

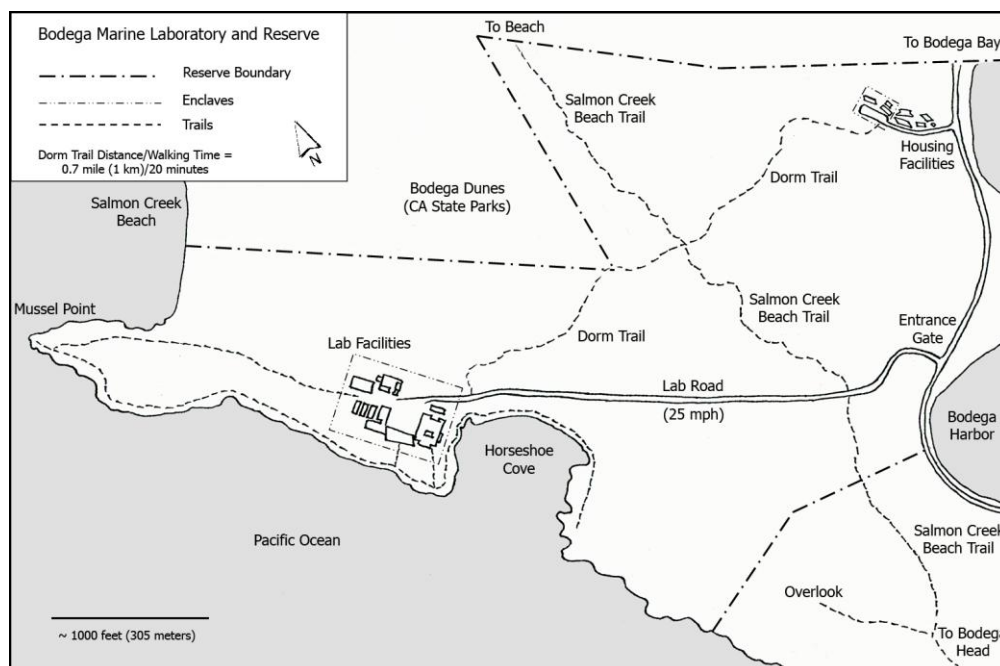
BODEGA MARINE LABORATORY AND RESERVE Procedures & Policies

I. BODEGA MARINE RESERVE

The Bodega Marine Reserve includes over 400 acres of terrestrial and marine habitats. BML/BMR also serves as the local area manager for reviewing and authorizing research and educational activities within the Bodega Head State Marine Reserve, which extends 3 nautical miles into the nearshore ocean beyond the perimeter of the Reserve. BMR staff include: Reserve Director, Suzanne Olyarnik; Reserve Research Coordinator, Jackie Sones; Reserve Land Steward, Lewis Reed.

The area's ecological reserve status provides for a wide variety of research and teaching activity. It is your responsibility as a visitor or employee at BML to respect the uniqueness of this protected natural site and abide by the following policies.

- A. THE LAB ENTRY ROAD ELECTRONIC GATE IS CLOSED FROM 5:00 P.M. TO 7:45 A.M. MONDAY THROUGH FRIDAY AND AT ALL TIMES ON WEEKENDS AND HOLIDAYS. The BML Housing gate is closed at all times.
- B. Please keep your vehicle on the road and obey speed laws as posted. (15 mph at Housing; 15–25 mph on Lab Road)
- C. To use the Reserve for research or teaching purposes, you must obtain authorization in advance from Reserve Staff. Collecting of plants, animals, soil, etc. is prohibited unless authorized by Reserve Staff. Collecting may require one or more government permits, depending on collection area. Contact Jackie Sones or Suzanne Olyarnik for instructions.
- D. University regulations require that Reserve users sign waivers before walking anywhere on the Reserve. The only exceptions are UC employees acting within the course and scope of their employment, and UC students accompanied by their instructors who have signed class waivers. Waivers can be downloaded at <http://www.bml.ucdavis.edu/bmr/waivers.html>. Minors under 18 years of age must have waivers signed by parent or guardian.
- E. In order to protect study sites and sensitive areas you must obtain permission from the Reserve Staff to walk on the Reserve (this includes the sand dunes near the housing facilities, and all of the rocky intertidal zone). Trails are marked by a series of plain dashes (---)



- F. Recreational use is limited to the development enclaves, shown on the map. We invite you to enjoy but respect these areas, within which the rules of the Reserve are somewhat relaxed. The dashed-dotted lines (— · —) describe the boundaries of the enclaves.

If you are in doubt as to what constitutes reasonable "recreation" or the enclave boundaries and trails, please see Reserve Staff or inquire in the Main Office.

