

# Welcome Packet



MICHIGAN MEDICINE  
UNIVERSITY OF MICHIGAN

**NCRC**

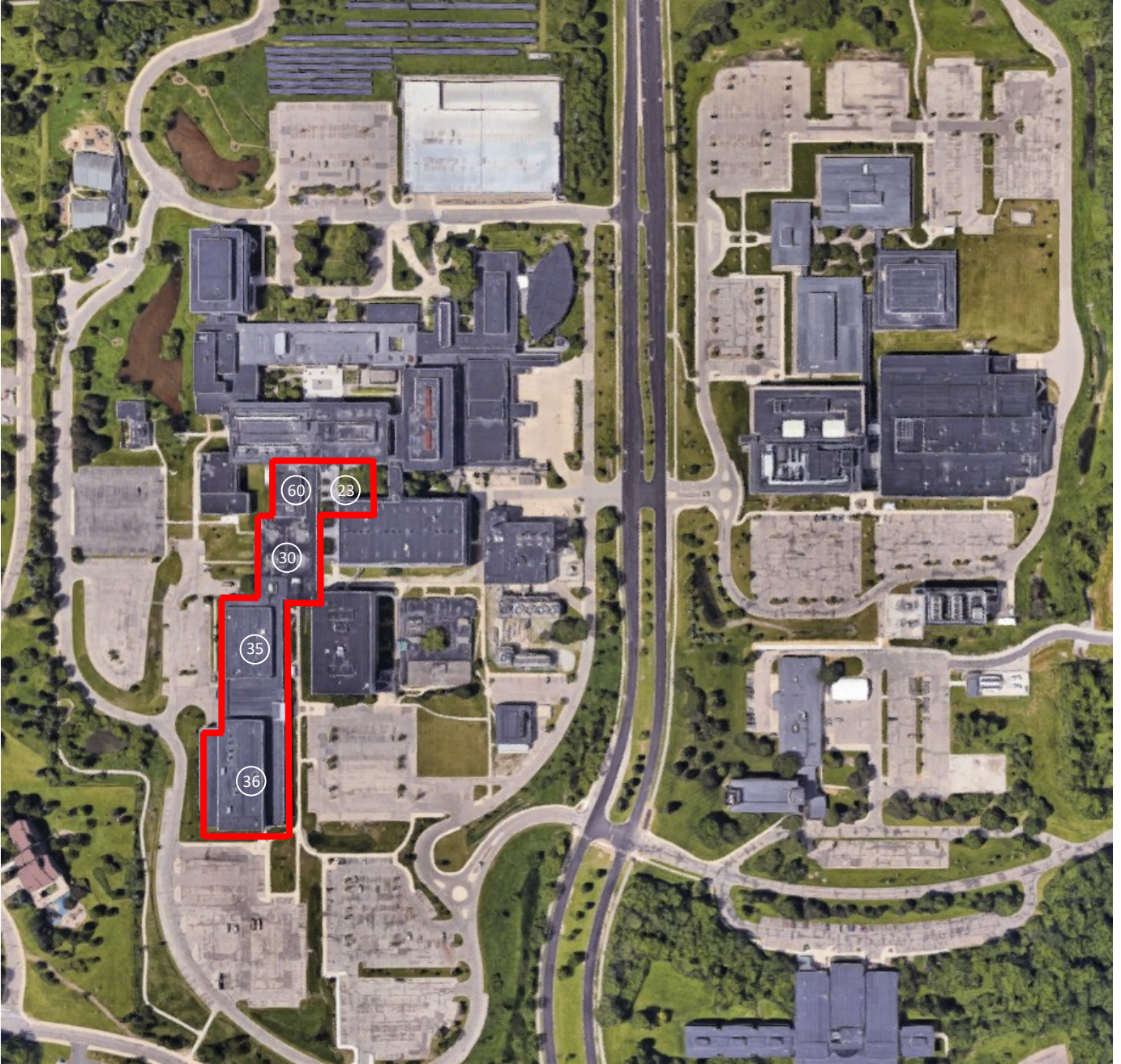
**Pathology Relocation and  
Renovation Project**

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# NCRC Map



# NCRC Map



## Pathology Spaces: Building 23, 30, 32, 35, 36, 60

- ➔ VISITOR VEHICLE ENTRANCE
- VISITOR PARKING
- GOLD PERMIT PARKING
- BLUE PERMIT PARKING
- YELLOW PERMIT PARKING
- ORANGE PERMIT PARKING
- UM SERVICE/COMMERCIAL
- UM BUSINESS
- MOTORCYCLE PARKING
- VISITOR BUILDING ENTRANCE
- EMPLOYEE/CARD READ ENTRANCE
- DELIVERY LOCATIONS
- Ⓟ BICYCLE PARKING
- 🚌 BUS STOP U-M
- ★ BUS STOP AATA
- ☎ EMERGENCY PHONE



- Building 23 is underground, just east of building 60



# NCRC Facts & Quick Info

## PRR Philosophy

The completion of the NCRC portion of the PRR project is the culmination of years of effort from Pathology faculty and staff as well as the architects, engineers and lean professionals that supported the process. The PRR project was founded on guiding principles established by the PRR Project Committee to create space in order to transform the patient experience and produce better clinical outcomes. The teams utilized lean facility design tools to create more efficient, effective and flexible laboratory spaces and encourage collaborative work across disciplines. Offices and work spaces are equally innovative, because they are designed to encourage teamwork and cooperation across disciplines at a time when digital technologies play an increasingly important role in how we provide patient care.

## Pathology at NCRC

- The Pathology department at NCRC is located in portions of buildings 23, 30, 35, 36, and 60.

