

# WELCOME KIT

## Important Move-In Information for the Yale West Campus Community



Yale University West Campus

March 2014



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[westcampus.administration@yale.edu](mailto:westcampus.administration@yale.edu)

Or call 203.737.4995

## Letter from the Vice President of West Campus



*Scott Strobel, Vice President of West Campus*

Welcome to Yale West Campus. I am excited to welcome you as a member of our growing academic community. The West Campus offers an unprecedented opportunity for Yale University to expand its scientific, cultural and educational programs and we look forward to working with you to achieve these goals. The next few years will continue a major growth phase on the West Campus as we welcome new schools, faculty, students and staff. It will be an exciting time of change.

I appreciate that moving into a new area can be challenging. To ease your transition I have asked the West

Campus Administration team to assemble this West Campus Welcome Kit, which provides specific information about the services offered at Yale West Campus. The material ranges from the contact numbers for administrative assistants to the location of the dining area and its hours of operation. In addition to this printed material, I also encourage you to visit the West Campus website at [www.yale.edu/westcampus](http://www.yale.edu/westcampus) for additional information. You will also be registered to receive our Weekly Newsletter, which notifies the community of upcoming events on campus. I hope this information will be useful to you and that your transition to the West Campus is a smooth and easy one. I encourage you to reach out to me or my team if there are additional things we can do to help you get established on campus.

Once again, Welcome to the West Campus. I look forward to working with you to achieve the ambitious goals for this new part of Yale University.

Sincerely,

Scott Strobel, Ph.D.

Vice President for West Campus Planning and Program Development

## West Campus Administration

West Campus Administration includes several individuals that will help your transition to West Campus go smoothly. Their office is located in the Conference Center on the second floor. Please feel free to email them at [westcampus.administration@yale.edu](mailto:westcampus.administration@yale.edu) or call at 203.737.4995 for any issues or concerns. You can find out more about your administrators on page 4 or the [Yale West Campus website](http://www.yale.edu/westcampus).

# Welcome: A Snapshot of Yale West Campus

Yale University is one of the world's leading research institutions, where community members explore the boundaries of the possible and advance knowledge in service to society. Yale recruits the brightest scientists and scholars from around the globe and provides them with the resources to perform transformative work.

West Campus is one such resource.

At West Campus, there is extensive laboratory space where experts from diverse disciplines are working side by side using innovative technologies to address important issues in science, art conservation, health, energy, and the environment. Scholars from Yale's libraries and museums are employing the latest digital imaging technology to conserve Yale's vast collections, while also revolutionizing the science of preservation. Additionally, West Campus is now the headquarters for the Yale School of Nursing, providing a modern space where the school can expand its mission of education, research, and clinical practice.



## West Campus Administration

West Campus Administration is located in the Conference Center on the second floor. For any questions or concerns please email West Campus Administration at [westcampus.administration@yale.edu](mailto:westcampus.administration@yale.edu)

**Scott Strobel, Ph.D.**

*Vice President for West Campus Planning and Program Development*

[scott.strobel@yale.edu](mailto:scott.strobel@yale.edu)

203.432.9772 or 203.737.6150

**Jessica Criscuolo**

*Executive Assistant to Vice President for West Campus*

[jessica.criscuolo@yale.edu](mailto:jessica.criscuolo@yale.edu)

203.737.6150

**Rebecca Brandriff**

*Lead Administrator & Director of Finance & Administration*

[rebecca.brandriff@yale.edu](mailto:rebecca.brandriff@yale.edu)

203.737.3243

**Kelly Locke**

*Assistant Administrator*

[kelly.locke@yale.edu](mailto:kelly.locke@yale.edu)

203.432.1935

**Christopher Incarvito, Ph.D.**

*Director of Research Operations & Technology at West Campus*

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203.737.6673

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*West Campus Operations Manager*

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203.737.3193

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203.737.3120

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*Sr. Human Resources Generalist*

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203.737.7548

**Keith Draghi**

*IT Support Technician*

[keith.draghi@yale.edu](mailto:keith.draghi@yale.edu)

203.737.3169

**Sharon Finkenauer**

*Events Coordinator*

[sharon.finkenauer@yale.edu](mailto:sharon.finkenauer@yale.edu)

203.737.4036

**Chris D'Addio**

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[chris.daddio@yale.edu](mailto:chris.daddio@yale.edu)

203.737.7801

**Frances Consiglio**

*Strategic Sourcing Manager*

[frances.consiglio@yale.edu](mailto:frances.consiglio@yale.edu)

203.737.3261

**Justin Freiberg**

*West Campus Urban Farm & Sustainability Project Manager*

[j.freiberg@yale.edu](mailto:j.freiberg@yale.edu)

**Jennifer Mosby**

[jennifer.mosby@yale.edu](mailto:jennifer.mosby@yale.edu)

203.737.3811



## Key Contacts

Your West Campus phone extension is the last 5 digits of your phone number. To call an outside (non-Yale) line, you must dial 9 and then the complete phone number.

