In case of injury:

*** For life threatening emergencies call 360-378-4141 from your cell phone or 911 from the lab phones. Our excellent Island EMTs will respond quickly.

** For serious injuries (that do not need immediate attention), go to or have someone drive the patient to the Inter-Island Medical Clinic at the top of Spring Street at 550 Spring St. W. After hours, you must call the on-call doctor. Use the phone by the Clinic’s front door and dial 360-378-2141.

* For minor injuries you can find basic first aid supplies in the Laboratories, Fernald Building and the Stockroom. (see Safety Bulletin Board in each lab)

You must complete an accident/incident report for injuries incurred while working at FHL. This report can be found on line at EHS’ Web site http://www.ehs.washington.edu/ohsoars/index.shtml.

In case of fire:

First call 911 on lab phones. Then call the caretakers.

Never fight fire by yourself... Wake people up!

One word of caution: The Town will bill us for a false alarm.

In case of a major disaster:

Please assemble at the Fernald Lab parking lot, Dining Hall or dock for instruction and to account for all personnel.

Emergency flashlights and blankets can be found in the Main Laundry Room.

Weekday evenings from 5:00 PM-8:00 AM and weekends... for emergency repairs, or housing needs call:

FHL caretakers, Michelle & Mike Herko at 360-378-3482 or 360-298-0220 (cell)

For additional help at the Fernald, call (360-378-2165 or after business hours, ask the caretakers (360-298-0220 or 360-73-3482).

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White & Microwave Heaters .............................................................
206-616-0708 or 206-616-0220

Maintenance Supervisor: 206-616-0708 866
Benjamin Ritter

Safety & Driving Office: 206-616-0708 876
Krissy Kuhl

Billing Office: 206-616-0708 704
Alvin Cams

IT Support: 206-616-0708 977
Jaye McKeel

Facilities & Security: 206-616-0708 977
Mike & Michelle Herko

Mailing Address: P.O. Box 45042
Seattle, WA 98114-5042

Supervisors & Directors

Laboratory Director: Alan Cairns
206-616-0704

cairns@uw.edu

Director: Kristy Kull
206-616-0706
kjkull@uw.edu

Associate Director: Pema Kitaeff
206-616-0706
pema@uw.edu

Student Coordinator: Stacy Markman
206-616-0753
fhladmin@uw.edu

Housing & Facilities Use Coordinator: Kathy Cowell
206-221-4098
kcowell@uw.edu

Whiteley Center & General Office: 206-616-0708

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For Emergency Information - See back cover

Staff to assist you:

Director:

Director of Operations:

Associate Director:

Assistant Directors:

 Billing & General Office:

 White & Microwave Heaters:

 Maintenance Supervisor:

 Safety & Driving Office:

 Billing Office:

 IT Support:

 Facilities & Security:

 Mailing Address:

 Supervisors & Directors:

 Laboratory Director:

 Director:

 Associate Director:

 Student Coordinator:

 Housing & Facilities Use Coordinator:

 Whiteley Center & General Office:

 Contents
We would like to make your stay at FHL as comfortable and productive as possible. Please review this pamphlet for policies & procedures. If you have any questions, please check with the folks in the main office at Fernald Lab (FHL) Monday-Friday, 8:00 AM-5:00 PM. Please check with the folks in the main office (Fernald Lab) Monday-Friday, 8:00 AM-5:00 PM. Please check with the folks in the main office (Fernald Lab) Monday-Friday, 8:00 AM-5:00 PM. Please check with the folks in the main office (Fernald Lab) Monday-Friday, 8:00 AM-5:00 PM.

Labs & Lab Equipment

The FHL maintenance crew is responsible for the care of buildings and equipment. Report problems or request changes via email to the maintenance office.

When departing your lab space, please leave the laboratory at least as clean as you found it. Keep all equipment clean and functional. Report all equipment failures immediately.

When departing Friday Harbor Laboratories, please check out at the front desk (dining hall) and sign out all equipment.

Fire & Firearms

Fire and firearms are not permitted on campus without permission of the Director of Friday Harbor Laboratories.

Earthquake/Disaster Procedures

1. Move away from any windows.
2. Duck under a table or desk and hold on.
3. Stand in a door frame.

Earthquake/Disaster Procedures

1. Move away from any windows.
2. Duck under a table or desk and hold on.
3. Stand in a door frame.

The San Juan Islands do not frequently experience earthquakes, but the entire Puget Sound region is subject to an occasional “big one.” Since most earthquake injuries are due to falling glass or falling objects, it is best to get under a strong structure like a table. Doorways are built stronger than walls, and thus a safer place to be. Keep a smoke detector system in your residence, and be sure to check it regularly. Never smoke in the woods or around fireplaces. Fireworks are not permitted on Lab grounds. Please do not disable your smoke detector. If you experience a fire or smoke detector malfunction, please report it immediately.