## Address

Department of Pathology and Clinical Laboratories

2800 Plymouth Rd, Building 35

Ann Arbor, MI 48109 - 2800

Under the line "Department of..." you can add a line for your specific area

## WiFi

- Visitors and Patients: MGuest - UMHS (no log in needed)
- Central Campus Faculty/Staff: MWireless-UMHS (Level 1 password)
- UMMS and UMHS Faculty/Staff: UMHS-8021X (Level 2 password)

## Badged Entrances and Security

- ID is required to enter the building and travel in
- Visitor Entrances: Building 18 lobby and building 32 lobby
  - Visitor must go to one of these entrances and you must then meet them there



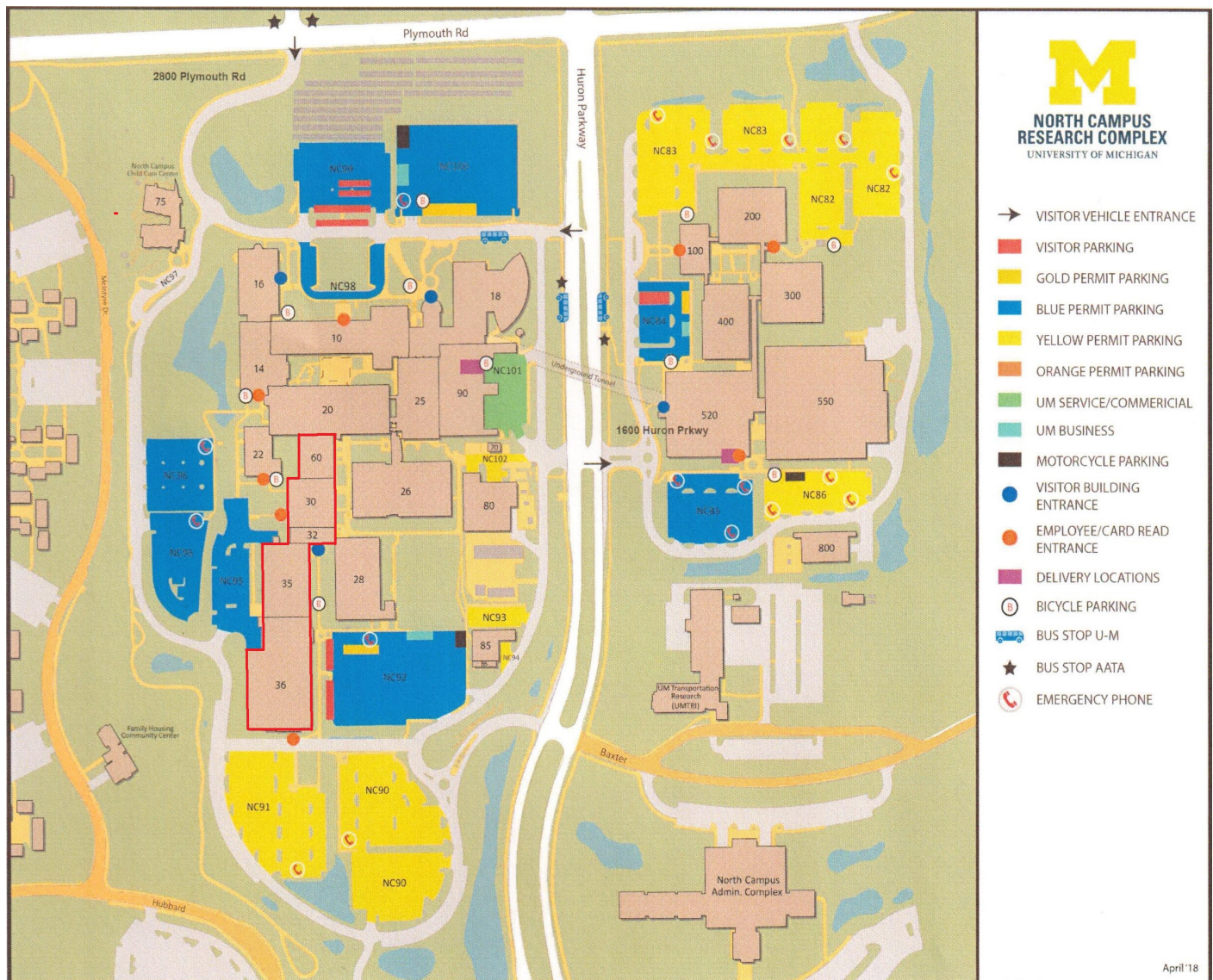
# Parking and Transportation

## Parking Options

- The following map shows the lots within walking distance of the Pathology buildings at NCRC. A more complete map with all parking options on campus can be found at:

<http://www.ltp.umich.edu/maps/>

- Visitor parking consists of metered spots
- Parking permits can be obtained online at <https://permits.ltp.umich.edu> or in person at the Parking Customer Services office (Central Campus: 523 S. Division Street, M-F 7:30-4:30 or University Hospital: UH South Room F2117, M-F 7:30-3:45)



# Parking and Transportation

## Bus Service

- Bus Schedule: <https://ltp.umich.edu/transit/routes.php>
- Information about each of the following routes can be found on the transportation website.

**North-East Shuttle (Weekdays):** The North-East Shuttle connects the Medical Campus to the VA Hospital, North Campus Research Complex, and East Campus destinations including the Green Rd Park-and-Ride, Plymouth Rd Park-and-Ride, East Medical Campus, and Dominos Farms. This route has multiple stops around NCRC and they are shown with the bus symbol on the map.

**Commuter (North/South) (Weekdays):** The Commuter North begins at Crisler Center and ends at Glazier Way, connecting South Campus with North Campus via Central Campus, the Hill area, and the Medical Campus (Commuter South is opposite direction)

