Updated 2018

570.689.9494 |www.lacawac.org

Field Station Guide

Lacawac Sanctuary Field Station

2 INTRODUCTION

Lacawac Sanctuary and Field Station is a nature preserve, biological field station, and environmental education center located in the Pocono Mountains of Northeastern Pennsylvania.

Lacawac Sanctuary’s mission is Research, Education and Preservation. Founded in 1966, Lacawac Sanctuary works to preserve Lake Lacawac, its watershed, the surrounding forest and historic structures; provide a venue for ecological research, scholarly interaction and the training of scientists; provide PreK-12 and collegiate education on environmental and conservation issues; and educate all ages and promote healthy living patterns and wellbeing through nature.

The purpose of this guide is to inform you about the resources, procedures and rules everyone using the research station needs to be aware of. If you still have questions please ask any of the Lacawac staff. Our website also contains complete and up-to-date information on fees, programs, applications, and resources available to station residents.

3 Lacawac Field Station CODE OF CONDUCT AND ETHICS

Lacawac Sanctuary is proud of its reputation as a membership organization that strongly values integrity, respect, and truthfulness. This reputation enables us to offer successful educational programming, to support ecological research by scientists, and to preserve over 550 acres for our community.

* We are committed to act honestly, truthfully and with integrity in all our transactions and dealings.
* We are committed to avoid conflicts of interest and the appropriate handling of actual or apparent conflicts of interest in our relationships.
* We are committed to treat every individual with dignity and respect.
* We are committed to be a good corporate citizen and to comply with both the spirit and the letter of the law.
* We are committed to act responsibly toward the communities in which we work and for the benefit of the communities we serve.
* We are committed to be responsible, transparent and accountable for all of our actions.
* We are committed to improve the accountability, transparency, ethical conduct and effectiveness of the nonprofit field.

Thank you for helping Lacawac continue its commitment as an organization that sets a positive example for our community.

Lacawac’s Code of Conduct and Ethics outlines the standards and policies that all of our volunteers, interns, researchers, guests and students are expected to observe as part of the Lacawac community. While this Code does not address all concerns of conduct that you may face, we hope it will give you the guidance you need to make decisions on a daily basis. And, we hope you will feel comfortable asking for guidance from the staff whenever you need help.

This Code of Conduct and Ethics (“Code”) applies to all interactions IN CONNECTION WITH Lacawac. All researchers, interns, students, volunteers and guests must be familiar with this Code and adhere to its policies.

This Code is not a comprehensive guide to all issues of conduct that researchers, interns, students, volunteers and guests may face. In dealing with problems not detailed in this Code or questions about this Code, researchers, interns, students, volunteers and guests should consult the President. These policies may be modified or updated at any time.

**3.1 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

It is Lacawac’s policy to observe all laws, rules, and regulations of government agencies and authorities. If federal, state or local law contradicts or is stricter then this policy, the law supersedes this policy.

**3.1.1 Discrimination and Harassment** Lacawac prohibits unlawful discrimination and/or harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or identification, or any other category protected by federal, state or local law, by researchers, interns, students, volunteers and guests whether the incidents occur on Lacawac’s premises or off- premises in connection with Lacawac activities or sponsored events.

**3.1.2 Workplace Violence** Lacawac does not tolerate workplace violence including threats, threatening behavior, harassment, intimidation, assaults and fighting, or similar conduct.

**3.1.3 Weapons Policy** Volunteers, interns, researchers, students and guests may not carry firearms or other weapons at the Lacawac.

**3.1.4 Illegal Drugs and Alcohol Policy** Volunteers, interns, researchers, and students are prohibited from distributing, possessing, being under the influence of or using illegal or unauthorized drugs on Lacawac property or in connection with Lacawac’s activities or sponsored events. No one may provide any alcoholic beverage to any person under the age of 21. Anyone under the age of 21 is strictly prohibited from consuming, possessing or distributing any alcoholic beverages on Lacawac premises or in connection with Lacawac activities or sponsored events. Individuals who violate this policy will not be allowed to continue to participate in Lacawac activities and may be asked to immediately leave the premises.

Volunteers, interns, researchers, students and guests may use medications prescribed by a health care provider, unless such medication interferes with the individual’s ability to engage safely in Lacawac activities and research.

3.2 COMMUNICATIONS

**3.2.1 Business Communications** Volunteers, interns, researchers, and students must not speak publicly (including Social Media) on behalf of Lacawac without direct authorization and permission of the President.

**3.2.2 Internet and Electronic Communications** Volunteers, interns, researchers, and students must not disclose Lacawac’s confidential information or acquire unauthorized Lacawac information in any manner, including but not limited to through the Internet or E-mail.

