



Fall 2008 Duke and UNC undergrads

Duke Marine Lab

Information for Students and Visitors



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ACCOUNTING/PURCHASING OFFICE

The Accounting/Purchasing Office is located in the Administration Building. **The accounting office does not cash personal checks, provide loans, or accept credit cards.** The banks in the Beaufort-Morehead City area will cash personal checks for students **only if they are guaranteed by Patty Nolin**. The Duke Marine Laboratory will accept personal and travelers' checks, but cannot convert personal checks for cash purposes. Additionally, the Duke Marine Laboratory cannot accept credit cards.

ALCOHOL POLICY: see the current *Duke University Bulletin of Information and Regulations* online <http://registrar.duke.edu/bulletins/inforeg/inforegarchives.html>

ANIMAL CARE AND USE

Duke University has a policy and a program for the care and use of vertebrate animals in teaching and research. No fish or other vertebrate may be held in a tank for more than 12 hours or subjected to any experimental procedure at any time without an approved protocol. The policy applies to all students and visiting investigators as well as resident faculty and graduate students. If a student or visitor wants to hold or use fish for teaching or research then the person should obtain a separate approved protocol or have their animal use added to an existing protocol. In addition to the protocol, animals must be housed in an approved facility. Approved facilities for holding or experimentation on vertebrates (fish and turtles) are monitored by the DUML Compliance Officer, Ed Ladenburger, (252) 504-7594; jedward@duke.edu, who must be consulted before vertebrates (fish and turtles) are housed in these facilities.

The Duke Marine Laboratory has an Animal Care and Use Committee that may be consulted to help in obtaining necessary protocols. Obtaining protocols usually takes one or two months. Any vertebrate being used for teaching or research which is found on Duke University property must be properly identified (see the compliance officer) or it will be released immediately, per Duke University policy. At the present time, University rules do not require a protocol for invertebrates but Animal Housing Identification Tags are required (available in approved facilities or from the compliance officer). Although protocols are not required, the Duke Marine Laboratory expects an appropriate level of care be given to invertebrates and we encourage staff and students to become involved in the proper care of all living organisms. Fish tanks kept by individuals for purely esthetic reasons are not covered by the policy. Please check Duke's OESO website for details:
<http://www.safety.duke.edu/LabSafety/Default.htm>

ANNOUNCEMENTS

Seminars (lectures): Throughout the year a variety of seminar/lecture series and special seminars are presented at the Duke Marine Laboratory (both day and evening). Seminar notices (listing speaker, topic, date, time and location) will be distributed via email and posted around the island.

Other notices: A bulletin board in the hallway of Bookhout Research Laboratory (Lab 7) displays a variety of information, notices, flyers, etc.

BICYCLES-Duke Bikes!

The Duke Marine Lab participates in the "Duke Bikes" program and has 12 beach cruisers you can check out with your DukeCard. Bikes, locks, and helmets can be checked out on this website: (<https://dco3.auxserv.duke.edu/outpost/>) and picked up at the Ship's Store in the Administration building. Helmets are available and strongly encouraged, though not required under North Carolina law for adults over 16. You will also need to sign a liability waiver to rent a bike. For more information, contact Ruth Rolar at the Ship's Store at 252-504-7526 or ruth.rolar@duke.edu.

BULLETIN OF INFORMATION AND REGULATIONS

The Duke University bulletin (including Duke University's alcohol policy) can be found at the following website: <http://registrar.duke.edu/bulletins/inforeg/inforegarchives.html>

CANOES are available for student use, weather permitting from 7AM- 7 PM. Canoes will be locked up after hours and should not be used during a small craft advisory. Please visit this website for canoe user policy in the handbook: <http://www.nicholas.duke.edu/marinelab/facilities/policies>

COLLECTING GEAR

Most of this equipment is housed in a locker by the gas tank room. Please wash all collecting gear in fresh water before returning it to the locker. If a large class needs collecting equipment, it would be a good idea to check with the Marine Operations Office personnel the day before. One person will be assigned by the instructor to be responsible for seeing that all items are returned.

COMPUTERS

Wireless internet access is available in the library building (including the auditorium), the cafeteria, the boathouse, the Student Center, and in Dorms 1, 2, and 3. Dorms 4 and 5 have ethernet jacks in each room. Laptops are recommended for use in dorm rooms due to space considerations which vary from term to term. The use of Duke Marine Lab network resources, such as printers and file servers, from

visiting personal computers is generally not encouraged but can be arranged in special circumstances. The Duke Marine Lab houses a Duke University public access cluster, which has thirteen Windows XP workstations with word processing, GIS, and statistics programs available. Scanning and printing is also available from the public cluster.

