

URGENT: Smoke Detectors

- **Contact us immediately when there is an issue with a smoke detector and or battery.** Please reach out to Tom and Jonathan and they will fix it asap.
- Under no circumstances are you to remove the smoke detector from the wall or deactivate it by removing the battery.





WiFi

Network:

UW Trout Lake

Password:

troutlake

Welcome to Trout Lake Station!

Trout Lake Station Code of Conduct and Station Policies

Working at UW Trout Lake Station (TLS) is a unique opportunity for you to gain research experience in an outdoor setting. Along with this opportunity comes a responsibility, not only to complete your work but also to be a good neighbor on station. As a station user, you should be aware of Trout Lake Station's User Guide and policies and the Center for Limnology's policies. Please comply with these policies or you could lose the privilege of staying at Trout Lake Station or working for the UW Center for Limnology.

Trout Lake Code of Conduct

- You are residing in close quarters with many other station users and are expected to be respectful of each other. Remember, the purpose of being here is to assist your supervisor with their research, to gain experience doing science and/or to complete your own research project. Experience has taught us that these goals are best met when collectively there is mutual respect among station users.
- While living/working at Trout Lake Station, you represent the station and the University of Wisconsin and are expected to conduct yourself appropriately both on station and in the community.
- You are expected to abide by the Center for Limnology's limnology.wisc.edu/cfl-code-of-conduct (next page)
- If you have any concerns about life at Trout Lake Station (e.g. working environment, roommates, inappropriate behavior, etc.) please talk to your supervisor, station coordinator, station staff, station director, or send your information to limnology.wisc.edu/cfl-concerns-problems-reporting
- All students are expected to attend the weekly seminar held every Wednesday at 5:30 pm. Exceptions must be approved by your supervisor prior to seminar.

Center for Limnology

Code of Conduct

limnology.wisc.edu/cfl-code-of-conduct

The Center for Limnology, which includes both Hasler Lab and Trout Lake Station, is an inclusive and welcoming environment. We do not tolerate racism, sexism, homophobia, or discrimination of any type for any reason.

The UW-Madison Center for Limnology (CFL) Code of Conduct is intended to be a living document that reflects a shared responsibility for maintaining a professional environment. This Code of Conduct applies to all members of the CFL, including visitors, whether at [Hasler Lab](#), [Trout Lake Station](#) (TLS) or on/off campus participating in CFL activities. This policy provides guidance for safe, respectful, and inclusive collaboration as well as procedures for reporting information that alleges violation and/or general concerns.

Failure to comply with expected standards of conduct or engaging in or attempts to engage in prohibited conduct may result in loss of the privilege of working and/or staying at CFL. Such conduct may also result in disciplinary action under applicable university student and employee disciplinary processes, and/or referral to applicable police departments.

- The University's policies on [Sexual Harassment and Sexual Violence](#) and [Hostile and Intimidating Behavior](#) (HIB) provide examples, information, and resources. Please contact CFL director, faculty or staff to discuss any concerns relating to these policies. A [Campus Resource Guide](#) regarding sexual assault, sexual harassment, stalking and dating & domestic violence is available from [Office of Compliance](#).
- If you have any concerns about your experience at the Center for Limnology Hasler Lab or TLS (e.g., working environment, inappropriate behavior, roommates at TLS, etc.) please talk to your supervisor/advisor, a staff person, or director at Hasler Lab or TLS. You may also send your information via the [CFL Concerns/Problems Report Form](#).
- Obey all laws of the local, state and federal government.
- Comply with applicable university policies, this Code of Conduct, [CFL User Guide](#) for general procedures and [TLS User Guide](#) for working/living on station.
- Use email, network, and internet resources within the computers, online resources, and all other technology within the guidelines of the [UW IT Policies](#).
- Follow rules for [ethical research practices](#)
- Be polite, respectful and professional in actions, communication and timeliness.

