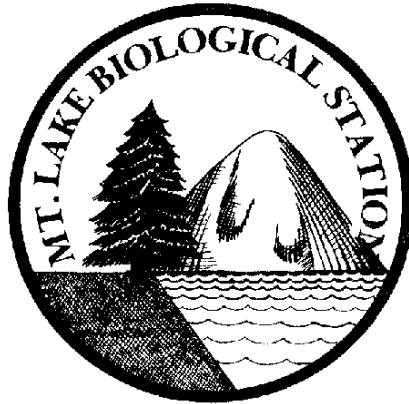


# MOUNTAIN LAKE BIOLOGICAL STATION



## USER HANDBOOK

*Updated: 16 July 2008*

*For the most recent version of this Handbook, contact the Station or download it from our web site: [mlbs.org](http://mlbs.org)*

## Table of Contents

Welcome  
Fundamental Code of Behavior  
Collecting  
Problems / Grievance  
Administrative Offices  
Arrival and Departure  
Dining Hall, Board Plan  
Living Facilities  
Housing and Housekeeping  
Quiet Hours  
Laundry  
Living Equipment and Supplies Needed  
Children  
Garbage / Recycling  
Vehicles / Parking  
Guests  
Climate  
Communications, Mail, Phones, Fax, E-Mail  
Billing, Accounts, and Purchases  
The Mountain Lake Hotel  
Calendar and Summer Events  
Volunteer Activities  
Recreation  
Safety / Emergencies  
Rules of the Station  
Research  
Computer Lab and Network  
Workshop  
Laboratory and Equipment Use  
Library  
Visitor Information  
Station Availability  
Contact information

## Welcome

Welcome to the Mountain Lake Biological Station. MLBS was established in 1929 as a branch of the Department of Biology at the University of Virginia for research and advanced training in field biology. MLBS offers a wide array of natural environments as well as two laboratories equipped with modern facilities, computers, and the logistical support necessary for a wide variety of research and teaching programs. MLBS is also a community. Many of you will be spending weeks or even months living and working here with us. We look forward to getting to know you and providing the best support we can. The station staff is here to help with your work and make your life at the station as profitable and enjoyable as possible. Please make yourself at home and let us know how we can help.

The purpose of this handbook is to inform you about the resources, procedures and rules everyone using the Station needs to be aware of. If you still have questions please ask any of the station staff. Our web site also contains complete and up-to-date information on fees, programs, applications, and resources.

Welcome!

The MLBS Staff

**Butch Brodie**, Director, Professor of Biology

**Eric Nagy**, Associate Director, Research Assistant Professor of Biology

**R. Mark Larson**, Manager

**Anne Marie De Marco Rehm**, Program Specialist

**Julian McCroskey**, Facility Caretaker

## Fundamental Code of Behavior

Everyone visiting or living at MLBS is expected to abide by an honorable and considerate code of behavior. This means showing respect for others, even if they hold widely divergent opinions from yours. We try to provide an inviting, friendly and nondiscriminatory forum for the free and rich exchange of ideas. Receptivity to your fellow MLBS residents and consideration of them in every way possible helps assure a peaceful, productive and non-threatening environment.

## Collecting

Residents should remember that the Station has a special responsibility to conserve the flora and fauna of the area. Indiscriminate collecting has led to the depletion of the habitats surrounding many field stations. Therefore, please help to preserve the Mountain Lake biota by *refraining from picking or collecting any plant or animal material* unless they are part of an approved research program and you have explicit permission from a director. Unapproved collection of geological, archeological or historical material or any items from station property is also prohibited. MLBS reserves control rights for all objects and materials within its boundaries.

## Problems / Grievance

Problems, complaints or non-safety related emergencies having to do with the station's policies, procedures, actions or facilities should be brought to the attention of the Manager, Associate Director or Director. They are here to make sure the station is working for you. This includes all research and teaching issues. Interpersonal conflicts not related to use of the station are best solved among the parties involved. However, all MLBS staff members make themselves available to assist in resolving such conflicts. We especially encourage students to approach any of us if they are uncomfortable *in any way* with their treatment by, or relationship with, a teacher or mentor. We are 100% committed to maintaining a healthy and nurturing environment for our students and all our residents.

