

**Rocky Mountain Biological Laboratory  
2011 Handbook**

---

## **Director's Message**

Welcome to Gothic and summer in the high Rockies! I hope you enjoy your summer spent in a beautiful and stimulating environment. Please feel free to approach me or any of the office staff with concerns, questions, or suggestions throughout the summer. We are here to help students and researchers.

The following pages provide information about day-to-day RMBL activities. Please read them carefully and then keep them handy for reference. Our rules and guidelines are simple and straightforward. RMBL is a small community, and it functions best when everyone abides by these rules.

Getting RMBL open this summer, including getting our water system operating, will be challenging because of a late snow melt. The staff has been doing everything we can to get our facilities up and running on a timely basis. We appreciate your patience.

Best Wishes for a Great Summer,



Ian Billick, Executive Director

---

## **Table of Contents**

<b>Director's Message</b> .....	<b>1</b>
<b>Fundamental Behavior Code</b> .....	<b>3</b>
<b>Quiet Hours</b> .....	<b>3</b>
<b>Administrative Offices</b> .....	<b>3</b>
<b>Vehicles, Parking, and Walking/Bicycling</b> .....	<b>3</b>
<b>Arriving</b> .....	<b>4</b>
<b>Departing</b> .....	<b>4</b>
<b>Early Arrivals and Late Departures</b> .....	<b>4</b>
<b>Housing Policy</b> .....	<b>4</b>
HOUSING AND CHANGING DATES .....	5
<b>Storage</b> .....	<b>5</b>
STORAGE FEES AT RMBL: .....	5
<b>Dining Hall</b> .....	<b>5</b>
<b>Billing Procedures</b> .....	<b>6</b>
<b>Shower House</b> .....	<b>6</b>
<b>Telephones</b> .....	<b>7</b>
<b>Mail</b> .....	<b>7</b>

<b>Garbage</b> .....	<b>7</b>
<b>Recycling</b> .....	<b>8</b>
<b>Ruby Lounge</b> .....	<b>8</b>
<b>Gothic Exchange</b> .....	<b>8</b>
<b>Town Hall and Gothic Store</b> .....	<b>8</b>
<b>Trips to Town</b> .....	<b>8</b>
<b>Check Cashing Privileges</b> .....	<b>9</b>
<b>Computer Resources</b> .....	<b>9</b>
LOCAL COMPUTER REPAIR AND TRAINING OPTIONS: .....	9
GUNNISON COUNTY COMPUTER REPAIR AND/OR TRAINING.....	9
<b>Library</b> .....	<b>10</b>
<b>Photocopy Machines</b> .....	<b>11</b>
<b>Research Equipment Rental</b> .....	<b>11</b>
<b>FAX Machine</b> .....	<b>11</b>
<b>Maintenance and Repairs</b> .....	<b>11</b>
<b>Guests</b> .....	<b>12</b>
<b>Camping</b> .....	<b>12</b>
<b>Safety</b> .....	<b>13</b>
<b>Pets</b> .....	<b>14</b>
<b>Smoking</b> .....	<b>14</b>
<b>Security</b> .....	<b>14</b>
<b>Violations of RMBL Regulations</b> .....	<b>14</b>
<b>Observance of Laws</b> .....	<b>14</b>
<b>Research in Gothic</b> .....	<b>15</b>
<b>Seminars</b> .....	<b>15</b>
<b>Purchase Orders</b> .....	<b>15</b>
<b>Mexican Cut</b> .....	<b>15</b>
<b>Environmental Programs</b> .....	<b>16</b>
<b>Opportunities for Volunteers</b> .....	<b>16</b>
<b>Governance</b> .....	<b>16</b>
BOARD OF TRUSTEES .....	16
VOTING MEMBERSHIP IN RMBL .....	16
GRIEVANCE PROCEDURES.....	16

# **Life in Gothic**

(Or where's the phone and what's my address?)

## **Fundamental Behavior Code**

Everyone who is admitted to the various programs of RMBL is expected to abide by an honorable and considerate code of behavior. This means showing respect for others, even if they hold widely divergent opinions from yours. We try to provide a friendly and nondiscriminatory forum for the free and rich exchange of ideas. Receptivity to your fellow RMBL residents and consideration for them in every way possible helps assure a peaceful, productive, and non-threatening environment.

## **Quiet Hours**

Many researchers and students must work early in the morning or late at night. We ask that you respect the needs of your neighbors by allowing them a full night's rest. While there are no set quiet hours, we ask that people honor the general guidelines of keeping quiet after 10 pm during the week and 12 midnight on Friday and Saturday. In general, you should honor any reasonable request you receive to keep quiet.

Individuals who create repeated problems with noise will be asked to leave RMBL. If there are problems in cabins, you should first try to resolve issues among yourselves. If that does not lead to an adequate resolution, please set up a time to talk with the Director of Finance and Operations.

## **Administrative Offices**

The administrative offices in the Weese Office will be staffed from 8-12 and 1-5, Monday through Friday. Accounting Clerk billy barr is available for walk-ins without appointment during regular office hours of 8 - 12 and 1-5, Monday through Friday.

## **Vehicles, Parking, and Walking/Bicycling**

Walking and bicycling should occur only on established pathways. Please drive around Gothic only when absolutely necessary to minimize dust and reduce wear and tear on our side roads. The speed limit of 15 miles per hour within Gothic must be strictly observed. The speed limit along the main road to Gothic is 20 miles per hour.