**Access:** Please fill out this [form](#) and allow 24 hours for processing.

### **Building Services & Facilities/ Customer Service :**

In an effort to increase Facilities ability to respond to your needs, Beginning January 1, all facilities work requests can be made by calling 203.432.6888 or visiting FAMIS Web Requests (FWR) through the Facilities Home Page at <http://www.facilities.yale.edu/>

Jim Buckley-Facilities Site Manager/Plant Operations

203.737.3001

[jim.buckley@yale.edu](mailto:jim.buckley@yale.edu)

Jim Reid-Facilities Superintendent

203.737.3003

[james.reid@yale.edu](mailto:james.reid@yale.edu)

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### **Information Technology Services**

ITS Help Desk: 203-432-9000

(Local West Campus) Keith Draghi: 203-737-3169

### **Environmental Health and Safety Advisor**

Kim Heard: [kimberly.heard@yale.edu](mailto:kimberly.heard@yale.edu)

### **Dining (Front Register)**

203.737.3158

### **Shipping & Receiving Center**

300 Heffernan Drive

Fred Apuzzo: 203.737.3021

Frank Ramos: 203.737.3024

### **Bright Horizons Child Care Center**

203.795.3564

### **Events**

Sharon Finkenauer: 203.737.4036

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### **Police, Fire & Medical Emergency**

9-911

West Campus Security

203.737.3111

EHS Emergency

203.785.3555

*Please call West Campus Security before or after you call EHS so that they are alerted that an Emergency Responder is on the way to the campus.*

## YWC Institute Contacts

YWC is composed of six scientific institutes, one art-focused institute, four scientific cores, and two cores dedicated to the preservation of Cultural Heritage. Following is the contact information for the faculty and Administrative Assistants for each institute and core. To find their PO Boxes, please visit <http://www.yale.edu/campusmail/POBoxes/WestCampusDept.htm>.

### Cancer Biology Institute

#### **Joseph Schlessinger**

*Director*

[joseph.schlessinger@yale.edu](mailto:joseph.schlessinger@yale.edu)

203.785.7395

#### **Nathan Kucera**

*Research Coordinator II*

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### Chemical Biology Institute

#### **Alanna Schepartz**

*Director*

[alanna.schepartz@yale.edu](mailto:alanna.schepartz@yale.edu)

203.432.5094

#### **Paula Maher-Rivera**

*Sr. Administrative Assistant*

[paula.maher@yale.edu](mailto:paula.maher@yale.edu)

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Jason Crawford

*Chemistry*

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203.737.3966

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*Chemistry*

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203.432.3647

Andrew Phillips

*Chemistry*

[andrew.phillips@yale.edu](mailto:andrew.phillips@yale.edu)

203.432.6856

Matthew Simon

*Molecular Biophysics & Biochemistry*

[matthew.simon@yale.edu](mailto:matthew.simon@yale.edu)

203.737.3274

### Energy Sciences Institute

#### **Gary Brudvig**

*Director*

[gary.brudvig@yale.edu](mailto:gary.brudvig@yale.edu)

203.432.5202

#### **Ryan Croteau**

*Sr. Administrative Assistant*

[ryan.nystrom@yale.edu](mailto:ryan.nystrom@yale.edu)

203.737.3283

Victor S. Batista

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[victor.batista@yale.edu](mailto:victor.batista@yale.edu)

203.432.6672

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*Chemistry*

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203.432.3925

Charles A. Schmuttenmaer

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203.432.5049

Jay J. Ague

*Geology & Geophysics*

[jay.ague@yale.edu](mailto:jay.ague@yale.edu)

203.432.3171

Zhengrong Wang

*Geology & Geophysics*

[zhengrong.wang@yale.edu](mailto:zhengrong.wang@yale.edu)