For security reasons, The Duke Marine Lab Office of Information Technology requires that all visiting computers be registered once they are on the island by going to <http://moray.ml.duke.edu/reg>. Unregistered computers may have internet access blocked at any time.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

To assist students seeking counseling services, we have identified therapists in Beaufort and the surrounding communities who are available to meet with Duke students for brief counseling services. These services are available through the student health fee you pay when you register for classes and will support up to six counseling appointments with one of the therapists CAPS has identified. For more information, please visit the CAPS website:

<http://caps.studentaffairs.duke.edu/services/Beaufort.html>

DINING HALL

Breakfast: 8-9 AM

Lunch 12- 1PM

Dinner 5-6 PM

Meals are charged to your DukeCard. A flex account is optional. The Duke Marine Lab dining hall staff prides itself on serving meals which are both nutritious and pleasing to its student body. Vegetarian options are offered at each meal. Special dietary needs created by medical problems will always be addressed whenever possible. If you have specific questions regarding such a special need, please tell the dining hall staff. The dining hall meal serving schedule is posted on the dining hall porch. Any suggestions or questions should be addressed to the dining hall staff and they will gladly respond.

DORMS

All Duke Marine Laboratory dormitories have central heat and air. A lamp, desk, and bed are provided. Linens including pillow, blanket, and sheets are **not** provided by the Duke Marine Lab. Occupants of dormitories will be held personally responsible for furnishings provided by the Duke Duke Marine Laboratory. Furniture should not be removed from any rooms.

Duke Marine Laboratory dorm rooms are small, and may have 2-3 students per room. Students at the Duke Marine Lab have traditionally spend little time in their rooms, but instead socialize in the commons area, study in the library, use the public computer cluster, etc. Therefore, we urge you not to bring your own television, refrigerator or extra furniture. Each room has ample storage for both hanging and folded clothes, books, toiletries, etc.

The use of tape, nails, screws or hooks on walls or furniture is strictly forbidden. Residents are asked to use dorm putty to hang posters and pictures. Repairs for damaged walls will be charged to room occupants.

DORM KEY

Students sign a key deposit form. If the dorm key is not returned within 24 hours of end of term the student's bursar account will be charged \$86.00.

EMERGENCIES

1. **Police, Fire, Rescue Squad** Dial 911, then call Facilities Maintenance Division at ext252-504- 7515 or252-504- 7517

2. **Physical Plant**

6 AM-6 PM: Call Facilities Maintenance Division (FMD) at ext 7515 or ext 7517 pager 808-1710. Outside of standard business hours, call Facilities Maintenance Division (FMD) at 252-504- 7521.

3. **Security:**

During standard business hours: Dial 252-504- 7655 or 252-504-7521
Evenings, weekends or holidays call (252) 504-7672 or Call Facilities Maintenance Division (FMD) ext 7521 or 504-7521

FAX NUMBER: 252-504-7648. The fax machine is in the Administration Building.

LAUNDRY

Duke FlexCard-operated and coin-operated laundry facilities (washers and dryers) for student and visitor use are housed at the rear of Lab 5. Any malfunction of these machines should be reported to Dominick Brugnolotti (Admin #102, 252-504-7652; drb1@duke.edu). Laundry soaps, health & beauty aids, drinks and snacks are available from vending machines located in the laundry.

PEARSE LIBRARY

The Pearse Memorial Library is housed in the I.E. Gray Library-Auditorium building. The librarian's hours are 7:30AM – 6:00 PM, Monday through Thursday. The library maintains a 20,000 volume collection of books and periodicals in print, devoted to marine-related disciplines. This collection is greatly augmented by document delivery services from libraries on the Durham campus and local online access to hundreds of full-content electronic journals.

Library users can request materials unavailable in the Pearse Library or not accessible online by filling out request forms at <http://www.lib.duke.edu/forms/>. Requested books usually arrive within a period of several days to one or more weeks, depending on the location of the lending institution. Requested photocopies usually arrive within several days.

The Pearse Library maintains close ties with the libraries of the NOAA Center for Coastal Fisheries and Habitat Research on Pivers Island , and the UNC Institute of Marine Sciences in Morehead City, and is an active member in the International Association of Aquatic and Marine Science Libraries and Information Centers.

