

# **MOUNTAIN LAKE BIOLOGICAL STATION USER HANDBOOK**



Updated April 2018



# Table of Contents

Welcome	5
Fundamental Code of Behavior	6
Collecting	6
Problems/Grievances	6
Administrative Offices	7
Arrival and Departure	7
Dining Hall / Meal Plan	8
Living Facilities & Bathrooms	9
Quiet Hours	9
Housekeeping & Laundry	9
Plumbing	10
Children	11
Rubbish/Recycling	11
Vehicles/Parking	11
Guests	12
Climate	12
Mail, Shipping, and Communications	12—13
Billing, Accounts, and Purchases	14
Mountain Lake Lodge	15
Calendar and Summer Events	15
Volunteer Activities	15
Recreation	16
Safety/Emergencies	17
Rules of the Station	18
Research	19
Computer Resources and Network	20
Workshop	21
Laboratory and Equipment Use	21—23
Library	23
Visitor Information	23
Station Availability	23
Contact Information	24



# Welcome

Welcome to the Mountain Lake Biological Station! MLBS was established in 1930 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 productive and enjoyable as possible. Please make yourself at home, and let us know how we can help.

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

## MLBS Staff

Butch Brodie, Director

Eric Nagy, Associate Director

Jaime Jones, Station Manager

Rhonda Ruff, Office Manager

Tom Mc Namara, Facilities Manager

# 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, nondiscriminatory forum for the free and rich exchange of ideas. Receptivity to your fellow MLBS residents and consideration of them in every way 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 activity or program, or you have explicit permission from the Director. Unapproved collection of geological, archeological, or historical material, or any other items from Station property, is also strictly prohibited. MLBS reserves control rights for all objects and materials within its boundaries.

## Problems or Grievances

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 Station Manager, Associate Director, or Director. They are here to make sure the Station is working for you. This includes all research and teaching issues, as well as housing, dining, or other facility, field site, or equipment issues.

Interpersonal conflicts not related to use of the Station are best solved among the parties involved. However, all MLBS staff members are 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 residents.

In a small, tight-knit community such as Mountain Lake, it is easy for rumors to get started and spread quickly. Please be respectful of other members of our community, and refrain from spreading unfounded rumors.

## 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, 540-626-7196) is staffed by the Station Manager. The campus office (064 Gilmer Hall, UVA, 434-982-5486) is staffed by the Office Manager. Both offices are open year-round.

## Arrival and Departure

It is extremely important that the Station 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.

**Changes to your reservation (e.g. arrival date, departure date, number of people) must be made no later than 10:30 a.m. the day PRIOR to when the change would take effect.**

Check in begins at 4:00 p.m. You may sign in at the office as early as 1:30, but your room might not be ready until 4:00.

Check out is by 12:00 p.m.

### Directions:

The Station's physical and USPS address is  
240 Salt Pond Rd.  
Pembroke, VA 24136

From US Route 460:

1. Take State Route 700 or 613 up the mountain to the Mountain Lake Lodge.
2. Continue along the left side of the lakebed and beyond (the road will turn to gravel) for about 2 miles. Bear right and follow signs to the Station.

Roanoke Regional Airport (ROA) is 1.5 hours away by car. Transportation options are described in further detail at [mlbs.org/travel](http://mlbs.org/travel)

## Dining Hall / Meal Plan

Meals are served at the following times 7 days a week during the summer season:

**Breakfast:** 7:30 - 8:00 a.m.

**Lunch:** 12:00 - 12:30 p.m.

**Dinner:** 6:00 - 6:30 p.m.

The bell will ring five minutes before each meal, and again at the beginning of meal service. Do not enter the dining hall until after the second bell. **Please allow everyone to get through the line before going back for seconds.** Virginia Heath Law requires that shoes be worn in the dining hall at all times.

On Sundays, cookout dinners are served at the Walton Pavilion near the pond.

All Station residents are required to participate in the meal plan. Visit our website for current board rates. Those with special needs or dietary restrictions should consult with us in advance. **If you have food-related requests, please inform the Station Manager** rather than approaching dining hall staff.