It is easy in a small and tightly knit community such as Mountain Lake for rumors to get started and spread quickly. Some are unfounded, and others may indeed be correct. If you hear anything that gives you pause, please attempt to verify the accuracy of the rumor before passing it around. In this manner communication among all of us is enhanced and accuracy preserved.

### **Administrative Offices**

MLBS maintains two administrative offices – one on site, and one on the UVA campus in Charlottesville Virginia. The Station Office (102 Lewis Hall, MLBS) is staffed by the Manager. The campus office (223 Gilmer Hall, UVA) is staffed by the Program Specialist. Both offices are open 8:30 a.m. to 4:00 p.m. Monday through Friday 12 months a year.

### **Arrival and Departure**

**It is extremely important that the office staff know exactly when you are arriving and leaving. This is to ensure that you are billed properly for your room and board. Please be sure to advise them as far in advance as possible about your plans.**

**Check in is 3:00 p.m.**

**Check out is 1:00 p.m.**

**Directions:** From US Rte. 460 take State Rte. 700 or 613 up the mountain to the Mountain Lake Hotel. Continue along the left side of the lake and beyond for 2 miles, taking the two right-hand forks. MapQuest to “Mountain Lake, VA.”

Roanoke Regional Airport is 1.5 hours away by car.

### **Dining Hall, Board Plan**

Meals are served at the following times 7 days a week during the Summer Session:

Breakfast        7:30 - 8:00 a.m.

Lunch            12:00 - 12:30 p.m.

Dinner           6:00 - 6:30 p.m.

On Sundays a barbecue dinner is served at the pond.

Do not enter the dining hall until after the "second bell." Please allow everyone to get through the line before going back for seconds.

All Station residents are required to participate in the meal plan unless they make prior arrangements. Visitors and guests may eat at the station with advance notification. Those with special needs or dietary restrictions should consult with us in advance. Check with the office or visit the web site for current board rates.

Virginia Heath Law requires that shoes be worn in the dining hall at all times.

**Snacking:** The dining hall remains unlocked during the morning until 11:00 am and after lunch until 5:00 pm. It may also be open before breakfast. Fruit, cereal, milk, ice tea and coffee are often available there. Please do not make requests from the kitchen staff during non-meal times. Also, **do not** help yourself to food from within the kitchen area at any time except with explicit permission (field trip preparation etc.). Do not enter the kitchen working area unless you are a service award student. **Do not enter the dining hall when it is closed.** There are very few locked areas on the Station, please respect those that are.

**Cooking:** For fire safety reasons, cooking of any kind is not allowed inside dorms, cabins or apartments. If you want access to cooking facilities for special occasions, the Murray dorm kitchen can be reserved at the office.

### Living Facilities

A variety of modern and rustic dormitory, apartment, and private cabin accommodations are available to suit most personal and family needs. The dining hall serves three meals a day to all station residents. Summers at the station are pleasantly cool; 68-80°F during the day, with cool nights. Coin-operated laundry facilities are available. Blacksburg, a university town (Virginia Tech) is 30 minutes away by car. Many families live at the Station each year and children are welcome. Formal and informal recreational activities at the station include campfires, folk singing and dancing, seminars and slide shows, movies, volleyball, basketball, team triathlon, swimming, caving, rock climbing, hiking, and white water canoeing on the New River.

### Housing and Housekeeping

Your accommodations should be clean and ready for you when you arrive. **No bedding, towels or toiletries are provided** unless special arrangements are made in advance. Report any problems to the office. Residents are responsible for normal cleaning during their stay. Maintenance needs should be reported to the office, or to any of the staff when urgent. Cleaning supplies are available in the stockroom next to the office, as are light bulbs, paper towels, garbage bags, toilet paper, and sanitary disposal bags. Please help yourself.

**Please** do not move furniture, appliances, rugs, mattresses, garbage cans, or any other items between cottages or out of common use areas (e.g. Murray kitchen) without permission from the staff.

