

WELCOME TO HUSÖ BIOLOGICAL STATION

We hope you will enjoy your stay. To make things easier for you and for us we hope you take time to read through this paper.

ACCOMMODATION: Bring your own sheets and towels. Please clean the room and air the bedclothes before departure. Also guests staying for a short time should clean their room before leaving the station. Please turn the radiator off when airing the room and please shut the windows when you leave the station or when you will be away for some days.

ADMINISTRATIVE OFFICE: field paper, copy paper etc can be found in the cupboards next to the coffee room. Please notify if something is lacking. Please do not take the last copy of anything - make more copies! Please respect the working hours for payment and other arrears.

ADDRESS to the station is Husö biological station, Bergövägen 713, AX-22220 Emkarby, Åland.

ARRIVALS & DEPARTURES: is to be notified in good time to the administrative assistant & to the kitchen.

AQUARIUMS: ask the station management about use of the aquariums and please respect other people's experiments. No toxic or foreign chemicals should be brought into the aquarium. If you require special tanks and equipment these should be arranged and maintained by You and Your project.

BOATS: the station has 4 motor boats (*Mya*/RönnqvistPro590, *Sigrid Maria*/Rönnqvist16, *Esox*/RS-Buster, *Sprattus*/Mini-Buster), a few rowing boats, 2 kayaks and 4 trailers. Feel free to use the rowing boats and the kayaks. The motor boats can be booked and used according to agreement (for *Mya* a driving permission is given by the station management). Please inform any damage/shortages immediately to the station management. Please clean and tank the boat after use and fill in the driving-booklet. The petrol can be found in the petrolshed. The boats are tanked with 100% petrol, 95 okt. (the oil level should be checked when using the boats). Please notify the route for your destination and the estimated time of return in the booklet in the office entrance. The use of life jackets is compulsory. If taking longer journeys, please take the mobile phone with you (make sure you know how to use it & check that the battery is loaded). Please do not drive in unknown waters without a navigation map or before someone has shown you the route. The projects pay for the petrol according to what has been agreed upon. Private trips: only when agreed upon, the petrol is to be paid per litre, any damages (except broken propellers are compensated by the user).

BOOKINGS of equipment, cars, boats etc is done on the weekly scheduled lists on the notice board in the office entrance. Please try to coordinate!

CARS are available for work and transports (one-way journey to Mariehamn: 5,50 €/person for transporting 1-2 persons, 4.00 €/person for transporting 3-4 persons; one-way journey to Långnäs 10 €/person). The use of cars should be booked in consultancy with the station management. Private trips: only after settlement and a compensation by kms (0.27 €/km; self excess of 420 € paid by the driver). The keys should be kept on notice board in the administrative office. Transports and private use should be paid immediately. The projects pay the petrol according to agreement.

COMPUTERS: there are station computers, a laser printer, a colour printer and a scanner. In addition, there are personal/private computers in several rooms - these can be used only when agreed with the owner. The computers are connected to an internal network. Be aware of the risk of virus! Please record the printed copies in the print booklet. Notify any faults or shortage. The computers are connected via broadband to Åbo Akademi University and this way to e-mail etc. The internet service is intended for work duties.

DIVING & DIVING GEAR: diving is permitted for persons with valid diving licences and with the permission by the responsible persons at the station. Note that damaged gear can be dangerous for the next user. See: separate diving regulations at the station.

EMERGENCY NUMBER: 0-112

FIRE-EXTINGUISHER: You will find fire-extinguishers in every room - please find out their placing and how they are used (instructions can be found in the lab). There are fire detectors in all bed rooms. Emergency number: 112

FIRE LADDERS can be found in the housing residences, instruction signs are placed according to the requirements of fire inspection.

FREEZERS, FRIDGES: please label your samples and goods (name, date, content). Please throw away such things that you do not need (the freezers and fridges are cleaned each Autumn - unlabeled samples will be thrown away). Food should be put into fridges for food only.

GARBAGE is separated in different fractions; paper, glass, plastic packages, aluminium, other metals, cardboard and organic waste. The rest is put in the big dustbins close to the parking place. The organic waste is separated and put into the compost.

GUESTS: the station has limited capacity to receive private guests. Persons staying at the station for longer time (more than one month) can have guests when possible. Guests staying for the day are of course possible at any time. All visits should be reported to the station management and to the kitchen in advance. Guests pay full or half pension fees in cash before departure. Any biologists and other professionals that know the activity at the station can be shown around the station. Remember the guest book.

INSIDE SHOES should be used in all warm residence halls and offices.

INSTRUMENTS & SAMPLING EQUIPMENT: please make a reservation for the equipment you need in the booking schedule at the course entrance in consultation with the administrative assistant. The station has some basic instruments and equipment. Special equipment and chemicals should be financed by the projects. Please report any damages/shortages to the administrative assistant.

LIBRARY: the library is modest. Loaning is done after settlement. Archive copies should be read at the station. The station collects all work and copies of work carried out by persons in connection to the station to maintain an updated register of publications. All publications from the register are reported to data bases which are used for the purpose of information. A data base containing water-related work done on the Åland Islands is accessible at the station.

SAUNA: Wednesdays & Saturdays. Schedules: Wednesday: girls 19.00-20.30, boys 20.30-22.00 Saturday: boys 19.00-20.30, girls 20.30-22.00

SEWER water sewage is cleaned in a biological earth bed - toxic chemicals, large amount of seawater, acids and other foreign chemicals should not be emptied in the sewer but be collected in special containers for problem wastes, or carried out in buckets to the infiltrating container behind the old sauna.

TELEPHONE to use the phones press 0 and then the number you want to dial. If you want to answer the phone, press 8. Please record the minutes spoken in the booklets close to the phones and pay when your stay is over. The phone number to the station is +358 18 37310