

REGULATIONS AND ETIQUETTE FOR  
RESEARCHERS, ASSISTANTS, AND VOLUNTEERS

SOUTHWESTERN RESEARCH STATION  
AMERICAN MUSEUM OF NATURAL HISTORY  
PORTAL, ARIZONA

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DIRECTOR

2001

Please read these regulations before coming to SWRS  
and consult them during your stay

## INTRODUCTION

The Southwestern Research Station is intended as a research facility for the scientific staff of the American Museum of Natural History. Research workers from other institutions are welcome to use the Station, subject to the availability of laboratory space and equipment, availability of housing accommodations, and appropriateness of the proposed research. Advance reservations are required.

For the protection of both the individual worker and the Museum, the following regulations are necessary. Please familiarize yourself with the rules and regulations contained herein and those posted in each housing unit.

## GENERAL RULES

- The visitor uses the facilities of the Station at his/her own risk. The Museum does not assume legal responsibility for the health of visitors to the Station. If, during the course of a visit, a question should arise as to the advisability of a particular activity, the decision of the Director shall be final.
- The Museum assumes no responsibility for any damage, loss, or theft of personal effects or equipment brought to the Station by an investigator. We recommend that valuable property be insured.
- All workers are present on an invitation basis—acceptance of the application by the Museum is considered an invitation covering the specified time. Extension of this time may be granted if necessary and possible, but otherwise the quarters must be vacated at the expiration date. This is essential because limited facilities make it necessary to plan ahead for the scheduled arrival of other investigators. Any changes in plans must be cleared with the office ahead of scheduled arrival/departure times. It must be made clear which meals will be taken at the Station. Unannounced departures from scheduled arrivals may result in loss of reservations.
- If for any reason it is deemed desirable to terminate the stay of any individual, such individual will relinquish and vacate the quarters on request.
- Anyone in residence at, or visiting, the Station is expected to obey all local, state, and federal laws. The possession or use of any illegal drug is strictly prohibited and abuse of alcohol will not be tolerated. This regulation applies to Station resident behavior off of Station grounds as well as on Station property.
- All items of personal or institutional publicity resulting from planned or unanticipated events at the Station must be cleared with the Director, or, in his absence, with the Public Affairs Department of the American Museum of Natural History. This includes movie/television crews and journalists.
- At all times, residents must take into consideration the needs of others for quiet — for sleeping or for concentration on intellectual activities. This is especially essential early in the morning and during the evening. Many researchers work erratic hours because of the activity cycles of their organisms. Noisy social activities must be constrained by these considerations of the basic function of the Station. Everyone will appreciate your cooperation.

## RESEARCH STATION ACKNOWLEDGMENT

- Proper credit should be given to the Southwestern Research Station, American Museum of Natural History, in all publications of research done wholly or in part at the Station. The reduced researcher fees at the Station reflect a Museum subsidy of scientific research as the Museum assumes annual operating deficits of the SWRS. The investigator is asked to send two copies of any such publication to the Director. Citation of these publications will be included in the SWRS Bibliography and SWRS News.

## COLLECTING/PERMITS/LAND USE

- Collecting specimens, banding, or holding live animals requires appropriate permits from state and federal agencies. It is the responsibility of the researcher or class leader to acquire these before initiating the activity. Copies of pertinent permits/licenses must be supplied to the Director, before or upon arrival. Researchers working on live vertebrates are required to sign a statement and affidavit certifying that their activities comply with professional guideline standards, and in the case of mammals, have been approved by their Institutional Animal Care and Use Committee (IACUC). Copies of such approvals must be kept on record in the SWRS office. Collecting permits are available from:

Arizona Game and Fish Department  
2222 W. Greenway Road  
Phoenix, AZ 85023-4399  
602-942-3000

New Mexico Department of Game and Fish  
State Capitol, Villagra Bldg.  
Santa Fe, NM 87503  
505-827-9904

- Researchers and university or college classes working in the vicinity of the Chiricahua Mountains should be aware of the ownership of lands upon which they wish to carry out activities. Investigators will usually find private landowners interested in the project and willing to grant permission for the activity when asked in advance. They may be less generous if called upon to investigate trespassers of whose intentions they are unaware (rustlers, drug smugglers?).