203.436.8461

### Microbial Diversity Institute

#### **Ryan Croteau**

*Sr. Administrative Assistant*

[ryan.nystrom@yale.edu](mailto:ryan.nystrom@yale.edu)

203.737.3283

Andy Goodman

*Microbial Pathogenesis*

[andy.goodman@yale.edu](mailto:andy.goodman@yale.edu)

203.737.3170

Eduardo Groisman

*Microbial Pathogenesis*

[eduardo.groisman@yale.edu](mailto:eduardo.groisman@yale.edu)

203.737.7943

## Nanobiology

### **James Rothman**

*Director*

[james.rothman@yale.edu](mailto:james.rothman@yale.edu)

203.737.5293

### **Patricia Sullivan**

*Sr. Administrative Assistant*

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203.737.5603

Chenxiang Lin

*Cell Biology*

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203.737.3924

Malaiyalam Mariappan

*Cell Biology*

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203.785.7444

David Baddeley

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203.737.3285

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203.785.3790

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*Molecular Biophysics & Biochemistry*

[julien.berro@yale.edu](mailto:julien.berro@yale.edu)

203.432.3194

## Systems Biology Institute

### **Andre Levchenko\*\***

*Director*

[andre.levchenko@yale.edu](mailto:andre.levchenko@yale.edu)

410.949.5944

### **Naomi DiGioia\*\***

*Sr. Administrative Assistant*

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### **Amy Mulholland**

*Sr. Administrative Assistant*

[amy.mulholland@yale.edu](mailto:amy.mulholland@yale.edu)

203.737.3093

Murat Acar

*Molecular, Cellular, and Developmental Biology*

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203.737.3255

Farren Isaacs

*Molecular, Cellular, and Developmental Biology*

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203.432.3783

Jesse Rinehart

*Cellular & Molecular Physiology*

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203.737.3144

Gunter Wagner

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203.737.3091; 203.432.9998

\*\*Naomi DiGioia supports Erdem Karatekin and Julien Berro of the Nanobiology Institute and Andre Levchenko of the Systems Biology Institute.

# Scientific Core Laboratories

## Yale Center for Genomic Analysis

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203.737.3058

Richard Lifton  
*Chairman of the Department of Genetics*  
[richard.lifton@yale.edu](mailto:richard.lifton@yale.edu)  
203.737.4420, 203.737-1091

Sonia Santana  
*Administrative Supervisor II*  
[sonia.santana@yale.edu](mailto:sonia.santana@yale.edu)  
203.737.3145

## Yale Center for Molecular Discovery

Michael Kinch  
*Director*  
[michael.kinch@yale.edu](mailto:michael.kinch@yale.edu)  
203.737.3147

Craig Crews  
*Molecular, Cellular, and Developmental Biology*  
[craig.crews@yale.edu](mailto:craig.crews@yale.edu)  
203.432.9364

Jacquelyn McGrath  
*Sr. Administrative Assistant*  
[jacquelyn.mcgrath@yale.edu](mailto:jacquelyn.mcgrath@yale.edu)  
203.737.3965

## West Campus Chemistry Analytical Core

Mousumi Ghosh  
203.737.2332  
[mousumi.ghosh@yale.edu](mailto:mousumi.ghosh@yale.edu)

Terence Wu  
203.785.6481  
[terence.wu@yale.edu](mailto:terence.wu@yale.edu)

Stephen Luzietti  
203.737.3983  
[stephen.luzietti@yale.edu](mailto:stephen.luzietti@yale.edu)

## Center for Conservation and Preservation

Ian McClure  
*Director*  
[ian.mcclure@yale.edu](mailto:ian.mcclure@yale.edu)  
203.432.7628

Aniko Bezur  
*Director of Scientific Research*  
[aniko.bezur@yale.edu](mailto:aniko.bezur@yale.edu)  
203.737.3187

Paul Whitmore  
*Director of the Art Conservation Research Center (ACRC)*  
[paul.whitmore@yale.edu](mailto:paul.whitmore@yale.edu)  
203.737.8442

Laurie Batza  
*Sr. Administrative Assistant*  
Institute for the Preservation of  
Cultural Heritage  
Center for Conservation and Preservation  
[laurie.batza@yale.edu](mailto:laurie.batza@yale.edu)  
203.737.3159

