

## Research User Agreement

BMSC has instituted a user's agreement to ensure that all users are aware of expectations in association with relevant safety, animal care, and labour standards as well as comprehensive boating and diving standards.

## Researcher Identification

BMSC Research Application Forms requests the names and e-mail contact information for each member of a visiting research team. This information is used to compile an "on-site" e-mail directory of BMSC research users, which allows BMSC Staff to quickly determine which researchers should be present in the event of an emergency situation (Earth Quake, Tsunami, etc.) and provides an easy mechanism to distribute information such as weather/storm alerts, animal (cougar, bear) sightings, community events (e.g. Community lunches, BBQs, recreational activities, seminars), to our Research Visitors.

## BMSC Laboratory and Housing Fees

Housing bookings and associate fees are assessed by the front office. Office staff manages all such arrangements and any issues in this regard are to be negotiated with them.

Research Users who book a block of laboratory space will be charged for that space for the duration of the time in which it remains unavailable to other users.

Researchers who cancel a booking within 14 days of their arrival will be assessed a 25% charge of the fees that would normally have accrued during their visit. Such fees may be waived at the discretion of the Head of Research Services if the facilities can be offered to alternate users, or in the case of extenuating circumstances beyond the control of the researcher.

Initials of Principal Investigator: \_\_\_\_\_

## Lab Safety

Work conducted in BMSC labs must meet or exceed the levels of safety standards and consciousness as would occur on any university campus. Given that BMSC is 90 km from the nearest emergency room it is imperative that lab dress is appropriate. Only closed shoes shall be worn in the labs (i.e. no sandals, flip flops, or other open toed shoes). Long pants shall be worn when working with chemicals, radioisotopes or sharps (needles, scalpels, etc.). Long sleeved shirts or lab coats shall be worn when common sense dictates that there is a possibility of abrasions, burns, etc. to unprotected arms. Lab coats shall be worn when working with radioisotopes, strong acids or bases, etc. where there is a possibility of chemical burns to exposed skin.

Safety Glasses (or prescription glasses) should be worn when working in the labs, and shall be mandatory when working with hazardous chemicals, sharps or radioisotopes. Goggles, glasses and face-shields are available for sign out from the Research Department.

When using the PIV system (with class 4 laser), the appropriate filtering glasses must be signed out from the Research Department and worn at all times, and no reflective jewelry is be worn or reflective surfaces present when the PIV system is operational and there is a laser radiation hazard.

No food and drink is allowed in any of the laboratories

No work with specimens, or chemicals will be conducted in any lunchroom.

Disposal of glass, chemical and other wastes shall be as posted in the labs or as agreed to with the Research Department.

Team leaders (e.g. PI) are responsible for ensuring that they and members of their teams have current WHMIS, Radiation Safety and any specialized training required/associated with work being conducted, and may be asked to provide evidence for these certifications. In the case of Radiation Safety Training, confirmation of such training from the home institution RSO will be deemed acceptable.

All research users agree to abide by the safe laboratory practices as outlined in the BMSC General Safety Manual (BMSC-GSM can be found on the BMSC website as well is in the BMSC library). Chemicals and radioisotopes will be managed according the guidelines. Users of research lasers will abide by the Laser safety manual.

Initials of Principal Investigator: \_\_\_\_\_

## Boat Safety

Researchers agree to abide by the provisions of the BMSC boating policy for reservations, sail plans, prescribed areas of operation, weather warnings, etc.

Researcher teams are expected to provide their own VHF radios.

All users of BMSC “powered” vessels must first undergo a checkout by BMSC foreshore staff (1st Skipper, 2nd Skipper, Diving and Safety Officer), or other BMSC staffers as authorized by foreshore staff.

When using station vessels, operators must provide evidence of the minimum requirements:

For **Copes**, a PCOC and a valid, in-person, 16-hour first aid certification with CPR-C, equivalent to Marine Basic First Aid and recognized by a province or territory is required. An ROC-M is technically required for users of VHF radios in Canada, however anyone can use such radios in the event of an emergency. An ROC-M is strongly advised however.

For the **Raider or any of the skiffs** (Single, Twin or Stickleback), a Small Vessel Proficiency Operators Certificate (SVOP) or higher Transport Canada Marine rating is required, along with a MED-A3 (now called Small Domestic Vessel Basic Safety), a ROC-M, and a current certification in Marine Basic First Aid with CPR-C, or an equivalent in-person, 16-hour first aid course recognized by a province or territory.

