



## Visitor Code of Conduct at Biological Stations

Welcome to the ACCA Research Stations! We are lucky to be surrounded by the immense natural beauty of the Peruvian Amazon and all of the wonderful life that it contains. During your time here, we hope to provide you with a fulfilling and unforgettable experience. In order to ensure a mutually beneficial and safe experience for you, the other station guests, researchers, and station staff, we have established a code of conduct that you must respect and comply with during your time here.

### Station Facilities

- Upon arrival to the station, provide your personal information in the “Visitor Registration Book” located in the dining area.
- Additionally, whenever you leave and enter the research station you must indicate so in the “Entrance and Exit Control Book”. Volunteers are not allowed to enter the station after 11:00 PM (12:00 AM on Friday and Saturday), nor leave before 5:00 AM. If by any means you need to leave the station earlier, please coordinate beforehand with the Station Manager and Science Coordinator.
- Please do not bring dirty shoes inside station buildings. Muddy boots should be cleaned upon return from the trails and placed outside of the room, in the designated boot area.
- Please be respectful of other people’s sleeping schedules and refrain from speaking loudly, playing music, or making excessive noise after 10:00 PM or before 6:30 AM.
- It is prohibited to carry food out of the dining area into your room or any other part of the station. Leaving food out may attract insects or other animals.
- Be sure to leave the bathrooms and showers in the same condition as you found them. Do not store your shampoo or other personal items in the bathrooms or showers. If you find a broken toilet or shower, please inform the Station Manager or coordinator in charge.
- Volunteers must keep their rooms clean and tidy. You may request clean sheets every 10 days; Upon your arrival please check with the Station Manager on the dates sheets will be changed.
- We highly recommend keeping all electronics protected from humidity and water damage.
- At Villa Carmen, electricity is available 24 hours a day, although there are frequent power outages. At Los Amigos and Wayqecha, the electricity is restricted to the hours of 6:00 to 9:00 p.m., during which time visitors are encouraged to charge any electrical devices. Energy in Peru uses a current of 220V in every building. Please conserve energy by turning off lights when you are not using them and unplugging electronics that are fully charged or not in use, particularly in the case of lightning storms.
- If you have roommates, please respect their personal space by keeping your possessions tidy.
- If you bring drinks, snacks, or other personal items from outside the station, please take all your trash with you when you leave the station. Trash from items purchased at the station can be disposed of in the colored trash bins, but should be sorted as indicated on the lids.
- We request that you only use rechargeable batteries while at the stations. Used batteries must be taken with you when you leave the station or disposed of in the appropriate container, which the administration will provide.
- Do not leave empty bottles or other garbage outside of the rooms. Take them with you when you leave the station.
- Do not use or take any furniture or equipment outside of the buildings in which you found them without the prior permission of the Station Manager.
- In case you intend to take a trip away from the station, please inform the Station Manager and coordinator well in advance. It is particularly important to let them know when you intend to return to the station and how you can be contacted while away.



### Kitchen and Dining Area

- Boots are not permitted in the dining area. Please leave them on the drying rack outside the front door.
- If you have special meal requirements (vegetarian, gluten free, etc.) please inform the reservation staff prior to your arrival to the station. Given the location of stations, it may be difficult to accommodate exclusive dietary requirements and the variety of food may be limited.
- Please try to arrive to meals on time. Meal times are as follows:

	Los Amigos	Villa Carmen	Wayqecha
Breakfast	6:00-7:00 AM	7:00-8:00 AM	7:00-8:00 AM
Lunch	12:00-1:00 PM	12:30-1:30 PM	12:30-1:30 PM
Dinner	6:30-7:30 PM	6:30-7:30 PM	7:00-8:00 PM

- Coffee, tea and water are provided throughout the day in the stations’ dining areas. At Los Amigos, cookies, crackers, cereal, and oatmeal are also provided. We kindly request, however, that guests be conservative in their consumption of these items so that they will be available for the enjoyment of other guests as well.
- If you anticipate arriving late or missing a meal, please advise the kitchen staff at least 12 hours in advance.
- If you require a boxed lunch, please advise the kitchen staff at least 24 hours in advance.
- Tap water at the station is not potable. Please do not drink from any of the faucets and only take drinking water from the water cooler located in the dining area.
- Please wash all of your dishes in the sinks and place them to dry in the designated drying area on the kitchen counter.
- Do not remove any dish, cups, or mugs from the dining area. If you find any dish that was left out by others, please assist the kitchen staff by washing it and returning it to the appropriate area.
- Please do not use the dining room as a work area. Computers should not be used in the dining room. The designated work area is the laboratory.
- Please refrain from lying/sleeping in couches in the dining area.

