



GUIDE FOR NEW USERS

WELCOME!

We are happy to have you as part of the Tyson community! We hope this guide will help you understand our operations and policies, and also point you in the right direction for questions.

KEY CONTACTS

Kim Medley, Director, kim.medley@wustl.edu

- For approval of research projects, maintenance requests

Ruth Ann Bizoff, Administrative Support Coordinator, rabizoff@wustl.edu

- For gate and building access, event space requests

Katie Westby, Staff Scientist, kwestby@wustl.edu

- For application to conduct research on site

Beth Biro, Natural Resources Coordinator & Staff Scientist, ebiro@wustl.edu

- For field site requests, lab space and equipment requests, field vehicle requests

Solny Adalsteinsson, Staff Scientist, solny.adalsteinsson@wustl.edu

- For coordination of field research infrastructure, species lists, natural history questions

Pete Jamerson, Facilities Manager, pete_jamerson@wustl.edu,

- For power or network outages, report of downed trees and vehicle maintenance issues, assistance of maintenance technicians Tim Derton and Dan Walton

Susan Flowers, Education, Outreach, and DEAI Coordinator, flowers@wustl.edu

- For teaching space needs, working with minors, mentoring best practices

You can put our names to our faces here: <https://tyson.wustl.edu/people/>

ACCESS AND RESTRICTIONS

Business hours are 8:00 am to 4:00 pm, Monday through Friday. The gate call box may be used to enter the property during those hours. Please do not allow other cars to follow you in; after passing through the gate, stop your vehicle until the gate fully closes behind you.

A key card is necessary for access outside of business hours. Please contact Ruth Ann Bizoff to arrange for a key card or to have Tyson access added to a WashU ID card. We expect our users will not give their key cards to other people. Please swipe your key card at the gate even if it is open from someone entering ahead of you.

Access through the Tyson gate does not imply access to the entire property. We expect our users to restrict activities to approved locations, to respect the sensitive nature of our environmental research, and *not* to use the property for personal recreation. *Tyson is not a recreation area*. No flowers, fruits, or fungi may be picked, and no plants, fossils, or geologic specimens may be removed, added, or collected. The Mincke quarry cave is now closed.

Smoking is not allowed and firearms are not permitted on site per WashU policies.

The Endangered Wolf Center is located at Tyson and access to the property does not imply permission to approach their facilities. Please do not disturb their operations or animals. If you wish to visit EWC, please see <https://www.endangeredwolfcenter.org>.

VEHICLE USE

There are two parking areas at Tyson: (1) gravel lot adjacent to the solar panel array and hoop house, (2) parking spaces lining the side of the road just past the Living Learning Center. Do not park in other areas as you may block the passage or parking of field and maintenance vehicles.

For the safety of people and wildlife, we expect our users to adhere to the following speed limits:

- 35 mph on asphalt main road between the gate house and the hoop house
- 15 mph on asphalt roads near buildings and pedestrian zones
- 15 mph on gravel roads (or slow enough to see a camouflaged turtle crossing the road)

Seat belts are required at all times on all Tyson roads. Riding in the beds of trucks is prohibited.

Four-wheel drive is required on some gravel roads. Do not drive on gravel roads unless you are prepared to utilize 4-wheel drive mode as necessary, and your vehicle has the power to ascend steep inclines.

Prior permission is required to drive to field locations. Please consult with Kim Medley or Beth Biro about field site access, and if you need to request use of a Tyson vehicle. Use of a Polaris requires training provided by Pete Jamerson.

To preserve edge species and the integrity of our ecological landscape, *vehicles may not be driven off road at any time.* If you must turn around, please use a crossroads area with adequate space. When parking in the field, please park on the road but close to the edge so that other vehicles may pass.

SAFETY AND FIELD HAZARDS

First aid cabinets are located in Headquarters and the research lab. First aid kits are kept in every Tyson vehicle.

In the event of a medical emergency, we will contact your important people. **Please see Ruth Ann Bizoff to complete an *Emergency Contact Form*.** Your information will be kept confidential and only accessed if you are unable to respond.

Please seek indoor shelter during dangerous weather events. The tornado shelter area is located in the basement of Headquarters and may be accessed through an exterior door located between the back deck and the maintenance garage.

Ticks, chiggers, snakes, and poison ivy are common in our landscape. We strongly recommend wearing long pants, long socks, and sturdy walking shoes or boots year-round. Tucking your pant legs into your socks can help protect you from ticks, and duct tape is useful to capture crawling ticks. We suggest performing tick checks often and showering after spending significant time in the field.