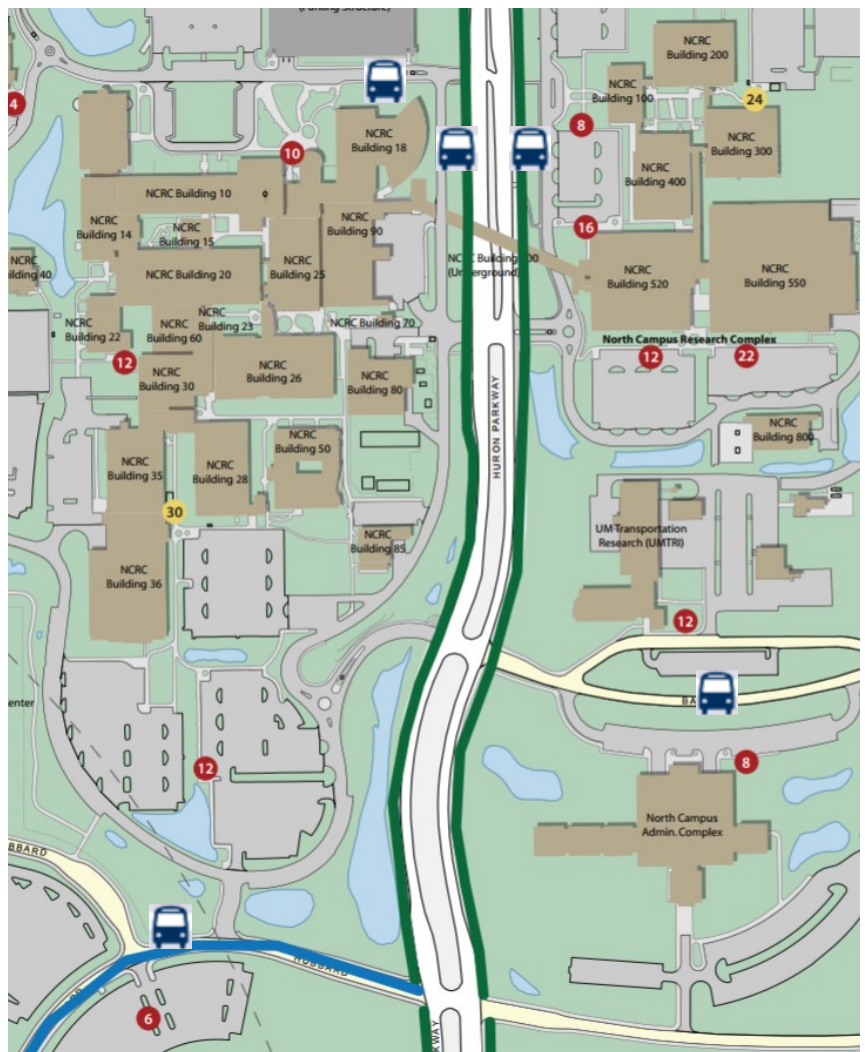
**Bio Research Shuttle (Weekdays):** The Bio-Research Shuttle is an on-demand service intended for the transportation of passengers with bio-research materials only. Service is provided by a University of Michigan van

**Ann Arbor Area Transportation Authority (AAATA):** The AAATA is free to all UM students, faculty and staff. There are many different routes to choose from, see [www.theride.org](http://www.theride.org) for more details.

**Park and Ride Lots:** There are 8 Park and Ride lots that are serviced by AAATA bus routes. See the AAATA website for more details.

## Bike Racks

- Bikes are not permitted inside university buildings, racks are provided and shown on the following map. Each red or yellow circle shows the number of bike spots at that location; yellow dots denote covered bike racks.