### Library/equipment

- If you wish to borrow a book, magazine, or other document from the library, you must register these items in the Registry Notebook (Cuaderno de Uso de Libros), which is kept with the Administration/Science Coordinator. Please note the check-out date, return date, and storage code. This also applies to any equipment supplied to you by ACCA for conducting your chores such as cameras, GPS, etc. Ask the Science Coordinator for the log book.

### Laboratory/Computer Room

- Do not use or take anything from the laboratory without the permission of the Science Coordinator.
- Please do not bring food or drinks into the computer room or laboratory as these can attract ants and other pests.
- Space and electrical outlets are limited so please do not leave your electronics connected when not in use.
- It is difficult to get an internet connection in such a remote location. We are very fortunate to have the connection that we do. Please avoid using too much of the bandwidth by refraining from downloading or uploading photos or large files, watching videos on YouTube, etc.



- Please respect the hours indicated for the laboratory and computer room, which are from 7:00 am until 10:00 pm. If you need to access these rooms outside of this schedule, you must request this from the Science Coordinator.
- When listening to music in the laboratories or other common areas please use headphones.
- Please keep conversations at a low volume.
- Please keep the work area you have been assigned clean and tidy. Remember that the laboratory is shared among researchers and that some experiments might require a clean/sterile environment. You can request cleaning materials from the Science Coordinator or Station Manager.
- The laboratories MUST have deposits for: cutting residues (needles, razors, etc.), glass, dangerous residues (formaldehyde, mercury, etc.), and contaminated materials (blood, animal carcasses, body parts and fluids, etc.), deposit for spent batteries, and for non-dangerous residues. If these deposits are not available upon your arrival, please ask the Science Coordinator to make them available. No potentially contaminating, toxic or hazardous substance should be disposed of through the laboratory sink. Before disposing of these substances, please notify the Science Coordinator.
- Each laboratory is thoroughly cleaned once a week at each station. Please ask for the cleaning schedule at your station so you can store your equipment properly to avoid any disturbance to your work.
- If you need to use some of the equipment stored in the laboratories, please ask the Science Coordinator beforehand. You can also request the list of equipment that can be used on a temporary basis.
- Materials remaining from previous research might be available at your station. Please ask the Science Coordinator for its availability.
- Do not store your personal items on the laboratory freezer.

### **Laundry and clothes line**

- Please do not leave your clothes sitting in the laundry area (or washing machine) or other places not established for drying clothes at the station (laboratories, rooms, balconies, etc), or hanging on the line longer than necessary. Any clothes left unattended for prolonged periods may be moved or stored away by station staff.
- Volunteers should bring their own towels and washing machine soap for personal use.
- Please ask the Station Manager for the laundry machine assigned to volunteers and researchers. Time schedule to use these machines is from 7:00-9:00 AM and 4:00-6:00 PM (Monday to Saturday) and Sunday from 7:00 AM-12:00 PM and from 2:00-5:00 PM.

### **Trails**

- Before leaving for the trails, you must ALWAYS sign out in the 'Trail Use' (Uso de Trochas) chart on the board with your name, date, travel route, time of departure, and estimated time of return. Please remember to check in when you get back so that we do not needlessly send out a rescue party to get you.
- Do not go out on the trails by yourself until you are thoroughly familiar with our trail system. When possible, you are encouraged to travel in groups of 2 or 3.
- We highly recommend the use of rubber boots when walking through the trails. Stations have a wide array of boots that you can use during your stay. Please ask the Station Manager to get a pair of boots.
- Always bring a flashlight with you when you go out on the trails. It gets dark earlier in the forest and you never know if you may end up getting delayed and have to walk back after dark. Headlamps or flashlights are also recommended when walking from one area of the station to another after dark to avoid tripping or unwanted encounters with wildlife.

- The use of machetes by station guests and volunteers is prohibited, except with the prior approval of the Administration.
- Station guests and volunteers are asked to take the appropriate precautions to minimize their impact on the local flora, fauna, and active research sites, both while on the station premises as well as on the trail system and surrounding forest. If your work requires that certain areas of the station be property be marked or restricted from the use of other station visitors, please inform the Science Coordinator, indicating where those areas are located (preferably by providing GPS coordinates), and how long you intend to use the area.
- No tree or plant can be cut within the station property or surrounding areas without the prior authorization of the Science Coordinator. Under no circumstances should a tree be cut as a way of marking it.
- Hunting and fishing are strictly prohibited on the station property.
- Attempting to treat or care for wounded or abandoned animals is prohibited. Observations of any animal that is wounded, abandoned, or in an otherwise abnormal state should be reported to the Science Coordinator. Likewise no captive/rescued animals should be introduced into the research stations.
- Collection of wildlife and flora inside and outside protected areas require permits from Peruvian authorities. Do not collect plants, insects, amphibians, reptiles, etc. if you don't have these permits.
- It is not permitted to start a fire on the trails. It is prohibited to start fires on the station premises as well, except with the prior authorization of the Station Manager.
- Please record any animal that you see or hear in the Wildlife Observation Registration Notebook (Cuaderno de Avistamiento de Vida Silvestre) when you return from a hike following the protocol discussed with the Science Coordinator.