Visitors may eat at the Station if the office is notified by **10:30 a.m. a day in advance** (see "Guests," pg. 12).

**Snacking:** The dining hall remains open 24/7. Fresh fruit, cereal, some snacks, and coffee is always available. Please do not take other food specifically assigned or labeled for a meal outside of normal meal times. Do not enter the kitchen area at any time except with explicit permission (field trip preparation, etc.).

**Cooking:** For fire safety reasons, cooking of any kind is not allowed inside dorms, cottages, or apartments unless there is a built-in kitchenette. If you want access to cooking facilities for special occasions, contact the office about using the Murray dorm kitchen.



## Living Facilities & Bathrooms

A variety of modern and rustic dormitories, suites, and private cottages are available to suit most personal and family needs. Families live at the Station each year and children are welcome. **No bedding, pillows, towels, or toiletries are provided** unless special arrangements are made in advance.

**Gender Identity, Housing Assignments, and Bathroom Use:** MLBS respects personal gender identity, preferences, and comfort levels in all matters. Residents placed in double-occupancy rooms or dormitories will be assigned according to their gender identity. Bathrooms in living spaces may be private, or may include 1-2 toilet stalls, 1-2 shower stalls, and 1-2 sinks in a common room. Public bathrooms in labs and other buildings are a mixture of single occupancy (gender neutral) and single sex (male or female). Station residents and guests are free to use whatever public bathroom they are most comfortable with. MLBS strives to acknowledge and respect all forms of human diversity and does its best to support individual needs.

**Public bathrooms** are found in Lewis Hall, Wilbur Lab, and the Walton Pavilion. During the winter when these bathrooms are closed, Murray Dorm room #3 bathroom is open for public use. Bathrooms in Bartram and Laing are for residents only.

## Quiet Hours

**Quiet hours** on the lawn and in residences are **10:00 p.m. – 7:00 a.m.** **Please take gatherings of people, music, parties, midnight soccer games, etc. to the Pavilion.** Sound (ALL sound) on the lawn and in residences carries surprisingly well through woods and walls. Any noise you make in these areas will be shared with others several cottages away...and you'll see them all at breakfast the next morning!

## Housekeeping & Laundry

Residents are responsible for normal cleaning during their stay. Cleaning supplies are available in the stockroom next to the office, as are light bulbs, garbage bags, toilet paper, and sanitary disposal bags. Please help yourself.

Coin-operated laundry facilities are available in the Bartram Laundry. Users must provide laundry detergent.

Maintenance needs should be reported to the office, or to any of the staff when urgent.

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

## Important Notes on Plumbing

Plumbing at the Station is very fragile, and the water supply here at the top of the mountain is limited. We draw our drinking water from two deep wells on site. It is treated and stored in cisterns uphill from the Station. Our self-contained biological wastewater treatment plant returns processed waste water directly to surface streams on station property.

A few simple rules will keep the water flowing in, and out:

1. ***Only human waste and toilet tissue can be flushed down the toilets.***

Please use the provided sanitary bags to dispose of anything else in the garbage. Disposal bags can be found in dispensers in public restrooms, and in the stockroom for you to take back to your cabin.

2. ***No chemicals, solvents, paints, alcohols, preservatives, or concentrated household cleaning agents can go down any drain.*** This goes for all cottages, dorms, and laboratories. This rule cannot be stressed strongly enough. Chemical contamination will destroy the carefully balanced processes of our wastewater plant and potentially pollute our surface water. **If you use a strong cleaner in your living space please dump your buckets outside.**

3. **Water** can, at times, be limited. Treat it as a valuable resource and conserve as much as possible.

## Children

The Station is 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 typically 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 relatively common. Hanta 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.

## Rubbish

**Line trash cans with plastic liners**, which are available in the stockroom. All trash must be taken to the dumpster behind the dining hall before departing the Station. Station users are responsible for trash removal in their residences and labs.

## Recycling

Aluminum, glass, and plastic may be comingled. **Please do not place recyclables in bags.** Locations for recycling include:

**Cans and bottles:** Walton Pavilion, Lewis Hall- first floor hallway, Wilbur Lab- large multiuse room, recycling shed / wood shed.