**Because of construction we are managing parking very differently in 2011.** Parking is allowed only in designated, permitted lots, many of which will be adjacent to cabins. Vehicles parked in Gothic must display a valid parking permit at all times. Any vehicles found in violation of the parking rules will be towed.

During the summer of 2011, parking fees will be charged starting on June 1<sup>st</sup> and ending on August 31<sup>st</sup>. Parking fees for Primary Investigators, Staff, and Visiting Scientists will be \$5/day with a maximum charge of \$300 for the summer. Commuter passes for Primary Investigators, staff, and Visiting Scientists will be available for \$215 for the whole. Students and Research Assistants will be charged a fee of \$10/day or a maximum of \$600 for the whole summer. Commuter Research Assistants can purchase a pass for the entire summer for \$. Free parking for RMBL users will be available in Mount Crested Butte at the trailhead. Parking on the county road in Gothic will not be available for RMBL residents or day-commuters. Such vehicles will not be towed. However, working at RMBL is contingent upon not using parking on the county road. RMBL reserves the right to deny residents or day-commuters who use the county road for parking access to RMBL facilities.

All parking passes are transferable.

Parking passes may be arranged for in advance by emailing [laurel@Trmbl.org](mailto:laurel@Trmbl.org) or purchased from the Administrative Assistant in the Weese Office Building. Passes will be issued on a first-come, first-served basis. Please arrange in advance to ensure you get your preferred parking space. More detailed parking information is located on our website at <http://www.rmbl.org/parking>.

## Arriving

Everybody, residents and non-residents alike, must **Check-In** at RMBL Weese Office upon arrival. There you will receive your housing assignment, important information, and any messages or mail that we have received for you. You will also confirm the dates and conditions of your stay, and review pertinent information regarding RMBL. You will then be directed to RMBL Accounting Clerk, billy barr to review your billing information and summer charges. Only upon completion of these tasks will you be considered *officially* checked-in.

## Departing

Everybody **MUST** make arrangements for checking out of a cabin when they are moving out of a cabin, either because they are departing or moving to another cabin. It is very important to notify us of your departure so that you are not billed for any additional days and so that we know when a cabin has been vacated. Upon checking-out, you will submit a signed Cabin Check-Out form confirming that you have left the premises **clean** and undamaged. *Please note: damage fees will be assessed to you for cabins left otherwise.* You will collect your charges from the Admin Office, and will then be directed to the Accounting Clerk to review your billing information and to pay your summer charges. Only upon completion of these tasks will you be considered *officially* checked-out. We greatly appreciate your cooperation with this process. If you fail to check out we will add \$50 to your bill. Any questions regarding **Checking-in** or **out** should be directed to RMBL Administrative Office at 970-349-7231 or [admin@Trmbl.org](mailto:admin@Trmbl.org)

## Early Arrivals and Late Departures

Some research teams need to arrive in Gothic early in the summer, before all systems are up and running smoothly. Others need to stay late into the fall, long after the summer water is turned off and most staff have left. Those of you in these situations will find irregular mail delivery, infrequent trash service, no water, and other less than ideal situations. The extreme seasonality of our operations due to climate creates these difficulties. We try to minimize them as much as possible, but you need to recognize that life in Gothic in April, May, September, or October is very different than in the summer. That is fieldwork!

## Housing Policy

By submitting an application to work and/or stay at RMBL, the applicant agrees to the following terms with regard to space assignments:

1. Except where RMBL has signed a legally binding use agreement or is constrained by law, RMBL reserves the right to make all final decisions concerning assignment of space locations, including but not limited to, housing, laboratory space, and research sites.
2. RMBL has an old infrastructure. Due to time constraints, maintenance of housing as required, safety issues pertaining thereto, availability, and accommodation issues as they relate to logistics, and any other related issue, the Lab reserves the right to alter space assignments at any time and for any

reason related to the above, except to the extent constrained by signed use agreements or by law. Individuals staying at the Lab may be required to move to a new housing location at the Lab, share housing with other individuals, or be denied housing.

3. RMBL will make reasonable efforts to keep individuals informed of space assignments and changes to those assignments as they occur. However, individuals need to be prepared for a change in housing assignments as they become known.

4. Guidelines for decision-making concerning space assignments and acceptance of research plans are identified in RMBL's Bylaws and Board-adopted Master Plans. RMBL reserves the right to interpret those documents.

5. Individuals staying at RMBL or working through RMBL are required to sign a liability waiver and release upon checking in. Copies of the waiver and release can be obtained from the Director of Finance and Operations at [admin@rmbll.org](mailto:admin@rmbll.org).

6. RMBL makes no guarantees that any of the services it provides, including but not limited to, housing, water, electricity, and internet, will be available or will be fully functional.

### **Housing and Changing Dates**

Between 1 April and 1 May, researchers or their assistants who change their length of stay for a total of more than 7 days (e.g. if you planned to be in Gothic for 65 days but change that to 57) will incur a one-time fee of \$25. After May 1, starting with the second change request a \$10 processing fee will be assessed. Additionally all changes after May 1 that result in a total reduction in length of stay of more than 7 days during the period of June 1 and Aug. 23 will result in a charge of 100% of the lost revenue associated with station fees, laboratory fees, and housing to RMBL after the 7 days have been subtracted.