#### **Important Notes on Plumbing:**

- 1) Plumbing at the station is very fragile. It is **not** the regular municipal-style system we are all used to. In fact, we operate our own biological wastewater plant that returns processed waste water directly to surface streams.
- 2) The water can at times get limited. Please treat it as a valuable resource and conserve as much as possible.

**It is absolutely imperative** that nothing but **human waste and tissue** be flushed down the toilet. Similarly, no strong solvents, concentrated cleaning agents, or other household or laboratory chemicals should be poured down **any drain**. This goes for all cabins and laboratories. This cannot be stressed strongly enough. Chemical contamination will destroy the carefully balanced processes of our wastewater plant and potentially pollute our surface water. Failure of the Health Department's daily monitoring tests will shut us down. If you use a strong cleaner on floors or surfaces, please dump your buckets **outside**. Items such as **tampons, condoms, or paper towels** (no matter how "flushable" they claim to be) will clog the system and can cause the wastewater plant to fail. And in any case must be **manually removed** from the system by the Caretaker (our friend Julian!). Disposal bags are provided for all these items in dispensers in all public toilets, and can also be found in the stockroom.

### Quiet Hours

**Quiet hours are 10:00 p.m. to 7:00 a.m.** Parties should be held in the Pavilion, **not** in cabins or on porches. Please remember that station residents keep widely varying hours and that noise travels easily from cabin to cabin. All residents must respect requests from other residents for reduced noise irrespective of the hour.

### Laundry

The public laundry room has two sets of coin-operated washers and dryers, as well as laundry lines. Residents must provide their own laundry soap. Washers are high efficiency front loaders. Please use only "HE" detergent, or a maximum of ¼ cup standard detergent.

### **Living Equipment and Supplies Needed**

**You Will Need to Bring:** Pillow, Sleeping Bag or Several Warm Blankets, Sheets (twin), Towels, Personal Toiletries, Prescription Medication, Laundry, Soap, Rugged "Field Clothes" (jeans, shorts, t-shirts), Sweaters or Sweatshirts, Jacket, Shoes Good for Hiking, Flashlight, Sunscreen, Rain Gear, Water Bottle.

**Optional But Useful:** Rubber "Wading" Boots, Basic Camping Equipment, Field Guides, Mountain Bike, Bathing Suit, Personal Computer.

### **Children**

The station very safe, but not risk-free. Laboratories, scientific equipment and field apparatus can all pose dangers to unsuspecting children. Be wary of unusual conditions not found outside of a research station - ropes, pits, machinery, wires, netting, etc. are all common around the station and in many cases are quite cryptic.

Rattlesnakes are also relatively common. Haunta Virus has also been documented in the area. Children should not be permitted to catch or handle any animals without the oversight of a responsible and knowledgeable adult.

### **Garbage /Recycling**

Line all trash cans with plastic liners available in the Stockroom. All trash must be placed in the dumpster behind the Dining Hall. Aluminum, glass, plastic, newspaper, and cardboard are recycled in bins behind the Dining Hall. Please keep this area neat.

### **Vehicles / Parking**

Only a few cottages are provided with individual parking spaces. You will be told if you can use them. All other vehicles must be parked in the general parking lot near the Wilbur Lab. Please keep roadways, shoulders and pull-offs clear for delivery and garbage trucks. **Do not park near the dining hall, the caretaker's shop, Murray Dorm, or at the Pavilion.**

**Station Vehicles:** Station trucks and vans are used primarily for local class field trips and station business. If available, and with permission, they can be checked out for local hauling of research material to and from field sites.

**Speed Limit:** The speed limit on the Station is **10 mph**. Because of the large number of free-ranging children at the Station this rule is taken very seriously. Violators will be warned and may lose driving privileges on station property. The speed limit on all Mountain Lake Hotel dirt roads is 15 mph. Violators will lose Hotel property use privileges.

### **Guests**

Overnight visitors to the station are welcome when space is available. If you are expecting guests, advanced notice must be given to the office during business hours (8:30a - 4:00p). You will be charged for guest room and board unless other arrangements are made in advance. *Camping is allowed only with advanced permission.*

### Climate

The temperatures for a typical summer are as follows:

	Maximum	Minimum
High (day)	85.5	62.0
Low (night)	61.0	41.0
Average	77.4	54.7

Because of its mountainous location the station has frequent summer showers and temperature fluctuations. Warm, informal, layered clothing, as well as adequate outdoor footwear and rain gear are essential.