## Yale Digital Collections Center

Meg Bellinger  
*Director*  
[meg.bellinger@yale.edu](mailto:meg.bellinger@yale.edu)  
203.764.9960

Jessica Slawski  
*Digital Core Productions Assistant*  
[jessica.slawski@yale.edu](mailto:jessica.slawski@yale.edu)  
203.737.3045

Kathleen Maslar  
*Sr. Administrative Assistant*  
[kathleen.maslar@yale.edu](mailto:kathleen.maslar@yale.edu)  
203.764.9982



# Environmental Health and Safety

## Environmental Health and Safety Guidelines

Yale West Campus follows guidelines for health and safety according to the Office of Environmental Health and Safety. The office of Environmental Health and Safety is a resource of highly trained safety professionals who serve the Yale community. They are dedicated to reducing injuries, accidents and environmental impact, and ensuring compliance. They provide high quality training, comprehensive workplace evaluation, emergency response, hazardous materials management from acquisition to disposal, and manage regulatory information.

An EHS health and safety specialist, or "Safety Advisor", is assigned to your building or department to help you prevent and fix health and safety problems. Your Safety Advisor will work cooperatively with you, to provide information, training, and technical expertise, and interpret regulatory requirements, such as if there are any special requirements or restrictions for the use of your research space or your research materials. Please get to know your Safety Advisor, and don't hesitate to contact her for help. Kim Heard is the West Campus Safety Advisor.

## New To Yale? EHS Welcome and Initial Guidance

<http://ehs.yale.edu/new-principal-investigator>

## EHS Training

Yale is committed to providing a healthy and safe environment for the Yale community. As a Yale employee, it is important that you understand that everyone shares responsibility for safety at Yale University. Federal and State regulations require that employees with certain responsibilities receive training which must include information regarding job hazard, possible health effects, and required work practices and procedures. Please go to the Yale Training and Certification website and complete the University's "Training Requirements Assessment". This online survey is designed to help you identify and complete certain federal, state and University training and form submission requirements that apply to you. EHS Training is composed of training in Biosafety, Chemical, and Radiation Safety, in addition to many other types of training, which are listed below.

### Biosafety Training

This training covers work practices, safety equipment and facility requirements used to work safely at Biosafety Levels 1 and 2. Incident response and emergency spill clean up protocols are also reviewed. The training course is available online as well as in the classroom.

### Chemical Safety Training

This required training covers the hazards of chemicals in the workplace, including information on hazard classes and exposure limits. Training on personal protective equipment selection and use is also given during this course. The training course is available online as well as in the classroom.

### Emergency Numbers

**Immediate Assistance:** 911

**Yale Police Dispatch Center:** 203.432.4400

**EHS Hours:** 203.785.3555

Please call West Campus Security before or after you call EHS so that they are alerted that an Emergency Responder is on the way to the campus.

**Acute Care/YHC:** 203.432.0123

**Environmental Health and Safety:** 203.785.3550

Kim Heard: 203.737.4139

### Radiation Safety Training

**Radiation Safety Orientation:** Mandatory two (2) part training: Basic and Applied, for personnel working with radioactive material or frequenting an area where radioactive materials are stored or used.

Radiation Safety Basics Part I-Web Training is a mandatory prerequisite to the instructor lead course; Applied Radiation Safety-Part II. A quiz is included after this course.

Personnel must complete Applied Radiation Safety-Part II to fulfill their requirement. Registration for part II will be open to enrollees 24 hours after completion of Radiation Safety Basics-Part I.

### Waste Pickup/Drop Off

Hazardous waste includes chemical, radiological and biomedical waste. The Environmental Affairs Section is responsible for managing the disposal of all hazardous and otherwise regulated waste on campus. Generators of these wastes are responsible for the proper collection, handling, labeling and storage of these wastes in their work areas.

<http://www.yale.edu/ehs/wasteforms.htm>  
203.432.6545

## Amenities and Services

Yale West Campus offers many amenities and services to its occupants. These services span from Child Care to coordinating events in our facilities. Below is information about each of these services.

### Car Share Program

The University Car Share pilot program at West Campus is the first of its kind for the Yale community. The pilot program at West Campus allows West Campus faculty, students, or staff to reserve a fleet car for any business, academic, departmental or organizational activity which includes local meetings or conferences between campuses. The West Campus fleet consists of two vehicles, (1) seven passenger 2012 Chevrolet Traverse and (1) five passenger 2012 Chevrolet Equinox.

