

cleanliness and to make sure all borrowed equipment has been returned to its proper place. A checklist is available in the office to make the job easier.

9. Please be on time for meals. The kitchen staff will begin clearing the area and put away the food if you are not there within 15 minutes of closing the kitchen. (i.e., 8:15 a.m., 12:45 p.m., 6:45 p.m.). If the kitchen has been cleared and cleaned, they will not be able to serve you.
10. **Quiet time begins at 10 p.m. and ends at 7 a.m.** This is observed stringently due to the varied hours of researchers and classes. Please be courteous to others and remember that sounds seem to carry much further at night.
11. If you use the Conference Room in the evenings, make sure you clean it up before you leave and cut off the cooler and the lights.
12. Please do not leave beer bottles, cans, or other trash scattered around the Station, at the pool, on porches, and in the labs. Put them in proper trash cans and clean up after any social gatherings you may have.

Your cooperation in complying with the above will be appreciated.

Revised 12-4-11

- If you discover that you have left items at SWRS, it is your responsibility to contact us to arrange their return. We will only hold unclaimed items for 60 days. Thereafter, they will be put in the "grab bag" for volunteers. If you claim your items within 60 days, there will be a \$10 handling fee charged in addition to the actual shipping cost.
- Storage shed fees are \$10/month or \$100/year. Storage at the SWRS is limited. You may consider sharing a unit with another researcher.
- Regulations and Etiquette for the SWRS. Each of you is given a copy of the Regulations and Etiquette when you register; however, we realize that the time lag between registration and your arrival is often long. The following is a friendly reminder of some of the Station rules, that when followed, make the jobs of the staff of the station easier:
 1. Please do not park by the laboratories unless you are unloading or loading. Move your vehicle promptly when finished.
 2. At the end of your stay at the SWRS, please remove all research materials; clean your work area – including sinks, lab tops, floors, drawers, in all spaces used at the Station (e.g., labs, TEL, ABO, LAHF). Please do not leave items in the labs, freezers, or refrigerators. If you brought it with you, take it with you when you leave. Make sure to take your specimens with you, or dispose of them properly. **Please do not dispose of any chemicals down the drains!! Chemicals can endanger wildlife and our wetland disposal area. When you leave the Station, it is your responsibility to remove any materials that you bring to the Station. If you fail to remove these materials, you will be billed for the clean up.**
 3. Please sign out all tools borrowed from the shop and maintenance area. This includes shovels, rakes, screwdrivers, power cords, and other supplies. Use them and return them daily so that others may use them. If you need tools for more than two days or your entire stay at the station, purchase them and bring them with you. A sign up sheet will be posted on the shop door for your use.
 4. All researchers and participants in workshops, classes, or courses are responsible for keeping their living quarters clean. Occupants of each room should clean the sink, toilet and shower and sweep and mop the floor once a week. Please change your sheets once a week (on Wednesdays). Do not change bed pads or pillow protectors.
 5. Please do not utilize the unused beds in your rooms to store your personal items. New researchers and participants are constantly coming and going and they need to distinguish between beds that are being used from those that are available for use.
 6. Towels, blankets, spreads, sheets or pillows may not be taken out of the rooms to use in the field or at the pool. This includes trips to the hot springs or camping in the forest.
 7. Please report to the office any signs of mice in your rooms or lab area.
 8. When you have finished your research and are ready to depart the station, please come into the office to sign out at least one day before your departure. All keys should be returned by you and not a friend. At this time your lab space and other used areas will be inspected for

pick up clean linens at that time. PLEASE DO NOT USE BLEACH AS IT CAN DAMAGE OUR SEPTIC SYSTEM. If you do not fall into any of the above categories you may *not* use the laundry facilities. No personal laundry is to be done between the hours of 7:45 a.m. and 3:30 p.m. That time is reserved for housekeeping personnel.

