



## AUGUSTANA MIQUELON LAKE RESEARCH STATION (AMLRS) CODE OF CONDUCT AGREEMENT

*This code of conduct applies to all areas of the Augustana Miquelon Lake Research Station, including the main housing & lab unit, the workshop/garage unit, and all surrounding University of Alberta property.*

*Supervisors must ensure that all members of their party understand and adhere to the rules and guidelines outlined within this agreement.*

### GENERAL

- Any use of the AMLRS facilities must first be authorized by the Station Manager and Augustana's Science Department. All visitors, including children, must be registered prior to entry. Overnight visitors and guests that use a bed will be charged for their stay. Users are responsible for any damage or injury incurred by their visitors and guests.
- Effective communication is important for the success and comfort of your stay here. Any concerns or questions should be directed to the Station Manager.
- According to the University of Alberta, Augustana Faculty Alcohol Policy, no alcohol is permitted in unlicensed areas, including the research station.
- Both the *Provincial Parks Act* and any specific guidelines for Miquelon Lake Provincial Park users apply to AMLRS.
- AMLRS is a facility dedicated to sustainable operation. Users of the facility should abide by the guiding principles and actions outlined within our *Sustainability Plan*.
- All safety policies and protocols for the station are located within the *Safety Manual*. Please be aware of and adhere to the protocols applying to your use of the station.
- All applicable policies, plans, and guidelines for the Station can be found in the *AMLRS Master Binder*, located in the server room.
- Any publications arising from your time at our facility must acknowledge the involvement of AMLRS, and Augustana must receive a copy of such publications. Copies, including digital files, can be sent to the Station Manager.
- If your actions reflect an unwillingness to comply with the rules outlined above, you will be asked to find off-site accommodations

## HOUSING

- The main housing & lab unit is boots off on entry, with no exceptions. Clean, indoor shoes may be worn inside the station.
- Basic housing is available on site; it consists of sleeping, cooking, resting, and bathroom areas. Bedding is not supplied.
- Beds are provided on a first come, first serve basis. Communication and congeniality shall drive the use of housing facilities.
- Individual sleeping arrangements are not guaranteed; you may have to share a bedroom with someone you do not know. Lockable storage units are available to secure valuable items; you must provide your own lock.
- Purchasing and preparation of food is the responsibility of the occupants. All food should be clearly labelled and marked to avoid confusion amongst users.
- Regular cleaning of housing facilities is the responsibility of the occupants (dishes, cleaning floor, cleaning bathrooms, etc). A regular cleaning list is posted in the mechanical room.
- Garbage and recyclables should be taken out regularly during your stay, and again when you leave. Garbage may be placed in the garbage bins located outside the west doors. Recyclables can also be placed in their respective outdoor bins.
- Each user must leave the station clean for the next occupants before you leave. The check-out procedure is posted in the mechanical room, as well as a detailed cleaning list. There may be additional charges issued if AMLRS is left dirty and/or unorganized at the end of a user's stay.
- Do not leave food behind when you leave. You may leave non-perishable items behind for use in the immediate future, but these items must be clearly dated and marked. Remove ALL personal items at the end of your stay.
- Do not attach anything to the walls (tape, pins, sticky tack, etc.)

## LAB USE

- Users should be mindful that the wet lab, multi-purpose rooms, and server room are shared learning environments, and should refrain from disruptive or inconsiderate behaviour. Communication and congeniality shall drive the use of lab and office space.
- Only authorized users of the wet lab should be entering and making use of lab space and equipment.
- Personal Protective Equipment (PPE) must be worn in the lab at all times, according to the University's recommended lab dress code. This includes close toed shoes, long pants, lab coat, and safety glasses.
- Sample preparation of any sort (i.e. of soil, vegetation, etc.) is allowed only in designated work areas, and is NOT permitted in any other room within the station.

- All equipment in the lab is approved for unsupervised use. Users are expected to have an understanding of how to safely and competently operate any equipment required for their project.
- The lab and all equipment must be left in a clean and organized state. If your use requires that equipment and/or samples be left out, ensure they are well marked and set aside to make room for others to use the lab.
- Prior to leaving, all research equipment, including samples, must be cleaned, put away, and or disposed of properly.
- If equipment is found to be damaged, in a state of disrepair, or does not function properly, please contact the Station Manager.

## SITE USE

- This is a **non-smoking facility**. You may smoke outside of the buildings, 7.5m away from all entries, air intakes, and windows. Please be mindful of other AMLRS users.
- All outdoor fires must be located within the designated fire facility, and must be used in accordance with restrictions specified by the county and/or Province
- If you wish to have a fire, you may use any prepared wood that is on site. Additional firewood must be sourced from outside the Park, as you may not gather wood from Park property.
- No pets are permitted in or on the AMLRS facilities and surrounding property.
- No servicing or washing of equipment is permitted within the Provincial Park.
- All garbage and recycling facilities located outside the building must be wildlife-proof and kept free of loose litter.
- The Station is located within a Dark Sky Preserve. In compliance with this designation, efforts should be made to limit use of externally reaching artificial light between dusk and dawn.
- You will be held accountable for significant damage incurred to the research station, including property, facilities, and equipment. Additional charges may be applied to cover the costs of repair/replacement. Please care for the space and report damage immediately to the Station Manager.

## SAFETY

- Any environmental damage, problem wildlife, wildfires, and other instances relating to environmental protection (spills, etc.) must be **immediately** (within 24 hours) reported to the Station Manager.
- All injuries or near misses must be reported **immediately** to the Station Manager.

*I have read and agree to follow the rules and guidelines as outlined within the AMLRS Code of Conduct.*

**Name of Supervisor:**

**Supervisor Signature:**

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**Name(s) of Group Members:**

**Signature(s):**

*(if above 18 years of age)*

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Date:

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## **STATION MANAGER CONTACT INFORMATION**

**Email:** [augamlrs@ualberta.ca](mailto:augamlrs@ualberta.ca)

*This email is monitored frequently*