Fee waivers will only be granted in cases of personal illness (with doctor's documentation) or family emergencies such as death or illness in family. Researchers who decide after May 1 that they wish to extend the length of their stay should understand that it might not be possible if their housing or lab has been assigned to someone else.

There is no financial penalty for extending a stay, just the chance that it might not be possible to accommodate your needs. If you decide to extend your stay, you will need to let the office know ASAP. You may not be able to stay in the same cabin if you extend your stay.

### **Storage**

If you plan on storing items for a future summer, you must coordinate storage with the Science Director. RMBL reserves the right to not allow storage. We may not have room to store your items and we need to be careful not to constrain use of labs and cabins by allowing you to store items.

#### **Storage Fees at RMBL:**

Those who wish to store research, lab, or personal items at RMBL will be charged the following:

- 1) \$50 per year for research equipment in Old Johnson Lab;
- 2) \$25 per year for research and lab equipment in Willey, Murray, and Johnson Lab sheds, attics or common use rooms;
- 3) No charge for research equipment stored in private labs that are rented for the year; storage is not available in private labs rented on a per-day basis. Items that are stored at RMBL must be registered with the Director of Finance and Operations. Non registered items will be thrown away and/or assessed a storage fee of \$50/year.

### **Dining Hall**

Meals are served during the following hours:

Daily

Breakfast 7:00 - 7:30 a.m.

Lunch 12:00 - 12:30 p.m.

Dinner 6:00 - 6:30 p.m.

Everyone eating in the Dining Hall must have reserved meals in advance. Those on a meal plan are automatically reserved, but anyone who dines there only occasionally must sign up in the Dining Hall at least 24 hours ahead of time. If you are changing your overall meal plan, please sign up with Laurel Runcie at the Admin office. We will have a menu online, and posted in the office and the Dining Hall so you can decide what meals to sign up for. Occasionally you may not know ahead of time that you would like to eat a meal. In this case YOU MUST check with the cook to make sure there is enough food available, and then sign up before you eat. There is a sign-up sheet for bag lunches (on the table to the right of the dining hall entrance), which must be requested the evening before. The cost for meals is as follows: breakfast \$7.00, lunch \$8.50 and dinner \$9.75. If you want second helpings of a meal, you must wait until everyone has been served. **If you did not sign up as a vegetarian, please do not eat the vegetarian entree until 30 minutes past the meal start time.** The cooks prepare vegetarian and meat dishes based on the number of vegetarians or meat eaters who signed up. Please note that you are responsible for the costs of your guests who eat in the Dining Hall.

## **Billing Procedures**

**Students** - payment is due upon arrival for tuition, room and board.

**Researchers** - pre-payment is appreciated whenever possible. Payment is otherwise due within 30 days of departure.

See Accounting Clerk billy barr if you have any questions or problems.

All residents of Gothic must check out with billy barr before leaving for the summer. Charges accumulated during the summer will be put on your summer bill. Photocopies, sign-up meals and store charges are recorded on sign-up sheets at those locations. Pay your store bill and request a receipt before visiting billy to check out. The major expenses are agreed upon in your application to RMBL and resulting acceptance letter.

Payment of summer bills not received by Dec. 31 will be charged interest dating back to the invoice date at a rate of 18% per year. Payments not received by April 1st of the following year will invalidate any research application until payment is made or a payment plan is developed with the Executive Director.

## **Shower House**

Solar showers, bathrooms, and laundry facilities are located at Gothic. We have two front loading washers (\$1.50/load), two clothes dryers (25 cents/7 min) in the Shower House, and an outdoor clothesline to the east of the Shower House. The washers and dryers are coin operated and require quarters which you may wish to secure in Crested Butte. Change can be obtained from billy barr in the Weese office. If billy is not in the office, you can try the Gothic Store, but often the store will be unable to provide quarters. Please plan ahead for your laundry needs. The best time for hot showers is between 10 a.m. and 3 p.m. There are additional public showers downstairs in Willey Lab and upstairs in Johnson Lab.

## Telephones

The administrative number is (970) 349-7231. No personal messages will be received at this number. Please instruct all personal callers to use (970) 349-7481. This is a message phone that will be checked regularly throughout the day. Messages will be placed in mailboxes. Please note that the administrative telephones in the Administrative Office may NOT be used for personal calls except in cases of emergency involving health or human safety.

Personal telephone service can be arranged for cabins or laboratories. RMBL charges \$40 per summer for installation and maintenance of a phone line to your cabin, and \$20 for additional sites (such as your lab). Shared cabins are eligible for phones. To request a phone for the summer you must call Qwest at 800-244-1111. The line will be in your own name, not RMBL's, so you will need to give them standard information for application for phone service (name, social security number, past phone numbers etc.). For physical address give 8000 Gothic Road, Mt. Crested Butte, CO 81225. For billing address use: Your Name, P.O. Box 519, Crested Butte, CO 81224. Once you have been assigned your number you must transmit this information to the business office at 970-349-7481 or [business@rmbll.org](mailto:business@rmbll.org), along with the date that they will be turning on the service. The line will go as far as the Qwest demarcation box in Gothic and RMBL will wire it to the cabin.