**In order to reserve a vehicle, all drivers must complete the Driver Safety Awareness Training and are encouraged to view the Online Training Demonstration. For questions or feedback regarding the Car Share Pilot Program at West Campus, please contact the West Campus Administration or view the Yale Car Share Program brochure.**

### Child Care

Yale's newest child care center is located at 230 West Campus Drive and is open to staff, faculty, postdoc and student parents. The center, managed by Bright Horizons Family Solutions, is now enrolling children ages six weeks through five years. In addition, the center offers backup child care for infants through age 12. The center is open 7 a.m. -- 6 p.m. Monday -- Friday. For more information, contact Bright Horizons at Yale West Campus at (203)-795-3564 or go to <http://centers.brighthorizons.com/yalewestcampus/>

Note: (For additional information on child care for members of the Yale community, contact the WorkLife Program at (203) 432-8069 or go to [www.yale.edu/childcare](http://www.yale.edu/childcare))

### Conference Facilities

The Conference Center, on the West Campus, is available for Yale-sponsored meetings, symposia, retreats, and conferences of all sizes up to 250 attendees.

For more information about hosting an event at West Campus, contact West Campus Event Coordinator Sharon Finkenauer at 203.737.4036 or [sharon.finkenauer@yale.edu](mailto:sharon.finkenauer@yale.edu).

Visit the [Conference Center webpage](#) for the [Event Guide](#) and [Conference Center Request Form](#)..

### Dining & Catering

**Yale West Campus Dining Open Daily Monday through Friday**

#### **BREAKFAST:**

"A La Carte" breakfast items are available in the cafeteria from 8am to 11:00am, Monday through Friday. Specialty espresso drinks and smoothies are also available.

#### **LUNCH:**

Lunch is available from 11:30am to 2:00pm, Monday through Friday. There are three options available.

- \* A hot entrée, salad, beverage and dessert .
- \* A flatbread with a side of chips or vegetables.
- \* A bread bowl or bowl of soup with a side of chips or vegetables.

### **DINNER:**

Dinner is available Monday-Friday from 5pm-8pm. The menu will include chicken wings, chicken tenders, pork wings, tamales, mac & cheese, and lasagna rollups. A meat and a vegetarian Panini option will be available daily, along with a different composed salad. The same soup and flatbread options from lunch will also be available at dinner. The dinner price will be the same as lunch, \$5 for your dinner option (including a fountain soda). Protein options can be added to the composed salads for an additional \$1.50.

### **DINING PLAN :**

West Campus Dining Plan \$5: Eli Bucks purchased through Yale Dining and placed on ID Card  
Non-Meal Plan \$7

To purchase Eli Bucks, [click here](#). For Faculty with specialty dining cards (white cards) contact Mary Beth Laub at 203.432.0417 or see Donna Hall.

**CATERING:** Yale Dining can also cater your meetings or events up to 25 people. For more information contact [Donna Hall](#) at 203.432.3402. Yale Catering can provide food service for larger events. Contact [Erin Barbra](#) at 203.432.0473.

## **Fitness Center**

The West Campus Fitness Center is a FREE service only to Yale West Campus occupants and their family (13yrs +). The Fitness Center is open for operation Sunday - Saturday 24/7. Access into the facility is by ID only. In order to obtain access to the facility, you will need to complete the [Fitness Center enrollment form](#). Your completed form serves as acceptance to the terms and conditions and your request for access to the facility. Please allow 24 hours from the time you submit your form until your badge access is granted (weekends not included).

Designated space has been assigned for Yoga and other fitness courses in the new facility. A partnership has been established with Payne Whitney instructors to provide fitness classes (Yoga, Zumba, etc.) at the West Campus Fitness Center. A minimal processing fee is required per class, in addition to payment.

## **ITS – Client Support Services and Network Services**

To arrange network connections, for problems with electronic credentials (NetID), or desktop support for your computer, please contact your Distributed Support Provider (DSP) or West Campus DSP is Keith Draghi. He can be reached at [keith.draghi@yale.edu](mailto:keith.draghi@yale.edu) If he is unavailable, please contact the ITS Help Desk at 203.432. 9000

## **A/V- Audio Visual Support Services**

For events and seminars held at Yale West Campus, Chris D'Addio offers support services that include aiding in set up and breakdown of A/V equipment. He can be reached at [chris.daddio@yale.edu](mailto:chris.daddio@yale.edu).