**Rowboats** may be used without certifications, however it is advisable that they be checked out in these boats if they have limited water experience. Rowboats are not to be used for research purposes.

**Researchers using their own vessels for research must abide by the BMSC boating policies** when using such vessels for research purposes. When using these vessels for recreation, it is advised that they follow BMSC boating policy. Researchers are responsible for ensuring that all required safety equipment is present, as required by Transport Canada. Vessels must also be appropriately registered.

### **Graduate Student Association Vessels:**

No research activities of any kind shall be undertaken using GSA kayaks or canoes including the use of these vessels for transportation to a shore based collection site. Insurance on these vessels covers only recreational use. Please consult the GSA representative for booking and safety checkout details prior to recreational use.

No one shall overnight on vessels moored at BMSC docks and floats.

Initials of Principal Investigator: \_\_\_\_\_

## Scientific Diving

All scientific diving will be conducted under the regulations of the BMSC Diving Safety Manual and the auspices of the Canadian Association of Underwater Sciences (CAUS).

Research divers agree to abide by these policies and will provide evidence of qualification (e.g. Dive Medical Examination forms, certifications, dive logs, equipment service records, etc.) As well as a detailed Dive Project proposal to the Diving and Safety Officer (see BMSC website-Scientific diving for full procedural details and forms).

Signature of Principal Investigator: \_\_\_\_\_

## Terrestrial Research

**Investigators with significant land based off campus research programs shall submit a detailed “trail plan”, which is acceptable to the BMSC Diving and Safety Officer (DSO).**

Such plans will cover details such as proposed research sites, communication devices (radios, satellite phones), identification of local BMSC contacts for routine and/or emergency situations, minimum field kits/gear, contingency plans for emergencies or evacuations, etc. Researchers should consult with BMSC staff during preparation of the trail plan in order to take advantage of our local knowledge and expertise and to minimize development time.

Research teams with modest (usually short term) off campus terrestrial research plans should advise the Head of Research Services, or other designated BMSC staff of their intended activities. Researchers shall provide details of intended destination, estimated return time and contact information (satellite/cell phone numbers, VHF radio frequencies, etc.) at that time. Alternately, researchers may arrange a local contact(s) who is aware of their field details and who can alert BMSC staff or other authority (911, Canada Coast Guard, Parks Canada) in the event that researchers fail to return from the field on schedule, or miss scheduled communications.

Initials of Principal Investigator: \_\_\_\_\_

## Animal Care

Research users will not be permitted to conduct work on live animals until they have provided BMSC with PDF copies of all necessary permits (DFO, MOE, HFN, other) and their work has been vetted by the BMSC Animal Care Committee (i.e. an AUP number has been issued). Collection of animals may not commence prior to receiving this AUP number. It is the responsibility of researchers to ensure that AUPs are submitted at least one month prior to the proposed start date of research.

Researchers will abide by the letter and the spirit of the AUP and will ensure that AUP label cards are properly displayed on holding tanks and that BMSC Research and Animal Care staff is fully briefed on any special requirements.

The onus shall be on researchers to alert BMSC Research and Animal Care staff if they do not want their animals disturbed, or if there are special environmental requirements (temperature, light, aeration, etc.).

Researchers intending to be off station for any considerable length of time, must inform both the Herad of Research Services (HRS) and the Animal Care Coordinator (ACC) and make arrangements for animal care by completing the transfer of care form.

In the event that BMSC staff is available to provide animal care in the absence of researchers, fees will be assessed per hour of staff time for such care.

In the case where a researcher engages the assistance of other parties (e.g. another researcher, off-duty BMSC staffers paid for their time, etc.) for the care of their animals during a long-term absence, they will advise both the HRS and the ACC of their arrangement. If the ACC deems the proposed arrangement acceptable, the researcher will provide the HRS and the ACC a signed document, which defines and describes the agreement and the responsibilities of the caretaker.

In the case where the ACC determines that Research or Animal Care staff must intervene and take over management of a researcher's animals, BMSC will provide the researcher with a copy of a completed transfer of care form.

