

BMSC- General Information for Instructors and Teaching Assistants

Payroll and Tax Deduction

You must complete three forms available on the BMSC web site: UVIC Direct Deposit, Canada Revenue Agency TD1 and TD1BC (<http://www.bms.bc.ca/university/faculty.htm>). Please return completed forms to Jodi Nish (apsupport@bms.bc.ca) as soon as possible so as not to delay payment. In addition, please tell Jodi if you would like a portion of your salary allocated to your BMSC research account before you begin your appointment.

Reimbursement of travel expenses – KEEP YOUR BOARDING PASSES

You must complete an Electronic Domestic (or Foreign) Travel Expense form available on the BMSC website (<http://www.bms.bc.ca/university/faculty.htm>). A completed report is required for re-imbursement of travel expenses. Submit the completed form to Jodi Nish (apsupport@bms.bc.ca) with original receipts and boarding passes within 30 days of leaving Bamfield.

Teaching Space

Each course is allocated lab space in accordance with course size. There are three lecture rooms in the Rix Centre separated by movable partitions. Each room is equipped with a white board, digital projector, and VCR/DVD capability. Overhead and slide projectors are available upon request.

Teaching Supplies

Teaching labs are well stocked with glassware and other equipment. When you require supplies, please check the labs and the UP Equipment room before purchasing items from stores. BMSC has a small, but well stocked, store. Instructors and TA's may purchase teaching supplies from the store using their course account. Personal supplies for students such as textbooks, stationery, computer discs, etc. may be purchased by students on a cash basis during set hours (to be published). Access to locked cupboards in stores can be obtained through the University Programs Coordinator (UPC) or the UP Equipment Manager.

Seawater System

Teaching labs are equipped with running seawater and each course is allocated space in seawater trays. All seawater trays in the Main Building are for teaching use. Please see the UPC if you require additional seawater trays (i.e. outdoor space). Please be very careful with chemicals and other potentially hazardous materials around seawater trays. Each tray must display a yellow tank ID card with AUP number.

Lab and Field Safety

Instructors and TAs are responsible for the safety of lab and fieldwork. It is your responsibility to spend time at the beginning of each course covering safety topics with students.

Waste Disposal

Dead plant material can be disposed of in the water outflow system located on the ground level at the rear of the main building (the chute). Dead animal matter must be disposed of in the garbage. Any chemically treated (e.g. preservative) biological material must be disposed of as hazardous waste. Glass and sharps must be disposed of in special containers available in each lab. All chemicals must be labeled and given to the Research Coordinator (RC) or UPC when

you are finished with them. Under no circumstances are chemicals or chemical wastes to be left unlabeled in the labs or fume hoods.

BMSC Library

Please advise the UPC, of your required course text and any other course reserve materials you would like purchased or brought to BMSC on loan. The librarian can sponsor online access to the University of Victoria Library for instructors and researchers. BMSC student projects must adhere to the BMSC Student Report Style Guide and at the end of each course must be submitted to the library electronically and in hard copy, along with the data. A report template is available for students to use. Anything else from the library to make your course run more smoothly, please don't hesitate to ask.

Animal Care

The BMSC animal care committee (ACC) facilitates research compliant with the guidelines and policies of the Canadian Council on Animal Care (CCAC) and with the Russell-Burch tenet of "reduction, replacement and refinement". An Animal Use Protocol (AUP) form must be completed and approved by the ACC prior to collection or research involving animals (vertebrate or invertebrate). Field observations do not require an AUP unless they involve manipulation of animals and/or the animal's environment, or if vertebrates are being observed within a distance of 100 meters. Any instructor or TA working with vertebrates must have 'animal user training' certification. An on-line, five hour 'Experimental Fish Animal User Training' course is available at <http://www.upei.ca/lifelonglearning/experimentalfish>. This course covers certification for research on all vertebrates and cephalopods.

Instructors should complete an AUP form for each course. AUP forms for invertebrate courses should be submitted at least two weeks prior to the course start date and AUP forms for vertebrate courses should be submitted at least one month prior to the course start date. Each course AUP must include all collections of animals from dredges, seines, beach collections, dives and any lab activities involving animals, such as dissections or observational studies. There is a link to the AUP form for teaching on the BMSC animal care website. Each AUP form is assigned a number. This number is required to record collections in the collections database (see collection of specimens below).