If you are in a shared cabin you will need to submit a list of who the users in that cabin will be and those people will share the \$40 billing fee. It is your responsibility to handle the Qwest installation charge, the monthly Qwest charges and long distance charges. Contact the administration office with questions.

**Cell Phones** generally will not find a signal in Gothic although they will usually work in the Crested Butte/Mt. Crested Butte area and along the Gothic Road typically 1-2 miles from Gothic towards Mt. Crested Butte.

## Mail

Outgoing mail should be stamped and deposited in the Administrative Office mailbox by noon. Incoming mail will be distributed daily by 5 pm, if possible. Letters to you should be addressed to our USPS mailing address: Your Name, c/o RMBL, PO Box 519, Crested Butte, CO 81224. UPS & FedEx Boxes should be addressed to our delivery address: Your Name, c/o RMBL, 8000 County Road 317, Crested Butte, CO 81224. Note: *The Post Office may NOT accept letters sent to our delivery address.*

To ship a UPS package see staff in the administrative office and follow their instructions. See the office for mailing needs; we do sell stamps and other supplies. Please do not give RMBL's address to any mail order companies.

When you order things by mail please give RMBL's address for shipping only (give your home address if you wish to receive additional catalogs). Each winter we receive *hundreds* of catalogs addressed to people who were once at RMBL – a terrible waste of paper.

Upon departure from RMBL, please remember to have your mail forwarding services canceled, and contact all of your correspondents regarding the re-use of your home address. Your mail will be forwarded to you **for a period of only 30** days after your departure. Leaving pre-printed address labels with us is very helpful.

## Garbage

Dispose of your garbage in one of the three dumpsters available at either the Dining Hall, Johnson Lab or the Shop. **Please keep the lid to the dumpster closed and secured.** We have a healthy bear

population, and do not want to encourage them to colonize. Plastic garbage bags for hauling your trash are available in the cleaning shed. Please ask for assistance if you are unsure how to secure the dumpsters correctly.

## **Recycling**

Recycling instructions are posted in the recycling shed. Please pay attention and place materials in designated locations or containers. We recycle corrugated cardboard, paperboard, no. 1 & 2 plastics, aluminum cans, tin/steel cans, brown glass, clear glass, green glass, office paper, newspaper, glossy publications, and batteries. Light bulbs, shipping supplies, no. 3 – 7 plastics, and no. 2 plastic bags are also recycled due to the efforts of volunteers.

Please clean bottles and cans and remove all caps and rings. Do not leave trash in the recycling shed. Recycling will only work if **WE ALL DO IT CORRECTLY!** If you have questions see the Work Crew or ask at the Administrative Office.

## **Ruby Lounge**

The Ruby Lounge, located across from Swallow's Nest, is intended to be a place to relax, study, watch movies, read, whatever. Loud parties that disturb other residents of Gothic are discouraged. Users of the lounge should plan to clean-up after each use. Accumulations of garbage and recycling materials may result in adoption of access restrictions. Cooperate with other users to keep the area clean. Occasionally one of the classes will need to appropriate the VCR/DVD and television to watch an educational video, and their use has priority over any other use. Sign up for VCR/DVD use in Ruby Lounge. There will be a calendar posted on the inside door of Ruby so that you may sign up for VCR/DVD use.

## **Gothic Exchange**

In the back of the town hall is a free exchange for items that may be one person's junk but someone else's treasure. This is a self-service flea market, please help us to keep it neat and **do not leave trash.**

## **Town Hall and Gothic Store**

Store merchandise this summer includes: t-shirts and sweatshirts (adult, children, and infant sizes), hats, books, CDs, USB Flash Drives, stainless steel water bottles, RMBL stickers, posters, postcards, notecards, maps, candy bars, soft drinks, snacks, ice cream, textbooks, and other items. Store hours are 10am to 5pm, 7 days a week. You may charge store items to your summer bill as long as your stay in Gothic exceeds three weeks. These store charges must be paid at the store before you leave Gothic for the summer.

## **Trips to Town**

A bus with a limited schedule will run in conjunction with Kid's Camp to and from Gothic every day. The bus schedule is posted in the Gothic Store and in the mail room. It can also be found at <http://www.rmbll.org/bus>. See schedule for more details.

A member of the Administration Office or Work Crew will be driving the mail to town each weekday after lunch. Frequently this trip involves taking recycling materials for disposal and picking up supplies. If you have errands to do in town and need a ride, please check with the Office or Work Crew. There is a clipboard by the clock in the Mail Room on which you may list errand and ride requests. The priority of RMBL errands limits the time that can be spent on doing personal

errands.

There is a ride board in the mailroom for trips to Gunnison and beyond; if you are planning to go and would share a ride or do errands for someone, please so indicate.

### **Check Cashing Privileges**

RMBL is not allowed to cash checks, and cannot take third party checks. We recommend you contact one of the banks in Crested Butte (eg. Bank of the West) for banking transactions.

### **Computer Resources**

Administration, education, and research have priority in use of the computers. Computers are available for use by RMBL students, researchers, or staff in the Barclay Classroom. RMBL has a local area network of student, research lab and administrative computers all of which are connected to the Internet.

