

## Rules for using Yakushima Field Station (ver. 2006.8.31. English version 2007.8.6.)

Yakushima Field Station of the Field Research Center (FRC), Primate Research Institute, Kyoto University (the station, hereafter) is a facility for those who visit Yakushima for research and educational purposes. Please follow the rules indicated below.

### 1. Permission

#### 1-1. Permission to use

Those who wish to use the station must send an 'Application to Use the Field Station' to the FRC by either mail or fax by the designated time (usually one week before the use, or longer in the busy seasons). Those who are not planning to stay but will use the station facilities (bath, washing machine, cooking equipment, telephone, photocopier, internet access, etc.) must also submit an application. Due to the limited space, it may not be possible for you to use the station when it is full, even if you give the specified amount of notice. We accept users in order of application. If use is permitted, a copy of the permission is sent to the station by fax. If such notification arrives when you are at the station, please put it up on the station's blackboard.

#### 1-2. Change of use

If you wish to extend the period of use, please apply to FRC for an extension. If you shorten your use or stay at other facilities temporarily, please notify FRC.

### 2. Way to use the station

#### 2-1. Using the rooms

The station has four rooms plus a kitchen, toilet, and bathroom. The large room with closet (max. 5 persons) can be used as a bedroom or living room. The small room (max. 3 persons) can also be used as a bedroom or living room. The workroom should mainly be used for working, such as analyzing samples, but may also be used as a bedroom by long-term users. The experimental room with sink, incubator, and refrigerator can be used as a workroom. Please use each room only for these purposes. If you use the workroom as a bedroom, please be careful not to disturb the work of other users.

## 2-2. Cleaning, maintenance, and garbage disposal

Please maintain the facilities and clean in and around (outside) the station, especially the common spaces, such as the bathroom and kitchen. If any facilities are broken, please report this to FRC as soon as possible. Please dispose of garbage according to the rules for Yakushima town.

## 2-3. Use of bedding

You can use the mattresses and pillows in the closet of the large room. If you do, be sure to use the bedclothes attached to them.

## 2-4. Use of telephone, fax, and photocopier

You can use the telephone and fax only for non-personal (i.e., research-related) purposes. If you use the telephone or fax, please log your usage in the notebook attached to the telephone.

## 2-5. Use of Internet

ISDN (both LAN and wireless) internet connection is available. Before connecting your PC, please report the computer type, OS, host name, and MAC address to FRC.

## 2-6. Repair of equipment

Please report if any equipment need to be repaired.

## 2-7. Bringing chemicals

It is prohibited to bring dangerous chemicals, such as strong acids or inflammable organic liquids. Do not pour water-insoluble chemicals down the sink. Please keep chemicals locked up on the shelf.

## 2-8. Locking up and fire prevention

When you leave station, lock all the windows and doors. Please always be careful with fire. Before you go to bed or leave station, please turn off the gas stopcock. Soon after you arrive at the station, confirm the location of the fire extinguisher.

## 2-9. Typhoons

When a typhoon is expected, bring outdoor things into the station. Close the

sliding doors to prevent the glass being broken. Please prepare a torch, radio, and water in case of an electricity stoppage. After the typhoon has gone, please check the equipment around the station. If you find any trouble, please inform the FRC.

### 3. Before leaving the station

#### 3-1. Usage report

Please fill out the usage report before you finish using the station and then file it. We would appreciate your comments and suggestions for improving the management of the station.

#### 3-2. Cleaning

Please clean the rooms you used and check the station facilities. If you stay for more than one week, please clean the common rooms, such as kitchen, bathroom, and toilet. If nobody will use the station after you leave, please close the sliding doors and lock all the windows and doors.

#### 3-3. Management of personal belongings

When you finish using the station, please take all your personal belongings (chemicals, samples, facilities) with you. If you are coming back to the station within 1 month, you can leave your belongings, one cardboard box per person at maximum, in the workroom. If you do leave one, please report this to the FRC and write your name, contents, and the return date on the box. If these are not written on it, or the date has passed, the box could be discarded without notice.

#### 3-4. Key

Please return the key to the designated place.

### 4. Miscellaneous

The station cannot be managed without the cooperation of users. We would appreciate your further cooperation to keep it a comfortable and useful facility. Evaluation of the station's contribution to studies in Yakushima will greatly benefit the management of the station. Your consideration would be appreciated when you publish your research.

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