Ownership of land in the valleys can usually be determined by stopping at the nearest habitation and inquiring of the residents. The Station has some maps of federal and state land; the Director and other staff also may be able to assist. Long-term projects involving excavation, fencing, or removal of vegetation should always be discussed first with the landowner.

- The Douglas Ranger District of the Coronado National Forest is interested in researcher activities on USFS lands. If you are marking populations or manipulating sites on USFS or BLM lands, you need a permit for these activities. For forms, check with the SWRS office or write:

District Ranger, Coronado National Forest  
Douglas Ranger District  
RR#1, Box 228R  
Douglas, AZ 85607  
520-364-3468

District Manager  
—OR— Bureau of Land Management  
711 S. 14th Ave  
Safford, AZ 85546  
520-428-4040

- Most landowners would appreciate knowing of new or interesting discoveries made on their property and would probably be pleased to receive a reprint of a scientific paper in which their cooperation is acknowledged. The Arizona Game and Fish Department and the New Mexico Department of Game and Fish request scientific permit holders to submit reprints of studies reporting on work done under scientific collecting permits.

- Whenever possible, gates should be used for access to fenced areas, and should be left as found, whether open or closed. If gates are not available, investigators should crawl under or through, rather than over, fences. Motor vehicles should be driven only over existing roadways and trails. Researchers should be aware of how the presence of an investigating party might affect cattle. Investigators on foot should be wary of bulls. Projects carried out in the vicinity of water holes should be avoided as human activity may keep cattle away from needed drinking water. Holes dug in the ground should be filled so that livestock will not trip in them. All flagging and other experimental equipment should be removed by the researcher at the end of the study; otherwise it becomes litter. SWRS scientists are expected to model exemplary conservation ethics.
- South Fork Canyon is a Zoological and Botanical Reserve and is closed to collection by the Forest Service, except by special permit. Research permits should be obtained for any scientific activity in Cave Creek Canyon.
- To avoid unintentional disturbance of study sites, a research site register has been established in the office. Please record your sites if you wish them to be undisturbed by other investigators. Also, please check this register before collecting or establishing research sites.

### RESEARCH ACTIVITIES ON STATION PROPERTY

- All research activities on Station property must be approved by the Director and registered in the office as to location, organisms, manipulations/equipment, and duration. All flagging, traps, and other equipment must be removed at the end of the study; excavations and rolled rocks should be returned to their original state where possible.
- Collection of vertebrates on Station property is not permitted.

### LAB COURTESIES

- Researchers needing laboratory space or use of the Technical Equipment Laboratory (TEL), Animal Behavior Observatory (ABO), Live Animal Holding Facility (LAHF), Computer Room (CR), Library/Collections Addition (LCA), caged enclosures, and other space or equipment should so indicate on their application. Space will be assigned by the Director. Equipment should be signed out in the office. Its care is the responsibility of the researcher.
- Please do not park by the laboratories unless it is essential to your work, especially if you drive in or out early in the morning or late at night. Use parking lots near the gate for early morning and late night departures/arrivals.
- While sharing research facilities with others please be respectful of the need for quiet and do not disturb equipment in their areas. Tape players in labs and research areas may only be used with headphones. When leaving, turn off lights, and close windows and doors — the weather and winds change quickly. Please do not leave screen doors ajar at any time — you will invite mice, chipmunks, squirrels, ringtails, and skunks into the lab where they may damage research activities (e.g., eat experimental organisms).
- Research collections are provided for use of resident researchers at the Station. In recognition of the amount of work represented in their collection, preparation, and identification — and the irreplaceable nature of these biotic materials — specimens should only be handled by professionally trained people. We appreciate the donation of prepared, documented, and identified specimens from this area for expansion of the collections. We also appreciate being informed of taxonomic revisions.