**Remember:** *RMBL computers may not be moved to another location.*

Much of Gothic has wi-fi access. If your computer can use a wireless signal, you may have access to the Internet by that means. This capacity can also be used for “remote sensing” to pick up signals from field equipment in the vicinity of RMBL. Additionally, and if you do not have satisfactory wireless access you can “plug into” the local area network (LAN) and to the Internet using a standard Ethernet cable that you’ll find available in all labs and in the Library. This method of connection insures maximum connection speed. If you have problems connecting, email [helpdesk@Trmbl.org](mailto:helpdesk@Trmbl.org). Make sure you have current anti-virus software on your computer before you connect to the RMBL network.

#### **Local Computer Repair and Training Options:**

While we will try to help as much as possible, unfortunately we usually don't have the time or the budget to fix your personal computer equipment.

Local vendors provide computer repair, training and other services.

<b>Gunnison County Computer Repair and/or Training</b>	
MCS Computer Services, Crested Butte	349-0978
GL Computer Services, Gunnison	642-3220
Paragon Computers, Gunnison	641-6438

**Email:** Email is available for students through the Internet in the Barclay Computer Lab. Usually, you can access your POP3 or IMAP email account by adjusting a few settings in their email program. For assistance email [helpdesk@Trmbl.org](mailto:helpdesk@Trmbl.org)

**Printing:** RMBL has two black and white networked laser printers in the Barclay classroom. Color prints may be made on the office HP Color Printer for \$1.00 a page, if/when the office staff has time.

**Scanning Images, Burning CD's, Digital Camera:** Talk to the Administrative Assistant at the Administration Office in Weese if you want to borrow a digital camera or if you need help with scanning or burning CDs or DVDs.

**Network:** RMBL has a network between our buildings with cabling within the buildings. All labs and offices in Willey Lab, Johnson Lab, Murray Lab, Barclay Classroom, Weese Office and the Johnson Library are wired. Most housing can be connected via the wireless network mentioned above.

**Computer Equipment:** Barclay classroom has 12 networked computers – most with DVD or CD burners available for student and researcher use. RMBL has a file/print server as well as a special server running ESRI's GIS software. All networked buildings have lightning surge protection.

**Software:** The student computers have MS Office 2007 with Word and Excel along with Firefox, Internet Explorer, several statistical packages and a selection of other software including Arc View GIS software.

**Laptops and Network Access:** In addition to the wireless, there are ethernet cables at laptop stations available in Barclay and the library. If you intend to use the wireless network make sure you have either an internal or external wireless card in your laptop. Email [Helpdesk@Trmbl.org](mailto:Helpdesk@Trmbl.org) if you would like more information about utilizing the wireless network at RMBL.

**Skype:** Because we have limited bandwidth, please do not use video skype. Audio skype may be available at times. It may not always be available and we do not have staff resources to assist you in getting it to work. We ask that you only use it for critical needs.

**Technical Support:** If you are having trouble with one of the Barclay classroom computers, try rebooting the computer. If this doesn't work, leave a description of the problem on the clipboard in Barclay. This is checked several times each week. If you need additional help, send an email with complete details to [Helpdesk@Trmbl.org](mailto:Helpdesk@Trmbl.org).

#### **Barclay Classroom Use Guidelines**

- Backup all your work! Use flash drives or CDs. Both are available at the Gothic Store.
- Classes and research take precedence over email and websurfing.
- No eating or drinking is allowed in the computer lab.
- Please leave the windows closed to keep the dust and weather away from the computer equipment. If you're the last one out of the computer lab at night or if it starts raining, close any windows that have been inadvertently opened.

**Please scan all CDs, flash drives, and downloaded files for viruses.** In the Barclay classroom you may scan your files by right clicking on the file or CD and selection the virus scan option from the list.

**Argh, its broken!:** No worries, heavy use leads to occasional failures. Make a note on the clipboard in Barclay classroom or email [helpdesk@Trmbl.org](mailto:helpdesk@Trmbl.org) Always remember that computers often "fix" themselves when they are rebooted.

**Help! I can't print!:** If the Barclay computer you're using won't print, save your work and reboot. That works just about every time with Windows. If the problem seems more insidious than that , make a note on the clipboard in Barclay classroom or send an email to [Helpdesk@Trmbl.org](mailto:Helpdesk@Trmbl.org).

**Privacy:** At this time RMBL does not save logs of user activity. We reserve the right to monitor or log user behavior when troubleshooting the network and when monitoring our broadband bandwidth; however that has not been necessary. (RMBL does not sell or trade or provide any user info except as required by law.)

**GIS:** Our GIS software and data is available on all Barclay Classroom computers. Please go to [www.rmbl.org](http://www.rmbl.org) and click on the GIS/GPS link for more information.

**GPS:** RMBL has several Trimble GeoXT units available for checkout. For advanced mapping needs the TopCon Hiper Pro-, and a conventional survey unit will be available in some years. For more information, please go to [www.rmbl.org](http://www.rmbl.org) and click on the GIS/GPS link or contact [gis@Trmbl.org](mailto:gis@Trmbl.org).

## **Library**

The John C. Johnson Library is always open. Also, library facilities at Western State College in Gunnison are available to RMBL personnel, researchers and students.

All library materials must be used in the Library. All materials must stay at the library. No materials, including books, journals, and reprints may be removed for any reason. There is a fiction library in Ruby Lounge. You may borrow books from the Ruby collection anytime.

There are small study collections of plants and animals in cases in the Library Collections Room. The Library contains papers of research conducted at Gothic since 1928 and a small collection of books and other references.