MAIL

Mailing Address:

Your Name Duke University Marine Laboratory 135 Duke Marine Lab Road Beaufort NC 28516-9721
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Incoming Mail

Mail is color coded for the different student groups and is distributed in the alphabetical mailbox slots (A-Z) in the entrance hallway of the administration building.

Outgoing Mail

Outgoing mail should be deposited by 11:00 a.m. in the outgoing mailbox in the administration building hallway across from the Ship's Store. You can purchase stamps on campus (see **Stamps** below).

Forwarding Mail

If your forwarding address is different than your student file's permanent address, please leave it with Linda Nichols in Admin #111 before leaving the Duke Marine Lab.

Stamps

Stamps can be purchased at the Ship's Store in the Administration building.

MAINTENANCE AND WORK REQUESTS

All maintenance work requests (e.g., heat, water, etc., in dormitories, labs, etc.) should immediately be submitted to Dominick Brugnolotti (Admin #102, 252-504-7652; drb1@duke.edu).

NATURAL HISTORY RESOURCE CENTER

Located on the second floor of Lab 5 is a reference collection of approximately 2,000 species of animals and macroalgae from estuaries and the continental shelf of North Carolina. A library of monographs, identification guides, and checklists of marine organisms is maintained. Dr. Bill Kirby-Smith, the director of the Center, provides advice on collecting and natural history. Space is available for preservation and identification of specimens.

OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE

Student workers (kitchen, laboratory, etc.) are required to take safety training. Specific safety training is based on the potential exposure to hazards. All training is available through the web at www.safety.duke.edu. To login, enter your ID number found on the back of your Duke University Identification Card. You will typically complete training and take the online tests for FIRE, CHEMICAL, and ERGO and LABORATORY SAFETY (if you are planning on working in a lab), unless told otherwise by your supervisor. Questions, concerns, or emergencies should be directed to Ed Ladenburger (jedward@duke.edu, Lab 7, Rm 108 or 101; 252-504-7594).

PARKING

Cars must be registered through your RA upon check-in, or through Dominick Brugnolotti in the Administration building (#102 252-504-7652 or drb1@duke.edu). There are no parking fees. Students park in the grassy (southwest) parking lot behind the library and Bookhout building.

PETS

Undergraduates are prohibited from keeping pets of any kind on the island.

POLICIES, PROCEDURES, AND PROTOCOLS

The Table of Contents for the Duke Marine Lab's Handbook on Policies, Procedures, and Protocols can be found at on Blackboard. The Handbook includes these topics: Contact Individuals, Facilities Use, Hazards and Safety, Personnel, Research, Weather, and Duke University policies. Please review these policies: <http://www.nicholas.duke.edu/marinelab/facilities/policies>

PUBLICATIONS

To represent the scope and productivity of the research activities at the Duke Marine Laboratory, we would like you to acknowledge the Laboratory in your publications which are based on work conducted wholly or in part at the Duke Marine Laboratory.

RECREATION, ENTERTAINMENT & FOOD/BEVERAGES

Student Center: Designed for the social and recreational use of Duke Marine Lab students. The space is equipped with the following equipment and facilities: 42" plasma screen television, DVD, VCR, digital projection large screen for group viewing of sporting events and movies, Bose surround sound system, pool table, Ping-Pong table, and foosball. Athletic equipment includes elliptical strider, recumbent bike, stepper/climber, and Bowflex Ultimate resistance strength training system.

Boathouse Lounge: Student social space containing television, DVD, VCR, electronic keyboard, refrigerator, and microwave for student use. The lounge has a spacious deck overlooking the Duke Marine Lab docks and the Beaufort waterfront.

Outdoor recreational equipment: Volleyball court, basketball half court, shuffleboard, horseshoe pit, and croquet. Accessories for certain recreational activities are stored under a bench on the front porch of Dorm 5.

Swimming: A swim platform is located at the north end of the pier. Always swim with a buddy.

Social Activities: These may be held in the student center, boathouse lounge, dining hall or auditorium only by prior arrangements with Dominick Brugnolotti (Admin #102, ext. 7652, drb1@duke.edu). The Duke University alcohol policy must be honored (see [the current Duke University Bulletin of Information and Regulations](http://registrar.duke.edu/bulletins/inforeg/inforegarchives.html) online <http://registrar.duke.edu/bulletins/inforeg/inforegarchives.html>)

Vending and snack machines: Housed in the laundry, located behind Lab #5. A full line of soft drinks, sodas, juices, Gatorade and bottled waters is available. Various munchies and some personal need items (Band-Aids, toothpaste, sanitary products, combs, floss, playing cards, etc.) are also available. The machines operate on both Duke Flex Cards and cash. Please report any problems with these vending machines to Dominick Brugnolotti (Admin #102, 252-504-7652, drb1@duke.edu).

