

## UOBS Researcher Guidelines

1. Please notify the Station staff (Richard and Donna) of scheduled trips to the UOBS campus prior to your arrival. The notification should also include information regarding anyone who will be accompanying you and their housing needs. This allows us to organize room use by other individuals, prioritize routine maintenance and repairs, and for tracking facility utilization. E-mail notification is preferred.
  - a. Notification of weekend arrival **must be prior to 9:00 am Friday morning.**
  
2. Researchers housed in “A” Building or the research assigned rooms in the Main building, **must sign** the registration book in the Research building **immediately** when arriving at the Station. Date of departure must also be completed prior to leaving the Station. NOTE: researchers who will be only visiting for a “day” visit (i.e. no overnight accommodations needed) **STILL** need to sign the registration book in the Research building to allow us to track station use.
  - a. You are required to keep your living quarters clean including taking the trash to the dumpster before departing. Maintenance/housekeeping will periodically inspect rooms. Failure to do so will result in cleaning charges being billed to you. Vacuums, mops, brooms, etc. are available for checkout from maintenance. If you are unable to personally check these items out during normal business hours, please contact the Station staff and make arrangements to have them left in the Research building or your apartment. The same will apply to returning the items.
  - b. Any problems (i.e. heat, water, electric, etc.) should be submitted to Richard (mailbox in the Research Building) via a Work Request. Please deliver any work requests for emergencies in person or call Richard’s cell phone. The Work Request forms are available in the research building, library and on our web site. E-mail work requests will also be accepted.
  
3. Normal business hours are Monday through Friday from 8:00 am to 5:00 pm. We realize that a research project cannot be made to conform to this time schedule, however, please help us try to minimize interruptions during our staff’s off-hours including their breaks and lunch period. Also, advance planning and notification of the Biological Station will help us to minimize overtime as well as allow us to schedule the work in a timely manner.
  - a. As soon as you are aware of a project that will require the assistance of the Station staff, please contact them and/or schedule a meeting even if this will not be needed until some time in the future. Setting up an experiment, rearranging office/lab space, additional desk space, lab/office renovations, etc. which appear on the surface to be simple and straightforward are quite often not so. Many times this requires electrical modifications, additional network connections, plumbing, purchase of supplies and parts, hiring an outside contractor, etc.

- b. If you will be working at the Station on weekends and will need access to the fuel tanks, tools or equipment in the maintenance shop, or access to the stockroom or labs that you do not have keys to, please notify Richard and Donna by **no later than 9:00 am Friday morning**. An Equipment/Tool Checkout form must be completed and signed for all items taken from the shop.
  - c. Those needing assistance after hours or on weekends should contact the appropriate staff member to let them know and confirm that they will be available.
4. Please notify Donna and Richard at least 48 hours in advance if you will need access to boats or station vehicles. There are restrictions on the use of the motorized vehicles.
  - i. Provide as much advance notice as possible to avoid scheduling conflicts and to allow sufficient time to verify working operation of the equipment. Information on frequency of use would also be helpful.
  - ii. Please make note on the calendar on the conference room door in the Research Building of boat and vehicle needs.
  - iii. All mileage must be logged in the mileage book in the vehicles.
  - iv. A Vehicle Checkout form must be completed and turned in to Donna for all trips. Information should include whether the trip is related to a grant project.
  - v. A log is available for fuel from the Station fuel tank as well as log for boat oil use. Please make note on the log if the trip is related to a grant project which should be charged.
  - vi. Information on mechanical problems with all vehicles must be provided to Richard and Donna ASAP (i.e. turn signals, tail lights, fuel leaks, etc.). A check list for fluid levels before and after vehicle/boat use will need to be filled out.
  - vii. Reminder: During May and August Summer Sessions, the classes have first priority on vehicle use.
5. If you are working with disposable supplies that are running low (e.g. isopropanol, ethanol, office supplies), please leave a note in Donna's or Richard's mailbox or send an email.
6. UOBS Research Park use: please be very aware of security issues related to the research park. Do not leave the gate unlocked for extended periods of time **UNLESS** you are physically present. Please be sure that the gate is securely locked upon your departure from the Research Park.