## **Photocopy Machines**

The public use photocopier is located in the Library. There is a sign up sheet for all copies that you make. The cost per copy is \$0.10 per page. If you have a very large job, or for some reason need copies made on a much more sophisticated machine, please see one of the administrative staff. Only staff and faculty are allowed to use the office machine.

## **Research Equipment Rental**

RMBl rents the following equipment to scientists, when available, as follows:

- 1) Portable weather stations – rental fee is \$1.00/day/weather station.
- 2) Fences – corral type metal fences are available: 10 corral sections (that make a circle) rent is \$200 the first year of rental; \$100/year thereafter. Additionally, a \$50 deposit per section is required, refundable when the sections are returned in good shape to the appropriate location.

Note: the above research equipment rentals must be coordinated with RMBl Science Director, [sdATrmb1.org](mailto:sdATrmb1.org), as part of their research application process.

## **FAX Machine**

We have FAX machines on both administrative telephone numbers: (970) 349-7481 and (970) 349-7231. To send a Fax contact the Administration Office. There is no charge for domestic faxes unless the number of faxes you send is deemed excessive by office staff. International faxes have a charge of 50 cents/page and will be billed to your account. If the office is busy, staff may ask you to leave the fax to be sent at a later time. Receiving faxes is free. We can only receive faxes during business hours.

## **Maintenance and Repairs**

There is a repair request box in the Mail Room of the Weese Administrative Office. Requests will be picked up by the Work Crew several times each day Monday through Friday and acted upon as soon as possible. *Make verbal requests only in an emergency, as they are easily forgotten otherwise.* Routine maintenance service is not available after 5 p.m. or on weekends. Only emergencies will be responded to at these times.

### **Emergencies consist of two types:**

- 1. WATER THAT WON'T SHUT OFF or LEAKING GAS** - Shut off water or gas, if possible, and Email RMBl staff at: [utilityATrmb1.org](mailto:utilityATrmb1.org) Expect an Email response within 2 hours during business hours M-F; or by 9:00am the following day on weekends.
- 2. WATER THAT WON'T TURN ON or EMPTY PROPANE TANK** - Email RMBl staff at: [utilityATrmb1.org](mailto:utilityATrmb1.org) Expect an Email response within 24 hours.

## **Borrowing Tools**

If you wish to borrow tools of any kind contact Physical Plant Supervisor or The Work Crew Head, usually first thing in the morning at the shop. There are a variety of hand tools available for community use at the shop, they are marked with red paint. Get instruction before using the power tools or any others you are not sure of. Consumables such as saw blades, drill bits, driver bits, materials and supplies may have to be obtained from normal sources. If you find materials or supplies that you need at the shop they may be available for you to use however please check before you take it/use it to insure that it is not intended for another purpose. If you need to use tools at another location rather than at the shop they can be signed out for day use, follow the sign out policy. If compelling circumstance make it desirable to check a tool out for longer than one day you may seek permission from the supervisor personnel mentioned above. The reason for this restriction is to insure that tools are generally available.

### **Cabin, Outhouse and Lab Maintenance**

Residents are responsible for keeping their cabins, lab space, and outhouses clean. Toilet paper for outhouses is available in the washer/dryer room in the Wash House behind the door. If you can't afford your own cleaning supplies please see the office, and we will arrange for you to get some. Please do *not* put toilet paper tubes, sanitary products, condoms, tin cans, kitchen refuse or any large items into outhouse vaults. These clog pump hoses and increase disposal costs dramatically. Please do not lime the vaults. Too much lime turns the vault contents to cement and prevents disposal. *Please keep seat lids down* and outhouse doors closed so that porcupines, skunks, marmots, and other creatures won't fall in and die a horrible death.

Please use biodegradable detergents for laundry and dishwashing as they are better for our septic systems. Also, please do not dump grease down the drains. It is very hard on our septic systems.

Please do not connect your cabin to any water sources using hoses or pipes, without first contacting the Physical Plant Supervisor, or the Administrative Office.

### **Guests**

RMBL facilities are generally full during the summer and we may not be able to accommodate your guests. There are U.S. Forest Service campgrounds nearby. No guests are allowed, unless permission is received from the Director of Finance and Operations. The guest registration form is found online: [www.rmbll.org/guests](http://www.rmbll.org/guests). You must register an anticipated guest in advance by completing this form online and receiving approval from the Director of Finance and Operations. At times of greatest crowding, such as around the Fourth of July, requests for guests may have to be denied. All guests must be paid for in advance. The RMBL charges a 25% surcharge on station fees and housing for anybody who is not a scientist (defined as someone who has an approved research application or is a visiting scientist), a research assistant, a student, staff member, or an immediate family member (partner, parent, or child) of a scientist, research assistant, student, or staff member. The day use fee for guests or visitors who wish to shower, dispose of trash, or use computers at RMBL is \$8.75/day.

Any guests who are unregistered will be asked to leave immediately, and you will be assessed a fine of \$50 for violating the guest policy. If you have surprise overnight visitors please contact the Director of Finance and Operations ASAP to avoid being in violation.

### **Camping**

No camping is allowed on RMBL Gothic property. Camping is permitted on Forest Service land north of Gothic. The Forest Service has a 14-day maximum stay, and you may not use the Forest as

a residence. If you have questions about what property is RMBL's please ask in the administrative office.