Center for Limnology

Code of Conduct (continued)

- Use CFL equipment, resources or facilities appropriately, preventing misuse, misappropriation, damage or theft.
- Engage in behavior that is safe to self or others; this includes use of vehicles, boats or snowmobiles. (Wisconsin state statute mandates that anyone born on or after January 1, 1989 is required to complete the online boater safety course to operate a motor boat. See [CFL User Guide](#) for more details.
- Follow [campus alcohol policies and practices](#). Campus alcohol policies and practices are designed to encourage and enforce an environment in which consumption of alcohol is legal, safe, and responsible. Consumption of alcohol by individuals under the minimum legal drinking age is strictly prohibited.
- Working and/or living at [Trout Lake Station](#) is a great opportunity to gain research experience at a world-class field research station. Along with this opportunity comes a responsibility, not only to complete research work, but also to be a good neighbor on station and in the community. You are residing in close quarters with many other station users and are expected to be respectful of each other. Remember, the purpose of being here is to assist your supervisor with their research, to gain experience doing science and/or to complete your own research project. Experience has taught us that these goals are best met when, collectively, there is mutual respect among station users.
- UW System (Regent Policy document 14-8) lays out policy pertaining to romantic relationships between members of the university community where a conflict of interest or power differential between the parties exists.

<https://www.wisconsin.edu/regents/policies/consensual-relationships/>

Emergency Procedures & Contacts

To report a fire, contact police, or call an ambulance dial

911

To direct emergency vehicles to the station:

- State that you are calling from the University of Wisconsin – Trout Lake Station at 3110 Trout Lake Station Dr. Off of County N (as in Nancy) in Boulder Junction. Tell them not the DNR station. Make certain they understand you are on N (between Hwy 51 and County M).
- Send someone to the end of the driveway to wait for an emergency vehicle. Take a flashlight with you if it is after dark.
- After contacting emergency dispatchers, notify Gretchen Gerrish, 607-351-7205 of the problem.

National Alliance on Mental Illness

NAMI Northern Lakes

Serving Forest, Oneida, and Vilas counties

<https://Naminorthernlakes.org/>

Phone: (715) 369-4740

Email: contact@naminorthernlakes.org

****Please contact NAMI Northern Lakes for more information regarding their mental illness support groups and programs****

Crisis Services

24-hour Crisis Line: (888) 299-1188

**** If you or a loved one is experiencing a mental health crisis, dial 9-8-8 to connect with a trained counselor. If you or a loved one is in immediate physical danger, call 9-1-1 and request a CIT or mental health officer****

Directions to Health Care Facilities

Directions to the Hospital Howard Young Clinic

- Take Hwy N west (right) to Hwy 51. Turn south (left) on Hwy 51 approximately 8 miles to Woodruff.
- Turn (right) on Maple St. Look for Large Blue Hospital Sign
- Turn (left) at Second Street to hospital parking lot.

In a major emergency, call 356-8000 to let them know you are coming and what the emergency is.

For ambulance dial 911 (see last page for further instructions)

Directions to Marshfield Clinic

- Take Hwy N west (right) to Hwy 51. Turn south (left) on Hwy 51 approximately 8 miles to Woodruff.
- Turn (right) on Hwy 70W (fourth stoplight) (Just past Burger King)
- Turn (right) at first stoplight on Hwy 70 to clinic parking lot

Other Emergency Contacts:

Vilas County Sheriff

Phone: (715) 479-4441

Station Emergency Contacts

Gretchen Gerrish:

(607) 351-7205

Noah Lottig:

(218) 310-4760

Jonathan Lytle:

(715) 525-1522

Emergency Slack Channel

This channel should not be used in lieu of contacting emergency services when needed, but rather to crowdsource solutions to problems that may occur in field sites or within TLS that are safety hazards or substantially and immediately impede your work.

Examples of acceptable uses:

- I'm on (lake) and my boat motor won't start, but I'm safe.
- There is inclement weather coming today, please plan field work accordingly.
- I'm experiencing vehicle issues and already used the UW resources in the glove box, what should I do?
- Does anyone know if (name) is still in the field? I am unable to get ahold of them.

Tornado Shelter Locations



Basement of Main Lab

Basement of Juday

Basement of Halverson

(Enter from outside)

Basement of Frost House

(Enter from outside)

Illness Procedures

- Do not go into work if you feel sick!
- Please let staff know if you are feeling sick and if you test positive for flu or COVID. We will do our best to quarantine individuals as needed.