## **Library Services**

<http://www.library.yale.edu/for/westcampus.html>

### Electronic resources

Databases, journals and books are readily available electronically through the Yale University Library. Access these through one of the Libraries listed below.

[Cushing/Whitney Medical Library](#)  
[Center for Science and Social Information \(CSSSI\)](#)  
[Robert B. Haas Family Arts Library](#)

## Book Delivery Services

Print Book delivery is available from central campus libraries. Books should be delivered to West Campus within 2 business days or less.

After locating a book in our library online catalog, [Orbis](#), select: "Request Recall or Delivery". Choose either "West Campus" or "Yale School of Nursing" (for YSN community only) as a delivery location.

Requestors will receive an email notification when the book arrives, or an explanation regarding the inability to fill the request. Responses to unfilled requests will provide information about other service options for acquiring the material needed.

To return borrowed items, books may be placed in any of the convenient library return drop boxes located on the West Campus starting August 1, 2013. A dropbox will be located outside of the Collection Studies Center, the Advanced Biosciences Center, and the Yale School of Nursing.

## Remote Access

When away from Yale Campus, Library resources can be accessed on computers and mobile devices using Yale VPN. For more information, please visit <http://its.yale.edu/services/wifi-and-networks/vpn-campus-access>

For more complete information about the services and collections that the Yale Libraries offer please see below:

[Cushing/Whitney Medical Library](#)

[Center for Science and Social Information \(CSSSI\)](#)

[Robert B. Haas Family Arts Library](#)

## **Security**

The campus has 24/7 security coverage based in The Collection Studies Center at 900 West Campus Drive. The main security phone number is 203.737.3111. All buildings have Yale key-card access. Security does frequent rounds to check all buildings. Cameras are in place and video monitoring is used on West Campus. The towns of West Haven and Orange provide first-responder service for medical, police, and fire emergencies, working closely with Yale police and security.

Employees can use three gates to access the campus: 100 West Campus Drive, 400 Morgan Lane, and 280 Heffernan Drive. An employee's key card must be activated to use these gates, which is done through the [Access Form](#). Contact West Campus Administration at [westcampus.administration@yale.edu](mailto:westcampus.administration@yale.edu) if you have any questions.

## **Shipping, Receiving, Courier Service & Campus Mail**

**Mail (Campus and USPS)** - For US Mail, new units/departments moving out to West Campus should apply for a West Haven/Allingtown P.O. Box: contact Lynne Beauchemin at 203-764-9310. In addition, to setup a mailbox for yourself or your unit and arrange daily pickup/drop off of all mail, please contact Frank Ramos at 203-737-3024 or Fred Apuzzo at 203-737-3021.

Daily campus and USPS mail service is in place for all occupied buildings at West Campus and there is a daily run to Central Campus included in this service. Call Frank Ramos with specific questions. Sending campus mail to West Campus should be addressed as follows: Person's name, Department name, West Campus, Building number.

**Packages** - Shipping a package to West Campus (FedEx and UPS), please address it as following:

Yale University  
Contact Name  
Building Name and Suite/Office #  
300 Heffernan Drive, West Haven, CT 06516



There is a receiving station in the Storage and Receiving Center for large packages and other shipments; please call Frank Ramos at 203 737-3024 or Fred Apuzzo at 203-737-3021 to insure proper delivery.

**Courier Service** - Courier Service between campuses is offered Monday to Friday. Pickups at all active West Campus buildings begin at 8:45am daily and include US mail, campus mail, FedEx/UPS, and research materials. The van heads to central campus by 9:15 am and returns to West Campus for drop-offs by 1pm daily.

For detail information on this or other support services, please call Frank Ramos at 203-737-3024 or Fred Apuzzo at 203-737-3021.

For **driving directions**, the physical address for MapQuest directions is 100 West Campus Drive, Orange CT 06477. If your GPS has not been updated, please use 137 Frontage Rd, Orange CT 06477.

See <http://www.yale.edu/westcampus/directions.html>.

## Tours

General driving tours of the West Campus are offered through the Yale Visitor Center. For more information, please visit the Yale Visitor Center website at <http://www.yale.edu/visitor/>.

For VIP and Development tours please email Danica Kelly at [danica.kelly@yale.edu](mailto:danica.kelly@yale.edu).

These special-request tours leave from the West Campus Visitor Center, 100 West Campus Drive, Orange, CT. Parking is available.