### Communications Mail, Telephones, Fax, and E-Mail

**Incoming Calls:** 540-626-7196. This is the Station Main Office where messages can be left for residents. In **emergencies only** and if the office is closed, the caretaker's home number is 540-626-7171 (year-round), the Associate Director's cabin number is 540-626-7159 (summer only), and the Director's cabin is 540-626-5224 (summer only). There are no phones in cabins or dorms.

**Email and Web-based Communication:** Email messages can be sent to the Main Office at [mlbs@virginia.edu](mailto:mlbs@virginia.edu). The computer lab is equipped with Internet access for all your web and email needs. Open Ethernet and wireless connectivity is available for all Internet communication protocols.

**Web Page:** Our web page is a complete and up-to-date place to find information about MLBS and provides contact information for Station staff, faculty and researchers. All information and application material (including this Handbook) are available there as well. URL: [mlbs.org](http://mlbs.org)

**Outgoing Calls:** A single "credit card only" phone (Lewis Hall Stockroom 540-626-5228) is available for public use. Faculty and researchers can request lab phones. These are provided at cost. These are for private use only and should not be used by others without permission.

**FAX:** Available for both sending and receiving, 540-626-5229. You will be charged for the cost of outgoing faxes.

**Cell Phones:** There is no cell coverage at the station. The nearest signal is two miles away.

### U.S. Mail, U.P.S. and Federal Express Address:

Resident's name  
c/o Mountain Lake Biological Station  
240 Salt Pond Circle  
Pembroke, VA 24136-3092

Outgoing mail is collected outside the Main Office mid-day Monday through Friday in the summer months. Delivered mail is placed in alphabetized boxes on the dining hall porch. Service is less regular in the fall, winter and spring. Packages are left in the Lewis Hall foyer. Stamps are sold in the office and shipping

charges can be billed to you. Mail arriving for you after your departure may suffer very lengthy delay before being forwarded on to you. PLEASE cancel or reassign USPS forwarding to avoid lost or delayed mail.

**Computer Network and Internet Access:** Internet service to the station is provided by a single T1 frame relay circuit (1.4mbps). Within the station high-speed (100mbps) Ethernet connectivity is provided in both lab buildings. Wireless connectivity (10mbps or less) on the station is still spotty but covers most lab and residential buildings. A full-service computer lab is open 24h/day and is equipped with Windows and Macintosh workstations and printers. Windows domain file and print sharing services are available for all station residents.

### **Billing, Accounts, and Purchases**

All accounts must be paid in full before you leave the station. Purchases made from the station and orders placed during your stay can be added to your account. Checks should be made payable to "University of Virginia." Credit cards can be used for all bills with the exception that ***course students paying for tuition, insurance and room and board must pay by check.***

**Photocopying:** Copies are charged to your account at a rate of \$0.05/copy. You must log your copies.

**Supply and Material Purchases:** Some basic research and teaching supplies are for sale in the office. Materials for classes are also available for purchase. Purchases can be billed to your account.

**Cash:** The station cannot provide check-cashing services. ATMs and other banking services are available in Blacksburg. Change for the laundry machines is available from the office.

**T-Shirts, Caps, and Mugs:** MLBS souvenirs are available for purchase in the Main Office.

### **The Mountain Lake Hotel**

The Mountain Lake Hotel and Resort is the Station's good neighbor you passed on your way in. The Hotel is a good source of recreation and entertainment. It is very important, however, that we do not abuse this relationship. You are welcome to visit the Hotel's Mountain Lake beach and hike on the Hotel's trails. Use of all other Hotel property or facilities is by Hotel permission only. If you have any questions about using the Hotel and its facilities, please ask about how to proceed or who to contact. Researchers or classes wishing to use Hotel property must request permission by way of the station (Director or Associate Director).

To arrange a stay for family or friends at the hotel, or to enjoy a dinner at the hotel make reservations at 800-346-3334 or 540-626-7121.