RECYCLING

Office & computer paper, aluminum cans, glass bottles, Styrofoam ("worms"), and corrugated cardboard are recycled at the Duke Marine Laboratory. Containers and instructions are posted around the island. For more detailed information, please check the policies and procedures handbook:

REGISTRATION

All students, regardless of fee status, are required to participate in the registration process for admissions verification (i.e., if we don't see you, you will be administratively withdrawn). All vehicles must be registered. All computers must be registered or the Duke Marine Lab's Office of Information Technology will disallow privileges.

SCUBA DIVING

The Duke Marine Lab is an organization member of AAUS (American Academy of Underwater Sciences) and abides by all current Scientific Diving Standards of this organization. Researchers or graduate students wishing to do scientific diving should contact the Duke Marine Lab Diving Safety Officer Mark Hooper (mhooper@coastalnet.com; 252-729-2521) as early as possible to make sure that all requirements can be met. There is no diving as part of any course work. Undergraduates may not dive off Duke Marine Lab boats or property. Several SCUBA shops in the area can transport you to some of the East Coast's best dive sites. Contact Discovery Diving <http://www.discoverydiving.com/> or 252- 728-2265 for more information about getting certified while you're in Beaufort.

SHIP'S STORE

The Ship's Store (textbooks, supplies & general merchandise) is located in the Administration Building, Room 101. Store hours are Monday-Friday, 10:00 a.m. – 1:00 p.m. Ruth Rolar manages the store and can be reached at 252-504-7526

Textbooks: Sales are final.

Supplies: The store will be open for purchase of supplies during the hours stated above. Any supplies needed for the weekend should be purchased the preceding Friday before 1:00 p.m.

Laboratory supplies and equipment: Supplies purchased for classroom instructional use by someone other than the instructor must be approved in writing by the instructor. Problems should be referred to Dominick Brugnotti (252-504-7652, drb1@duke.edu, 102 Admin.).

General Merchandise: pencils, pens, paper, notebooks, T-shirts, hats, decals, postcards, etc.

SMOKING: The Duke Marine Lab is a smoke-free environment. No smoking will be allowed in any enclosed areas. This policy will be enforced.

STUDENT HEALTH

Routine Health Needs

Although there is no infirmary at the Lab, arrangements have been made with local physicians and a pharmacy for your medical needs. Should you need medical attention, see [Aresa Hatter \(Admin 105, 252-504-7527\)](#) to receive a requisition and assistance in making an appointment. Prior notification of the Duke Marine Lab staff will facilitate payment by the student health program and eliminate the possibility of the student becoming personally responsible for payment.

Health Emergency

➤ During standard business hours (Monday –Friday 8AM-5PM)

If possible, first see [Aresa Hatter \(Admin 105, 252-504-7527\)](#) Otherwise notify the RA (cell phone 252-723-5224) who will make arrangements for you to go directly to one of the following facilities and remember to later give [Aresa](#) all the details for billing purposes. Prior notification of the Lab staff will facilitate payment by the student health program and eliminate the possibility of the student becoming personally responsible for payment. Also inform Lauren Stulgis (Admin Bldg 107; 252-504-7533).

- **Beach Care Urgent Medical Care Center** (252) 808-3696 (Monday through Saturday 9a.m.-9p.m. with last patient taken between 8-8:30p.m.; Sunday 9a.m.–5p.m. with last patient taken between 4-4:30p.m.) Turn left after leaving the island and go 7.3 miles west on Hwy 70. The facility is on the

left, 5059 Hwy 70W, **almost** across from Guy C. Lee Building Supplies. Provide them with your personal health insurance (i.e. Blue Cross/Blue Shield). The Duke Marine Lab will pay the balance.

- **Beaufort Care Medical Center** 728-5003 (Monday through Saturday 9a.m.-7 p.m) Turn right onto 70E follow 70E turn left onto Professional Park Drive – just past Food Lion – office is located on the right.
- **Carteret General Hospital Emergency Room** (3500 Arendell St., Morehead City; turn left when you leave the island and go 4.5 miles on Hwy 70W). Emergency care is partially covered. Provide them with your personal health insurance (i.e. Blue Cross/Blue Shield). The Duke Marine Lab will pay the balance.