#### **Personal equipment/cash**

- Please avoid leaving large amounts of cash or valuables in your room. If you need to store cash or valuables (including equipment) during your stay, ask the Station Manager. Do not leave your gear unattended for long periods of time.
- If you intend to leave/donate equipment or clothes to the station, please coordinate with the Station Manager.

#### **Interactions with the local population and individuals outside the station**

- Please remember that you are representing ACCA as well as the research station when you interact with the local population. Therefore, we request that you conduct yourself in a respectable manner at all times.
- Do not take someone's photograph without asking for permission.
- It is highly recommended that you address people using the formal *Usted*.
- Outside guests and visitors may be allowed only with prior authorization from the Station Manager or coordinator in charge. Overnight guests and visitors will be subject to standard fees and code of conduct. It is not allowed to invite individuals into guest rooms.
- Do not enter households, gardens/orchards or communal lands without permits of the owners/dwellers.

#### **Pillcopata and Local Indigenous Communities**

- Before visiting Huacaria or any other indigenous community, you must get a signed letter of permission from the Station Manager.
- Before leaving Villa Carmen property, you must sign out at the front gate.

- It is permitted to go into town for recreational activities such as dancing, etc. However, for your personal safety, we strongly recommend that you do not go out alone after dark. Drinking to the point of intoxication is strongly discouraged and may result in being asked to leave the station. Please respect the times to enter and leave the stations.
- Curfew for trips to town is 11 p.m. on work nights (Sunday-Thursday) and 12 a.m. on weekends (Friday and Saturday).

### **Health and Safety**

- Visitors, volunteers and researchers are responsible for bringing their own first aid kit as well as any additional medications they may require during their stay at the stations.
- Los Amigos and Villa Carmen are located within the distribution of several tropical diseases, including Leishmaniasis. To avoid infection, it is strongly recommended that all station guests wear long-sleeved shirts, pants and closed-toed shoes with socks, both in the field as well as on campus, between the hours of 5:30 PM and 5:30 AM as this is when the sand fly, which serves as the disease vector, is most active. Using insect repellent on exposed areas is also strongly recommended.
- Any person who presents symptoms of a suspected serious and transmissible illness is required to seek immediate treatment at the local medical center. If health conditions continue to deteriorate the person should seek medical care in a more specialized health center.
- Do not leave candles unattended as this can create the risk of fire.
- Swimming in the river or any other body of water is prohibited at the 3 ACCA stations. In Villa Carmen, it is also prohibited to jump from the oroya (cable car).
- Bringing alcohol to the stations is strictly prohibited, as is the possession and/or use of any drugs illegal besides tobacco. Being found in possession of illegal or prohibited substances may result in having those items confiscated and/or one's removal from the station, in accordance with regional and federal laws.  
Alcoholic beverages can be purchased and consumed exclusively in the bar located in the station's dining area during established hours and under the supervision and approval of their project leader (for researchers), professors (for students), or responsible coordinator (for volunteers).
- Drinking to intoxication is strictly prohibited at the stations. In order to preserve a safe and orderly environment at the stations, any visitor found in breach of this policy will be subject to disciplinary action, including removal from the station premises.
- In accordance with Peruvian law, smoking in any of the station buildings is strictly prohibited as this can create the risk of fire and discomfort to other guests. If you smoke, please do so in open areas and dispose of cigarette butts properly.

### **Interactions with Station Personnel**

- The personnel of the stations are there to help you, but not to the exclusion of other guests. Please feel free to request the help of the station staff whenever you find them available and when doing so will not interfere with their other responsibilities. Requests for special help or services from station personnel must be asked directly to the Station Manager.
- In the case that maintenance work interferes with your activities, please bring your complaint directly to the Station Manager to be resolved.
- We recommend that all guests and volunteers be sensitive to how cultural differences can affect their social interactions with station personnel so as to avoid misunderstandings.



### **Interactions with Other Station Guests**

- Guests and volunteers are asked to avoid those areas of the station and trail system where other researchers, volunteers, or field courses are working. If any station visitor intends to use a specific area of their station for their work or research, please notify the Station Manager and Science Coordinator so they can notify other station guests and mark these areas on the maps located in the dining area.
- At Villa Carmen, please note that the School for Field Studies (SFS) is an independent undergraduate university program utilizing ACCA facilities to conduct semester-long and summer courses. Please be mindful that SFS students and staff are subject to additional policies, procedures and rules from their organizing institution.