

## **MARCELL RESEARCH CENTER**

Facility: Sq. Ft = 3542

- Handicap Accessible
- Smoke-free
- Fire and Security systems on site
- Telephone/ Fax: (218) 326-3152
- Conference Room:
  - Seats 30-36
  - Overhead Projector
  - Television, DVD, VCR
  - Erasable Wallboard
- Four Bedrooms:
  - Coded key box provided outside each room
  - Bunk bed in each room
  - Computer desk and chair/need own internet provider for hookup
  - Closet space
  - Bedding provided
- Four Bathrooms:
  - Two for guests with showers
  - Two for public use
- Washer and Dryer:
  - Must bring laundry supplies
- Full Kitchen:
  - Range, refrigerator (for food only), microwave, etc.
  - Table and chairs, seats eight. Must bring own dishwashing supplies.
- Laboratory:
  - Fume hood, emergency eyewash, refrigerator (for supplies only) and two electronic balances. Lab quality type 2 water available. No plumbing under sink or fume hood. Carboys are used and must be monitored closely.

### **POLICIES:**

- Reservations:
  - Must call for reservations:\* Security codes needed for entry.
- Conference Room Users:
  - Responsible for set-up, clean-up of conference room and kitchen area.
- Overnight Researchers:
  - Responsible for cleaning up after yourself. Bedding must be washed and beds made before departure.
  - Absolutely NO pets allowed.

- General Rules:
  - Whatever you install in the forest for your research must come out of the forest when you leave.
  - Under no circumstances are guests allowed to tamper with or modify any facility control system. Examples include: thermostats, electrical panels, heating, or cooling equipment, or other infrastructure devices.
  - Telephone use must be limited to ½ hour. Long distance calls must be collect or made with guests calling card.
  - Internet use is very limited. Dial up connection is available in bedrooms but shares a common line with the telephone. Internet used also limited to ½ hour.
  - Mechanical room is accessible to guests for access to clean supplies and slop sink. All other equipment is strictly off limits.
  - All government equipment is strictly for official use only. This includes ATVs, vehicles, etc. Unauthorized use can result in disciplinary action or eviction.
  - Due to liability reasons only NCRS trained staff may use power tools.
  - Keep all work confined to designated areas. Example: Picnic tables are not to be used for work benches.
  - Building is to remain secure at all times. Do not prop open doors unless you are working directly in sight. Windows must also be closed when not attended. Do not share code with anyone.
  - Guests must clean dishes BEFORE leaving the building. This means after each meal!
  
- Safety:
  - Individuals are responsible for adhering to all safety regulations which includes the following documents posted at the Marcell Experimental Forest sites:
    - Occupant Emergency Preparedness Plan
    - Safety and Health Plan
    - Chemical Hygiene Plan
    - Flammable Storage Plan
    - Health and Safety Code Handbook
    - Hazard Communication Program
    - Hazard Waste Guide

- Hazard Materials
  - Respiratory Protection
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- Safety (continued):
    - All chemicals used at the Marcell Research Center and the Marcell Field Laboratory must have Material Safety Data Sheets. A copy of the MSDS must be supplied so that it can be posted in the MSDS folder(s).
    - All chemical containers must be appropriately labeled - to cross reference to the MSDS, the owner, date, etc.
    - All Chemical containers must also be labeled with the National Fire Protection Agency (Hazard Ratings) for Health, Flammability, Reactivity and Specific Hazard.
    - Job Hazard Analysis (JHA's) must be reviewed and signed. If a specific job hazard exists with the research you are conducting it is your responsibility to identify the hazard so that an appropriate JHA can be documented.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your signature testifies that you have read and agree with the policies listed above. Please fax or email this signature page before arrival.

Email to [dkyllander@fs.fed.us](mailto:dkyllander@fs.fed.us) or fax (218) 326-3152

Read the attached JHA's; they must be signed on site - upon arrival - before the work starts.

Contacts:

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