Enjoy Your Stay at Friday Harbor Laboratories!
The Stockroom

Our stockroom staff can help you gather the materials you need for your work. Please read and observe the instructions posted in the stockroom. Please clean and dry glassware before returning it to the shelf.

Children at FHL

To ensure the safety of young people at FHL, please adhere to the following guidelines:

Docks:
- Children 12 or younger must wear a life preserver and be accompanied by an adult or supervise by the parent.

Buildings:
- Children under the age of 16 are not permitted to use the docks or the underwater motors.
- Children 12 or younger must wear a life preserver.

Supervision of computers:
- Children may use specified FHL computers with adult supervision and permission.
- Computers should be considered as study areas and not for recreational use.

Noise:
- Library of information is shared with other departments.

Fun Things to Do at the Labs...

There is a sandbox and jungle gym in the middle of the campus by the cottages and duplexes.

There is a volleyball court by the parking lot at the main lab. Tennis courts are by the high school. The fire trail offers a nice walk. Please minimize noise from the beaches in front of Fernald Lab and other labs to avoid disturbing the people studying in those labs.

The dock offers a nice walk. Please note that there are no wheels on the trail.

The area offers a wide variety of equipment by the physics lab. Tennis players will find doubles courts.

There is a sandbox and jungle gym in the middle of the campus by the cottages and duplexes.

The Stockroom

Our stockroom staff can help you gather the materials you need for your work.

Please use exhausts and ventilators with great care.

Collecting equipment, shovels, plankton nets, etc. are available. Standard glassware may be obtained from the stockroom. Please clean and dry glassware before returning it to the shelf.

Gloves are available. Please clean and dry them before returning them to the shelf.

Children under the age of 16 are not permitted to use the underwater motors.

Supervision of computers:
- Children may use specified FHL computers with adult supervision and permission.
- Computers should be considered as study areas and not for recreational use.

Printed as a reminder: please read and observe the instructions posted in the stockroom. Please clean and dry glassware before returning it to the shelf.
The stockroom is managed on a self-service, honor system for your convenience. There are location lists for chemicals and general supplies to help you find what you need.

Check with the Stockroom Attendant for the current procedure on checking out consumable materials and labware. All equipment labeled with an orange or white FHL barcode needs to be checked out via the computer in the stockroom. This equipment includes microscopes, fiber optic illuminators, pumps, shakers, pipetters, and all other equipment (expensive or rare) that needs to be tracked. The purpose of the computer check out system is to help you and others locate items that have been checked out of the stockroom.

Please ask the stockroom staff to help you with items that are in locked cabinets. Items offered for sale can be paid by cash/check or MC/Visa.

If the equipment you are using needs repair, lubrication or additional parts, please bring it to the attention of the stockroom staff. They know the equipment and will be glad to make the adjustments for you. It could save costly and time-consuming repairs.

Please label and date all chemicals and solutions, whether considered harmful or harmless. To reduce costs of hazardous waste disposal, please make up only the required volume of a solution. If you need a larger volume, please tell the stockroom attendant when a particular chemical bottle is nearly empty.

The library at the Friday Harbor Labs is part of the University of Washington Libraries. Books in the library can be found in the UW Libraries online catalog and then checked out using the card found in the library's card catalog. Please return all items on time and in good condition to help others use the library.

Computers

Library

Campus at FHL

Pets

Camping at FHL

Personal Property Insurance

Pets

Camping at FHL

Personal Property Insurance

Camping at FHL

Pets
Recycling

As you know, there is a recycling station on the west side of Pelham Hall. Items recyclable at FHL include:
- Glass bottles and jars
- Aluminum and steel cans
- Paper and cardboard

Recyclable materials should be rinsed, sorted, and tied with elastic bands. Instructions are posted on the recycling dumpsters. Please do not leave any trash in the dumpsters.

Conservation

In your labs, expect the heat to be reduced at night and shut off of the lights when you leave. Similarly, when you leave, expect the heat and fluids to be reduced at night and shut off of the lights.

Boats & Motors

No boating when intoxicated: There are no open alcohol containers allowed on the FHL docks, in the boats, or in the dive locker. If you row into town and partake, assign a “designated rower”. If that person fails to remain sober, we prefer that you leave a rowboat out into town and walk back to FHL. If the boat you row out has a boat check-out with Kristy Kull, Boat Safety Officer. Full boat rules are posted in the boat house or are available from Kristy. Rowboats may be checked out for scientific or recreational purposes.

Laundry Facilities

The main laundry room is located behind the dining hall with coin-operated washers and dryers available to residents. An iron and ironing board are also available. In your labs, expect the heat to be reduced at night and shut off of the lights when you leave. Similarly, when you leave, expect the heat and fluids to be reduced at night and shut off of the lights.