**Mixed paper:** Lewis Hall- first floor hall, Lewis Hall- library, Wilbur Lab- computer lab

**Corrugated cardboard:** Lewis Hall- closet at south end of first floor hallway (\*\*boxes must be deconstructed\*\*)

## Vehicles and 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 Walton Pavilion. Please keep roadways, shoulders, and pull-offs clear for delivery and garbage trucks. **Do not park, even temporarily, at the dining hall, facilities manager's shop (laundry building), Lewis Hall, Murray Dorm, or the pavilion.**

**Station Vehicles:** Station vehicles are used primarily for station business and local class field trips. The pickup truck 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**. The speed limit on all Mountain Lake Lodge dirt roads is **20 mph**.

## Guests

Visitors to the Station are welcome on a *space-available basis*. If you wish to have guests, even just for the day, advance notice must be given to the office during business hours, and **no later than 10:30 a.m. the day PRIOR to the guest's arrival**. Guests will be charged room and board. *Camping is only allowed with advance permission, and only if all other accommodations are full.*

## Climate

The station has frequent summer showers and temperature fluctuations. Warm, informal, layered clothing, as well as adequate outdoor footwear and rain gear, are essential. Summer days are pleasant (68 - 85°F) and nights are cool.

### Typical Summer Temperatures at MLBS

	Maximum	Minimum
Daytime High (°F)	85.5	62.0
Nighttime Low (°F)	63.0	41.0
Average (°F)	77.4	54.7

## Mailing, Shipping, Communications

Outgoing mail is collected in the USPS container outside the main office. Stamps are sold in the office.

### U.S. Mail, UPS, and FedEx Address:

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

UPS, FedEx, and USPS all deliver to the Station. Incoming mail is placed in alphabetized boxes on the dining hall porch. Packages are left in the Lewis Hall foyer.

Service is far less regular in the fall, winter, and spring. Mail arriving after your departure may suffer a lengthy delay before being forwarded on to you. Please only use **temporary mail forwarding** (i.e. for the dates of your visit to MLBS) in order to avoid lost or delayed mail.

**Cell Phones:** There is **no cell coverage** at the Station. The nearest reliable signal is about 1.5 miles away near the Mountain Lake Lodge.

**Incoming Calls:** 540-626-7196. This is the Station's Main Office. Messages can be left here for residents. For **emergencies only**, call the Station Manager's cottage (540-626-3985, summer only), Associate Director's cottage (540-626-7159, summer only) or the Director's cottage (540-626-6285, summer only). There are no phones in other cottages or dorms.

**Outgoing Calls:** A single phone is available for public use in the Lewis Hall Stockroom (540-626-5228). Outgoing **local** calls are free (Blacksburg is long-distance). All long-distance calls must be made using a calling card. Researchers can request lab phones, which are provided at cost. These phones should not be used by others without permission.

**Fax:** Faxes can be sent and received at 540-626-5229 using the copy/fax machine in the library (Lewis Hall). You will be charged \$0.05 for each outgoing fax.

**Email:** Email messages can be left for Station users at [mlbs@virginia.edu](mailto:mlbs@virginia.edu).

**Web Page:** Our web page is an up-to-date place to find information about MLBS, including contact information for Station staff, application materials, and other information. Visit [mlbs.org](http://mlbs.org). Our Facebook page is also updated regularly.

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

All accounts must be paid in full no later than **30 days** after checkout. Payment may be made by cash, check, or credit card. Make checks payable to “Mountain Lake Biological Station” and mail to PO Box 400327, Charlottesville, VA, 22904. Online credit card payments are accepted at [mlbs.org/payonline](http://mlbs.org/payonline).

**Photocopying and faxing:** Copies and faxes are charged at a rate of \$0.05/copy. You must log your copies/faxes. The copy/fax machine is in the library.

**Supply and Material Purchases:** Some basic research and class supplies are available in the office for purchase.

**Cash:** The Station cannot provide check-cashing services. ATMs and other banking services are available in Blacksburg (30 minute drive). Change for the laundry machines is available from the office.