Cleaning Expectations

All shared living areas will be picked up daily and cleaned weekly.

Everyone needs to do their own dishes after each meal. Standing dishes can lead to ants and mice in your cabin.

Kitchen

- Garbage needs to be hauled to dumpsters daily or more frequently if needed.
- Remember no plastic bags in the recycling dumpster!
- Kitchen counters need to be wiped down daily.
- Floors need to be swept weekly and mopped as needed.

Bathrooms

- Toilet needs to be cleaned weekly with cleaner and brush.
- Sinks need to be wiped down with cleaner weekly.
- Tub/shower needs to be wiped down with cleaner weekly.
- Sweep and mop floor weekly.

Living Room

- Needs to be swept or vacuumed weekly.

Bedrooms

- Keep picked up and be considerate of your roommates.

New Arrivals/Leaving Station

- Cabins need to be cleaned completely whenever you have new people moving in.
- Cabins need to be completely cleaned when leaving.

Weekly Monitoring Plan

- Cabins will be walked through regularly.
- If there is an issue in the cabins, please let staff know!

*Juday house and the shower building have a rotating cleaning schedule. Please date and initial when you clean your area.

Recycling Guidelines

RECYCLING & WASTE

PAPER, CARDBOARD & CARTONS

Break down all large items to maximize space.



Envelopes &
Junk Mail

Newspapers
Magazines
Office Paper
Products

Phone Books
Flattened

Cardboard
Cereal & Food/
Beverage Boxes
Hardcover Books
(covers removed)

Wrapping Paper
(no foil or ribbon)

Empty Paper
Towel/Toilet
Paper Rolls

METAL

Rinse clean.



Aluminum & Steel Cans

Aluminum Pie Tins

Empty Aerosol Cans

Clean Aluminum Foil

Small Metal Appliances

Small Plumbing Fixtures &
Pipes, Misc. Scrap
(limit 2ft x 2ft; 35lbs.)

Metal Pots, Pans & Utensils

**NO ELECTRONIC WASTE, TVS OR
COMPUTER ITEMS, BATTERIES**

PLASTIC CONTAINERS

Rinse clean, remove & discard
plastic lids & caps.



All plastic bottles & containers marked #1, #2, #5

Coffee & beverage containers

Milk/water/juice bottles

Detergent/shampoo bottles

**NO PLASTIC BAGS/FILM,
POLYSTYRENE OR SYRINGES**

GLASS

Rinse clean, remove &
discard lids & caps.



Brown, green, blue &
clear glass bottles & jars

**NO WINDOWS, MIRRORS,
CERAMICS OR LIGHT BULBS**

Place All Recyclables Loose
in Your Recycling Cart

Please Do Not Bag
Recyclables!

**Please do not put your
recyclables in a plastic bag – we
get charged \$200 per plastic bag
found in the recycling dumpster!**

Visit RecyclingSimplified.com for more
information on recyclables.

ATTENTION: Wisconsin Adm. Codes NR 502.06 requires licensed waste
haulers to notify clients yearly that state and local laws require everyone
in Wisconsin to recycle newspaper, magazines, cardboard, food and
beverage containers, tires, yard waste, appliances, motor oil, lead-acid
batteries and office paper.

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PLEASE COMPLETE THESE TASKS BEFORE LEAVING CABIN

- Remove all personal items from all rooms, including food from the refrigerator & freezer
- Clean inside of refrigerator, microwave, and stove
- If bedding was used, leave at foot of bed
- Haul garbage and recyclables to appropriate dumpster
(no plastic bags in recycling!!)
- Wipe down all hard surfaces with cleaner
- Sweep and/or vacuum floors
- Wash dishes and put away
- Pick up everything outside of cabins and return to its proper location (including grills and picnic tables)
- If you are in summer cabins, please also make sure to clean shower building & bathroom
- Make sure heat is turned down (~66) and lights are turned off
- If something is broken or missing, please let us know

WE HOPE YOU ENJOYED YOUR STAY!

