

# Field Station Guide

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LACAWAC SANCTUARY FIELD STATION

Updated 2019

570.689.9494 | [WWW.LACAWAC.ORG](http://WWW.LACAWAC.ORG)

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
- educate all ages and promote healthy living patterns and wellbeing through nature

This guide will inform you of Lacawac's resources, procedures and rules. If you still have questions, please ask any of the Lacawac staff. Our website is a source of up-to-date information on fees, programs, applications, and resources available at Lacawac.

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### *1 CODE OF CONDUCT AND ETHICS*

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Lacawac Sanctuary strongly values integrity, respect, and truthfulness. These values enable us to offer successful educational programming, to support ecological research by scientists, and to preserve over 550 acres for our community. Thank you for helping Lacawac set a positive example 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.

Lacawac's Code of Conduct and Ethics outlines the standards and policies that all members of the Lacawac community are expected to observe.

This Code of Conduct and Ethics ("Code") applies to all interactions IN CONNECTION WITH Lacawac. All researchers and their 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 may face. In dealing with problems not detailed in this Code or questions about this Code, please consult the President. These policies may be modified or updated at any time.

## 1.1 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 than this policy, the law supersedes this policy.

**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.

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

**Weapons Policy:** Firearms or other weapons are not permitted on Lacawac grounds or in any Lacawac building.

**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.

## 1.2 COMMUNICATIONS

**Business Communications:** Volunteers, interns, researchers, and students must not speak publicly on behalf of Lacawac without direct authorization and permission of the President.

**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.

## 1.3 USE OF LACAWAC RESOURCES

**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.

**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.

**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.

#### **1.4 PRIVACY AND CONFIDENTIALITY**

**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.

#### **1.5 REPORTING ACTUAL OR SUSPECTED VIOLATIONS OF THE CODE**

**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.

**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.

**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.

#### **1.6 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.

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## 2 RESEARCH

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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.

### **BEFORE CONDUCTING ANY RESEARCH ACTIVITIES, YOU MUST:**

- Have an approved Lacawac Research Proposal**
- Submit a signed Liability Form**
- Complete a laboratory safety walk through with the DSR (lab users only)**

### **2.1 RESEARCH PROPOSALS**

Everyone conducting research (including students conducting research projects for classes) must submit a Research Proposal to the DSR before work begins. Proposals are reviewed by the Lacawac Science Committee to ensure congruency and compatibility among past, current, and future projects and to maintain the standards of scientific rigor. Proposals must include details of field procedures and a timetable for your research. Proposal applications are found on the Lacawac website. The DSR will submit research proposals to Lacawac's Science Committee for further review. Please allow 30 days for review.

### **2.2 CONDUCTING RESEARCH: GENERAL GUIDELINES**

**Sign-in Procedure:** Researchers must sign in and out at the Visitor's Center every day they are on-site. The sign-in sheet is located in a binder in the Visitor's Center lobby and is accessible even when the office is closed. Required information includes researcher's name, institution, and hours on site.

**Field Equipment:** Researchers must schedule use of boats, field vehicles, and Lacawac field equipment with the DSR in advance. The appropriate keys and access codes will be provided by the DSR as needed. DO NOT use Lacawac equipment without permission from the DSR.

**Storage:** 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, freezers, and storage areas. 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. See Section XXX for chemical storage guidelines.

**Field Markings:** Please label field markers (e.g. flagging tape, flags, stakes) and any deployed equipment (e.g. sondes, traps, cameras) with your name, institution, and date. DO NOT remove or relocate any

existing field markers or deployed equipment that does not belong to you. Notify the DSR if existing markers or equipment are interfering with your research.

**Water Bodies:** No outside vessels are allowed in any of the water bodies within Lacawac boundaries. Boats for research use can be reserved with the DSR. Each person in the boat must wear 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. 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.

**Biological Collecting:** Refraining from picking or collecting any plant or animal material unless they are part of an approved research program. Unapproved collection of geological, archeological or historical material or any items from station property is prohibited. Lacawac reserves control rights for all objects and materials within its boundaries.

## 2.3 COMPLETING RESEARCH

All researchers are required to completely clean up all research plots, material and equipment within 6 months following the termination of their project or phase of project.

Lacawac requests that researchers fill out an exit survey upon completion of their projects. This survey provides valuable feedback to Lacawac staff regarding your experience at the Sanctuary.

Please acknowledge Lacawac in any publications or press regarding projects conducted at the Sanctuary.