**Souvenirs:** MLBS souvenirs such as t-shirts, hats, mugs, and postcards are available for purchase in the main office.

## Mountain Lake Lodge

The Mountain Lake Lodge is the Station's nearest neighbor. The lodge is a good source of recreation and entertainment. It is very important, however, that we do not abuse this relationship. You are welcome hike and bike on their trails. Use of other lodge facilities is by lodge permission only. If you have any questions about use of the lodge and its facilities, please ask the Station office.

Researchers or classes wishing to use Mountain Lake Lodge property must request permission by way of the Station staff.

To arrange a stay for family or friends at the lodge, or to enjoy a dinner at their restaurant, Harvest, call 540-626-7121. Additional contact information is available on their website, [www.mtnlakelodge.com](http://www.mtnlakelodge.com).

## Calendar and Summer Events

**Seminars:** Seminars are presented by in-house researchers or invited speakers in the Lewis Auditorium at 8:00 p.m. most Tuesday and Thursday nights during the summer. The schedule for speakers and topics is posted on our web site ([mlbs.org](http://mlbs.org)) and is subject to revision throughout the summer. Slide shows and travelogues occur occasionally on other evenings as well. If you wish to schedule a seminar or presentation of any kind, please contact the office.

**Social events, celebrations, and dances:** 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 team 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 small staff at MLBS strives to keep up with the many duties and demands inherent in running a biological field station. We are open to initiative by students, faculty, researchers, or anyone else that has ideas about how to make MLBS a better place and wishes to put in the effort. Want to help out? Just ask!

## Recreation

Recreational activities at the Station include campfires, square dancing, seminars and slide shows, movies, volleyball, basketball, a team triathlon, hiking, and swimming. A weight room is on site.

Other nearby activities include mountain biking (Mountain Lake Lodge and Pandapas Pond / Poverty Creek trails), canoeing on the New River, Treetop Adventures aerial adventure course, tubing on the New River (New River Junction at McCoy Falls), caving, rock climbing, and hiking to a variety of destinations. Blacksburg, a university town (Virginia Tech), is 30 minutes away by car.

**Swimming:** Riopel Pond is good for swimming and wading. *No lifeguard is on duty. Users swim at their own risk. Do not swim after dark. Do not enter the roped off portion of the pond (blue and white floats).* Inside the rope is the easily-damaged pond overflow standpipe.

**Boats:** A canoe, rowboat, and stand up paddleboard are available for use on the pond. Use boats and other equipment at your own risk. Please take good care of the boats and paddles so as not to damage them. MLBS makes no effort to repair, maintain, or verify the condition of any boating or floatation equipment around the pond.

**Popular nearby hikes:** In addition to Station trails, other popular hikes in the area include Angel's Rest, Appalachian Trail, Bald Knob overlook, Barney's Wall overlook, Butt Mountain, Cascades (waterfall), Dismal Falls (waterfall), Kelly Flats, Mountain Lake Lodge trail system, Pandapas Pond trail system, Mill Creek Nature Park, Warspur Overlook, and Wind Rock overlook.

**Hiking Safety:** There are a number of walking trails on Station property that you are welcome to use. Maps and hike descriptions are available in the office. Do not set out without telling someone where you are going, and do not hike alone if you are unfamiliar with the area. It is wise to carry a whistle, compass, water, and map with you. Stay found! Some trails are used only rarely, and may be cryptic and/or weakly maintained/blazed. **MLBS trails are blazed in yellow.**

It is very easy to become lost on 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, which will be rung repeatedly as soon as the Station thinks it likely that you are lost. Do **not** walk down hill. If you must move, travel west; this will very likely lead you to the road that crosses the mountain (Rt. 613).



## Safety and Emergencies

In case of serious emergency, such as fire or personal injury, **dial 911 from any phone**. For lost persons or other lesser emergencies, notify Station staff immediately, or ring the bell near the dining hall repeatedly. Everyone will come running.

