

VILLA CARMEN

VISITOR SERVICES AND CODE OF CONDUCT

- 1- **Food.** Meals are served at the following times:

Breakfast	6:00 am – 7:00 am
Lunch	12:01 pm – 1:00 pm
Dinner	5:00 pm – 7:00 pm

If a visitor needs to have a meal outside the scheduled times, he/she should leave a written request on the board outside the kitchen door. If boxed lunches are needed for the field, this should be indicated personally to the cook at least 12 hours before leaving for the field. The cook will wash plates and utensils within established meal times. Outside this schedule, visitor must discard uneaten food and put dirty plates, glasses and utensils in the provided containers. Visitors must keep out of the kitchen at all times. Tea, coffee, chocolate, and powdered milk are available all day on a table outside of the kitchen door. Visitors are invited to eat fruit grown at the station, but at their own risk.

- 2- **Water.** Villa Carmen uses stream water brought to the station by gravity. Tap water is not potable. It is suitable for showers and brushing teeth, but **not** for drinking. Filtered or boiled water can be found in a labeled container in the dining room.
- 3- **Energy.** Electricity is provided 24/7 by a municipal hydroelectric plant. Power outages are frequent and unpredictable, so it is advisable to carry headlamps or flashlights at night. Voltage is 220 V and visitors are responsible for bringing their own voltage converter if voltage of 110 V is required. Please, save energy by turning off all the lights when not in use and disconnecting equipment that is not in use or fully charged. Hot showers function with electricity, therefore please take short showers to conserve energy.
- 4- **Internet.** Will be available beginning August, 2011.
- 5- **Health.** Visitors are responsible for bringing their own medical and first aid supplies. Although ACCA will do anything in its power to resolve health emergencies, the institution is not responsible for the health and security of visitors and does not provide medicine or medical treatment. The cost of a medical evacuation will be charged to the patient. It is recommended that visitors bring Medivac insurance and are vaccinated for yellow fever prior to arrival.
- 6- **Safety.** All buildings within the station are flammable. It is forbidden to smoke within buildings and to leave lit candles unsupervised. In case of fire, be sure you and everyone in your building evacuates to safety. Strong storms may cause leakage in buildings; therefore it is advisable to keep computers, cameras, books, etc. in a safe place. Visitors

are responsible for carrying the following contact information in case of emergency or accidents in transit to or from the reserve:

- Telephone: 084776031 (Villa Carmen), 084 222329 (office ACCA-Cuzco)
- Radio (USB): 6965 (Wayqecha)

- 7- **Responsibility waiver.** Before entering the reserve or any vehicle that is the property of ACCA or has been arranged by ACCA, all visitors are required to sign a responsibility waiver.
- 8- **Lost and Found.** There is a lost and found box in the administration office. Please, if you find a lost item around the station, give it to the managers for safe-keeping until it can be claimed by its owner. Items will be stored up to three months, and donated or discarded after this time.
- 9- **Room hygiene and cleaning.** Keeping food in the rooms is not advised, however if you do, please be sure it is kept in an airtight container as to prevent insects. The station will provide clean linens and towels, toilet paper, and will clean rooms and bathrooms once a week. If visitors need changes, repositions or special cleanings outside this schedule he/she needs to request this directly to the staff. Visitors are responsible for cleaning any personal items.
- 10- **Garbage disposal.** Visitors must separate their garbage into organic and inorganic categories, and dispose of them in the containers provided in their rooms or the kitchen. It is recommended that visitors use only rechargeable batteries. Disposal of batteries is not permitted at the station, so visitors must take them upon departure. We recommend that visitors use personal soaps and shampoos that are biodegradable. It is forbidden to spill toxic chemicals in the soil or through sinks. Visitors are responsible for taking any personal medical waste including needles, drugs, etc. upon departure. Exceptions to this rule are:
 - A visitor that remains at the station will inherit the material and will therefore become responsible for its disposal
 - Reusable material is donated to the station under the approval of the scientific coordinator and the administrator
- 11- **Trails.** Villa Carmen has a 20 km trail system (Currently under expansion—see map in dining room). It is mandatory for all visitors and staff to write on the trail board outside the dining room their destination and estimated time of return from a walk. Always go out with a flashlight since it gets dark much earlier within the forest. Use flashlights when walking at night to avoid snake bites. When walking trails, it is advisable to wear rubber boots.
- 12- **Fauna.** Hunting is forbidden. Fishing is permitted in the Pillcopata River and requires the submission of a capture list. Pets are only allowed in the education area, and it is forbidden to rescue wounded or abandoned animals, except under extenuating circumstances and with the prior approval of the science coordinator. Please, document your animal sightings in our “Avistamiento de Fauna” (Wildlife sightings) log book in the dining room.

- 13- **Flora.** Researchers must keep their impact on the vegetation to a minimum. If you walk outside of trails, do not use a machete. No tree or sapling can be cut without the permission of the science coordinator. It is forbidden to start fires, of any magnitude, in the forest without the permission of the science coordinator.
- 14- **Visitor registration.** Upon entering and before leaving the reserve, it is mandatory to fill in and sign the visitor registration book.
- 15- **Satisfaction survey.** Before leaving, every visitor will receive a satisfaction survey form. Please, fill out and hand in this form to help us improve our service.

Additional requirements and information for Researchers

- 16- **Research permit.** Before beginning any investigation, the work plan has to be approved by the science coordinator. The work plan should include:
- a description of the proposed study
 - the dates and places of field work
 - number of researchers and assistants involved
 - the CV of the principal investigator
- 17- **National research permit.** The researcher is responsible for obtaining a research permit from the Dirección General de Fauna y Flora Silvestre (DGFFS), and presenting it at the ACCA office in Cusco before entering the reserve.
- 18- **Vertebrate capture plan.** Any vertebrate capture requires a written plan submitted to the science coordinator. This plan should include:
- methods
 - species to be captured
 - period and places of capture

Any death of a vertebrate resulting from the capture or other work associated with the capture must be immediately reported to the science coordinator together, with a plan for avoiding similar deaths in the future. The ACCA Science Committee reserves the right to cancel capture permits at their discretion.

- 19- **Markers.** If semi-permanent materials (tags, tapes, traps, equipment, etc.) need to be left in the forest, please inform the science coordinator as to their location (submit map or georeferenced locations), their purpose, and the amount of time they will remain in the forest. All tags and equipment in the field must be marked with the initials of the

investigator, their date of placement and the estimated date of removal in a permanent way. Marks and equipment must not block trails. Except under extenuating circumstances, do not use plants on the edge of trails as tag holders, rather use plants a meter or more into the forest. Please, submit a sample of your tags to the scientific coordinator so that they can be displayed in the research hall. It is forbidden to slash tree trunks in order to mark them. At the end of the study, the researcher must remove his/hers tags and equipment from the forest. ACCA will remove all tags and equipment not identified in the manner required or for which the authorization to remain in the forest does not exist or has expired.

20- Importation of scientific equipment and material. The researcher is responsible for clearing customs related to the importation of scientific material and equipment. ACCA can provide a letter of support for the importation of equipment, but is unable to assist in the release of confiscated equipment.

21- Plots for agricultural research. The size and location of plots will be thoroughly discussed and decided upon in conjunction with the agricultural grant coordinator. It is forbidden to clear forest classified as mature or late succession for use in agricultural research.

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