➤ **During weekends and holidays**

Notify the RA (cell phone 252-723-5224) who will make arrangements for you to go directly to one of the following facilities then make an effort to contact Lauren Stulgis and Dr. Cindy Van Dover (728-5991). Leave number to call back. Give [Aresa Hatter \(Admin Bldg #105, extension 7527\)](#) all the details for billing purposes.

- Beach Care Urgent Medical Care Center 808-3696 (Monday through Saturday 9 AM-9 PM with last patient taken between 8-8:30 PM; Sunday 9 AM-5 PM with last patient taken between 4-4:30 PM). Turn left after leaving the island and go 7.3 miles west on Hwy 70. The facility is on the left, 5059 Hwy 70W, **almost** across from Guy C. Lee Building Supplies. Provide them with your personal health insurance (i.e. Blue Cross/Blue Shield). The Duke Marine Lab will pay the balance.
- Beaufort Care Medical Center 252- 728-5003 (Monday through Saturday 9 AM-7 PM) Turn right onto 70E follow 70E turn left onto Professional Park Drive – just past Food Lion – office is located on the right.
- Carteret General Hospital Emergency Room (3500 Arendell St., Morehead City; turn left when you leave the island and go 4.5 miles on Hwy 70W). Emergency care is partially covered. Provide them with your personal health insurance (i.e. Blue Cross/Blue Shield). The Duke Marine Lab will pay the balance.

Non-emergency care is provided by Beach Care Urgent Medical Care Center (see above for directions). Please get a purchase order number from [Aresa Hatter \(Admin 105, 252-504-7527\)](#) before going to Beach Care. **Visits to a specialist are not covered.**

- Inpatient care will be covered by your own insurance.
- Immunizations are not covered, but the Carteret Community Health Department can provide immunizations at a minimal charge. Turn left (west) after leaving the island. Go over the high rise bridge into Morehead City, take the first right, and continue west about 6.7 miles on Bridges Street. The Health Department is on your right.
- Alternates to CAPS, Sports Medicine and Travel Clinics are not available at the Duke Marine Laboratory. We will, however, work with you in these areas to make appointments in Durham.

(If you have any questions or problems concerning the Duke Marine Lab phones, visit IT Office (Bookhout (Lab 7), Room 116; 252-504-7599).

TEXTBOOKS

Textbooks may be purchased in the Duke Marine Lab's Ship's Store in the Administration building. All sales are final. The Ship's Store is located in the Administration Building, Room 101. Store hours are Monday-Friday, 10:00 a.m. – 1:00 p.m. Ruth Rolar manages the store and can be reached at 252-504-

7526

TRANSPORTATION

If you need help traveling to the Duke Marine Lab, please contact katie.wood@duke.edu 252-504-7586 for assistance.

There is no direct air transportation to Beaufort. However, three airports are located within an 85-mile radius of the Duke Marine Laboratory - **Jacksonville NC** (60 miles; 910-324-3001) **Wilmington NC** (85 miles), and, the closest of these three, Craven Regional Airport, 1501 Airport Road, **New Bern, NC** (40 miles; 252- 638-8591).

Craven County Regional Airport, New Bern

The airport in New Bern is 40 miles away from the Duke Marine Lab. You can get to the Duke Marine Lab from the New Bern airport by taxi only. Call the Cherry Cab Co 252-447-3101 for a taxi from the **New Bern** airport to the Marine Laboratory. The cost is approximately \$60.

Raleigh/Durham Airport

The Raleigh/Durham airport is 160 miles away from the Duke Marine Lab. You can make the 20-minute trip from the airport to the Raleigh bus station by private van service 919-840-0262 (one-way trip is \$20, round-trip is \$37.50) or Danny's cab 919-831-9900. Please check the Greyhound Bus Lines web site given below for the latest schedule from Raleigh to New Bern. Students take a \$65 taxi from the New Bern bus station to the Duke Marine Lab.

Bus Transportation: Greyhound Bus Lines or Carolina Trailways

www.greyhound.com/home.asp

Greyhound Bus Lines or Carolina Trailways
314 West Jones Street
Raleigh NC
919-834-8275



connects to New Bern
New Bern Ticket Information Office (Carolina Trailways)
4010 Dr. M L King Jr. Blvd
New Bern NC
252-633-3100

Students take a \$65 taxi from the New Bern bus station to the Duke Marine Lab.

Taxis at the New Bern airport:

Cherry Cab Co 252- 447-3101

Beaufort taxis:

A-1 Yellow Cab Company 252-504-3680
Crystal Coastal Yellow Cab Co 252- 728-3483
Beaufort 252-728-5365