Some people have contracted tick-borne illnesses while working at Tyson. It is important to mark your calendar when you find an embedded tick and pay attention for possible symptoms. If you become ill after a tick bite, consult with a physician.

Fallen branches and trees are a common occurrence on Tyson roads. Please move smaller debris to the road side rather than drive over it. Do not attempt to move fallen limbs with a vehicle. Please contact Pete Jamerson for removal of larger limbs and trees.

CONDUCTING RESEARCH AT TYSON

Official approval of a research application is required prior to conducting new research activities at Tyson. Please set up a meeting with Kim Medley for discussion of research ideas. PIs should plan to amend a research application as necessary over the course of the project.

It is strongly recommended that you consult the following information as a starting point:

- Tyson policies: <https://tyson.wustl.edu/policies>
- Tyson research infrastructure: <https://tyson.wustl.edu/infrastructure>
- Tyson research application: <https://tyson.wustl.edu/research-application>

Any publications or presentations resulting from work conducted at Tyson must acknowledge the contribution of Washington University Tyson Research Center. A PDF version of publications should be emailed to tyson@wustl.edu.

SUSTAINABLE OPERATIONS

We strive for environmental consciousness in our daily operations. Please reduce, reuse, and recycle while working at Tyson. (<https://tyson.wustl.edu/sustainable-operations>) The Tyson Green Office Team (Ruth Ann Bizoff and Beth Biro) welcome suggestions for improvement.

HEADQUARTERS (HQ)

Tyson buildings are on the WashU WIFI network. The wustl-guest-2.0 network is available without a password and the wustl-encrypted-2.0 network may be accessed using a WUSTL Key.

Please see Kim Medley or Beth Biro to reserve a desk for short- or long-term use.

There is a HP Color LaserJet MFP E67660 that may be used as a printer, scanner, fax, or copy machine (IP address: 172.20.78.196). Please see Ruth Ann Bizoff for assistance if you have any trouble.

You are welcome to prepare personal meals in the HQ kitchen, but please clean up after yourself. Please ask staff for guidance on appliances. We generally eat lunch together at 12:00 noon, so please join us on the deck!

A private shower is available in the righthand HQ bathroom. Please run the exhaust fan while using the shower and bring your own towel and soap.

LIVING LEARNING CENTER (LLC)

The LLC is a certified living building that serves as Tyson's all-purpose meeting and teaching space (<https://tyson.wustl.edu/living-learning-center>). It contains a large classroom with digital projection system and white board, a computer lab with white board and projection screen, and small conference room with white board and projection wall. Rolling tables may be configured for meeting or teaching in both the large classroom and computer lab. Seminar

seating in the large classroom may accommodate up to 75 chairs. The small conference room seats 8 and the computer lab may be configured to seat up to 16.

To reserve space in the LLC for an event, please contact Ruth Ann Bizoff. There is a modest usage fee for both WashU and non-WashU organizations. To discuss repeated use of teaching or meeting space for a course or lab group meeting, please contact Susan Flowers.

RESEARCH LAB

Tyson has a research lab building with four wet lab rooms, a microscopy room, and a variety of equipment. If you need short term use of bench space or lab equipment, please contact Beth Biro. It is required that you review the Tyson lab safety handbook prior to working in the lab and completion of WashU's lab safety training is required for the use of chemicals (<http://ehs.wustl.edu/training>).

SUMMER COMMUNITY ACTIVITIES

Starting on the Tuesday following Memorial Day and lasting for 10 weeks, we run undergraduate and high school education programs and host a variety of community building events. Please look for email invitations to join us for seminars, symposia, and happy hours.

PROFESSIONALISM IN A FIELD STATION COMMUNITY

At Tyson, we aim to foster a collegial, professional, and productive environment. To achieve this goal, we ask members of the Tyson community to be polite, responsible, and punctual, and to contribute meaningfully to the station at large. While our community climate appears to be somewhat casual, please always keep professionalism in mind.

Within the Tyson community there will be a wide variety of ages, ethnicities, socio-economic backgrounds, gender identifications, religious or non-religious belief systems, etc. Some differences may not be easily seen, and some individuals may not feel comfortable sharing that they are different from the majority. In order to foster an inclusive work environment, Tyson users are expected to be respectful of everyone, and to take steps to address any cultural insensitivity that you witness or hear about. You may speak directly with Kim Medley or Susan Flowers about concerns, use the anonymous comment boxes located in both HQ bathrooms, or use the virtual anonymous comment box (<https://forms.gle/sEJ7ZXMVr9aS1qtM9>).

We believe human diversity should be embraced and celebrated as a strength within our community. Please read our commitment to social justice (<https://tyson.wustl.edu/deai>).

We appreciate your assistance in creating a welcoming field station community.