# NCRC Floor Plan



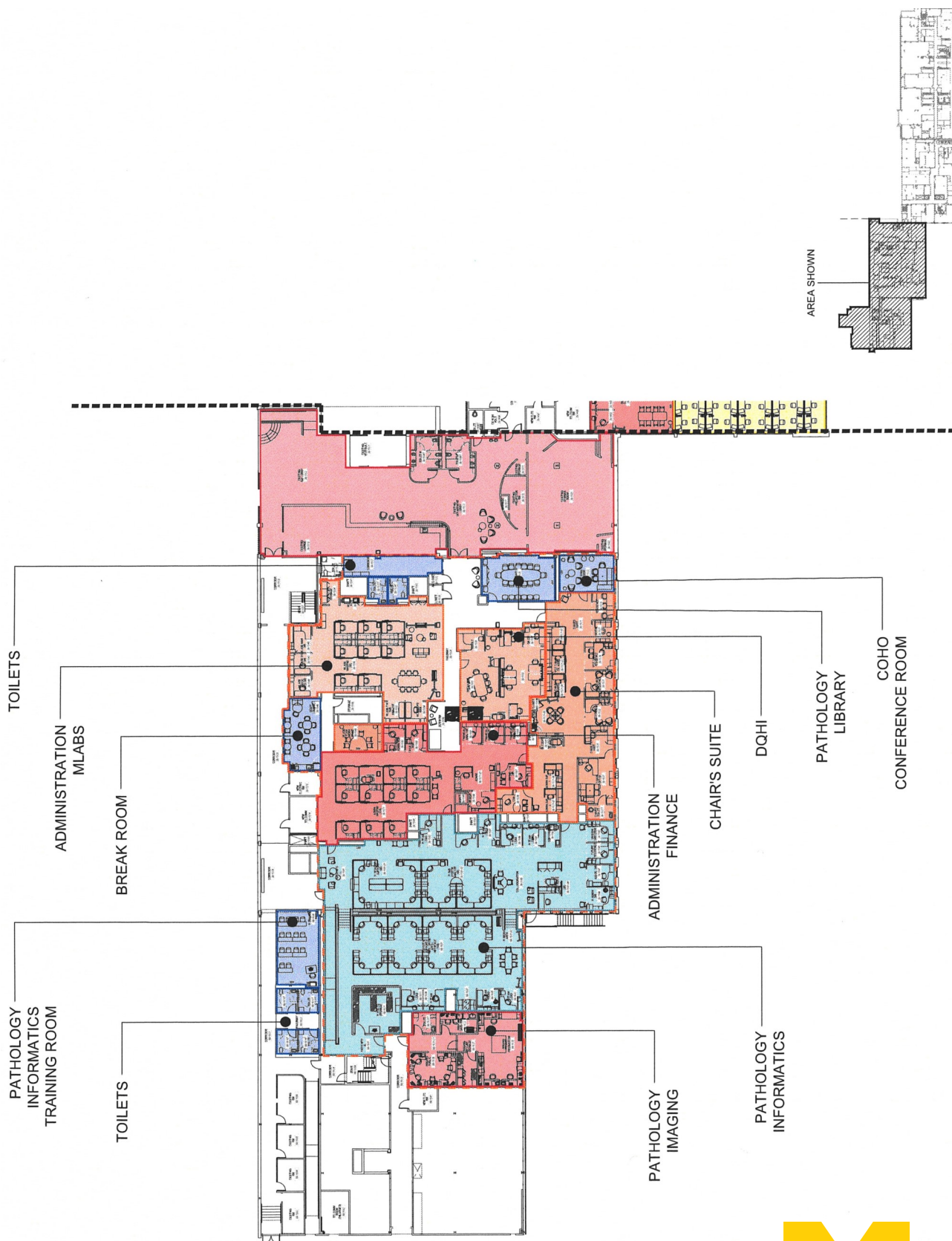
NCRC LEVEL 1 FLOOR PLAN  
2

NCRC GROUND LEVEL FLOOR PLAN  
1

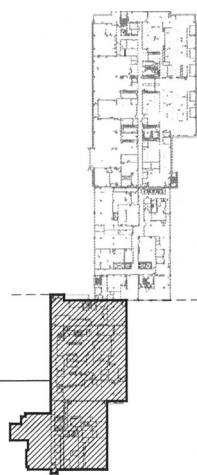




# Level 1: North



AREA SHOWN



KEY PLAN  
NCRC - LEVEL 1  
SCALE: NONE



PATHOLOGY  
INFORMATICS  
TRAINING ROOM

TOILETS

BREAK ROOM

ADMINISTRATION  
MLABS

TOILETS

PATHOLOGY  
IMAGING

ADMINISTRATION  
FINANCE

CHAIR'S SUITE

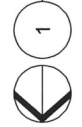
PATHOLOGY  
INFORMATICS

DQHI

PATHOLOGY  
LIBRARY

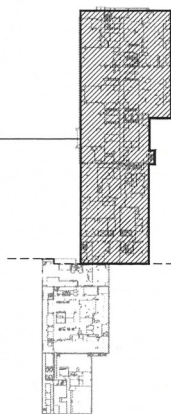
COHO  
CONFERENCE ROOM

PARTIAL LEVEL 1 FLOOR PLAN  
NORTH

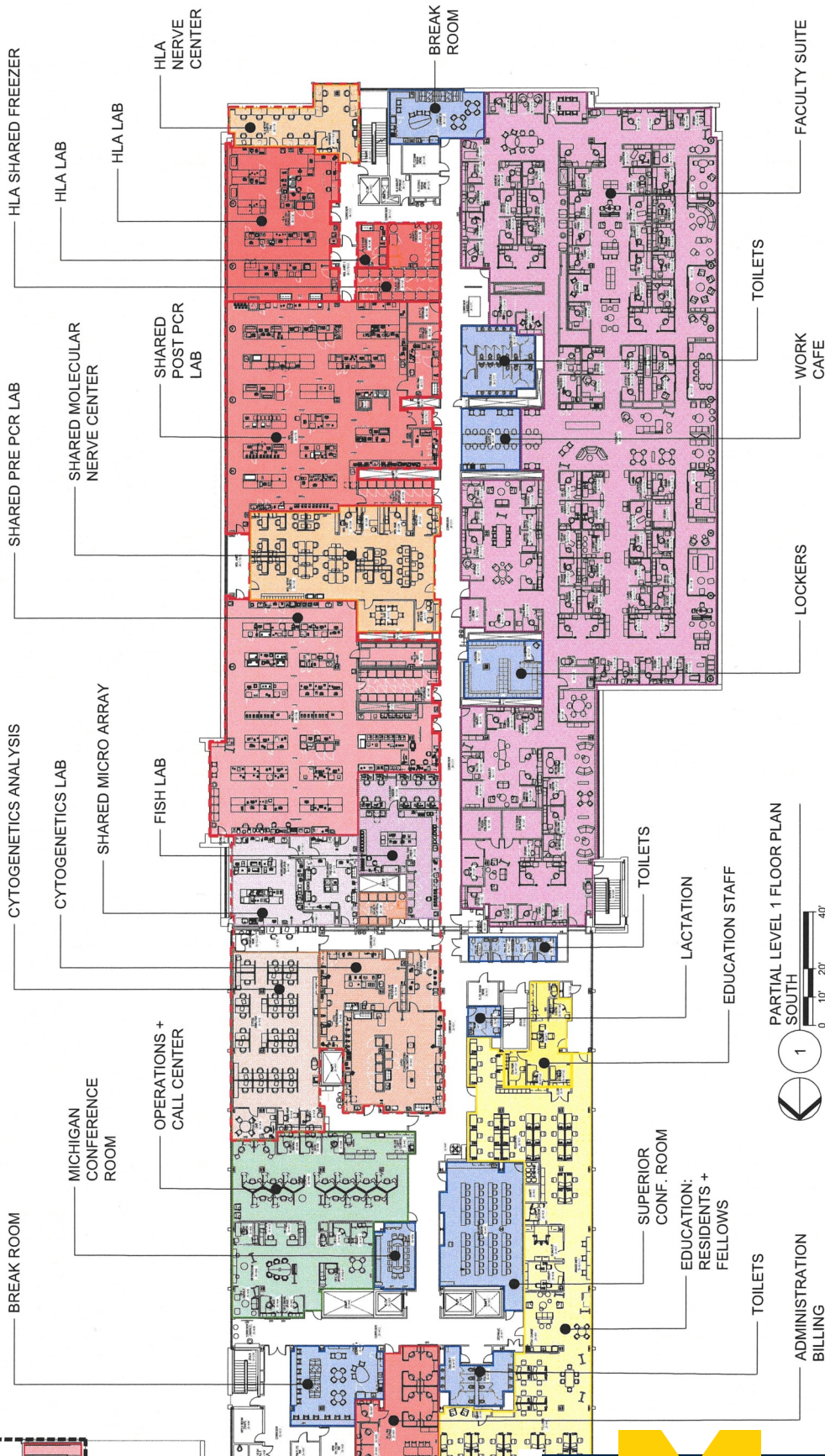


# Level 1: South

AREA SHOWN



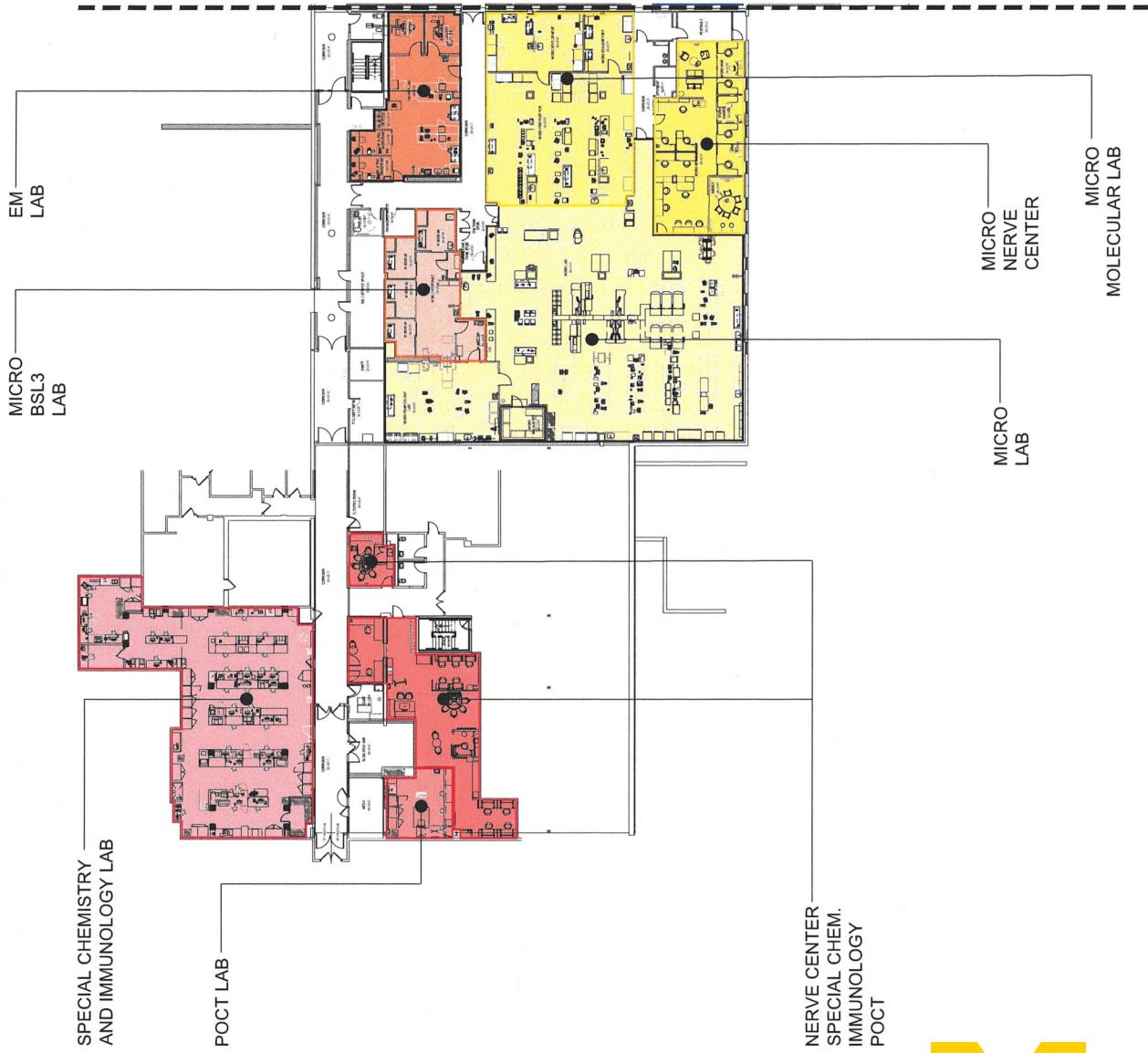