7. Overall security at UOBS: after normal business hours, please make sure that outside doors are securely locked. In particular, in the evenings and on weekends, please make sure that the outside doors to the main research building are locked EVEN if folks are working inside the building.
8. For items/equipment/consumables in the UOBS stockroom, all users must fill out the proper check out forms in the stockroom in order to access these items.
9. Permission to access another person's lab space, equipment, or supplies should be obtained in writing and a copy provided to the Station staff. E-mail correspondence will suffice. In the shared research space and equipment area(s), please be considerate of others who might also want access to the equipment (e.g. balances, microscopes) by cleaning up after yourself on a daily basis.
  - a. A written notice is required if any equipment will be relocated. The make, model, serial number, building and room number of current location as well as building and room number that it is being moved to must be included.
  - b. DO NOT move any balances without first talking to Donna.
  - c. Be aware that in certain instances, certain consumables/supplies in the common research area ARE NOT for general use (e.g. filters, pipette tips). All users need to provide their own consumables or secure permission to access consumables from the representative lab heads (i.e. Hambright, Weider, Wellborn). If needed, cupboards/drawers/cabinets can be assigned on an individual basis to house a particular user's consumables/specialized equipment. Please contact Donna or Larry about making these arrangements.
  - d. Proper training on shared research equipment (e.g. Cahn electrobalance, analytical balance, autoclave, dishwasher, still, scopes, fluorometer) is required for all new users. Please contact Donna, Dave, or Larry for proper training procedures.
10. Please provide a brief abstract of all research projects for which all or a portion of the project is conducted at the Station. A courtesy copy of all publications which are a result of the research should be provided for the Station library and data catalog. For M.S. theses and Ph.D. dissertations for students affiliated with UOBS, we would be most grateful to receive a courtesy copy for the UOBS library. (The Station is willing to reimburse the student for copying/binding charges, if need be.)
11. Please review the conference information and guidelines. Copies are available in the research building, Carl and Patricia Riggs Library/Administration Building and on our website. The majority of the information applies to all individuals at the station. There are some exceptions, such as cooking in the rooms which is allowed in "A" building and designated research rooms in the Main building. Should you have any questions, please contact the Station faculty/staff.

12. During the summer (in particular) the cooling/air-conditioning system in the main research building is highly “temperamental”. Please note that these temperature readings are not necessarily accurate. Please DO NOT adjust the thermostat. Adjustments to the thermostat can cause disruptions to the thermal environment of other portions/rooms of the research building (e.g. controlled-temperature culturing room, computer server room). If your particular office/work-space is either too hot or too cold, please notify Richard Page via work request so that specific solutions (e.g. blocking or providing a baffle to air ducts, providing access to floor fans) can be arranged.
13. Researchers that are not a part of the Biological Station faculty/staff should complete a research reservation request form. This form is available from the Bio Station staff and on our web site.
14. Summer session policies are in force during our summer session courses. If you will be working on the UOBS campus at that time (late May and early August), you will be expected to comply with these policies and guidelines.
15. Recently constructed NSF/OU funded guest researcher apartments are available for long-term guest researcher housing needs. A Research Reservation request is required. Additional information may be obtained by contacting the Biological Station.
16. The gate to the boathouse will be locked at all times. Do not leave the gate open. Also, the boathouse doors should be locked at the end of each “business day”.
17. **Emergency** Contact Information:
  - a. Maintenance: Richard Page, Facilities Manager, cell phone: 1-580-564-5876, alternate: Malon Ward, cell phone: 1-580-564-5878
  - b. On-site contact: Donna Cobb, cell phone: 1-580-564-5519, Apartment A-3, or Larry Weider, cell phone: 1-580-564-5542, Apartment A-6.
18. Email addresses:
  - a. Richard K. Page, Facilities Manager: [rpage@ou.edu](mailto:rpage@ou.edu)
  - b. Donna R. Cobb, Assistant to the Director: [dcobb@ou.edu](mailto:dcobb@ou.edu)
  - c. Lawrence J. Weider, Director: [ljweider@ou.edu](mailto:ljweider@ou.edu)