

PLE researcher policies

Updated 1/21/2020

❖ Housing billing rules

- Housing is considered occupied and billable until:
 - Occupant provides 48 hours' notice prior to leaving (to allow PLE to provision time for cleaning)
 - Occupant removes all personal belongings
 - Occupant returns keys to PLE office (a \$10 fee will be assessed to PI for lost keys)
- If less than 48 hours' notice is provided prior to departure, PLE reserves the right to bill for up to two additional nights of stay.
- Checkout time is 11AM. If researcher hasn't vacated residence by this time, another night will be billed for.
- If a researcher is planning on leaving and returning to a housing residence in less than 4 days, the researcher will be billed for housing for the time of absence regardless of whether the previous three conditions are met.

❖ Lab space billing rules

- We request that researchers provide one weeks' notice prior to vacating a lab for the season.
- If less than one weeks' notice is given, PLE reserves the right to bill for up to seven additional days of use.
- This week allows PLE time to:
 - Prepare a bench fees bill for the PI to review prior to leaving.
 - Assess the need for researcher equipment to be moved from a lab space (even if being stored at PLE in off-season) to allow others to use space.
 - Advise researcher on hazardous waste disposal issues.
 - Give final OK on lab cleanup.
- Keys are expected to be returned at the end of each season (a \$10 fee will be assessed to PI for lost keys).

❖ Cleaning in researcher lab buildings

- Cleaning in labs and offices are the responsibility of researchers. Let PLE staff know if cleaning supplies are needed.
- Common areas (bathrooms, hallways) are cleaned by PLE staff weekly. Trash will be removed by PLE staff in all areas weekly. Recycling will be removed weekly as well (typically on Monday).
- PLE staff will check paper towel and soap dispensers weekly.
- If there is a something that needs addressed in between weekly cleaning visits, submit requests using our PLE maintenance request form:
<http://form.jotform.us/form/51386646636162>

❖ Recharge for PLE staff time

- PLE has a small facilities staff that take care of a large physical plant. Their time is valuable to the proper functioning of the field station. At the same time, we recognize that our researchers can greatly benefit from the assistance of our staff (for brief periods

of time) to provide certain services, particularly those involving use of our heavy machinery.

- To this end, PLE can make facilities staff members available at the rate of \$30/person/hour.
- If PLE staff need to travel using PLE vehicles for the work, we will charge the federal mileage reimbursement rate.
- If our heavy equipment is used (tractor, Ranger, etc.), we will ask for reimbursement for the cost of the fuel used.
- As always, it is best to request assistance from PLE staff as far in advance as possible (2 weeks ahead should be a minimum). Requests for assistance on larger projects (those requiring multiple days of assistance) should be made even further in advance. It is at the discretion of the PLE Director to approve or deny requests, based on the needs of the field station.

❖ **Storage of equipment in offseason**

- Researchers wishing to store equipment in PLE labs after finishing work for the field season can do so in one of two ways:
 - If the PI has paid \$500 or more in bench fees (labs and offices), researchers may leave equipment free of charge.
 - If the PI has not met the \$500 threshold, equipment may be stored at PLE for the cost of \$10/cubic foot/month. Payment must be made prior to leaving PLE for the season.

In both cases, storage might be in our un-winterized storage garage (at the discretion of PLE Director). This might become necessary if other users need access to the occupied space. Anything that is temperature sensitive should return with you to campus.

- Equipment left for more than a year (*i.e.* into the following field season) without a plan for the PI to return to do research that year will be considered abandoned and will be disposed of.