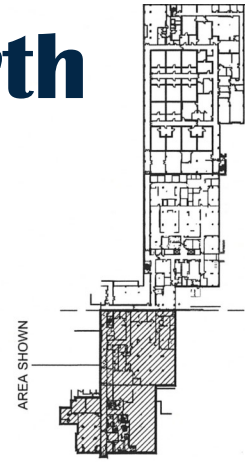
KEY PLAN  
NCRC - LEVEL 1  
SCALE: NONE



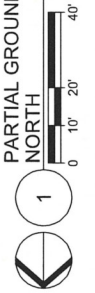
PARTIAL LEVEL 1 FLOOR PLAN  
SOUTH



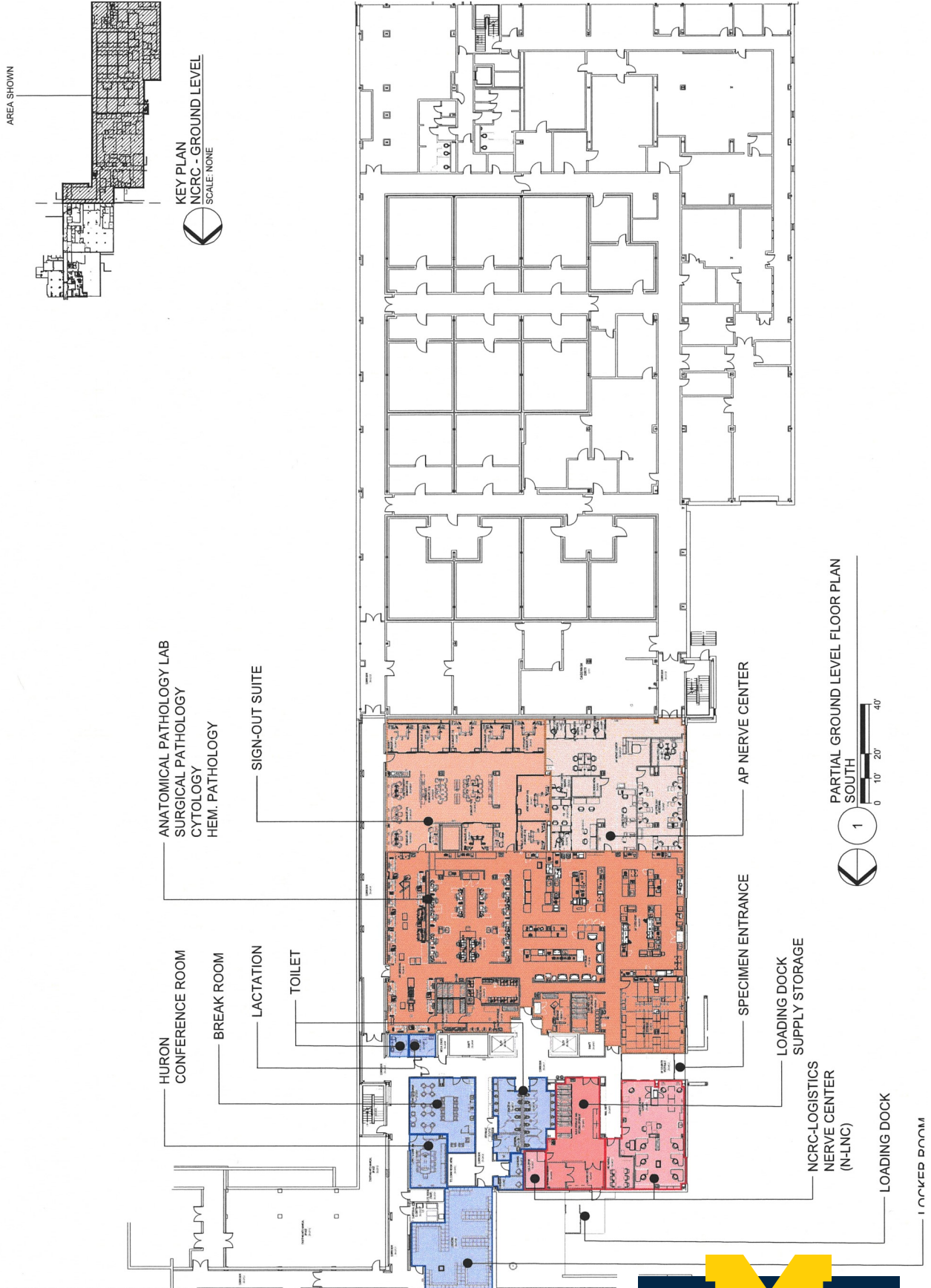
# Ground Level: North



PARTIAL GROUND LEVEL FLOOR PLAN  
NORTH



# Ground Level: South



# Fire and Emergency

## Safety Management Services (SMS) Guidelines

Pathology staff at NCRC are covered by the health and safety standards set forth by Safety Management Services. You can also visit the SMS website for additional information (<http://med.umich.edu/i/Safety>). The SMS liaison for Pathology is James Womble. He can be contacted at 734-647-7146, by pager at 30238 or by e-mail at [jwomble@med.umich.edu](mailto:jwomble@med.umich.edu).