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## *3 USE OF THE DR. SUSAN S. KILHAM RESEARCH LABORATORY*

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### 3.1 LAB USE

**Lab Sign-in Procedure:** Users of the Kilham Lab must sign in each day. The lab sign-in sheet is located on the wall inside the door. Groups may sign in as one unit, with the number of people in the group indicated on the sign in sheet.

**Lab Rules:** Researchers must complete a safety walk-through with the DSR before using the Kilham Lab. The Kilham lab is a shared space and researchers are expected to keep their work areas clean and safe. Benches must be clear, clean, and disinfected with a 70% ethanol solution at the end of each day. Lacawac staff sweep and mop the lab floor weekly, but researchers are expected to clean up any spills or mud tracks as they occur.

No food or drink are allowed in the Kilham lab at any time. Food storage by station residents is NOT permitted in ANY refrigerator or freezer in the laboratory. There is a refrigerator in the office of the Visitor's Center that researchers can use for small amounts of food storage.

Short and long-term bench, fridge, and freezer storage space is available. Please make arrangements with the DSR before arrival. All samples and equipment must be labeled with the researcher's name, institution, and date.

All materials, samples, chemicals (see below), and equipment must be removed from the lab within 6 months following the completion of a research project unless other arrangements are made with the DSR. Abandoned equipment will become property of Lacawac Sanctuary.

### **3.2 USE OF LAB EQUIPMENT**

The Kilham Lab contains a variety of analytical equipment that is available for research use. Researchers must schedule use of this equipment with the DSR. Approval for use may require being trained on a specific piece of equipment. Settings or programs of equipment may not be changed without permission from the DSR.

A variety of standard lab glass and plastic ware is also available to researchers. Check with the DSR before arrival if you have specific needs. Researchers are responsible for cleaning, drying, and re-shelving all lab ware used at the end of each day. Only use lab ware from Lacawac shelves. Do not use lab ware or equipment belonging to other research groups.

### **3.3 GENERAL LABORATORY SAFETY**

All laboratory users are required to follow standard safety protocols and conduct themselves in a responsible manner at all times. If you are unsure about safe lab procedures, you must ask for assistance.

General lab safety guidelines include:

- Tie up long hair, do not wear dangling jewelry, and wear close-toed shoes
- Use proper personal protective equipment when necessary, including gloves, goggles, lab coat
- Keep your work area clean. Disinfect your bench top space and work area with 70% ethanol when you are finished for the day
- Discard glass in the appropriate container
- Be aware of the location of the exits, fire extinguisher, spill kit, first aid kit, and eye wash station
- Turn the inside and outside lights off and lock the doors if you are the last person leaving
- Wash your hands before leaving the lab

### **3.4 CHEMICAL SAFETY AND WASTE DISPOSAL**

**Outside Chemicals:** All chemicals brought to the lab must be included in the Research Proposal and be approved by the DSR and Science Committee. Researchers must provide a hard copy of the MSDS/SDS for each chemical must be provided to the DSR. You may be asked to provide a detailed chemical safety plan. All chemicals must be labeled with the researcher's name, institution, and date. Secondary containers (including squeeze bottles) must be labeled with a complete description of their contents, including concentration. Chemicals must be stored in the proper location (i.e flammables cabinet, acids

cabinet). No radioactive material is permitted at Lacawac. All spills and accidents should be reported to the DSR immediately.

**Waste Disposal:** The lab is NOT equipped with the same type of septic system or waste disposal capabilities found in university labs. Chemical waste disposal is therefore a major concern. Researchers must remove their own chemical waste. 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 waste, sharps, or biohazardous wastes will be billed by Lacawac for their disposal.

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## 4 HOUSING

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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. Maintenance needs should be reported to the Building and Grounds Supervisor.

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.

Camping is NOT allowed under any circumstances.

### 4.1 ARRIVALS

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 and notify them of any changes.

If you arrive during office hours, stop at the Visitor's Center to receive your keys and welcome packet. If you arrive after hours, these items will be left for you in an envelope in the key drop located in the Visitor's Center lobby.

### 4.2 HOUSEKEEPING AND HOUSE RULES

**Cleaning Common Spaces:** Station residents are responsible for the cleaning of the residential buildings while in residence of these buildings. Cleaning supplies are available in each residence. Residents share the responsibility of cleaning the common areas on a regular basis. Regular cleaning includes sweeping the kitchen, dining area, living room, bathrooms, and porches, wiping down counters, table tops, stove tops, and microwave interiors, and keeping all living spaces tidy.

**Cleaning Bedrooms:** 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. 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 bedroom occupant complains of the condition of their bedroom, or staff deems a bedroom a health hazard and unsafe for occupancy.

**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. If these bins are full before pick-up, contact the President or DSR via email.