All Station phones are tied into area **911** emergency response. Expect a 20 minute minimum 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: **Mountain Lake Biological Station, 240 Salt Pond Circle, Pembroke, VA 24136 (tell them it’s past Mountain Lake Lodge)**.

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 sheer 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, and at the north end of the laundry (Bartram). Extinguishers are also available in the labs and cottages. Familiarize yourself with the location of hoses and extinguishers. Do not tamper with smoke detectors. Notify the office if your unit needs new batteries. **Smoking and vaping are not allowed within 25 feet of any building.**

**First Aid:** Kits are available in the Lewis stockroom, Murray kitchen, main office, and in state vehicles. AED units are in Lewis Hall (first floor next to women’s bathroom) and the Jefferson Dining Hall. In case of an accident, do not move the victim; wait for a qualified person to assist.

The nearest hospital (Carilion Giles Community Hospital) is in Pearisburg off Rt. 460 west of the station. There is a larger regional hospital in (Lewis Gale Montgomery Regional Hospital) on Rte. 460 between Blacksburg and Christiansburg. Everyone owning a vehicle is requested to become familiar with the locations of both hospitals. **Giles 540-921-6000, Montgomery 540-953-5416**. The number for **poison control is 800-222-1222**.

### Doctors:

<i>Carilion Family Medicine Pearisburg:</i>	540-921-3636 (Wenonah Avenue)
<i>Carilion Family Medicine Blacksburg:</i>	540-951-8380 (N. Main St., B’burg)
<i>Blacksburg Primary Care:</i>	540-951-0352 (Plantation Rd., B’burg)
<i>Velocity Care, urgent / walk-in clinic:</i>	540-961-8040 (Gilbert St., B’burg)
<i>Med-Express, urgent / walk-in clinic:</i>	540-381-2745 (Spradlin Farm Dr., C’burg)
<i>New River Valley Pediatrics:</i>	540-552-7272 (Davis St., Blacksburg)

# 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 Office 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 Manual*, *UVA Animal Care and Use Committee Regulations*, *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. Pets may NOT be left unattended in vehicles.

**Smoking & Vaping:** Smoking and vaping are not permitted in any Station building, nor within 25 feet of any building. Be aware of fire danger. Dispose of butts properly.

**Speed limit it 10 mph.**

**Firearms are never permitted on the Station**, including in vehicles.

# Research

Everyone conducting research must submit a *Research Application* 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 for 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 we are 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 online at mlbs.org. Use of field sites on Station property must be approved by a Director. Class projects may be presented directly to a Director.

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 full 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, field supplies, equipment, soil, samples, etc.

The Station maintains online databases including climatologic 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 greenhouse, several field enclosures, and experimental arrays are also available for use. Direct requests for facilities use to the office or a Director. Common use equipment includes ovens, incubators, freezers, hoods, microscopes and balances. The Station solicits requests for equipment needs when funds are available.

## Computer Resources and Network

Computer facilities are open to all station residents. If you have any questions about the machines or the software please ask. Please do not change computer settings, install any software, or move/unplug any cables or hardware from a workstation without permission

**Computer Network and Internet Access:** Open ethernet and wireless internet is available throughout the Station, as are Windows and Macintosh workstations and printers. Shared file server space is available for all students and researchers. Files should not be stored on hard drives of individual workstations. Workstation drives are regularly cleaned up and erased. Maintaining your own data backups is highly recommended.

UVA eservices credentials are needed for network access. Login IDs can be given to anyone who needs one. Contact the office.

## Workshop

There is a well-equipped woodworking shop in Wilbur Lab. MLBS staff can help you with tool use. To use the shop, you must adhere to a few rules:

**You must be trained on safety procedures before using any power tool.**

Tools marked in **blue** cannot leave the building.

Tools marked in **red** can leave the building but **must be signed out** and returned.

Scrap lumber is available if it is not marked with someone else's name.

Clean up completely after yourself **EVERY DAY**. Return tools to their proper places and clean up your mess before you leave the shop.

Please report malfunctioning, broken, or missing tools to the Station Manager so they can be replaced.

