**Welcome to Keys Marine Laboratory**

We are dedicated to making your stay a pleasant and productive experience. Talk to KML staff for additional assistance. You will enable us to serve you better by following the guidelines below.

 **KML Field Lab Etiquette & Expectations**

1. Park all personal vehicles in main parking lot outside gates.
2. Closed-toe footwear with good tread is strongly suggested for uneven terrain and slippery surfaces encountered around the lab and on vessels.
3. Water restrictions in effect in the Keys – be mindful of freshwater usage.
4. Minimize your carbon footprint…
* Turn off lights
* Adjust A/C when exiting rooms
* Close blinds during the day to minimize radiation transfer
* Reserve lowest thermostat setting for nighttime only
* **NEVER** prop or leave open windows or doors when A/C is running. KML thermostats in all rooms **must be set at 78° upon departure**. **Occupied room settings must be no lower than 75°**. *\*\*SEEK STAFF ASSISTANCE* ***BEFORE*** *ADJUSTING BEYOND LISTED TEMP SETTINGS. FAILURE TO COMPLY MAY RESULT IN DAMAGE ASSESSMENT CHARGES FOR A/C UNIT REPAIR or REPLACEMENT\*\**
1. Please recycle glass, plastic, tin – located behind dumpster.
2. **See KML** **Staff** before using -80 freezer or any other lab equipment.
3. Do not flush paper towels, wipes, or sanitary products down toilets.
4. Do not pour chemicals or seawater down drains. **Ask KML Staff** for disposal guidance if uncertain.
5. Be considerate of others’ experiments – do not adjust valves, lift tank covers, or touch animals.
6. Gates are to be closed and locked after hours for your security. Entry/exit closure only during workday.
7. **Dive float & flag required for all snorkeling activities** – **must see KML Staff** **First**!
8. No recreational fishing or lobstering from KML property or vessels.
	1. Florida Saltwater Fishing License is required for any recreational fishing off site.
9. KML is not open to the public – please make arrangements with us before inviting anyone to visit or stay and we will try to accommodate your request.
10. KML is a tobacco and alcohol free campus. All forms are prohibited.
11. No pets allowed.

**Deliveries**

1. Faxes, mail, & shipments will be held in the Main Office and may be picked up 8am – 5pm Mon-Fri

**Departure**

1. Clean all living quarters – sweep/mop floors, clean bathrooms.
	1. Bring all sheets and towels to the Laundry Room in bags provided
	2. Leave pillows & blankets folded on beds
2. Take all trash and recyclables to dumpster area (see map).
3. Wash dishes and put away.
4. Return all borrowed gear and equipment to proper places, notify staff.
5. Clean up Dry Lab, Classroom, Wet Lab space you have used.
6. Experiments must be disassembled and removed prior to departure to avoid additional fees.
7. All chemicals and hazardous waste must be removed upon departure.
8. Additional cleaning fees may be assessed for failure to adequately clean up after your group.