3.3 USE OF LACAWAC PRESERVE RESOURCES

**3.3.1 Equipment and Supplies-** All non-consumable equipment and supplies purchased by Lacawac directly or through Lacawac grant funds remain Lacawac property, including but not limited to office supplies, office furniture, computers, software, hardware, research supplies and equipment, and may not be used by Lacawac researchers, interns, students, volunteers and guests for personal reasons.

**3.3.2 Political Activity** Lacawac encourages researchers, interns, students and volunteers to participate in the political process on their own time and under their own name with no reference to Lacawac. Employees may not use Lacawac’s resources, name or assets to support a political party or candidate.

**3.3.3 Non-work Related Interests** Researchers, interns, students and volunteers may not use the facilities to promote non-Lacawac related interests or the interests of third parties without prior consent of the President.

3.4 PRIVACY AND CONFIDENTIALITY

**3.4.1 Confidential Information** Researchers, interns, students and volunteers must exercise care to avoid disclosing confidential, non-public, internal, or proprietary information related to the Lacawac or its students, donors, volunteers, interns and researchers, to unauthorized persons, either within or outside Lacawac, except as is legally mandated or approved by Lacawac.

3.5 REPORTING ACTUAL OR SUSPECTED VIOLATIONS OF THE CODE

**3.5.1 Requirement to Report Actual or Suspected Violations of the Code** Researchers, interns, students and volunteers must report any actual or suspected violations of this Code to the President. Failure to report any actual or suspected violations of the Code is in itself a violation of this Code.

**3.5.2 Non-Retaliation Policy** Retaliation against researchers, interns, students and volunteers for raising a good faith concern or complaint, or for participating in an investigation into any such concerns, is strictly prohibited. Retaliation is a serious violation of this Code and must be reported immediately to the President.

**3.5.3 Investigation of Alleged Violations of the Code** All inquiries, complaints, and reports will be promptly investigated under the direction of the President. Researchers, interns, students and volunteers are expected to cooperate in the investigation. To the extent practicable and consistent with the needs of any investigation, the identity of anyone who reports a suspected violation or who participated in the investigation will remain confidential. If you are unsure whether a violation has occurred, Lacawac encourages you to seek advice from the President.

3.6 ZERO-TOLERANCE POLICY TOWARD VIOLATIONS OF THE CODE

Lacawac takes a zero-tolerance approach to violations of this Code, including: (1) failure to report actual or suspected violations of the Code, (2) or retaliation against individuals reporting violation of the Code. Researchers, interns, students and volunteers that are found to have violated this Code or retaliated against for having made a reported a violation of this Code, will face appropriate disciplinary action including termination of their relationship with Lacawac and removal from the premises.

4 SAFETY/EMERGENCIES

In case of serious emergency, such as fire or personal injury, dial 911. For lost persons or other lesser emergencies, notify the Main Office (570-689-9494), the President (570-956-2998) or the Director of Science and Research (603-377-0118).

All phones are tied into area 911 emergency response. Please inform a member of the staff of any emergency even if you are taking someone to the doctor or hospital yourself. Our “physical address” for 911 purposes is: 94 Sanctuary Road, Lake Ariel PA 18436.

Fire extinguishers are available in all buildings. Everyone should make themselves familiar with the location of extinguishers. Do not tamper with smoke detectors. Notify the main office (570-689-9494) if a smoke detector needs new batteries or is malfunctioning. Smoking is not allowed in any building or on property except at the designated smoking area outside of the lodge.

First aid kits are available in all buildings. In case of accident, do not move victim; notify the staff; and wait for qualified person to assist.

5 RESEARCH

Station users are responsible for knowing and employing appropriate laboratory and field environment research procedures and regulations (home institution, Federal, state, and otherwise). Common use equipment includes fridges, freezers, incubators, microscopes. The station solicits requests for equipment needs when funds are available. Use of field sites on station property must be approved by the Director of Science and Research.

**5.1 RESEARCH PROPOSALS** Everyone conducting research (including students conducting research projects for classes) must submit a Research Proposal before work begins. The purpose of this proposal is to prevent conflicts among current projects, record all manipulative activity to minimize impacts on future research, and minimize the chance that the proposed research will be impacted by previous work. In other words, it is for your own good, and the good of Lacawac. Details of field procedures must be included.. You must also specify the timetable for your research. Unless otherwise notified, your work will be considered complete at the end of the timetable, and your plots, material, labels, equipment will be deemed abandoned. Please make sure any flagging material you use in the field is identified with your name and date, including the year. Research Proposals should be submitted to the DSR for review. The DSR will submit research proposals to Lacawac’s Science Committee for further review.