### NCRC Environmental, Health & Safety (EHS) Representative

- EHS—Lab Safety: 734-647-5931
- [ncrc.ehs.contacts@umich.edu](mailto:ncrc.ehs.contacts@umich.edu) (all inquiries)

### UM NCRC Safety Guidance Manual

<http://ncrc.umich.edu/life-ncrc/health-safety>

### Division of Public, Safety & Security (DPSS)

- Emergencies (Police, Fire, Medical)

In case of an emergency, call with a desk phone if possible because the location can be automatically traced.

**From a desk phone: 911, 9-911, or 9-7-911**

- Chem/Bio Spill

Dial 911 or 734-763-1131 for DPSS

- NCRC Security Dispatch (Available 24/7)

734-764-9000

Campus Phone - 4900

#### Services Provided:


- Personal escort to and from your vehicle
  - Jump start dead car batteries
  - Car unlocks
  - Well-being checks
- NCRC Site Officer (Michigan Medicine Security)  
[ncrcsecurity@umich.edu](mailto:ncrcsecurity@umich.edu)
  - U-M Police Department (Non-Emergency)  
734-763-1131  
<https://dpss.umich.edu>
  - Community outreach for active shooter, suspicious activity, crime prevention and workplace violence
  - Various reports, such as noncriminal incidents and misconduct



# Fire and Emergency

## Emergency Evacuation Plans

- Emergency Evacuation plans are posted near exits in each area (example shown below) In case of an emergency, follow the guidelines posted.



**BUILDING 10**  
2800 Plymouth Road  
GROUND FLOOR

DISPLAY INFO.	
DRAW. NO.	REV. 17' X 17'
T.S.	COLOR (BLK SLO)
QUANTITY	PRICE
QUANTITY	QUANTITY
QUANTITY	QUANTITY

**Be Prepared**  
**EMERGENCY 911**  
Remain Calm

**APPROVAL SET #1**  
11-29-2016  
UOM016-MS15-63511

PLEASE NOTE:  
ALL PRINTS MUST BE RETURNED  
BEFORE JOB CAN BE COMPLETED

This symbol indicates the exact "YOU ARE HERE" Display Location  
DISPLAY QUANTITY: 2

= 2 INSERT

**SITE KEY PLAN**

**SYMBOLS LEGEND**

- EXIT STAIRWELL
- ELEVATOR
- FIRE EXTINGUISHER
- DEFIBRILLATOR (AED) (LOCATED ON 1ST FL.)
- EVACUATION ASSEMBLY AREA
- CAMPUS EMERGENCY PHONE
- PUBLIC RESTROOM

FIRE

- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities/special needs
- Meet at designated assembly areas
- Stay away from building entrance(s)
- Account for individuals
- Re-enter area only when directed by authorities

TORNADO

- Close all doors, including main corridors
- Move to lowest interior space of building (hallway, basement, restroom) away from windows and glass
- Crouch near floor or under heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move into an interior space, lie flat in the nearest depression (ditch, ravine) and cover back of your head
- Monitor WEMU 88.1 WWWW 102.9 WQKL 107.1 WTKA 1050AM, or WLBY 1290AM for all clear

For emergency status and more information:  
[dpss.umich.edu](http://dpss.umich.edu)

# Services

- **Autoclave Locations (self service):**

- Building 20W, 1st floor, Room 134W-B (Interior dimensions: 20" x 20" x 38")
- Building 60, 1st floor, Room 103 (Interior dimensions: 24" x 36" x 36")
- Building 26, 3rd floor, Room 307W

- **Biomed/Clinical Engineering:** Contact the Dispatch Center (936-5056)

- **Custodial & Facilities Service Center (FSC):**

Call 647-2059 to report any issues, and email [pathologyfacilities@umich.edu](mailto:pathologyfacilities@umich.edu) for tracking and resolution

- **Glass Cleaning:**

To request glass wash & autoclave services please fill out the NCRC Glass Wash and Sterilization Request Form and attach to bins.

- **Lab Coats, Laundry or Ergo Mat Services:** See the Lab Leadership

- **Mail Service: UM Campus, USPS Mail and Packages**

There will be a drop off and pick up locations at N-LNC, which is located in the ground floor of building 35. Deliveries will be sorted into bins for each area and a representative from your lab will need to come to N-LNC to retrieve the mail.

- **Maintenance:** email [pathologyfacilities@umich.edu](mailto:pathologyfacilities@umich.edu)

- **MHealthy:** Information can be obtained from the [MHealthy](#) website.

- **Property Disposition:** email [pathologyfacilities@umich.edu](mailto:pathologyfacilities@umich.edu)

- **Recycling:** email [pathologyfacilities@umich.edu](mailto:pathologyfacilities@umich.edu)

- **Research Services:**

Website: <http://ncrc.umich.edu/life-ncrc/services/research-services>

- **Waste Pick Up:** Call Research Services (734-763-0773)

- **Waste Spills:** Call 911



# Amenities

## Dining

[Picasso at NCRC](#), Building 18

Hours of Operation for Building 18: 7:30 am - 4:00 pm

- Breakfast Hours: 7:00 - 10:30
- Lunch Hours: 10:45 - 4:00

Other Dining Options:

- Sandwich Cart, Building 32 Lobby (coming soon)
- Picasso Grab Lab, Building 520

Information about dining hours as well as menus can be found on the [NCRC Website](#)

## Wellness Center

The Wellness Center is a resource to promote greater health and wellness for all UMHS employees and U-M NCRC faculty & staff. This is accomplished by offering fitness and strength training machines, MHealthy Classes and multiple Wellness Programs. Lockers and showers with towel service are also available. The Wellness Center is open every day, 5:00AM - 9:00PM.