- The Library/Collections Addition is provided for researcher/volunteer use. Books must remain in this room unless signed out in the office. Books may not be removed from Station property. Please return all library materials to their proper location when you are finished — this is not a staff responsibility. When you remove a publication from the shelf, please place a library Shelf Removal Notice in the place of the borrowed material pending replacement of the book/article. When the material is returned, please remove and dispose of the notice.
- Children (under 18 years old) of Station researchers are not allowed in the laboratories or research areas unless under their parent's direct supervision or as the guests of another researcher who then takes full responsibility for their conduct. In general, the use of laboratory space for entertaining children is discouraged as it may disturb other investigators or their projects and animals. Please do not ask to let your children keep "pets" (e.g., insects, that children catch) in the live animal holding facility — keep them in your quarters. Researchers and volunteers may not keep pets in the researcher areas.
- Researchers may store equipment between field seasons, for up to two years, in the loft of the shop or in storage lockers (see below). All equipment must be clearly labeled with year and name, and should be carefully boxed, size permitting. The loft is not animal-proof, so we recommend wrapping items in plastic bags and storing them in footlockers or plastic containers with tight lids. The Station does not provide these; remember to bring them with you. Stored materials must be registered in the office. Any unlabeled items or items not registered in the office will be discarded when the labs are closed for the winter; this includes materials left in refrigerators/freezers. Locked storage compartments are available at an annual fee of \$20.00/unit. Researchers are encouraged to share these spaces. Toxic and flammable materials may not be stored. No chemical storage.
- Upon completion of activities in any research area, the investigator must completely remove all research materials and trash, and leave the area in a spotlessly clean condition — this includes equipment, sinks, tables, drawers, floor, etc.

#### NONRESIDENT RESEARCHERS

- Researchers not in residence at the Station may use the library and collections for brief periods after registering in the office. We are happy to assist scientists in the area, but we cannot make regular use of facilities available to nonresident scientists or students. Researchers not housed at the Station may not pay a Station fee for regular use of the laboratories and Station equipment. Any questions regarding such activities will be decided by the Director

#### TECHNICAL EQUIPMENT LABORATORY, LIVE ANIMAL HOLDING FACILITY, COMPUTER ROOM, ANIMAL BEHAVIOR OBSERVATORY

- Researchers obtaining approval to use special use areas will be issued a key for the duration of the approved period. Anyone not having approved ongoing research activities in these building should not be in them. Acceptance of authorization to use the area implies acceptance of janitorial duties for keeping the entire area clean. Each researcher is expected to devote time toward this end on a weekly basis, usually on weekends. Nonparticipants in the communal effort will lose use privileges.
- Before using any requested equipment, the researcher must read the operations manuals and become competent with its proper operation and care. Repair of damage resulting from improper use is the financial responsibility of the investigator.

- Use of balances, microscopes, temperature chambers, freezer, chemical hood, voltage modulation equipment, etc., and space in these research areas is restricted to researchers having specific research goals requiring the space and equipment housed there. Specific needs must be addressed in writing. Use of these areas for limited times may be obtained by submitting to the Director a Use Form, in which you detail your requests, and list authorized individuals working with you.
- If you are using a computer at the Station, be sure to use a surge protector with it. We have had problems with power surges which could damage your equipment.

#### CHEMICALS/TOXIC AND RADIOACTIVE

- All highly flammable chemicals should be stored in the locked chemical shed, not in the laboratory. This includes substances such as white gas (for Coleman lanterns), acetone, ether, and 95% ethanol. No chemical wastes may be discarded into the septic system via sinks, etc. Do not leave unlabeled bottles, etc., around the laboratory or in refrigerators.
- All chemicals coming to the Station are to be removed by the scientist responsible for them when he/she leaves the Station. This is a strict "pack it in – pack it out" policy. The Station does not have the capacity to properly dispose of toxic waste materials. The policy covers alcohol, acetone, ethyl acetate, formalin, and other commonly employed laboratory chemicals. Return these materials to your home institution for safe disposal. If chemicals are left at the Station a charge of \$100.00, or more, will be invoiced to cover their disposal.
- Notify the Director concerning use of radioactive or toxic substances at the Station. Please file a copy of your permit to use radioactive materials with the Director. You are responsible for removal from Station premises of any radioactive or toxic materials you bring to the Station, and their subsequent safe and legal disposal. You must display signs on doors of rooms containing such materials. Storage in the refrigerators is restricted to designated and signed units. All containers must be prominently signed.