## Safety

**Stove Fires:** If you do not know how to build a fire properly in your wood stove please ask the work crew for a demonstration. Your first fire should be small in case of a problem in the stove or stovepipe. Do not use anything but paper and kindling to start fires. . Make sure your fire is out before leaving your cabin. Do not remove the battery from your smoke alarm; instead learn to make a fire that does not set it off. Also, never burn coal in RMBL stoves. There are stacks of winter wood next to Gates, Rogers-Boggs, Forest Queen, and Avery cabins. **Please do not use this wood**, it is for the winter caretakers.

**Electricity:** Electrical outlets in older cabins should not be used for heat-generating devices, such as heaters, electric blankets, irons, etc.

**Emergency:** Use '911' for most rapid assistance on the telephone. Also alert the closest staff member: Director of Finance and Operations, Executive Director, or Physical Plant Supervisor. Housing for staff is listed in the Dining Hall and outside the main office. There are fire extinguishers and smoke alarms in every building, and escape ladders on all second floors. In case of fire, leave the building immediately, and try to raise alarm. A good strategy would be to find the nearest car and honk its horn. Turn off the electrical service to the affected building if you can locate it.

**Hiking:** There are hiking and mountaineering books, guides and maps available in the library, dining hall and office, as well as backcountry safety awareness information. The Gothic Store also carries an excellent hiking guide for the local area. The RMBL Safety Plan is online under the Staff Info & Forms link. Please familiarize yourself with safety procedures and routes before you head out. There is also a Hiker's Sign-Out sheet posted in the dining hall; all hikers should record their outings prior to departure and sign-in again on return. This is a safety system that is only effective if used consistently, so please **DO** use this sheet.

**Lightning:** Thunderstorms can occur daily during the summer. If lightning approaches get off a ridge immediately. Do not stand under a tree or boulder. Squat on the slope a distance at least twice your height down from the top and don't place both hands and feet on the ground at the same time. If you do you could provide a path for the lightning that passes through your heart.

**Physicians:** For routine matters contact the Crested Butte Medical Center at 349-0321 or The Town Clinic of Crested Butte at 349-6749. Both clinics contract with a variety of Health Insurance plans, please check with the individual clinics. The Town Clinic of Crested Butte accepts walk-ins and has convenient online scheduling. For more information check their website: <http://www.towncliniccb.com/5001.html>. Gunnison Valley Hospital can be reached at 641-1456. In case of an emergency go to the nearest phone (admin office or dining hall) and dial **911**.

**Hantavirus:** There is some concern about whether hantavirus exists at RMBL. We have no evidence that it does, but have provided the means of taking precautions for everyone who wishes to do so. The nearest known incidence of hantavirus was in Gunnison. Hantavirus is an airborne viral disease that is at least 50% fatal if contracted. Its primary host is the deer mouse which is common here in Gothic; but all rodents, including chipmunks and squirrels, can be infectious. If you would like more specific information, the Director of Finance and Operations can provide more information.

Prevention is a much saner strategy than the alternative, so here are some precautionary measures you can take: If you come across mice droppings that have not been sun exposed, use a bleach solution to mop it up. Do not sweep with a broom. Use a mop, a mop bucket, and ammonia solution (1:10 dilution of bleach or ammonia or 3% Lysol solution). Alternatively,

Hantavirus is killed by direct exposure to sunlight (>30 min) or heat (> 60 degrees C). Sweeping raises the aerosol particles into the air, where they can remain suspended for a long time. Use HEPA respirators during initial cleaning if dust is likely to be aerosolized. All supplies can be found in the cleaning supply closet next to Johnson lab. If the area you are trying to clean is free of mouse droppings or has been exposed to sunlight for more than 30 minutes, then you can use a broom. Please ask for assistance if needed. If you have problems with mice in your cabins and you are unwilling to trap the mice, please contact the Work Crew.

**After Hours Issues:** If you have a problem that needs urgent attention, check the "Emergency Procedures" information posted in the Dining Hall or in front of the Administrative Office or view the Emergency Procedures website: [www.rmbl.org/emergency](http://www.rmbl.org/emergency) or email: [utilityATrmbl.org](mailto:utilityATrmbl.org)

## **Pets**

No pets of any kind are allowed within the Gothic townsite. Dogs may be walked on the county road through Gothic **but not on RMBL property**. Dogs should be on a leash at all times to avoid disturbing animals in town (eg., marmots and ground squirrels) that are the subject of research by Lab investigators.

## **Smoking**

Smoking is not allowed inside any building at RMBL. Please extinguish your smoking materials thoroughly and dispose of them in proper containers. Be aware that smoking bans exist during high fire danger periods.

## **Security**

RMBL is not responsible for lost or stolen items. Locking of offices, labs, autos or cabins is the responsibility of the individual.

## **Violations of RMBL Regulations**

RMBL reserves the right to interpret all policies and regulations. Written clarifications may be requested from the Director of Finance Operations. Violations of policies and/or regulations may carry penalties such as expulsion, removal of research privileges, or a removal of prioritization for space assignments. This Handbook is subject to all Board approved policies and the Research Code. In the case of a contradiction, those documents shall prevail.