To request a locker outside of the shower rooms, email [ResearchServices@umich.edu](mailto:ResearchServices@umich.edu).

For more information on relevant information, please visit the [NCRC Wellness Site](#).





# Amenities

## PRR Spaces

### Auditoriums:

There are two auditoriums in the NCRC available for use. The first is located adjacent to the Pathology space in Building 32 with capacity for 74 chairs and 4 wheelchairs (BSF certified and can hold classes). The second auditorium is located in Building 10 and has 154 seats and can hold 24 in extra side seating.

**Community Spaces:** A full list of community spaces in the NCRC can be found at the following page:

<http://ncrc.umich.edu/sites/default/files/downloads/services/01.24.17%20Updated%20NCRC%20Conference%20Room%20Specs.pdf>

### Reserving Meeting/Conference Rooms

#### Pathology Conference Rooms:

- There are 17 conference rooms in the Pathology space and they will all be scheduled through Outlook. Each conference room will have a point of contact and all the information regarding capacity, capabilities, POC and names can be found on the [Pathology website](#).

#### NCRC Public Conference Rooms:

- The public conference rooms can be seen on the map on the next page. In order to schedule an NCRC conference room that is not in the Pathology space, ScheduON must be used. Directions on how to do this can be found at:

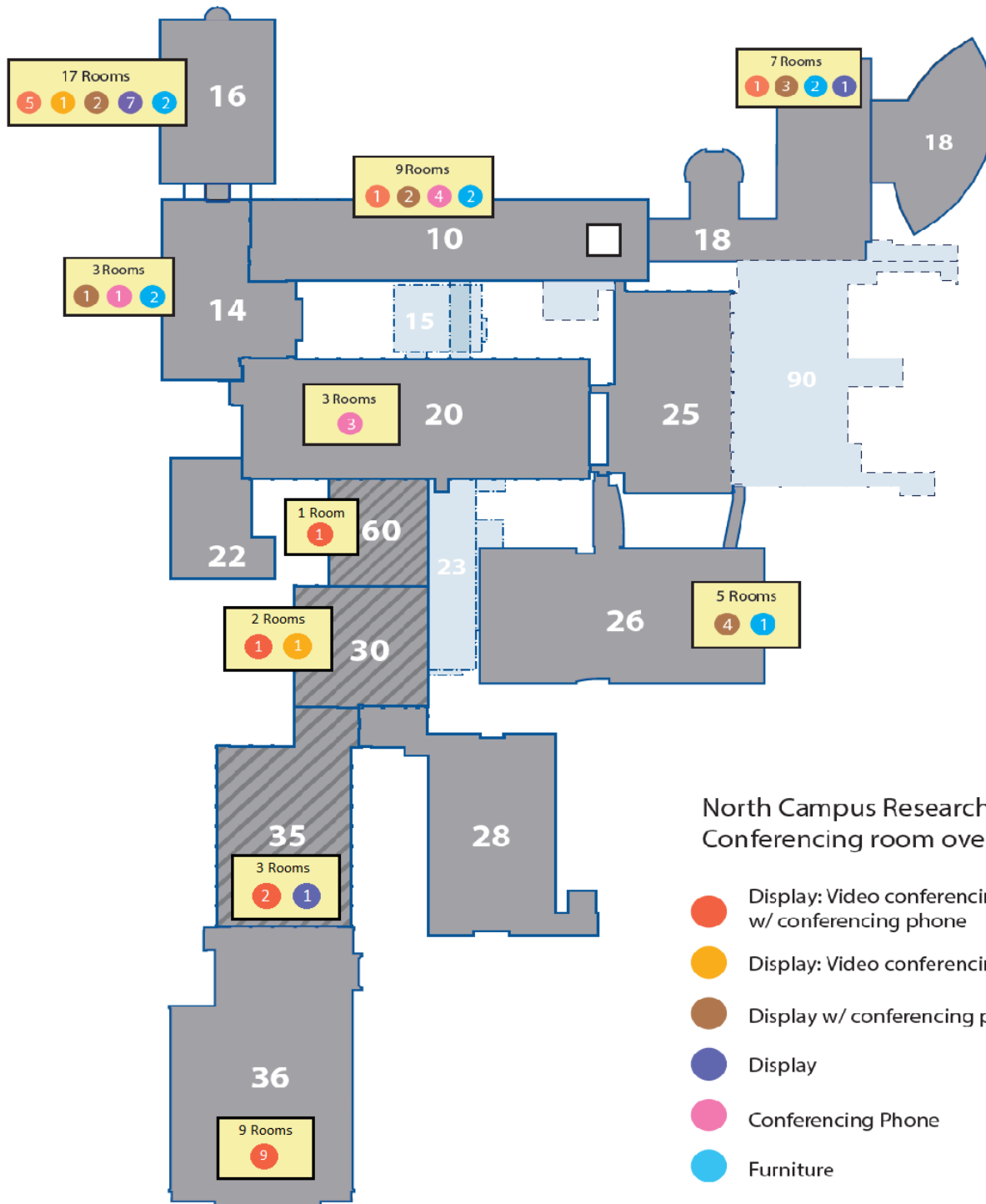
<http://ncrc.umich.edu/sites/default/files/downloads/section/Conference%20Rooms.pdf>

### PRR Lockers:

Pathology locker rooms will have designated lockers by lab and lockers will be assigned by Rebecca Roberts.



# Conference Rooms



North Campus Research Complex  
 Conferencing room overview

- Display: Video conferencing capable w/ conferencing phone
- Display: Video conferencing capable
- Display w/ conferencing phone
- Display
- Conferencing Phone
- Furniture