- G. Please report poaching or violations of Reserve policy to the Reserve Staff or Main Office during business hours. After hours, see emergency phone numbers posted in each hallway near fire extinguishers.
- H. If you observe trespassers on the Reserve, please explain to them that this is an ecological reserve, closed to the public in order to protect study sites, and ask them (politely) to leave. Avoid aggressive confrontations. During business hours, refer them to the Reserve Staff or the Main Office.
- I. Pets of any kind are prohibited.
- J. Abandoned seal and sea lion pups should be left alone. Mothers of these pups are probably out hunting and will return in several hours. Report abandoned pups and injured mammals to the Reserve Staff or Main Office. For animals encountered off-site, call The Marine Mammal Center (415) 289-SEAL. Trained volunteers will come and evaluate animals based on their observations.
- K. Please report any sightings of uncommon plants and animals on or near the Reserve for our records.

II. OFFICE SERVICES

- A. The Main Office is open 8–5, Monday through Friday. Closed for lunch between 12noon and 1pm.
- B. Personal incoming phone calls should be directed to the phones in housing. The Main Office cannot handle personal phone calls. Students may use the pay phones at the Lab or at housing to make outgoing personal calls. .
- C. Deposit outgoing, stamped mail in the box underneath the mail slots near the office by 10:30 a.m. for posting that day.
- D. Mail arrives at noon and is distributed to the alphabetized boxes in the hallway in front of the Main Office.
- E. Stamps may be purchased by the book through the Main Office (\$9.60 for twenty stamps).
- F. NO PERSONAL OR TWO PARTY CHECKS CAN BE CASHED.
- G. The photocopy machines work only with a "credit copy card". Cards must be assigned to an account number. Copy cards can be bought for individual use on the Library copy machine only. Copies are charged at a rate of \$.08-0.16 per copy depending on the type of copy. Copiers are located in the South Wing near the Wet Lab/Storeroom, West Wing Computer Lab and the Library.

III. LABORATORY

- A. Keep all outside doors closed and locked during weekends and after 5:00 p.m. on weekdays. THIS INCLUDES THE LOUNGE, LIBRARY, LABORATORY AND HALLWAYS. Report any weekend security problems to the Main Office, or if serious, call 911 or 8-911 for Sheriff dispatch.
- B. Food consumption is ALLOWED ONLY in the Lounge, Terraces, North Wing Conference Room and Coffee Break Room.

- C. It is important to remember that the Lounge is a multipurpose room used for scheduled seminars, tours and meetings, as well as employee breaks. Please check for use before entering and clean up your area when you are through by removing your books and other items from the room.
- D. During non-office hours the seawater system failure alarm and fire alarm is automatically relayed to a phone that calls our physical plant staff. In the event of other emergencies, call the numbers listed on the Emergency Procedures. **Emergency procedures are posted in classrooms, wet labs and next to hallway phones.**
- E. Student use of BML vehicles must be approved by your instructor or TA's. You must have a valid California Driver's License and record mileage on the sheets provided in each vehicle.
- F. Day use permits to park in Doran Park and Westside Park are available in the Main Office, for educational purposes only.
- G. Bicycles are not to be brought into the housing or laboratory facilities. Bike racks are available outside.
- H. Pets of any kind are prohibited in the Laboratory.

IV. CLASSROOM PROTOCOLS

- A. BML is on a septic system. **DO NOT POUR CHEMICALS OR SEDIMENT DOWN DRAINS.** Both freshwater and seawater drains are monitored for chemicals by law. Save all waste formaldehyde and other chemicals in separate labeled containers. Chemical wastes should be turned over to the Storeroom for proper disposal. Please label and date your waste. Excess mud and sediment should be removed before draining.
- B. Chlorine Bleach is also monitored. Julian Torralva in the Storeroom has neutralization instructions if you plan on using bleach.
- C. Marine Waste is any animal or plant parts. Please dispose of them in the labeled marine waste cans in the laboratory or wet lab. Marine waste in formaldehyde should be turned over to the Storeroom. Do not put other trash in marine waste bins.
- D. Broken glass and Sharps (syringes, razors, scalpels) should be placed in appropriately labeled containers and not mixed with normal trash/waste bins. Sharps containers are also located in the Smith (large) and Barrett (smaller) Classrooms.

V. HOUSING

- A. For Housing gate access, see Housing Manager, Lisa Valentine.
- B. **THE SPEED LIMIT ON THE HOUSING ROAD IS 15 MPH.**
- C. Park in the designated area only (by Dining Hall).
- D. Please do not nail or screw anything into room walls.
- E. Be considerate of your fellow roomers by maintaining as low a noise level as possible.
- F. No camping of any kind is allowed.
- G. Turn off heat when you leave your room for extended periods.
- H. Pets of any kind are prohibited.
- I. The area surrounding the housing facility is part of the Reserve, subject to all Reserve rules.