## **Observance of Laws**

Anyone in residence at or visiting RMBL is expected to obey all local, state and federal laws. Specific attention should be paid to laws prohibiting driving while under the influence of alcohol, underage drinking, and possession of illegal substances. The possession or use of any kind of illegal drug is strictly prohibited.

The laws of Colorado involving the possession or use of alcohol state:

- (1) Anyone under the age of 21 who possesses and/or is drinking an alcoholic beverage, no matter where, is doing so illegally.
- (2) Anyone who serves an alcoholic beverage to someone under age 21, or to someone who is demonstrably intoxicated, is doing so illegally.

*In addition to these laws, the following rules are in effect at Gothic:*

- (1) No one may consume alcoholic beverages in the Dining Hall or in other public lab areas, except for special events authorized by the Executive Director.
- (2) No firearms are allowed on RMBL property.
- (3) Taking food from the dining hall if you are not on the meal plan and have not signed up for a meal is prohibited. This is stealing!
- (4) Kegs are not allowed at RMBL without permission from the Executive Director.

Gothic is under the jurisdiction of the Mt. Crested Butte Police Department as representatives of the Gunnison County Sheriff.

## **Research in Gothic**

Everyone conducting research (including students conducting research projects for classes) must submit a Research Application and have it approved by the Research Committee and Executive Director. After approval, researchers should register any current or prospective research plot (see Mapping Research Sites in the research section of [www.rmbll.org](http://www.rmbll.org)). These maps are the only way to avoid conflicts with other researchers. Research plots are located in and near Gothic and are marked with string, wire, and flags. Do **not** walk through them. If you wish to start a new research project or amend your current research protocol, please see the Science Director or Executive Director for application materials and procedures. Also, no grant from a public or private funding agency may be applied for research at RMBL without prior approval of the proposed project by the Science Director or Executive Director.

There are small study collections of plants and animals in cases in the Herbarium and Library Collections Room. The Library contains papers of research conducted at Gothic since 1928 and a small collection of books and other references.

It is possible to have your grant or other research funds administered by RMBL. Please ask Billy at the Business Office for details. There are many advantages: administrative procedures are personalized and streamlined, and costs are usually much lower than at other institutions.

## **Seminars**

Seminars are presented on Tuesdays in the Dining Hall at 8 p.m. The schedule for speakers and topics will be posted weekly. The seminar coordinator is Bobbi Peckarsky, and she welcomes offers of assistance in hosting guest speakers or setting up for seminars. Graduate student seminars typically are scheduled for Wednesdays at 7:30 p.m. in Barclay Classroom, with the subject and speaker announced weekly. Any student interested in presenting research plans or results informally on Wednesdays should contact Lindsey Sloat. There are occasional informal talks on Sunday evenings.

## **Purchase Orders**

Any purchase requests RMBL funds must be cleared in advance through the business office. Purchases not cleared in advance will not be covered by RMBL funds.

## **Mexican Cut**

The Nature Conservancy's Mexican Cut Preserve of 900 acres is managed by RMBL. This unique watershed is located eight miles northwest of Gothic on the east slope of Galena Mountain. There are a number of ongoing research projects based at the preserve. *Please register with the Admin office to get a pass before visiting the area.* The Nature Conservancy has requested that we restrict visitor numbers. The daily visitor limit is 12 persons. Unless you are working with one of the

research groups approved to work in the Cut, you must carry a Visitor's Pass with you (this can be obtained from the office upon approval from the Executive Director).

## **Environmental Programs**

RMBL sponsors many programs for the general public. These include *Kids Nature Camp*, with classes each week for school-age children that introduces them to outdoor education, field biology, and research projects; and *Exploration Experiences*, for adults. In addition, RMBL sponsors the local nonprofit radio station (KBUT), the 1/3 marathon on the Fourth of July, and various other educational and social events in Gothic and throughout the valley. Volunteers are most welcome! Your participation in all RMBL programs is encouraged.

## **Opportunities for Volunteers**

There are many opportunities during a summer in Gothic to become involved as a volunteer in various activities. Work day will be held on June 14<sup>th</sup> this year. We can use your assistance working in the library, the dining hall, with public programs or field tours, with special events, fence maintenance, giving talks, and other areas too numerous to mention. Please contact the Administrative Office if you are interested in offering your services.

## **Governance**

### **Board of Trustees**

RMBL is a private nonprofit corporation governed by a Board of Trustees elected by RMBL's voting membership. The Board of Trustees appoints other trustees to assist them in their task of setting policy directions for RMBL. The trustees hire an Executive Director to carry out the operations. During the summer months some trustees are in residence in Gothic, and are very interested in meeting with students, researchers, staff, research team members, and other users of RMBL. Many Trustees will be on site this year for meetings from June 24-26. Please contact either Ian Billick, RMBL Executive Director or Scott Wissinger, RMBL President about scheduling a meeting with one or more trustees during this period. We encourage you to seek out trustees and discuss your interests in and opinions about RMBL; it will assist them in their governance duties.

### **Voting Membership in RMBL**

Anyone interested in the goals of RMBL, as they relate to the provision of opportunities in field biology research and education, should consider becoming a voting member of the RMBL Corporation. You will find a membership form in the mailroom. Please consult Laurel in the Administrative Office if you have any questions about membership.

### **Grievance Procedures**

Grievances should be directed to the Director of Finance and Operations. Decisions made by the Director of Finance of Operations can be appealed in writing to the Executive Director.