**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.

**Laundry:** The laundry room is located in the basement of the Visitor Center. One washer and dryer are available for station use. Sign up to use the washer and dryer in the kitchen area of the Visitors Center. DO NOT use the washer/dryer if someone else is signed up. Residents must provide their own laundry soap. Please remove clothes promptly.

#### **4.3 FOOD PREPARATION AND STORAGE**

The kitchens in all of the residences are stocked with cookware, flatware, and tableware.

Residents are welcome to store food in the refrigerators and freezers in all residencies. Food should be labeled and the refrigerators should be kept clean and tidy. Please try to keep the right side of the commercial fridge in the Lodge clear for catered events.

Dry food storage is also available in each residence. All dry food should be labeled.

#### **4.4 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.

#### **4.5 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.

#### **4.6 CHECK OUT PROCEDURE**

Bedrooms must be cleaned upon check out. Cleaning includes removing bed linens (if provided by Lacawac) and placing them at the foot of the bed, wiping down table tops, emptying the trash, and sweeping the floor. If you are the only occupant in the residence, the same cleaning regimen needs to be applied to the bathrooms, dining, living, and kitchen areas.

All food must be removed from the refrigerator, freezer, and dry storage. Any dishes used must be cleaned, dried, and put away.

All lights should be turned off, door(s) should be locked, windows closed, and the thermostat should be turned down to 45 degrees (if the only occupant).

Keys should be dropped in the box located in the Visitor's Center lobby.

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### *5 VEHICLES / PARKING*

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Sanctuary Road and Great Camp Trail are narrow roads that support 2-way traffic. The speed limit on both roads is 15 mph. Please do not exceed this limit and drive carefully. Lacawac reserves the right to restrict road use by those who violate this limit.

Vehicles are not allowed on Lacawac trails (excluding the Great Camp Trail). Exceptions for research may be made by the DSR based on need.

Lacawac may restrict vehicle use on the Great Camp Trail during certain times of day based on K-12 field trip schedules and bus arrival/departures. Researchers will be notified in advance of any pending restrictions.

Parking is available in the lots near each residence and at the Visitor's Center/Kilham Lab. Lacawac is not responsible for any thefts or damage to resident's vehicles. The Watres Center driveway and parking area is used for bus loading and unloading and is therefore not available for parking at any time.

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### *6 COMMUNICATIONS*

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#### **6.1 TELEPHONE**

There are no public phones at the station. Phone messages can be left at the Main Office (570-689-9494). There is fairly decent cell phone coverage at Lacawac.

#### **6.2 INTERNET**

There is wireless internet service in each residence and the laboratory for use by the residents and guests. Wireless Password: cleVERRACoon358

### 6.3 PACKAGES AND MAIL

Packages and mail can be sent via postal, USPS, UPS and FEDEX (Your Name c/o the Lacawac Sanctuary, 94 Sanctuary Road, Lake Ariel PA 18436). Packages will be kept at the Visitor's Center for pick up.

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### 7 OTHER CONSIDERATIONS

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Lacawac is home to many forms of wildlife, including bears, osprey, eagles, deer, beaver, wood chucks, squirrels, bats, and snakes. Please do not handle or feed the wildlife!

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 Centers for Disease Control, which include wearing light colored clothing, pants, closed toed shoes with long socks, and a CDC recommended repellent. Check for ticks after being outside. See <https://www.cdc.gov/lyme/index.html> for more information on Lyme disease prevention.

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### 8 LACAWAC STAFF CONTACT INFORMATION

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

President: Craig Lukatch, [craig.lukatch@lacawac.org](mailto:craig.lukatch@lacawac.org), cell: 570-956-2998

Director of Science and Research (DSR): Beth Norman, [beth.norman@lacawac.org](mailto:beth.norman@lacawac.org), cell: 603-377-0118

Facilities Manager: Roy Chesser, [roy.chesseri@lacawac.org](mailto:roy.chesseri@lacawac.org), cell: 570-604-5485

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### 9 EMERGENCIES AND MEDICAL CARE

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In case of serious emergency, such as fire or personal injury, dial 911. For lost persons or other lesser emergencies, notify the Visitor's Center (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.

### **9.1 EMERGENCY NUMBERS:**

- Dial 911
- Lakeville Volunteer Fire Department: (570) 226-2607
- State Police, Honesdale: (570) 253-7126

### **9.2 MEDICAL CARE**

Wayne Memorial Hospital: 601 Park St, Honesdale, PA, 570-253-8100 (17 miles from Lacawac)

Hamlin Family Health Center: 543 Easton Turnpike, Suite 105 Lake Ariel, PA , 570-689-9965 (7 miles from Lacawac)