



Operational Procedures SUNY Oneonta Biological Field Station



Laboratories:

1. Be considerate of others. If classes are in session, maintain quiet.
2. No pets are allowed in buildings.
3. Field gear is only to be worn in utility areas.
4. Before any use is authorized the BFS Safety and Health Manual and the College Laboratory Safety Guideline Program must be read and understood.
5. Upon entering any room note the location of fire extinguishers and exits.
6. Work should be done during normal hours (8am to 10pm) Monday through Friday if possible. If one must be in the building or on the premises at odd hours, notify BFS personnel ahead of time. Individuals working after normal hours are responsible for the security of building. **ALL DOORS TO ROOMS AND EXITS MUST BE LOCKED UPON LEAVING.**
7. If any instruments are to be left running, or other procedures left unattended, notify BFS personnel.
8. If items are borrowed from another's work space, leave a note so they may be traced. Checkout sheets are posted on the door of every room. Materials removed from those rooms should be noted on them.

Thayer Farm Shop & Boathouse:

Use of power tools is NOT authorized except by permission, after instructions concerning use have been received and the BFS Safety and Health Manual has been read and understood. Hand tools may be used outside the shop only for brief periods and should be recorded on the checkout sheets provided. **PERSONS USING THE SHOP ARE RESPONSIBLE FOR CLEANING THEIR WORK SPACES AND REPLACING TOOLS IN THEIR PROPER PLACES BEFORE LEAVING.**

Library:

1. Books containing library cards may be checked out and removed from the stacks. The cards should be filled out with the borrower's name and the date and filed in the box provided.
2. Books may be checked out for as long as needed, provided they are not in demand by others. When a book is in demand a two week limit may be imposed.
3. When books are returned they, and their cards, should be returned to their proper places in the stacks.
4. Journals, reprints and books not supplied with library cards may NOT be removed from buildings and must be replaced on the shelves they were removed from at the end of the day.
5. Books are available for campus or interlibrary loan when not in demand on site. Milne library must arrange for transportation of books; however Field Station personnel will cooperate in this process where possible.

In the Field:

1. Follow items noted in "Policy on Field Station Academic Use".
2. Upon entering upland areas close gates and replace locks.
3. Work only in areas for which you have authorization to enter.
4. If use is made of field labs, follow laboratory procedures (above).
5. Before leaving, replace items used, make sure stoves and lanterns are turned completely off and lock doors securely.

Dock Areas:

1. Use of boats are not authorized except by permission of Field Station staff, after reading the BFS Safety and Health Manual, and after the person requesting use demonstrates competency regarding line handling and engine operation to the person authorizing use. It is the boat operator who is responsible for all passengers' use of PFDs and additional safety devices and their activities in the boat regarding safety and navigation. HIS OR HER DIRECTION MUST BE FOLLOWED REGARDING BOAT UTILIZATION AND SAFETY SINCE HE OR SHE IS LIABLE FOR ALL PERSONNEL, ANY ONBOARD EQUIPMENT AND THE VESSEL ITSELF.
2. Do not jump into or drop heavy objects on docks or in boats to avoid damage and injury.
3. Before using any boat, note position and length of lines. When returned boats must be moored EXACTLY THE WAY THEY ARE FOUND or serious damage may result.

Responsibility and Enforcement:

It is the responsibility of all students and faculty to advise individuals that are acting in violation of these "Operational Procedures". This document has been designed to make the normal routine safer, to protect equipment and to maintain more efficient use of equipment and supplies. Every statement included came into being because of damage, loss of materials and potential or actual injury to personnel in the past.

Individuals noting chronic violations of these procedures by others should notify the proper BFS personnel. Faculty and students will be made cognizant of their actions. If Field Station personnel, after consultation with the Director, determine that an individual is not responsible or mature enough to follow these procedures, the privilege of Field Station use will be terminated.