### **Calendar and Summer Events**

**Seminars:** Seminars are presented by in-house researchers or invited speakers on most Tuesday and Thursday nights in the **Lewis Auditorium at 8:00 p.m.** The schedule for speakers and topics is posted in Lewis Hall and on the web site (mlbs.org) and is subject to revision throughout the summer. There are occasional slide shows or travelogues on Sunday evenings. If you wish to schedule a seminar or presentation of any kind contact the station as early as possible. Please consult the red bulletin board in Lewis Hall for the seminar schedule.

**Social events, celebrations, dances, etc.:** The station sponsors a number of programs throughout the summer for the enjoyment of all station residents. These vary yearly but may include square dancing,

canoe trips, the (in)famous MLBS Triathlon, seminar series, special guest lectures and receptions, etc. All station residents are invited to participate in these events, suggest new ones, and get involved!

### Volunteer Activities

The limited staff at MLBS constantly struggles to keep up with the many duties and demands inherent in running a field station. We are always open to initiative by students, faculty, researchers, or anyone else who has ideas about how to make MLBS a better place and wishes to put in the effort. Want to help out? Just ask!

### Recreation

**Hiking:** There are a number of walking trails around the station and on Hotel property you are welcome to use. A map showing them may be obtained from the office. Do not set out without telling someone where you are going and when you plan to return. Do not hike alone if you are unfamiliar with the area. It is wise to carry a whistle, compass, and map with you. Stay found! Some trails are used only rarely, may be cryptic and/or weakly maintained and blazed. It is very easy to become lost on top of this flat-topped mountain. Violent electrical storms can develop without warning and hypothermia is a danger in any season. If we believe someone is lost in the woods we will mount a search and rescue operation very quickly. It is very embarrassing to return from town into the middle of a search and rescue operation for you. If you do get lost, stay put and listen for sirens and the dining hall bell that will be rung repeatedly as soon as the station thinks it likely you are lost. Do not walk down hill. If you must move, travel west; this will very likely lead you to the road which crosses the mountain (Rt. 613).

**Volleyball:** Informal, but *very serious* volleyball is often played after dinner.

**Swimming:** Riopel Pond is good for swimming and wading. *No lifeguard is on duty and users swim at their own risk. Do not swim after dark.* **DANGER:** *Do not enter the roped off portion of the pond (blue and white floats).* Inside the rope are electric pumps, research equipment, experiments in progress, and the easily damaged pond overflow standpipe.

**Boats:** A rowboat is available for research and pleasure use on the pond. Use boats and other equipment at your own risk. MLBS makes no effort to repair, maintain, or verify the condition of any boating or flotation equipment you may find around the pond.

**Points of Interest Nearby:** Angel's Rest, Appalachian Trail, Bald Knob, Barney's Wall, Bear Cliffs, Big Soft Sleep, Butt Mountain, Cascades, Garden of the Gods, Hotel "Golf Course," John's Creek, Kelly Flats, Little Stony, Moonshine Dell, Pond Drain, Rhododendron Trail, Spruce Bog, Stonehenge, Warspur Overlook, White Rocks, Wind Rock

### Safety / Emergencies

In case of serious emergency, such as fire or personal injury, **dial 911**. For lost persons or other lesser emergencies, **ring the bell** on the Dining Hall porch repeatedly. Everyone will come running.

All Station phones are tied into area **911** emergency response. Expect 20-minute response time. Please inform a member of the staff of any emergency even if you are taking someone to the doctor or hospital yourself. **Our "physical address" for 911 purposes is: MLBS, 240 Salt Pond Circle, Pembroke, VA 24136.**

Although it is sometimes easy to forget, Mountain Lake is a remote mountain location. Caution and conservative judgment can save your life. The mountain drops off in shear cliffs, hosts frequent and severe thunderstorms and borders thousands of acres of roadless wilderness. Employ a "backwoods" mentality when out of sight of station buildings.

**Fire** hoses are located at both ends of Lewis Hall, in the two small “dog houses” on the lawn, on the sides of several cabins and at the north end of the laundry. Extinguishers are also available in the labs and cabins. Everyone should make themselves familiar with the location of hoses and extinguishers. Do not tamper with smoke detectors. Notify the office if your unit needs new batteries. Smoking is not allowed in any building.

