of one and one-half times their regular pay. *Approval in advance is required* from both the project's principal investigator or your supervisor and from the Center President. This approval statement must document that there are sufficient funds to cover the expense. This must be submitted to the accounting department by your supervisor after it is approved by the President.

Prince William Sound Science Center Publication Policy

February 1996

RATIONALE

It is of paramount importance that researchers at the Prince William Sound Science Center regularly publish their findings in professional scientific peer reviewed journals. The scientific credibility of the Science Center will be determined by the success of its researchers in producing analyses of their findings in a published form which passes the test of a critical peer review. Therefore, in the publications area the number one priority for researchers is to prepare and submit papers for peer reviewed scientific journals.

It is also critical that the Science Center publish research results in other formats and publications which reach the general public in the Prince William Sound region. Ideally, all peer-reviewed journal publications will be re-written and condensed into an article or paper that is more easily understood by the non-scientist. These will be distributed as widely as possible through newspapers, magazines and a Science Center report series. It is the responsibility of the Center's communications staff to work with researchers to produce these articles.

PWSSC publication goals

The generally accepted formats of peer review are professional journals and academic books. Professional journals offer the most desirable peer review format because it is independent and anonymous (at the discretion of the reviewer). This process should also used, when possible, in other forms of publication (i.e., technical reports, general magazines) are pursued.

Widespread distribution and permanence of the contribution are secondary characteristics to be maintained in all Center publications. International professional journals establish the standard for these characteristics with many of them being available in several languages throughout the world. Those journals that have been in existence the longest (over fifty years is not uncommon) have greater credibility. International and discipline-wide journals are more desirable because distribution declines with regionalization and specialization.

Academic books written by leading experts in a discipline or in areas known to be weak in written material can receive wide distribution and make an enormous contribution to a scientific discipline. However, today many academic books are compilations of papers on a specific discipline that have received an unknown level of peer review. Publishing such compilations as a dedicated issue of a professional journal may, therefore, be more credible.

The Science Center's goals are to (1) publish in the peer reviewed literature; and (2) re-write those papers published in journals into scientifically credible articles directed at the more general audience.

Procedures for publication authorship, acknowledgment and expenses

The following are guidelines for all publications of Science Center staff.

1. Authors are encouraged to discuss their ideas/plans for publications with the President well in advance of completing a draft.

A draft copy of any publication **MUST** be submitted to the President with adequate time (5 days minimum) for his/her review prior to the publication being mailed/delivered to the journal. No papers bearing the Science Center's name should leave its offices without the President's review and approval

The President reserves the right to disallow the submittal of a paper bearing the Science Center's name if the President considers the paper to be scientifically unsound. In cases where the President and author disagree on the scientific conclusions or scientific soundness of a paper, the paper may be sent to two or more peer reviewers for a critique; their recommendations will determine whether the paper is submitted with the Science Center's name.

NOTE: Some of the following procedures are set by journals and may differ slightly from these guidelines.

2. Authorship should be given to those researchers who played a major role in data acquisition, analysis and interpretation. The major author has the primary responsibility for the paper's contents and should write the major portion of the paper. The nature of ecological research often requires a combination of physical and biological, and theoretical and applied expertise in order to carry out field, laboratory and analytical procedures.
3. Acknowledgment of the Science Center as the base of operations and support of the researchers involved is essential. Authors who conduct research through the Center should state their affiliation to the Science Center on the front cover of their paper.
4. If author(s) change their address, it should be footnoted as a new address.
5. The source of funding should be listed in the acknowledgments.
6. Mention of personnel support by name is recommended in the acknowledgement section.