## Video Conference Room – Conference Center

An IP (internet protocol) video conference system is now available for use in Room 204 of the Conference Center at West Campus. The system is configured to meet the varied needs of the Yale community. The system is user friendly and allows users to easily integrate a laptop computer (MAC or PC) into their meeting.

The video conference system at West Campus is self serve; there are easy to follow directions located in the room. A pretest is recommended.

For additional information about the services available contact Keith Draghi at 203.737. 3169 or [keith.draghi@yale.edu](mailto:keith.draghi@yale.edu). In order to reserve the room, please contact Sharon Finkenauer at 203.737. 4036 or [sharon.finkenauer@yale.edu](mailto:sharon.finkenauer@yale.edu).

## West Campus Urban Farm

The West Campus Urban Farm is another resource that West Campus offers to the Yale community and their families. The site is designed to grow and harvest food, relax, and hold social events as well as conduct scientific research. The layout has been designed with picnic benches scattered throughout the Farm and plenty of plots used to grow a variety of herbs, berries, and plants. The Farm is always open to the community, but there are specific volunteer days where the manager of the Farm, [Justin Freiberg](#), is present to give additional aid. Volunteer days are announced through the West Campus Urban Farm newsletter. To subscribe to the newsletter, please visit <http://eepurl.com/ACwhL>. For more information, please contact Justin Freiberg at [j.freiberg@yale.edu](mailto:j.freiberg@yale.edu).

## Research Support Services

Yale West Campus supports a number of programs in support of research. Listed below are services available for researchers and essential contacts. **Christopher Incarvito**, Ph.D., is the Director of Research Operations and Technology and can be reached at 203.737.6673 or [christopher.incarvito@yale.edu](mailto:christopher.incarvito@yale.edu).

### Environmental Health and Safety Representatives

Kim Heard– West Campus Safety Advisor

203.737.4139

[kimberly.heard@yale.edu](mailto:kimberly.heard@yale.edu)

<http://www.yale.edu/ehs/>

### 24 Hour Emergency:

Call 203.785.3555 with any true emergency and someone will be dispatched.

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### Support Services

Stephen Luzietti

*Materials Assistant*

203.737.3983

[stephen.luzietti@yale.edu](mailto:stephen.luzietti@yale.edu)

#### Autoclave and Glasswashing

Autoclaves are available for walk-up use in ABC-001, ISTC-208, and MIC-014. Training classes are held on the first Friday of each month. Glasswashing facilities are available throughout the research buildings.

Service, for a fee, is available for the washing and sterilization of glass and plastic ware to all investigators at YWC. Services routinely available include washing, drying, baking, sterilization, and autoclaving of liquids.

#### Dry Ice

A limited amount of dry ice is available each week, free of charge, and can be delivered to your laboratory. Central pick-up locations are also available.

#### Nitrogen

Most research buildings are equipped with nitrogen gas in the laboratories. Please contact us for activation or additional service. Liquid nitrogen must be ordered through Sciquest. Please contact us for more details.

#### Cold Rooms

Walk-in cold rooms are available throughout the research complex. Please contact us regarding access and use of these facilities.

#### Bottled Gases

Bottled gases are ordered through Sciquest and delivered directly to your laboratory. A limited amount of regulators and tank restraints are available.

For other general lab operations and issues for those above please contact Stephen Luzietti at [stephen.luzietti@yale.edu](mailto:stephen.luzietti@yale.edu).

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### Inventory

A process has been established to allow researchers to browse a current inventory list, revised every month, of the glassware available at West Campus. Details will be emailed to Faculty and administrative assistants monthly. Requests for glassware must be made via email to [westcampus.inventory@yale.edu](mailto:westcampus.inventory@yale.edu).

### **West Campus Resource Center**

Yale West Campus is happy to announce the upcoming opening of the West Campus Resource Center on November 15th. Researchers will enjoy convenient access to frequently purchased lab supplies and additional support services from one location. Orders placed via SciQuest may benefit from same day delivery or pickup from the Resource Center. The Resource Center will also serve as the hub for an expansion of Yale Environmental Health & Safety's efforts to implement a University-wide chemical inventory and tracking system. Expect to see an enhancement to package delivery within the research complex and other useful services.

Questions can be directed to [wrcr@yale.edu](mailto:wrcr@yale.edu).