Independent student projects require their own AUP forms to be pre-approved before any collections or project work is undertaken. Approval of invertebrate projects takes approximately 24 hours. Under some circumstances, verbal approval to collect invertebrates before an AUP is approved may be obtained from Kelley Bartlett. This is strictly an approval to collect animals, not to proceed with experimentation.

Vertebrate AUPs can take up to 3 weeks to be approved as they require review by ACC members external to BMSC.

Animal returns are extremely important. The majority of animals will need to be returned to the site of their collection. It is essential that time is allowed near the end of the course for students to return animals.

The ACC will work with instructors to make every course successful, while still ensuring high standards of animal care. Please allow 30 minutes during your course for a presentation by the Animal Care Coordinator, Kelley Bartlett.

Collection of Specimens

University Programs at BMSC has its own collection permit from the federal Department of Fisheries and Oceans (DFO). Instructors, TAs and students are covered under this permit. Specimens may be collected for teaching and research use, but there are areas out-of-bounds for collecting which include: Brady's Beach, First Nations reserve land, Parks, ecological reserves and active research areas. Students should check with instructors (who have checked with the UPC) before making initial collections. To ensure that you are not planning to collect in an area of active research, please check the research chart on the wall in the BMSC library. **A Collection Record must be completed each time a collection trip is made. It is the responsibility of the instructor and TA to ensure collection records are filled out correctly and completely.** Accurate collection records are essential for obtaining our yearly collection permit from DFO. The Collection Record database is accessible on-line (see the UPC for details). It is BMSC policy that no animals or plants be collected for personal consumption.

Field trips

Please notify the UPC of field trips as far in advance as possible so that transport can be arranged. Bag lunches and early cold breakfasts can be arranged with **48 hours notice** by submitting a 'Meal Request' form to the kitchen. The MV Alta is available for dredging, trawling and other class projects, and the Barkley Star is available for ROV and other class field trips. Arrangements to use the Alta and Star must be made through the UPC. Several days' notice is preferred, as the skipper must be notified and a station staff member must accompany the group. **Field trips on the MV Alta and Barkley Star that fall outside normal working hours (weekdays after 4:30pm, statutory holidays and weekends) require special permission.**

Boat Use

Students with PCOC cards may sign out small boats for research trips using sheets at the dock.

Skiffs for class trips should be requested through the UPC. These trips will be coordinated with research and public education to ensure shared access to low tides etc. You will be provided with a table of costs associated with running the various boats. The cost of boat use by each course will be tracked and may be restricted.

Microscopes

Dissecting and compound scopes will be allocated as requested. Students must sign out microscopes, be responsible for their use and return them in the same condition they were received. There are video systems, CCD cameras and digital cameras that may be used on both compound and dissecting scopes.

Research Space

Facilities in the Eco-Physiology, COTC, Fluid Dynamics and lower Rix buildings are for the use of researchers. Only on rare occasions, with permission from both the UPC and RC, will students be allowed to use facilities in these buildings.

Computers

There are 13 computers in the main building computer room. These are available to all station users, including students. Students may access e-mail accounts at their home universities, but can't have BMSC e-mail accounts. There is high-speed Internet access in

most buildings. If you would like to book the computer room for a class, please contact the UPC ahead of time, and a reservation sign will be posted. During the summer months (especially during the last week of classes), computer use is very heavy. As a general rule, a class cannot book the computer room during the last week of a course and sheets may be posted so students can reserve individual machines. In addition, UP has eight Macbooks available for loan to students and instructors.

Photocopier

There is one photocopier in the main building. It takes a course account code, and is to be used only for course-related photocopies (*e.g.* class handouts). Photocopies will be charged against your course budget and can add up quickly.

Telephone

To make local calls, dial 9, then the number. An account number is required to make long distance calls. Personal and course account numbers are available from the office. BMSC adds a 15% handling charge to all personal long distance calls.

Submission of Grades

Each of the five member universities uses a different grading scheme. For this reason, grades must be submitted to the UPC as **percentages**. Percentage grades will be converted to the grading system used by the appropriate university. The grading scheme is available at <http://www.bms.bc.ca/university/faculty.html> Consult the grading scheme to determine what grade a student will receive on their transcripts in relation to the percentage you submit.

Please submit grades within one week of the last day of the course. This will enable the UPC to convert grades and submit them to member universities within 2 weeks of the course ending. If a student has material outstanding, please submit an aegrotat standing (computed on the basis of available marks) and a revised grade can be submitted later.