**5.2 RESEARCH STORAGE AND FIELD MARKINGS** All researchers are required to completely clean up all research plots, material and equipment at the termination of their project or phase of project. Research litter and abandoned material is a major nuisance for staff and all users of Lacawac. Researchers should get permission from the DSR before storing any research materials at Lacawac. Once permission is received, all stored research materials and space must be clearly labeled with your name and date. This includes all material in refrigerators, incubators and freezers. Unlabeled material of any kind will become the property of Lacawac and redistributed to anyone who asks, or discarded. This includes lumber, other field supplies, equipment, etc.

5.3 RESEARCH IN LAKE LACAWAC & HERON AND GOLDEN PONDS No outside vessels are allowed in any of the water bodies with in Lacawac boundaries. Boats for research use can be reserved with the DSR. Each person in the boat must have a Coast Guard approved floatation device, available in the boathouse. Waders and sampling equipment that have been used in off-site waters must be cleaned with a 4-10% bleach solution before being used in Lake Lacawac or the ponds. Before going out on the water, please sign out at the boathouse. Boats must be returned to the rack or placed upside down and secured on the dock. Oars and life jackets must be returned to the boathouse. Do not leave sampling equipment on the docks, the stone patio, or in the boathouse.

6 BIOLOGICAL COLLECTING

Residents should remember that Lacawac has a special responsibility to conserve the flora and fauna of the area. Indiscriminate collecting has led to the depletion of the habitats surrounding many field stations. Therefore, please help to preserve Lacawac biota by refraining from picking or collecting any plant or animal material unless they are part of an approved research program and you have explicit permission from the DSR. Unapproved collection of geological, archeological or historical material or any items from station property is also prohibited. Lacawac reserves control rights for all objects and materials within its boundaries.

7 DR. SUSAN S. KILHAM RESEARCH LABORATORY AND EQUIPMENT USE

Almost all the equipment you see at the station is available to you. BUT please consult with the Director of Science and Research before using station property.

**7.1 LAB SPACE** If you are conducting research at the station and paying user fees you are entitled to lab space that fits your needs. Please discuss your needs with the DSR before moving into any space or counting on the use of any equipment or facility.

**7.2 LABORATORY SAFETY** All laboratory users are required to follow standard safety protocols. If you are unsure about safe lab procedures, you must ask for assistance. Cleaning, safety and security in your research space are your responsibility. Food and Drink are not allowed in the laboratory space. Prior to using our laboratory for the first time, our Director of Science and Research will complete a walk-through.

**7.3 EQUIPMENT BORROWING** A variety of basic lab and field equipment (measuring tapes, thermometers, tools, etc.) is available for borrowing in the lab. If you have critical needs, please check with us before coming to the station.

**7.4 REFRIGERATORS & FREEZERS** Food storage by station residents is NOT permitted in ANY refrigerator or freezer in the laboratory. Items stored in refrigerators or freezers without clearly visible names and dates will be discarded promptly. Flammables cannot be stored in any refrigerators on the station.

**7.5 CHEMICAL SAFETY AND WASTE DISPOSAL** Dumping lab or household waste such as formalin, paint, paint thinner or other toxics down the drain can cause the sewage treatment system to fail. They are also not decomposed before they are released into the surface water leading away from the station. Pouring chemical waste down the drain constitutes illegal toxic waste dumping into the surface water. IF IN DOUBT, DO NOT DUMP IT DOWN THE DRAIN. All chemical waste must be placed in approved containers with labels. Researchers are responsible for bringing their own disposal containers and arranging the disposal of all chemical, sharp, and biohazardous wastes. Researchers leaving behind unused chemicals, chemical baste, sharps, or biohazardous wastes will be billed by Lacawac for their disposal. No radioactive material is permitted at Lacawac.

All containers in all lab spaces must be labeled with contents and owners name (including squeeze bottles). Secondary containers must be labeled with a complete description of their contents, including concentration. Remember to store acids and bases separately. No food is permitted in laboratory spaces.

A Safety Data Sheet (SDS/MSDS) must be submitted to the DSR for each chemical brought to Lacawac. You may be asked to submit a detailed chemical safety plan.

8 HOUSING

Your accommodations should be clean and ready for you when you arrive. No bedding, towels or toiletries are provided unless special arrangements are made in advance. Report any problems to staff. Residents are responsible for normal cleaning during their stay. Maintenance needs should be reported to thePresident, Craig Lukatch (craig.lukatch@lacawac.org or 570.956.2998). Cleaning supplies are available in all buildings.

Please do not move furniture, appliances, mattresses, garbage cans, or any other items between residences or out of common use areas without permission from the Staff.