#### SHOP/TOOLS

- The shop tools and building materials therein are for the use of Station staff in maintaining the facility. Tools may be borrowed and waste/scrap materials may be obtained from staff members only upon request.
- Small tools are provided for researcher use. If you need to use these tools in the laboratory please sign them out on the list in the shop. Do not store tools at your laboratory space, but return them daily so that others may have access to them. If you need tools continuously, for more than two or three days, you will need to purchase your own.
- Larger tools (shovels, rakes, etc.) from the shop shed must be signed out from the office before being removed from SWRS property. Tool loans are for one day only, but may be renewed each day unless someone else needs them. Power equipment may not be used by researchers or volunteers.
- Researchers may only use tools from the locked shop with permission. With a staff member's assistance, researchers may borrow specific tools which must be signed out and checked in upon completion of projects. The Museum accepts no liability for injury due to improper use of tools. If you damage equipment, it is your responsibility to replace it. Remember to clean all work areas when you are finished.

## LIVE ANIMALS

- If you house live animals, as study subjects or as food for study subjects, their cages must be labeled with your name. You are responsible for their care and for cleaning their cages before you depart. Be aware that dermestid larvae and adults infest commercial mealworm and cricket shipments; destroy the dermestids upon their arrival, so they do not wreak havoc among our scientific collections. When ordering crickets or mealworms, be sure to give your name and set up your own account number. Also remember to cancel mealworm or cricket orders before you leave the Station.
- Use of outdoor enclosures, the Animal Behavior Observatory (ABO), and the Live Animal Holding Facility (LAHF) for housing experimental animals may be arranged through the Director.
- Venomous snakes, and other potentially dangerous animals, can only be kept at the Station with the approval of the Director. They must be kept in locked cages at all times.
- The housing of exotic animals at the Research Station is discouraged due to the possible introduction of detrimental species. If your research requires bringing nonnative species to the Cave Creek area please obtain the proper permits and discuss the matter with the Director before your arrival.

## STATION LIFE — COURTESIES

- Electrical appliances such as coffee pots, toasters, hot plates, refrigerators, etc., are not permitted in the living units. Check with the Director before using them in the labs. Food refrigerators for residents are provided in the laundry room and laboratory area (outside). Remember to label your personal items in the refrigerators. The lab refrigerators are only for research materials.
- If the electric power is off, please do not use water (i.e., toilet, sink, shower) unless you have been informed that the generator at the pumphouse is running.
- Please separate trash into crushed aluminum cans (for recycling) and trash (in plastic garbage bags) for the trailer. Spoiled food can be discarded in "Herman". Biological waste, such as carcasses, should be buried at a site away from the buildings (consult with the Director on site selection).
- Two public telephone booths are provided for incoming and outgoing calls. Please give these numbers (520-558-2265 and 520-558-2269) to colleagues, family, friends, and business associates. If you hear the pay phone ring, please answer it and try to locate the recipient of the call (or take a message and bring it to the office). We all benefit from everyone's cooperation. Please be considerate of others by restricting the time you tie up the line. Try to have callers reach you on the phone at prearranged times. The Station telephone line is for business and cannot be used for outgoing or incoming calls, except in emergencies.
- If you need a check cashed please notify the office before Thursday so we can pick up money in Douglas. We are limited in the amount of cash on hand, and cannot cash checks larger than \$200.00. Please plan accordingly. Weekly shopping is done in Douglas on Thursdays. We are happy to pick up items for residents (within reason). Please bring your requests to the office by 5:00 p.m. Wednesday evenings. You may add your requests to the "Personal Orders" list in the office — include money in an envelope with your name on it. For those needing film processing, the office has drop-off envelopes that can be filled out ahead of time and sent to Douglas.
- Residents are expected to maintain reasonable standards of cleanliness in their living quarters, including BQs. Cleaning is a shared responsibility of all the residents of BQs. These quarters are shared by many investigators, most of whom enjoy a clean and orderly living place.