### **Research-Purchasing Collaborative**

A representative from Yale Purchasing is on site to assist with purchases of lab reagents, consumables, and equipment.

Fran Consiglio  
Strategic Sourcing Manager  
203.737.3261  
[frances.consiglio@yale.edu](mailto:frances.consiglio@yale.edu)

### **Storage and Receiving Center**

#### Packages

Shipping a package to West Campus (FedEx and UPS), please address it as following:

Yale University  
Contact Name  
Building Name and Suite/Office #,  
300 Heffernan Drive, West Haven, CT 06516.

There is a receiving station in the Storage and Receiving Center for large packages and other shipments; please call Frank Ramos at 203.737.3024 or Fred Apuzzo at 203.737.3021 to insure proper delivery. Packages are delivered directly to your office or laboratory.

### **Stockroom Deliveries**

You can order research materials from the Kline Biology Tower and the Yale Medical School. Stockrooms on central campus for delivery within 48 hours. Fax your order into: 203-432-6906 or place your order through SciQuest by logging on at <http://www.yale.edu/procurement/eprocurement/>.

For detailed information on ordering materials, call Tracy D'Addio at 203-432-9242

### **Roche On-Demand Inventory Resource**

For your convenience Roche has provided West Campus with an on-demand inventory of commonly purchased items. The resource (freezer) is located in the basement of the Integrated Science & Technology Center (B-24). You can order products from this freezer through SciQuest.

### **American Bioanalytical On-Demand Inventory Resource**

For your convenience American Bioanalytical has provided West Campus with an on-demand inventory of commonly purchased items. The resource is located on the 2nd floor of the Advanced Biosciences Center (B-31) in Rm. 216. If you would like to purchase items from this resource please complete the attached forms, [one](#) and [two](#), with information regarding the items that were removed from the inventory, your name, laboratory group and charging instructions (PATO number). After you have completed the forms please return them directly to Amy Mulholland. Her office is located in the Advanced Biosciences Center, room 271, or you can deliver them to her mailbox located next to the main lobby doors. If you have any questions about using the resource or pricing please contact:

Amy Mulholland  
amy.mulholland@yale.edu  
203-737-3093

### **Waste Management**

Biological and Chemical waste as well as supply waste are processed through Environmental Health and Safety. The link below contains the forms needed to process these materials.

<http://ehs.yale.edu/waste>

### **YARC**

Contact YARC to obtain housing for vertebrate animals, proximity cards to animal housing, keys, veterinary services, training, and order animals. You will not be allowed to order, house, or use animals without IACUC approval.

[IACUC@yale.edu](mailto:IACUC@yale.edu)

203.785.5992

University Hotline: 877.360.9253



# Parking and Transportation

West Campus offers free parking and transportation to West Campus from the Medical School and Science Hill.

## Parking

Access by car to West Campus parking will be through use of Yale ID/Prox card, with approval. Business managers coordinating new hires or moves to West Campus, should contact West Campus Administration at [westcampus.administration@yale.edu](mailto:westcampus.administration@yale.edu) to insure gate access.

For More Parking Information:

[www.yale.edu/transportationoptions/parking/parking-facstaff.html](http://www.yale.edu/transportationoptions/parking/parking-facstaff.html) or call the Parking Office 203-432-9790.

## Transportation/Shuttle/Other

The Yale University Shuttle provides transportation for the Yale community between the West Campus and the Central and Medical School campuses. The Green line runs Monday through Friday and travels directly between the West Campus and Science Hill, Lot 22. The Purple line runs 7 days per week and travels directly between the West Campus and the Medical School and also to Union Station. After 11:30am passengers must request to be taken to and from the train station.

[Click here for printable shuttle schedule.](#)

**First Transit Dispatch: (203) 281-5470**

**Security Dispatch (After 10:00 pm)  
(203) 432-6330**

**West Campus Security (24 Hours)  
(203) 737-3111**

### Other Transportation Options

- **Metro Taxi: 203-777-7777**
- **Hys Limo, West Haven, CT: 203-934-6331**
- **Yale TR&S Chauffeur Service: 203-436-4581**

## Yale Car Share

Yale West Campus is participating in a pilot car share program with Yale Fleet Management. West Campus has two vehicles available for reservation. This program helps faculty, staff, and students when traveling frequently from West Campus to New Haven. For more information about the program, please click [here](#). For a video demonstration of how to utilize the program, please click [here](#).