Depending upon the circumstance of such a transfer, BMSC fees may charge an hourly rate for the staff time for the subsequent care of the animals, or the time taken to euthanize them. Such fees may be waived; either by the HRS and/or the ACC, depending upon the particular circumstances.

Initials of Principal Investigator: \_\_\_\_\_

## Reporting Animal Collections

All collections shall be forwarded to the Animal Care Coordinator, via an online form or on an excel spreadsheet template that will be provided. Failure to comply will result in a withholding of subsequent AUP approvals and/or acceptance of Research Applications.

Initials of Principal Investigator: \_\_\_\_\_

## BMSC Related Publications

**Researchers utilizing BMSC facilities and resources agree to acknowledge BMSC in their publications and to provide the BMSC library with the citation information for these works.** Currently this request is found on the BMSC Research Application Form.

This data is required by the Western Canadian Marine Sciences Society (WCUMSS) member institutions, University of Calgary, University of Alberta, Simon Fraser University, University of British Columbia and University of Victoria (who collectively own BMSC) and BMSC, for reporting purposes and for grant applications towards funding operations and maintenance. This information is critically important when we need to justify scientific excellence.

Initials of Principal Investigator: \_\_\_\_\_

## Conduct while at BMSC

Users at BMSC agree to abide by the terms of BMSC General Safety Manual and policies as described in various electronic and paper documentation. Please consult these documents for a comprehensive and detailed account of the policies.

Damage to BMSC property due to neglect or irresponsible use (including lab space and/or equipment, cottage or dormitory facilities, boats, etc.) is the responsibility of the user and/or Principal Investigator. They will be assessed such charges as BMSC deems reasonable to cover the cost of repair or replacement of damaged property..

Code of conduct — All BMSC users are expected to treat other users and BMSC staff with respect and courtesy at all times. BMSC has a harassment policy it takes seriously. Please refer to the BMSC website for our code of conduct and harassment policy. The Director reserves the right to expel individuals from BMSC property. In such cases, all fees, leases, etc. will be deemed forfeit.

BMSC staff are covered by the provincial labour code and are entitled to time off by the legislation. Please plan accordingly.

## General Comments and Considerations

Bamfield: BMSC is a relatively remote location. By road, access is roughly 2 hours to Port Alberni, the closest city. Water evacuation by Coast Guard fast RHIB is ~45 minutes and air evacuation, although fastest, is spotty and expensive.

While the local Bamfield Hospital is nearby, the resident Nurse Practitioner has limited resources. If you have medical issues that may be of concern due to our remoteness, please advise the BMSC Dive and Safety Officer who can work with you and the local services to ensure we're as ready as can be for any potential/unforeseen issues. Your privacy will be ensured as is legally required.

We love to see everyone enjoy the beauty of the Barkley Sound area during their down time, but we ask that users be aware of the remoteness of the area and to temper their exuberance while hiking, boating, diving, etc. accordingly.

Please follow guidelines issues by authorities (Federal, Provincial, Municipal and First Nations) as regards to use of trails, animal encounters, open fires, water activities, etc.

Common sense and prudence are great watchwords at BMSC; you can never go wrong telling someone where you are going, what you are doing and when you'll be back, and many activities are best enjoyed with company, so plan on having a "good buddy" to share the experience.

BMSC is a unique facility that serves a diverse clientele ranging from world- renowned researchers to elementary school children. We ask that you remain mindful of the other users of the campus as regards to your behaviour.

Observance of policies as regards to things like lab attire are noticed; please be aware that you truly are setting the example for the next generations of scientists and your actions are being observed.

Because of the diverse mix of users we host at BMSC it is not unusual for researchers to be approached by students of various ages, interested day visitors to the station, curious locals, BMSC staffers and others, querying you about your work. I would encourage you to treat these interactions with aplomb and as opportunities to pass along your knowledge and enthusiasm for science.

## Researcher Agreement

As the Principal Investigator responsible for research activities being conducted at Bamfield Marine Sciences Centre, I, \_\_\_\_\_ (PI name) have read and understood the provisions and policies in this user agreement, as indicated by my initials following each section.

I have made the members of my research team (Post-Doctoral Fellows, Graduate Students, Undergraduate and Technical Assistants, Guest PIs, et al.) aware of these provisions and policies.

Signature of Principal Investigator: \_\_\_\_\_

Date: \_\_\_\_\_