- Researchers must weigh, calculate and affix proper postage (stamps or cash) prior to dropping outgoing mail in the basket in the office (you may use our scale in the office). Change, if due, will be placed in your mailbox along with a receipt. Stamps can be purchased in the office. Please buy a sufficient quantity in order to avoid daily purchases.
- **You** are responsible for arranging UPS or FedEx pick-up of packages. Phone UPS at: 800-742-5877. Phone FedEx at: 800-636-4530. You need to weigh and measure your package, contact the carrier you want to use (UPS or FedEx), pay for package shipment, arrange for pickup, and provide all labels for the parcels. For FedEx pick-ups, you must have an account with them and you must prepare the air bill. Both vendors can be accessed on the internet and labels can be printed in the computer room. FedEx will only pick up packages *if* they are delivering something to the Station. They will *not* make a special trip to pick up packages. There is a packaging service in Douglas located at 400 E. 1st St. (corner of H Avenue & 1st St.). This office handles FedEx pickups. The phone number is 520-805-1481. The office staff will be happy to sell you regular stamps and take letters to the Post Office with our outgoing mail, but **parcels are the shipper's responsibility**. If you want to ship a package by United States Post Office, please take it to the Portal, Arizona or Rodeo, New Mexico Post Offices.
- The office is open to assist you from 8:00 a.m. – 12:00 noon and 1:00 – 5:00 p.m. If we are short staffed, we may have to shorten the hours of operation. Changes will be posted on the door.
- **The kitchen and dining hall are closed and locked between meals.** Please do not enter the kitchen or dining hall in between meals. If you need snacks, you must purchase your own and keep them in your room in a mouse proof container (provided in the room) or the refrigerator in the Volunteer Room (make sure you put your name on your items). Please respect that the Volunteer Room is for the use of interns/volunteers only. If you have items in the refrigerator, please get them from the refrigerator and then vacate the room. It is not intended as a gathering place for classes or groups. The Nature Shop sells snacks, soda, water, wine, and beer.
- Meals are served promptly as follows: breakfast 7:30 a.m., lunch 12:00 noon, dinner 6:00 p.m. A bell is rung when the kitchen is open and serving. Please show up within 15 minutes after the meal bell has rung. Once everyone has gone through the line they are welcome to go back for seconds. If you do not show up for meals promptly, we cannot guarantee that food will be left if you are late. We stop serving food 15 minutes before the close of the dining hall. The dining hall is open for one hour after the start of each meal. If you know or anticipate that you will be late for a meal, let the cook know and she/he will put a plate of food aside for you. You are welcome to pack a sack lunch if you will not be eating lunch in the dining hall. Please sign up on the board located on the porch of the dining hall (by the coffee pot) the evening before if you will want a sack lunch the following day. You need to make your sack lunch immediately after breakfast. If you would like an early, cold, self-serve, breakfast, please ask the cook about it at dinner the evening before. Early breakfast may be taken from 5:30 a.m. - 6:30 a.m. You should be out of the dining hall by 6:30 a.m. If you are going to miss a meal, please sign out the day before so the cook will not make extra food for you. That board is also located on the dining hall porch next to the coffee pot. The kitchen is locked between meals.

Researchers, Workshops, Classes/Courses
Welcome to the Southwestern Research Station

- If you have driven to the Station, after unloading your vehicle, please park near the bridge to the Main House or across from the volleyball court.
- You will be provided with bed and other linens, but will need to make your own bed.
- We do not issue room keys and room doors do not automatically unlock when door is opened. Manually unlock the mechanism prior to leaving your room to avoid lockout. Should you lock yourself out, you may obtain a passkey on the porch of the dining hall. The key board is attached to the tall, brown cabinet at the far end of the porch by the Linen Room. Make sure you return the key to the board in case you lock yourself out again. If the key is not on the board, please check with the cook or the office. **PLEASE DO NOT go to the Director's home to obtain a key, unless the pass key is not on the board in the hall, the office is closed, and the cook is not available.**
- Please pick up your mail and packages in the office. Mail sent through the U.S. Postal Service *must* be addressed to you c/o Southwestern Research Station, PO Box 16553, Portal, AZ 85632. FedEx or UPS packages must be addressed to our *physical* address: 2003 W. Cave Creek Rd., Portal, AZ 85632.
- Pre-arrange calling times with friends and colleagues and be at the phone in order to receive incoming calls. The phone number in the computer lab is 520-558-2381. ***Only messages of an emergency nature will be taken by the office staff, and the message will be placed in your mailbox.*** It is your responsibility to check for such messages. Phone cards are available for purchase in the Nature Shop. Wireless internet can be used in various areas throughout the Station, including the front porch of the Nature Shop and porches on the 3 triplex units. To use wireless internet the password is "default".
- The use of the Conference Room and Education Building is mainly for classes, workshops, and seminars. The Conference Room may also be used for quiet gatherings up until 10:p.m. The Conference Room is not to be used for loud parties. If you wish to reserve the room for a special occasion, such as a birthday party or holiday party, please go to the office and fill out the reservation form. The office is open between the hours of 8 a.m. and 5:00 p.m. You will need to give at least 24 hours advance notice to reserve the room. If you reserve the conference room, you will be held responsible for all cleaning of the conference room on the same day/night the gathering is held. You should leave it in the same clean condition you found it. Trash should be emptied, put in large black trash bags, and put in the trailer in the bear cage that is located by the kitchen. All furniture should be put back in place and wiped clean, and the floor should be swept (mopped if liquids have been spilled).
- For your convenience, a copy machine and printer are available in the computer room. A payment jar and log (for those charging copies) have been provided. Printed copies are \$.05 per page. Copied documents are \$.10 per page.
- Free laundry facilities are only provided for researchers, and participants in workshops, classes, and courses staying at the Station **in excess of a week.** You may exchange dirty linens each Wednesday. Take dirty linens to the linen room and place into green bins provided. You may