**First aid** kits are available in the stockroom, Murray kitchen, and in all state vehicles. In case of accident, do not move victim; wait for qualified person to assist.

The nearest **hospital** (Giles County Hospital) is in Pearisburg off Rt. 460 west of the Station. There is a larger regional hospital in (Montgomery County Regional Hospital) on Rte. 460, between Blacksburg and Christiansburg. Everyone owning a vehicle is requested to become familiar with the locations of both hospitals. The hospital should be notified by phone (Giles 540-921-6000, Montgomery 540-951-1111) before leaving the Station. The number for poison control is 800-451-1428.

**Doctors:** *Giles County Family Practice Physicians* 540-921-3636 in Pearisburg gets lots of station business and has a good reputation.

*Carillian Family Practice, Blacksburg*

*Primary Care Center of Blacksburg* 540-951-9444

*Primary Care Center of Christiansburg* 540-382-4221

*Pediatrics Associates of Blacksburg* 540-552-7272

*Dr. Wm. Isehour, Obstetrics and Gynecology* 540-951-1550

*After Hours Medical Clinic* 540-552-0929

Names of other recommended specialists are available in the office and on the web site.

General health conditions at the Station are good. Samples of water are examined by the State Department of Health at regular intervals throughout the summer. Modern sanitary procedures are practiced in the kitchen, and an approved sewage and refuse disposal system is employed.

### **Rules of the Station**

Mountain Lake Biological Station is a facility of the University of Virginia. And as such is subject to all laws, rules, regulations, and policies applicable to the University or the Commonwealth of Virginia, including the University Honor Code, Alcohol and Drug, Firearm, Sexual Assault, Residence Halls and Housing policies, and all other policies and rules defined by the Policy Department of the University of Virginia. No firearms or other potentially dangerous devices or material are permitted on the station. Any device or material that is controlled, restricted, or requiring of a special permit must be declared and approved before being brought onto station property. Violators of University, Commonwealth, or station rules or policies may be dismissed from the station immediately. In order to protect the interests of the community, station staff reserves the right to dismiss any person behaving in an inappropriate manner or whose actions it is judged pose a danger to him/herself or others. Station users are responsible for knowing and employing appropriate laboratory and field environment research procedures and regulations (University, Federal, and otherwise). See: *UVA Laboratory Survival Manual, UVA Animal Care and Use Committee Regulations, University Bulletin, Honor Code, and Faculty Handbook.*

**Locked Areas:** There are very few locked areas on the Station. Entering locked areas without authorization constitutes a violation of the Honor Code, and Virginia State Law.

**Pets:** No pets of any kind are permitted on the station. In rare cases, and only with advance permission, the Director may make exceptions for long-term faculty users. Pets that arrive without approval must be boarded elsewhere immediately. No pets may be left unattended in vehicles.

**Smoking:** Smoking is not permitted in any station building. Be aware of fire danger. Dispose of butts properly.

## Research

Everyone conducting research (including students conducting research projects for classes) must submit a *Research Plan* before work begins. The purpose of this proposal is to prevent conflicts among current projects, record all manipulative activity to minimize impacts on future research, and minimize the chance that the proposed research will be impacted by previous work. In other words, it is for your own good, and the good of the station. Details of field procedures must be included as well as maps of research activity. You must also specify the timetable for your research. Unless otherwise notified, your work will be considered complete at the end of the timetable, and your plots, material, labels, equipment will be deemed abandoned. Research Plans (and all MLBS activity) should be submitted on-line at mlbs.org – click on “Applications.” All researchers are required to ***clean up completely*** all research plots, material and equipment at the termination of their project or phase of project. Research litter and abandoned material is a major nuisance for the station staff, and all station users. All stored research material and space must be clearly labeled with ***your name*** and ***date***. This includes all material in refrigerators and freezers. Unlabeled material of any kind will become the property of the station and redistributed to anyone who asks, or discarded. This includes lumber, other field supplies, equipment, soil, etc. The station maintains on-line databases including climatologically data, publication lists, species lists, and collection records. Collections of insects, bird skins, and small mammal skins plus an herbarium are available.