Call-in Code

The call-in code for FHL is “FLH 7021” on the common-use phones. It is a calling card. Instructions are posted by the phone. The phone by the Commons and janitor, and all janitorial carts (excepted, so paper, cardboard, glass bottles, and aluminum cans are removed).
Collecting Flora & Fauna

When collecting, please minimize damage to organisms and populations, obey laws on collecting, use animals efficiently, keep them alive and healthy whenever possible, and return specimens to the site of collection.

1. When collecting:
   a. Return rocks that have been turned over to their original position.
   b. Refill holes dug in sand or mud. Do not leave holes and mounds.
   c. Avoid damage from trampling as much as possible.
2. Collecting could reduce abundance of sessile animals that have long adult life.

When collecting, please minimize damage to organisms and populations.Obey laws on collecting, use animals efficiently, keep them alive and healthy whenever possible, and return specimens to the site of collection.

Dining Hall Meal Cards

Residents in units with kitchens will receive a meal card equivalent to two dinners per week in the Dining Hall per researcher or scholar. The program applies to anyone staying 4 days or longer in a duplex, cottage or apartment. The non-transferable meal cards will be issued upon arrival at FHL or monthly for long-term residents. UW and non-UW grad students in housekeeping units (not dorms and huts) will receive a meal card equivalent to one lunch per week.

Meal cards can be used toward any meal, coffee, ice cream social, or other dining event in the Dining Hall. You may sign up in advance so the kitchen staff can plan food quantities for each meal. You are welcome to purchase increased amounts on your meal card. Please check with staff in the main office.

Payment of Charges

We will accept payment by cash, check or credit card (MC/Visa) for all charges before departure. Long-term visitors will be billed monthly. Short-term guests may pay when they leave. The University of Washington levies a $25.00 fee for NSF checks. Guests from the University of Washington may have charges billed to a budget.

Messages, Mail & Packages

Mail and USPS packages are sorted into the mail cubicles in Fernald Lab foyer daily. There is no mail on Saturdays and Sundays and office phones are not answered.

Outgoing mail is taken to the Post Office at noon Monday through Friday. Mail may be picked up at the main Post Office in town before 3 PM on weekdays. Mail may be posted at the main Post Office in town before 3 PM on weekdays. Mail and UPS packages/express are sorted into the mail cubicles in Fernald Lab.

Telephones

Prepaid packages must be at those locations by 3:00 pm for pick-up.

Residents in units with kitchens will receive a meal card equivalent to one lunch per week. Long-distance calls can be made using them to make local or long-distance calls. Long-distance calls can be made using them to make local or long-distance calls. Long-distance calls can be made using them to make local or long-distance calls.
It is unknown whether the following local populations can sustain heavy collection:

- *Kaburakia excelsa* (giant flounder)
- *Calliostoma ligatum* (snail often used for developmental studies)
- *Tubularia spp.* (hydroid often used for developmental studies)
- *Phoronis vancouverensis* (clumps of phoronid worms)

3. Some field research is destroyed by collecting. Check locations of study sites before collecting. Consult with David Duggins or Craig Staude about sites often used for collecting and sites of ecological research and let them know if you have sensitive field sites that need protecting.

4. As much as possible, keep animals alive and healthy and return them to the collecting site. In returning animals, avoid "genetic pollution" from transfers of plants and animals with low natural dispersal.

5. Collecting marine plants or animals for food requires a state fishing license. Licenses are sold in town. Observe limits and do not fish in the Marine Preserves. Do not collect or remove marine organisms from the Marine Preserve.

6. Collecting marine plants and animals in the San Juan Islands for research is by permission of the FHL Director. Collecting elsewhere in Washington requires a state collecting permit.

7. Importing marine organisms from out of state and some transfers from Puget Sound and coastal bays within the state require a state permit in advance. Transfers of marine plants and animals from other locations within the state will also require a state permit. Transfers of marine plants and animals within the state will also require a state permit. Transfers of marine plants and animals within the state will also require a state permit. These imports usually require quarantine for several months. Please return your filled out FHL Organism Collection Form to Adam Summers before your departure.

### Housing Arrangements

- Check your billing information and anticipated costs on your housing assignment sheet. If your plans change, please tell the office as soon as possible so your billing accurately reflects those changes.

- Please check your billing information and anticipated costs on your housing assignment sheet. If your plans change, please tell the office as soon as possible.

- Please return any breakage or problems with your housing to the office immediately. Our maintenance and custodial crews are resourceful and responsive.

- Please report any breakage or problems with your housing to the office immediately. Our maintenance and custodial crews are resourceful and responsive.

- Housing arrangements are made through fhlfac@uw.edu or in the office.

- Please report any breakage or problems with your housing to the office immediately. Our maintenance and custodial crews are resourceful and responsive.

- Please return any breakage or problems with your housing to the office immediately. Our maintenance and custodial crews are resourceful and responsive.