Trout Lake Station Staff

Name	Title	Help With
Gretchen Gerrish 	Director Trout Lake Station ggerrish@wisc.edu Work: 608-890-4763 Emergencies: 607-351-7205	Aquatic Invertebrates Station Concerns Research Questions
Carrie Kissman 	Outreach & Station Coordinator ckissman@wisc.edu Work: 608-890-4967	Housing, Library, Purchasing Vehicle Use, Boater Safety, General Questions or Concerns, Outreach, Aquatic Invertebrates
Tom Swedburg 	Facilities Technician tswedberg@wisc.edu Work: 608-980-4704	General Maintenance Housing Repairs Grounds Concerns
Jonathan Lytle 	Facilities Technician jclytle2@wisc.edu Work: 608-980-4706 Emergencies: 715-525-1522	Vehicles/Boats/Motors Construction Needs Vehicle/Boat/Trailer Training Gas for Motors
Noah Lottig 	Site Manager LTER Project nlottig@wisc.edu Work: 608-980-4733 Emergencies: 218-310-7460	LTER Questions Research Questions Computer Issues Buoy Concerns

Trout Lake Station Staff

Name	Title	Help With
Susan Knight 	Research Aquatic Biologist seknight@wisc.edu Work: 608-980-4722	Macrophytes Research Questions
Carol Warden 	LTER Research Associate warden@wisc.edu Work: 608-980-4721	Zooplankton Microscopes Field Equipment Disposal of Chemicals SCUBA Research Questions
Paul Schramm 	LTER Research Specialist pschramm@wisc.edu Work: 608-980-4677	Field Equipment Buoys Electronics Research Questions
Katie Hein 	Research Scientist clhein@wisc.edu Work: 608-890-4704	Community Engagement Aquatic Plants Community Collaborations Research Questions

Station Logistics

Using **Slack** is critical for safety in the field and for station logistical information!

Channels:

- **emergency**: This for emergencies only! Post here if you are stranded on the lake, or otherwise need assistance ASAP. If it is a medical emergency, call 911 first.
- **general**: This is for general station concerns, package arrivals, repairs needed, misc. information.
- **random**: This is for random info you want to share- gatherings and outings, events, etc.
- **station_use**: This is for general station information including: Arrival and departures to station housing. Common space (library, conference room, wetlab etc.) usage.
- **research_fieldwork**: This is where you will check in and out of the field.

See Carrie with questions.

Smoking/Vaping policy at Trout Lake Station. We adhere to the UW policy of no smoking/vaping in any building or within 25' of any building. Please be courteous and do not smoke/vape near others. Four cigarette butt containers are located around the station. Cigarette butts must not be put into regular trash cans or ash buckets.

We hold a series of informal summer **seminars** every Wednesday at 5:30 in the Juday Conference room. Please plan on attending. Everyone doing research here should plan to present during the summer. Station meetings are held in conjunction with summer seminars.

Volleyball is the official sport of all field stations and Trout Lake is no exception. Our games are held immediately following the seminars every week (and on other occasions as well). The games provide a good opportunity for socializing even if you don't plan on playing. Volleyballs are located in the closet in Juday house living room.

The main laboratory, the gas shack, the workshop, and the garage should all be locked while unattended except during business hours (0800 to 1700 Monday through Friday). If you are the last person to leave any of these buildings during non-business hours, please be sure that all lights are off, and that all doors are locked.

Parking: Residents should park in the lots near cabins or in the main parking lot. Areas near the lab are reserved for research vehicles. 14

Station Logistics (continued)

SCUBA: Only certified divers may use station equipment. Use of station equipment must be cleared with Carol Warden. All CFL [Scuba protocols](#) must be followed. Researchers must dive with a buddy at all times. A research group is responsible for refilling the tanks that it uses. A copy of your PADI certification must be on file at Trout Lake. Please give certificate to Carol Warden.

No **firearms** are allowed in any campus buildings including housing and lab facilities or on the grounds. They must remain locked in your vehicle at all times while on campus. This is in compliance with the University of Wisconsin System administrative code: No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.