**8.1 ARRIVALS AND DEPARTURES** It is extremely important that the staff know exactly when you are arriving and leaving. This is to ensure that you are billed properly for your use of the Laboratory and residential facilities. Please be sure to advise them as far in advance as possible about your plans.

**8.2 GUESTS** Overnight visitors to the station are welcome when space is available. If you are expecting guests, advanced notice must be given to the main office at the Visitors Center during business hours (9:00a.m. - 3:00p.m.). Regular station rates apply for guests unless other arrangements are made in advance. Please contact the Lacawac Main Office for current facilities rates. Camping is NOT allowed under any circumstances.

**8.3 PLUMBING** Plumbing at the station is very fragile. It is not the regular municipal-style system we are all used to. It is absolutely imperative that nothing but human waste and tissue be flushed down the toilet. Similarly, no strong solvents, concentrated cleaning agents, or other household or laboratory chemicals should be poured down any drain. This goes for all residencies and laboratories. This cannot be stressed strongly enough.

**8.4 HOUSEKEEPING** Station residents are responsible for the cleaning of the residential buildings of the while in residence of these buildings. Cleaning supplies are available in each residence.

Cleaning of the common areas of residential buildings should occur on a regular basis. Residents share the responsibility of cleaning the kitchen, dining area, living room, bathrooms, and porches. Residents are encouraged to clean their bedrooms on a weekly basis as well, but in general it will be up to the occupants of each bedroom to determine a cleaning schedule amongst themselves.

However, Lacawac staff reserves the right to request residents to clean their bedroom or institute a cleaning schedule of bedrooms in the event a new party is added to the room, a resident of a bedroom complains of the condition of their bedroom, or staff deems a bedroom a health hazard and unsafe for occupancy.

Upon check-out from station residencies, residents are required to clean their bedrooms (remove linens and all garbage) and remove ALL of their food items from the fridge. Under no circumstances should residents leave behind any items (food or non-food).

**8.5 GARBAGE** Line all trash cans with plastic liners available in the storage space. Garbage is collected every Monday from the large garbage bins located in the kitchens of each residence. All trash must be placed in these cans for removal. Aluminum, glass, plastic (1 & 2), newspaper, and cardboard are able to be recycled.

**8.6 QUIET HOURS** Quiet hours are 11:00 p.m. to 7:00 a.m. Please remember that station residents keep widely varying hours and that noise travels easily. All residents must respect requests from other residents for reduced noise irrespective of the hour.

**8.7 LAUNDRY** The laundry room is located in the basement of the Visitor Center. One washer and dryer are available for station use. Residents must provide their own laundry soap. A sign up sheet is available for days and times at the Visitor Center.

9 VEHICLES / PARKING

Parking is available in the lots near the lodge and Ice House. Lacawac is not responsible for any thefts or damage to resident's vehicles.

10 COMMUNICATIONS

**11.1 TELEPHONE** There are no public phones at the station. Phone messages can be left at the Main Office (570-689-9494).

**11.2 CELL PHONES** There is fairly decent cell phone coverage at Lacawac.

**11.3 INTERNET** There is internet service in each residence and the laboratory for use by the residents and guests.

**11.5. Postal, USPS, UPS and FEDEX:** Your Name c/o the Lacawac Sanctuary, 94 Sanctuary Road, Lake Ariel PA 18436

11 LYME DISEASE PREVENTION (ADAPTED FROM THE CDC)

Ticks and ticks carrying Lyme disease are present at Lacawac. To reduce the risk of tick (and other insect) bites the Lacawac staff recommends the following guidelines adapted from the Center for Disease Control:

1. Wear light colored long-sleeved shirts and pants, closed toed shoes, and long socks. 2. Use a repellent with DEET (on skin or clothing) or permethrin (on clothing and gear). 3. Body and clothing checks for ticks after being outdoors. If a tick is attached to your skin for less than 24 hours, your chance of getting Lyme disease is extremely small.

12CONTACT INFORMATION

**15.1 Lacawac Sanctuary VISITORS CENTER AND MAIN OFFICE 570-689-9494**

**15.2 Lacawac STAFF**

15.2.1 Craig Lukatch, President, craig.lukatch@lacawac.org, cell: 570-956-2998

15.2.2 Beth Norman, PhD, Director of Science and Research, beth.norman@lacawac.org, cell: 603-377-0118

**15.3 Emergencies**

• Dial 911

• Lakeville Volunteer Fire Department

• State Police

13 IN NEED OF MEDICAL CARE?

16.1 Wayne Memorial Hospital, 601 Park St, Honesdale, PA - (570) 253-8100 (17.2 miles from Lacawac)

16.2 Hamlin Family Health Center, 543 Easton Turnpike, Suite 105 Lake Ariel, PA (Hamlin)

570-689-9965 (7miles from Lacawac)