

Marcell Research Center Policy

We appreciate your interest in staying at the Marcell Research Center (MRC). The MRC is located within the Chippewa National Forest and is a United States Forest Service (USFS) building. Tenants staying at the MRC and using National Forest lands must adhere to any Federal and State regulations in addition to their institutional policies and the MRC policies detailed below. A courteous and professional environment is expected of all who stay at the MRC and use the National Forest. Any questions/concerns can be directed to Katy Johnson or Randy Kolka (see below).

Contacts

Marcell Research Center

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Reservations

- To reserve a stay at the MRC, you must contact Katy Johnson (info above) for room availability
- There are 4 rooms, each with a bunk bed, for a total sleeping capacity of 8 people
- If rooms are available for the requested time, a *Request for Government Housing* form will be sent to you, along with further instructions for reserving your stay
- *Request for Government Housing* forms must be submitted at least one week prior to the requested arrival date
- Your stay at the MRC is not reserved until all paperwork is submitted and confirmed (asking for availability does not guarantee a room will be reserved for those dates)
- USFS staff may ask you to share a room with another tenant when space is limited
- Tenants are limited to 2 weeks of continual habitation – If additional days are needed, a new *Request for Government Housing* form must be submitted and confirmed

Facility

- 3542 square feet, handicap accessible, air-conditioned (smoking/pets prohibited)
- Fire, security, and emergency lighting systems on site with select electrical generator backup
- High speed internet/Wifi
- Conference Room (seats up to 30 people) with overhead projector, smart TV, DVD, VCR, printer/copier/fax, and erasable wallboard
- Four Bedrooms, each including:
 - Locking doors (keys provided upon arrival)
 - One bunk bed (bedding provided)
 - Computer desk, chair, and closet
- Four restrooms and two showers (towels not provided)
- Washer and Dryer (laundry detergent provided)
- Outdoor picnic tables and propane grill

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Facility (continued)

- Full Kitchen:
 - Range oven, refrigerator/freezer (food only), sink, microwave, dishes, cups/mugs, silverware/utensils, pots/pans, coffeemaker, teapot
 - Table and chairs (seats 8)
- Laboratory:
 - Fume hood, drying oven, refrigerator/freezer (no food), 2 electronic balances, deionized water, emergency eyewash

Policies

Parking:

- When loading/unloading your vehicle, tenants may park, for a brief period of time, on the west side of the building to use the side door if desired
- Any other time tenants are not attending a vehicle, it must be in the parking lot on the south (main entrance) side of the building

Paperwork:

- All paperwork is located on a shelf and in a hanger in the foyer just outside the kitchen area
- Upon arrival, each tenant will find an envelope with their name on it in the “Incoming” hanger containing documents requiring signature
- Envelopes with signed paperwork must be placed in the “Outgoing” hanger before departure
- Each tenant must also sign the following:
 - “Visitor’s Register” (once per stay)
 - Any applicable “Job Hazard Analysis (JHA)” documents (once per year)
 - “Marcell Research Center Policy” agreement (one time after 6/20/2019)

Sleeping Quarters:

- Upon arrival, tenants will receive a set of keys to their room and a general key (opens doors to common areas) in their envelope
 - If keys are mistakenly locked inside a bedroom, tenants can contact Katy Johnson (see info above) for assistance
 - Keys must be returned to the tenant’s envelope and placed in the “Outgoing” hanger before departure
- If MRC bedding is used, tenants must wash/dry all bedding and make beds before departure
- Tenants are encouraged to bring their own bedding if time will not allow for washing
- Two common use sleeping bags are provided in each bedroom closet
- Bedrooms must be tidied before departure

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Kitchen:

- Sponges, rags, dish soap, dish towels, and paper towels are provided
- Utilize empty cupboards in an effort to keep counters clear
- All dishes must be immediately washed, dried and put away after use
- Stove, counters, sink, and table must be wiped clean after each use
- Sink stoppers must be used to catch food when rinsing dishes and emptied in the garbage
- Laboratory chemicals/samples **cannot** be stored in the kitchen fridge/freezer (food/drink only)
- If the outdoor grill is used, ensure propane tank valve is tightly closed, all burners are turned off, and grill is clean after each use
- All perishable food must be removed from the fridge/freezer/cupboards before departure
 - If a tenant is unable to take their leftover food, they must make arrangements to share with another tenant or dispose of anything perishable
- If the kitchen garbage can is full, remove bag, place in green garbage bin in the shop, and replace bag (found under sink) in the kitchen can
- Consider labeling food items if multiple tenants are staying during the same time period

Conference Room:

- USFS staff have priority use of the conference room
- Do not enter the conference room during presentations/meetings, and keep noise levels down when in use
- A smart TV with apps is available - tenants must sign out of their accounts when not in use
- Tenants must return the conference room to its original setup when not in use
- Field/laboratory equipment may not be brought into the conference room without USFS staff permission

Laboratory Use:

- All chemicals used at the MRC and the Marcell Field Laboratory must have Material Safety Data Sheets (SDS) supplied for the posted SDS binders (located in hanger just outside the lab)
- All chemical containers must be properly labeled (to cross reference to the SDS, owner, etc.) and properly stored
- All chemical containers must be labeled with the National Fire Protection Agency (hazard ratings) for Health, Flammability, Reactivity and Specific Hazards
- Laboratory and chemical use must follow procedures and guidelines from the Hazard Communication & Chemical Hygiene Plan located in the "Safety" binder in the hanger just outside the Lab
- **No** food or drink may enter the lab, including the fridge/freezer which is for lab use only
- Lab sink drains into bucket underneath - tenants are responsible for emptying bucket after use
- USFS lab equipment and supplies may only be used if permission from USFS staff is granted
- Do not handle lab equipment and supplies of other tenants without permission to do so
- Utilize available cabinet storage in an effort to keep an open working space for all
- Consider labeling equipment/supplies if multiple working groups are staying at the MRC during the same time period

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Custodians:

- Tenants are responsible for cleaning up after themselves
- Custodians clean the common areas weekly during the summer months and every other week during the off season (typically on Fridays)
- Tenants should temporarily vacate common areas to allow custodians to clean
- Custodians will not enter/clean tenant's sleeping quarters when occupied
- A broom, mop, and slop bucket are available in the custodial closet located at the end of the hall by the sleeping quarters (use of any other items in the custodial closet is prohibited)

General Rules:

- **No** firearms may enter the Marcell Research Center premises (including the parking lot)
- **No** alcohol is allowed on the Marcell Research Center premises
- Installation of research infrastructure in the Marcell Experimental Forest must be approved by USFS staff prior to installation
- Any infrastructure installed in the Forest must be removed when no longer in use unless permitted by USFS staff
- Tenants are prohibited from modifying any facility control system (thermostats, electrical panels, heating or cooling equipment, etc.)
- USFS staff permission is required for use of any USFS equipment
- USFS staff permission is required for use of the shop/garage
- USFS staff permission and training is required for use of USFS power tools
- Keep all work confined to designated areas (lab work in the lab, etc.)
- Tenants must inquire about storage needs before arrival and plan to remove equipment contingent upon agreements made with USFS staff
- Turn off lights in unoccupied rooms
- Do not flush cleaning wipes, feminine products, etc. down the toilets
- Do not leave personal effects in the restrooms when not in use
- Visitations may be permitted with USFS staff permission, but overnight visitation is prohibited

Safety:

- Tenants must adhere to all safety regulations which includes the following documents posted in the "Marcell Research Center Safety" binder located in the hanger outside the Lab:
 - Occupant Emergency Preparedness Plan
 - Safety and Health Plan
 - Flammable Storage Plan
 - Health and Safety Code Handbook
 - Hazard Communication Program & Chemical Hygiene Plan
 - Hazardous Waste Guide

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Safety (continued):

- Any relevant Job Hazard Analysis (JHA) forms must be reviewed and signed **once per year**
 - Located in the “JHA” binder in the foyer just outside the kitchen area
 - JHAs can also be reviewed at <http://nrs.fs.fed.us/ef/marcell/contacts>, but must be signed at the MRC
 - If the provided JHAs do not cover a job hazard related to a tenant’s work, they are responsible for identifying the hazard so an appropriate JHA can be documented
- A defibrillator, first aid kit, and fire extinguisher are centrally located on the west wall in the kitchen near the recycling bins
- The building is to remain secure at all times:
 - Do not prop open doors unless you are working directly in sight and monitoring
 - Windows must be closed when not attended
 - Do **not** share the door access code with anyone
 - Do not silence any alarm unless it has been confirmed that there are no hazards present
- In the case of a power outage, a backup generator will provide power to critical systems (well, septic, emergency lights, critical kitchen appliances)
 - Contact USFS staff to notify of any power outages

Alarm System:

- If the alarm system is triggered due to a real risk (ex. fire), exit the building immediately, move a safe distance away, call emergency services, and notify USFS staff
- If the alarm system is triggered and there is no confirmed, immediate danger (ex. due to smoke from cooking) do the following:
 - Go to the ECS panel located in the foyer near the main entrance doors and follow the instructions posted on the wall near the panel.
 - **Important:** Immediately answer the phone call that will go through to the kitchen phone, follow the prompts of the caller and the instructions posted on the wall by the phone. The instructions include the security word, which must be provided to call off emergency personnel.
 - **Important:** In case of a false fire or other false emergency alarm trigger, you must *also* call the Itasca County Sheriff’s Office (218-326-3477) to notify them that emergency services are not needed
 - **Important:** If you fail to answer the phone and provide the security word and/or you fail to call the Sheriff’s Office, emergency services may be sent to the MRC building and false alarm fees will be charged – If this occurs, immediately notify USFS staff

Signature indicating understanding and adherence to the preceding policies and information is required upon arrival at the MRC. Failure to adhere to this policy can result in the loss of housing privileges. This policy and corresponding signature page are found in the “Marcell Research Center Policy” binder located in the foyer just outside the kitchen area. Thank you for your cooperation.