Two laboratory buildings house classrooms, private research labs, common use facilities, an auditorium, collections, a computer lab, offices, controlled environment rooms, a woodworking shop and a large open room for aquatic and indoor experiments. A small greenhouse is also available. Common use equipment includes ovens, incubators, freezers, hoods, microscopes and balances. The station also maintains computer databases including climate data, MLBS publications list, species lists and station collection records. The station solicits requests for equipment needs when funds are available. Use of field sites on station property must be approved by a director.

## Computer Lab and Network

The computer lab is open to all station residents. If you have any questions about the machines or the software please ask before you "explore" too far. The computer lab and entire network are as secure as we can make them while still making them flexible and easy to use. It is a fairly open network. Standard LAN, domain security and backup systems protect the network and your data. The MLBS network is firewalled from outside scanning or connection.

A few short rules and recommendations apply:

- 1) ***Use the file server to store your work.*** All users will be given network accounts. Logging into the network and using your own private folder on the file server (Erasmus) provides two enormous advantages: 1) you can access your files from any computer on the station, and 2) your files are stored on a secure, failure and virus-resistant environment, and are backed up to mirror disks daily. Recently deleted files may be recovered. It is impossible for us to guarantee the security of all data, but the servers are monitored and maintained with data security as the primary objective. Files should not be stored on hard drives (Desktops, My Docs, etc.) of individual workstations. Workstation drives are regularly cleaned up and erased. Maintaining your own data backups is highly recommended.
- 2) ***Do not alter any system settings on any workstation.***
- 3) ***Do not steal.*** This is a federal crime and a violation of the University of Virginia's Honor Code, to which all station users are subject. In many cases access to hardware and software is left open in order to serve you best. Please honor that trust.
- 4) ***Do not install any applications without permission.***

- 5) **Hacking** is also a crime and a violation of the University of Virginia's Honor Code. Do not attempt to access network resources or devices that you do not have permission to use. You may occasionally find you have access to network folders or equipment you know nothing about. Please respect the privacy of other station users and protect our network by not accessing files, settings, devices, or other network resources that do not belong to you. Hacking from "outside" is also a potential threat. Please report suspicious occurrences of any kind at once (such as appearance or disappearance of files or folders, or unexplainable computer activity).
- 6) **If you don't know what you are doing, please ask for help. We are here to help you.**

### Workshop

There is a well-equipped woodworking shop in Wilbur Lab. The shop is open for all to use. The Manager can help you with tool use and can assist with construction suggestions or ideas. To make the shop work, you must adhere to a few rules:

- 1) **You must be trained and checked out on safety procedures by the Manager before using any power tool.**
- 2) Clean up completely after yourself.
- 3) Tools marked in blue cannot leave the building.
- 4) Sign out all tools removed from the building (red marked only).
- 5) Scrap lumber is available if it is not marked with someone else's name.
- 6) Please report malfunctioning, broken, or missing tools to the Manager so they can be replaced.

### Laboratory and Equipment Use

Almost all the equipment you see at the station is available to you. But please consult with a Director or the Manager before using station property. If equipment or space is posted with a "use sheet," *you must fill it in*. If the sheet is not filled in, your material may be discarded or the equipment used by someone else.

If you are conducting research at the station and paying user fees you are entitled to lab space that fits your needs. Please discuss your needs with the Manager, Associate Director, or Director before moving into any space or counting on the use of any equipment or facility.

You are responsible for knowing and following proper and safe laboratory procedures. A laboratory safety protocol handbook is available in the office. Cleaning, safety and security in your research space are your responsibility.