Towels, pillows, blankets, and mattresses are not to be used outside rooms (e.g., in tents); this includes at the pool.

- Station residents may change sheets/towels on Wednesdays. Please bag dry items, hang wet ones on line. Help yourself to new linens in the linen room.
- The dining room is open at meal times only. If you prefer vegetarian meals, please sign up as a vegetarian and eat the vegetarian entree at meals; likewise, if you are a nonvegetarian, please stick to this fare — it's hard on the cooks if people switch back and forth. Meals must be consumed in the dining room or at the picnic tables — food should not be taken to rooms, labs etc. This goes for plates, glasses, silverware, etc. — please keep them in the dining room. Dining room furniture stays inside also. Please stick to the fare being served — familiarity with the kitchen does not give anyone the right to foods not put out by the cook.

### OFFICE SERVICES

- The Station office is open from 8:00 a.m. noon, and 1:00 p.m. to 5:00 p.m. Resident researchers, research assistants, volunteers are asked to limit their requests during summer months (June–August) to the following hours: 8:00–noon, 1:00–1:30 p.m., 4:00 –5:00 p.m. Please limit routine requests for photocopies, stamps, gasoline, information, keys, videos, etc., to these hours. The staff appreciates your cooperation.
- Photocopying of materials may be done by researchers/volunteers or left for staff to do when convenient. Charges are as follows:

	8-1/2 x 11	Oversize paper reductions, enlargements
You do:	\$.15/page	\$.25/page
We do:	\$.20/page	\$.30/page

- We can send/receive Faxes for you for a fee. You must have a telephone credit card to send a Fax. Telephone calling cards may be purchased in the office if you do not have a credit card. Please do not ask to use the Station phone, except in emergencies. (Our Fax number is 520-558-2396.) Charges are as follows:

	First page	Additional pages
Sending:	\$1.00	\$.25/each
Receiving:	\$.50	\$.25/each

- Researchers and research assistants may maintain a running charge bill for stamps, photocopies, gasoline, books, etc. Please be sure to indicate to staff which charges are research related and which are personal — separate lists will be maintained for final payment. Volunteers may not carry tabs.

### VOLUNTEERS

- The primary responsibility of volunteers is their work for the Station. As scheduling and time permit, they are expected to become involved with researchers' projects. Volunteers will choose with whom they would like to work, depending on their interests, researchers' needs, and research schedules. SWRS is greatly appreciative of, and encourages, researchers' efforts to involve volunteers in their research. We hope that researchers benefit from, and appreciate, the assistance volunteers may provide them. Being sure to explain the goals and rationale of your



research, taking an interest in volunteers as individuals, and expressing gratitude for their help all contribute to their continued high motivation and personal growth. Past experience has shown that the more you can involve a volunteer in your project, the more you, and they, will get out of it. They enjoy being given responsibility.

- Wages may not be paid to volunteers. On occasion a volunteer may temporarily change status to research assistant (researcher pays room, board, and Station fees), in order to give full-time attention to a research project. Please discuss the potential availability of this option with the Director or Assistant Director before making arrangements with a volunteer; at times it may not be possible. Any research activities of volunteers with non-SWRS researchers require prior approval of the Director.
- Once in a while a researcher may identify a person who would like to come to the station as a volunteer and assist with the researcher's project. These potential volunteers must go through the usual application process and, if accepted, may devote a major part of their research activity time to aid this researcher. Their presence at the Station, as volunteers, and scheduling of arrival and departure dates is to be determined by the staff in response to Station needs. If consulted, in advance of application time, we will try to adjust to researcher requests.
- If you want a volunteer to continue a project after you leave, you must get prior approval from the Director/Assistant Director, and arrange payment of Station fees. Volunteers should be given a checklist of responsibilities to be completed, including laboratory cleaning, storage of equipment, key return, etc. It is the researcher's responsibility to ensure that volunteers are fully prepared and capable of carrying out all your responsibilities to the Station after your departure. Future approval will be based on past performance.
- Graduate student researchers may be considered for the volunteer program if they are able to carry out all volunteer obligations while pursuing their research program. They must make timely application to the program and indicate their needs. Normally the length of their stay as volunteers is limited to 6–8 weeks, as with all volunteers.