▶ 2800 Plymouth  
 NCRC Campus

**M** UNIVERSITY OF MICHIGAN  
 NORTH CAMPUS RESEARCH COMPLEX



# Amenities

## Nearby:

- Banks (all off of Plymouth Rd within a mile of NCRC):
  - Bank of America, TCF Bank, Comerica, University of Michigan Credit Union, KeyBank, PNC Bank, Fifth Third Bank, Chase, Flagstar, & Hantz
- Restaurants:
  - Plymouth and Murfin (NE corner):
    - Panera Bread, Seoul Street, Qdoba
  - Plymouth and Murfin (NW corner):
    - Cardamom, No Thai, Mekette Bistro and Bar, Lucky Kitchen, Jet's Pizza, Saica, Subway, Wendy's
  - Plymouth and Murfin (SW corner):
    - Nagomi Sushi, Wings Over Ann Arbor, Marco's Pizza, MD Bagel Fragel
  - Traver Village Shopping Center
    - Jimmy Johns, McDonalds, Zoup, Domino's Pizza, Curry On, Evergreen Restaurant, The Songbird Café, Rappourt Brew and Chew, Starbucks, Espresso Royale
- Kroger (In Traver Village Shopping Center)
- Day care:
  - University of Michigan North Campus Children's Center: 2800 Plymouth Rd, Ann Arbor, MI 48109
  - Gretchen's House Child Care Center: 2625 Traver Blvd, Ann Arbor, MI 48105
  - Childtime of Ann Arbor: 4220 Plymouth Rd, Ann Arbor, MI 48106
  - Mother's Day Care: 3066 Deer Creek Ct, Ann Arbor, MI 48105
  - The Ann Arbor Daycare: 2290 Canyon Ct, Ann Arbor, MI 48105



# Addresses and Phone Numbers

U-M phone extensions are the last 5 digits of the U-M phone number. To call an outside (non U-M) line, you must dial 9-7 and then the phone number.

## Department of Public Safety & Security (DPSS)

- Emergencies (Police, Fire, Medical)

Dial 911

- U-M Police Department

734-763-1131

<http://police.umich.edu/>

- NCRC Security Dispatch

734-764-9000

## Information Technology, Phone and Audio/ Visual Services

- Health Information Technology & Services (HITS)

NCRC Building 18

734-936-8000

[misshelp@umich.edu](mailto:misshelp@umich.edu)

## Parking & Busses

- Logistics, Transportation & Parking

523 South Division Street

- *(Parking Customer Service)*

734-764-8291

<http://pts.umich.edu>

## NCRC Website

<http://www.ncrc.umich.edu/>

## CRC Administrative Information and General Information

[NCRCFeedback@umich.edu](mailto:NCRCFeedback@umich.edu)

## NCRC Site Services

- Mail and Dock 90/520 Services

734-763-0773

- Lab Services

Biological Waste Pick-Up, Glass Wash, Autoclave

734-763-0773

[NCRCLabServices@umich.edu](mailto:NCRCLabServices@umich.edu)

## Lobby Hours and Phone, Monday- Friday

- Building 16

7am-6pm—734-763-1812

- Building 18

7am-6pm—734-763-5604

- Building 32

8am-6pm—734-647-5964

- Building 520

7am-6pm—734-764-9012

## MCommunity Directory

<https://mcommunity.umich.edu>

## Mcard Office

734-764-9004

[NCRCAccess@umich.edu](mailto:NCRCAccess@umich.edu) (for inquiries)

NCRC Requests (for details and form)

## MLibrary@NCRC

Building 18, G218D: [mlibrary-ncrc@umich.edu](mailto:mlibrary-ncrc@umich.edu)

## North Campus Children's Center

734-936-8485



# Department Phone Directory

## Clinical Laboratories

### Blood Bank

Laboratories (24/7) — 936-6888

HPC Laboratory (8-5 M-F) — 936-6867

Reference Lab (7:30-4 M-F) — 936-6870

Apheresis (7:30-3:30 M-F) — 936-6900

### Chemistry

Main Lab (24/7) — 936-6702

Immunology (7:30-4 M-F) — 936-6749

Toxicology (Drug Analysis) — 936-6758

Special Chemistry (NCRC) — 734-232-5680

**Cytogenetics** — 763-5805

**Dermpath Molecular Lab** — 764-4557

### Hematology

Main Lab (24/7) — 936-6866

Bone Marrow — 936-6821

Coagulation (24/7) — 936-6798

Flow Cytometry — 736-9420

**Histocompatibility** — 647-2774  
(HLA/Tissue Typing) (8-4:30 M-F)

**MCTP** — 232-0834

### Microbiology (24/7)

Main Lab — 936-6877

Antimicrobial Susceptibilities — 936-6831

**Molecular Diagnostics** (8-4:30 M-F) — 936-0565

### Phlebotomy

Inpatient Phlebotomy — 936-6729

Inpatient Chief Tech Pager — pager 8079

### Outpatient

CVC 3rd Floor — 232-5111

Cancer Center — 647-8934

Taubman 2nd Floor — 936-6760

**Satellite** — 647-5685

(Off Site) Clinic Blood Draw

### Point of Care Testing

University Hospital — 936-6754

Off-site — 232-5555

**Specimen Processing** — 936-6777

Sends out tests — 936-6777

NCRC-Logistics Nerve Center (N-LNC) — 232-5472

## Anatomic Pathology Laboratories

**Autopsy and Forensics — 936-6700**

Death Certificates (8-4 M-F) — 936-6700

### Cytopathology

General Inquiries (8-5 M-F) — 936-6796

FNA Scheduling (8-4 M-F) — 936-6799

### Surgical Pathology

Histology , Biopsy Information,  
& Specimen Requirements — 936-6818

Slide Release — 936-6800 or 936-6799

Immunohistochemistry — 763-4529

Electron Microscopy — 763-6684

Transfer/Consult Accessioning (7-7 M-F) — 232-5118

## Additional Pathology Information

**MLabs** — 936-2598

**Office of the Chair** — 936-9355

**Pathology Informatics** — 936-6740

## Non-Pathology Labs

Assisted Reproductive (Technology) — 763-5384

MMGL — 615-2429

Pulmonary Function (Adult) — 936-5246 or 936-5249

Pulmonary Function (Pediatric) — 936-9515

Trauma Burn Lab — 936-9673

# FAQ

## **Who do I call when I forgot my key?**

Normal Business Hours:

- Email [pathologyfacilities@umich.edu](mailto:pathologyfacilities@umich.edu)

After Hours:

- Security Dispatch: 734-764-9000

## **Who do I call if I have any security issues?**

- Security Dispatch: 734-764-9000

## **Who do I call if there is a chem/bio spill?**

- Call DPSS (734-763-1131) or 911 and they will both re-route you to EHS or EHS on-call

## **What if I need custodial service help after hours?**

- Call Facilities Cleaning Service: 734-647-2059

## **Who do I call if I have an issue about Laundry?**

- Refer to your Lab Leadership

## **Who do I call if I have issues/questions about stericycle?**

- Call Research Services: 734-763-0773

## **What do I do if I need help with an instrument/equipment repair?**

- Call the Clinical Engineering Helpdesk 734-936-5056