**Laboratory Safety:** All laboratory users are required to follow standard safety protocols. If you are unsure about safe lab procedures you must ask for assistance. *Laboratory Safety Handbooks* available in the Main Office, and at mlbs.org (click on Research and UVA Laboratory Survival Manual) - all lab users are expected to be familiar with this handbook. *Storage or use of **radioactive material** on the station is not permitted without special permission by the Director and University of Virginia's Department of Health and Safety.*

**Chemical Safety and Waste Disposal:** Dumping lab or household waste such as formalin, bleach, paint, paint thinner, or other toxics down the drain can cause the wastewater system fail. They are also not decomposed before they are released into the surface water leading away from the station. Pouring chemical waste down the drain constitutes illegal toxic waste dumping into the surface water. ***IF IN DOUBT, DO NOT DUMP IT DOWN THE DRAIN. All chemical waste must be placed in University-approved containers with labels.*** These containers are available in the office or in room 207 (Werth Lab in Lewis Hall). Please use as many containers as you need. ***1) Seal the container tightly. 2) Label as "Hazardous Waste." 3) Record a list of the contents (with approximate percentages) of***

**every container, and tape the list to the container.** The Station takes care of, and pays for, all disposal. **Unidentified chemical waste is very expensive to dispose of.** There are special containers for **sharps** and **biohazards**. **Radioactive** waste cannot be accepted, and no radioactive material is permitted in the station. All containers in all lab spaces must be labeled with contents and owners name (including squeeze bottles). Remember to store acids and bases separately. Do not mix food and chemical storage in labs (separate refrigerators, cabinets, benches). No food is permitted in rooms where animals or animal products are used or stored.

**Refrigerators:** Food storage is not permitted in any laboratory refrigerator unless the refrigerator is clearly marked "Food Only." Items stored in laboratory refrigerators without clearly visible names and dates will be discarded promptly. **Flammables cannot be stored in any refrigerators on the station.**

**Windows:** You must **close the windows** in all laboratory rooms when you leave them. Unexpected downpours can destroy equipment, data, and damage the building with flooding.

**Attic and Basement:** The attic of Lewis Hall is closed. Do not enter it. The basement of Lewis is for special projects and limited storage. Please do not enter the basement without permission or assistance.

**Stockroom:** Miscellaneous lab supplies and equipment, as well as cleaning and bathroom supplies are available for your use in the stockroom.

**Ordering supplies:** Orders for equipment or supplies can be placed in the office. Some suppliers deliver overnight, others may take weeks. Please plan accordingly.

**Equipment Borrowing:** A variety of basic lab and field equipment (measuring tapes, hanging scales, thermometers, tools, etc.) is available for borrowing in the office. If you have critical needs, please check with us before coming to the Station

MLBS solicits requests for new equipment and does its best to acquire items that will be of general and long-term value, when funds are available. Please forward requests to a Director.

### Library

The Library is open to all Station residents. There is no check-out system and we ask that you use library books in the library only. The MLBS library catalog is on-line at [mlbs.org](http://mlbs.org).

### Visitor Information

Mountain Lake Biological Station is a scientific research facility. Visitors are welcome by appointment only.

**All visitors and arrivals** must register at the Main Office, 102 Lewis Hall.

**Special use groups** with an interest in natural history and ecology are invited to contact the Station.

**Accommodations** are available for students, researchers and special groups.

### Station Availability

Use of the station requires application and approval of activities. We welcome students, researchers, educators, special groups, field trips, and conference groups.

## Contact information

Email: mlbs@virginia.edu  
Web: mlbs.org

### **Campus Office:**

University of Virginia  
Mountain Lake Biological Station  
P.O. Box 400327  
Charlottesville, VA 22904-4327 USA  
tel: +1-434-982-5486  
fax: +1-434-982-5626

#### *street address:*

*485 McCormick Road / 223 Gilmer Hall*

#### *campus messenger mail:*

*MLBS, P.O. Box 400327*

### **Station Office:**

Mountain Lake Biological Station  
240 Salt Pond Circle  
Pembroke, VA 24136-3092 USA  
tel: +1-540-626-7196  
fax: +1-540-626-5229

#### *After hours emergencies only:*

+1-540-626-7171 (year round)

+1-540-626-7159 (summer)

+1-540-626-5224 (summer)

**Thank you for following the procedures and guidelines outlined here. Comments and suggestions for improving the quality of life (and science) here at Mountain Lake are always welcome.**

Thanks to the Rocky Mountain Biological Laboratory for providing a well conceived model for this handbook.