## Laboratory and Equipment Use

Much of the equipment you see at the Station is available to you, but please consult with MLBS staff before using Station property. If equipment or space is posted with a "use sheet," please use it. 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.

**Laboratory Safety:** You are responsible for knowing and following proper and safe lab procedures. A laboratory safety protocol handbook is available in the office. Cleaning, safety, and security in your research space are your responsibility. If you are unsure about safe lab procedures you must ask for assistance. All lab users are expected to be familiar with Environmental Health and Safety protocols. *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.*

## (Laboratory and Equipment Use, cont'd)

### Chemical Safety and Storage:

All containers in all lab spaces must be labeled with ***contents and owner's name*** (including squeeze bottles filled with water). Remember to store acids and bases separately. Flammables cabinets are located in the Lewis stockroom and Wilbur Lab. ***Flammables (including alcohols) cannot be stored in any Station refrigerators.***

No food is permitted in rooms where vertebrate animals or their products are used or stored. Food is not permitted in any laboratory refrigerator unless the refrigerator is clearly marked "Food Only." Do not mix food and chemical storage areas in labs. Separate refrigerators, cabinets, and benches are required and must be labeled.

Items stored in laboratory refrigerators without clearly visible names and dates will be discarded promptly.

**Chemical Waste: DO NOT** dispose of any lab or household waste such as formalin, bleach, paint, paint thinner, or other toxics or volatiles down any drain at MLBS. Chemical waste in the wastewater stream will cause our wastewater system to fail. And 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. ASK!***

***All chemical waste must be placed in University-approved containers with labels, and logged properly in the Chemical Waste Log.***

These containers are available in room 207 (Werth Lab in Lewis Hall). Steps for properly storing chemical waste are outlined below:

- 1. Seal the container tightly.**
- 2. Label with your name, a list of the specific contents, total volume, AND approximate percentages.**
- 3. Record the container in the log provided.**

The station takes care of, and pays for, all disposal. **Unidentified chemical waste is very expensive to dispose of.** Radioactive waste cannot be accepted, and no radioactive material is permitted in the Station. The station provides special containers for ***sharps*** and ***biohazards in Werth Lab.*** Please take them to use in your labs as necessary.

**Windows: *Close the windows*** in all lab rooms when you leave to go into the field. Unexpected downpours can ruin equipment, destroy 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 very limited storage. Do not enter the basement without permission.

**Stockroom/Supplies:** Miscellaneous lab supplies and equipment, as well as cleaning and bathroom supplies, are available in the stockroom. If you need to order supplies, note that some suppliers deliver overnight while others may take weeks. Please plan accordingly.

**Equipment Borrowing:** A variety of basic lab and field equipment (meter tapes, hanging scales, thermometers, tools, etc.) is available and can be signed out 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 the Director.

## Library

The Library is open to all Station residents. Since there is no formal check-out system, we prefer that books not be removed from the library. If you do need to take one to your cottage or elsewhere on grounds, log the appropriate information on the notepad next to the copy machine. Please reshelve books carefully as we do not have a staff librarian. The MLBS library is a branch of the UVA library system. A full catalogue of materials is available online at <http://guides.lib.virginia.edu/mlbs>

## Visitor Information

Mountain Lake Biological Station is a scientific research facility. **Visitors are welcome by appointment only.** Accommodations are available for students, researchers, and special groups. **All visitors and arrivals** must register at the main office, 102 Lewis Hall (large stone building), upon arrival.

## Station Availability

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

#### *Street address:*

485 McCormick Road / 064 Gilmer Hall  
Charlottesville, VA 22904-4327

Phone: 434-982-5486

Fax: 434-297-4907

### ***Station Office:***

Mountain Lake Biological Station  
240 Salt Pond Rd.  
Pembroke, VA 24136-3092 USA

**Phone: 540-626-7196**

Fax: 540-626-5229

#### After hours ***emergencies only.***

Summer: 540-626-3985

Summer: 540-626-7159

Summer: 540-626-6285

Summer: 540-626-7171

Year-Round: 540-520-4665

Year-Round: 434-906-3122

Year-Round: 540-544-3054



**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.**