## HEALTH AND SAFETY

- Smoking is not permitted in the main house nor in the units. Please restrict smoking to hard surfaces that cannot burn — i.e., roads, parking lot. Do not smoke in the woods. Please dispose of cigarette butts in the butt cans found around the Station, not on the ground. Nonsmokers resent having to pick up improperly disposed of butts — your litter.
- Familiarize yourself with our fire-fighting capabilities: alarm horns and dinner bell, fire extinguisher locations, water hose locations, fire tools, and water pumps (Cave and Pool Fire Stations). In case of a fire, the staff will direct you to either evacuate or help fight the fire. Candles may not be used in units, the main house, or laboratories. No campfires at tent sites on Station grounds.
- Researchers driving Cave Creek Road are cautioned to drive safely. This road is dangerous, with blind curves, animals, potholes, and stray birdwatchers, hikers, and bicyclists. Speeding researchers create an impression in the Portal community that nonresidents are not sensitive to local concerns.
- The Portal community has trained Emergency Medical Technicians (Portal Rescue) who can respond to medical emergencies (phone: 558-2222). Depending upon the situation, please notify the office before, or after, phoning Portal Rescue. Report all accidents to the office.
- The Station maintains a hiking log (in the entryway to the main house). Please register long hikes or overnight hikes on this log.

- Please report to the office any signs of mice in your room or lab area. We are taking precautions and eliminating mice from buildings because of Hantavirus (see notice on back of room door for further information).
- Enjoy the Station pool, but please observe the following rules. Swim during daylight hours and swim with at least one other person. Children must be accompanied by an adult at all times. (Note: the pool is emptied on Wednesdays for cleaning.)
- Be advised that black-tailed rattlesnakes may be found on Station grounds. Carry a flashlight at night. Supervise young children in play areas. Notify staff if rattlesnakes are found in the vicinity of human activity. If possible, have someone monitor the snake's location while another person obtains staff assistance in relocating the snake.

## GUESTS

- Researchers and volunteers anticipating visits by friends should make arrangements for accommodations and/or meals in advance. Before inviting a guest for a meal, please check with the Director or Assistant Director so it can be cleared through the kitchen and registered. If there is space, guests may stay in cabins at the standard naturalist rates. Guests who are not paying to stay at the Station may not camp on Station property (there are five nearby U.S. Forest Service campgrounds). Although we are glad to accommodate your guests for a few paid meals as a favor to you, please realize that nonresident guests do not have the same privileges as resident guests and should not become defacto social residents. Please check with the Director or Assistant Director before their arrival about lab visits, pool use, and other activities.

## DEPARTURE

- Preparations for leaving the Station should begin well in advance of your departure date. It will be necessary to obtain and complete a SWRS Departure Form before leaving. Researchers, assistants, and volunteers are responsible for completely clearing the laboratory and living space before leaving. Do not leave discarded materials in the laboratory.
- Stays of less than one week must be paid before departure. Invoices will only be issued for Station fees, not for personal items. All invoices must be settled within 60 days. After that time, a charge of 1.5%/month will be added to outstanding invoices.

## IN CONCLUSION

We hope that everyone has a personally enjoyable and a professionally productive stay at the Station. We hope that the regulations we have outlined and your cooperation in adhering to them will lead to achieving these goals. May we all get the most out of each day spent at the Southwestern Research Station.

Wade C. Sherbrooke, Ph.D.  
Director