The station has an assortment of hand and power **tools**. You should clear any use of this equipment with Jonathan Lytle or Tom Swedburg. No one should use a power tool unless they have received proper training in its use. Protective eyewear must be used at all times. Be sure to return borrowed items.

There is **general use equipment** available in several labs, including the main chemistry lab (Room 208), the scope room (Room 118), the downstairs wet lab (Room 112), Room 115, Room 121, Room 123. There is additional general use equipment in the desert including nets, secchi, coolers, Van Dorns, canoe carrier for truck. Please do not use equipment clearly labeled with a project name (e.g. LTER Base Crew or MO). If you are unsure if you can use something please check with Gretchen Gerrish, Susan Knight, Noah Lottig, Carol Warden or Paul Schramm.

Research related **copies** may be made at any time. Personal copies can be made for \$0.05/copy. This is an honor system. Please put the money in the stamp container in the mailbox slots.

Stamps for business use and personal use are available in the mailbox slot. Please put money for personal stamps in the stamp container.

UW Vehicles

- You must be driver authorized before driving any UW vehicle. See Carrie if you have any questions.
- Be sure you see Jonathan Lytle for instructions of vehicle and trailer use before using.
- See Jonathan L. or Tom S. if you have any questions about or problems with any vehicle.
- If you are not familiar with something, ASK!
- If something is wrong with the vehicle be sure to post in the 'station use' channel on slack.

Reporting Accidents

- If you have an accident you must complete a UW accident report **immediately**. (Report forms are located in the glove box of all vehicles and Carrie's office.)
- Give completed forms to Carrie **WITHIN 24 HOURS**.

Vehicle Use and Requests

- Turn in Vehicle requests by 7:30 am on Thursday for the following week to basket near the vehicle board.
- On Monday morning, you may sign out any unclaimed vehicles. Do not remove anyone's name.
- If you do not need a vehicle signed out please remove your name from the board or adjust your time.
- Treat vehicles with respect.
- Put your name tag on the vehicle key hook
- Complete the log book located in each vehicle.
- Be sure you are in the right gear. Do not use 4-wheel drive on the highway.
- Be sure there is at least $\frac{1}{4}$ tank of gas when returning to the station.
- Return keys as soon as you return.

Lake Equipment

Boats

- If you were born after January 1, 1989 you are required to have Boater Safety Certification before operating a motorized boat. A copy of your certificate must be on file in the main office.
- Vehicle and trailer training with Jonathan is required before using station equipment.
- See Jonathan Lytle if you have any questions about, problems with, or damage to report.
- If you are not familiar with something, ASK!
- Return all gear to the proper storage area after you use it; if it's wet, hang or spread it so it dries properly.
- Don't overload the boats. Four people with gear is probably overloaded.
- Don't drag boats over rough objects—save the bottoms.
- Be familiar with the lakes you are visiting.
- Be aware of weather conditions. GET OFF THE LAKE IF THERE IS LIGHTNING.

Trailers

- Before Leaving the Station
- Check tires for pressure
- Plug in lighting harness, connect safety chains
- Secure the boat's bow against the winch post
- Tighten web straps
- Check turn signals

Motors

- Don't run motors out of the water.
- Have sufficient fuel for the motors.
- Use "shallow drive" when you are in shallow water.
- Use the safety tether when you're operating the boat.

Anchors

- SECURE ANCHOR TO BOAT BEFORE THROWING INTO THE WATER!
- Anchors are in the gas shack below the trolling motors.
- Report loss and damage of anchor or ropes to Jonathan.

Lake Equipment

PFD's

- State law requires adequate PFDs in each boat (one per user).
- The CFL and station requires that you WEAR PFDs at all times when in a boat.
- You must also connect the red Emergency Stop Switch lanyard to your PFD while in operation.
- You are responsible for fines assessed for not having the proper number of PFDs.
- Transport PFDs and cushions in vehicles, not in boats.
- Do not leave PFDs or cushions in boats or vehicles overnight.
- Hang PFDs and cushions back in gas shack every day after use.
- Boat cushions are not considered PFDs.

Fuel/tanks

- Gas tanks may be left in the boats.
- Extra gas is located in the metal storage container next to the workshop.
- If any questions, please check with Tom or Jonathan.

Hoist (Shore station)

- Lower boats slowly; do not let it spin uncontrolled.
- Lower it only until the boat is in the water.

Security of Off Station Boats

- Lock all boats with provided chains and padlocks.
- Take chains and locks with you when you go out on the lake or leave in locked vehicle.
- All station locks are keyed the same, keys on all vehicle key cases.
- Be sure to take oars or paddles with you and return them to station each time.
- See Carrie, Jonathan, or Tom for keys.
- Report vandalism, loss, other damage to Jonathan, Tom, Carrie, or Gretchen.

Maintenance and Repair

- Use slack to post about any maintenance needs in the 'station use' channel.
- Please let Tom or Jonathan know if something needs immediate attention.

LYME DISEASE



Lyme disease is an illness caused by the bacteria *Borrelia burgdorferi* and *Borrelia mayonii*. It is spread to humans by the *Ixodes scapularis* tick (also known as the black-legged tick or deer tick). Anyone can get Lyme disease, but people who spend more time outdoors are at a higher risk of being bitten by an infected tick. In Wisconsin, the highest number of cases are seen in the western and northern regions, but recently cases have increased in the central and eastern regions. The average number of reported cases has more than doubled over the past 10 years.

What causes it?



- ▶ Lyme disease is spread to humans through the bite of an infected black-legged tick. Ticks can be found in areas with woods, brush, or tall grass. A tick must be attached for at least 24 hours to spread Lyme disease to a person.
- ▶ Lyme disease is spread during the spring, summer, and fall by both adult ticks and the young nymph stage of the tick. The risk for Lyme disease is highest in the spring and early summer, when the nymphs are most active. People may not remember being bitten by a tick because the black-legged nymphs are very small, about the size of a poppy seed.

What are the signs and symptoms?



The early symptoms can show up 3-30 days after being bitten by the tick. If not treated, the later symptoms can take weeks to months to show up.

Early Symptoms

- ▶ Circular reddish rash (does not appear in all cases)
- ▶ Fever
- ▶ Headache
- ▶ Stiff neck
- ▶ Muscle/joint pain

Late Symptoms

- ▶ Meningitis (brain swelling)
- ▶ Facial muscle weakness
- ▶ Heart abnormalities
- ▶ Arthritis
- ▶ Joint pain/swelling

What are the treatment options?



Lyme disease can be treated with antibiotics. It is important to get treatment as soon as possible after symptoms start. If treatment is delayed, it can spread to the joints, heart, and nervous system and have long-term effects.

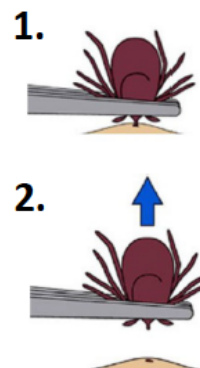
How can it be prevented?



Follow these steps to reduce your risk of being bitten by a tick:

- ▶ When outdoors, wear a long-sleeved shirt, long pants, and high socks with pant cuffs tucked into the socks. Wear light-colored clothing so ticks are easier to see.
- ▶ Walk in the center of trails and try not to brush up against shrubs and tall grass.
- ▶ Wear insect repellent with 20-30% DEET, or use 0.5% permethrin on clothes. Follow directions on manufacturer's label.
- ▶ Do tick checks on yourself and others after coming in from outside and quickly remove any ticks.
- ▶ Take a shower after coming in from outside to remove insect repellent and any ticks on the body.
- ▶ Put clothing worn outside in dryer on high for at least 10 minutes to kill any ticks that may still be on clothes.

HOW TO REMOVE A TICK:



Use tweezers to remove the tick. Grip the tick by its mouthparts, as close to the skin as possible. Pull straight up. Wash the area with soap and water.

BUREAU OF COMMUNICABLE DISEASES

<https://www.dhs.wisconsin.gov/dph/bcd.htm> | DHSDPHBCD@dhs.wi.gov

Wisconsin Department of Health Services | Division of Public Health

