



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

## Faculty of Forestry

### Alex Fraser Research Forest

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## Researcher Use Policy and Guidelines

### 1. Introduction to the Alex Fraser Research Forest

The Research Forest was established in 1987 on two blocks of crown land. Each block provides research and education opportunities in different climatic and environmental conditions. The Knife Creek block is located approximately 25 kilometers south of Williams Lake on Highway 97. The Gavin Lake block is located 75 kilometers northeast of Williams Lake on the Likely Road at Gavin Lake.

Our objectives are to provide opportunities for research, education, and demonstration of integrated forest resource management in the interior of British Columbia. The Forest is self-funded through sustainable harvesting practices and related activities.

Many of our services and facilities are provided to researchers and educators free of charge. Activities requiring substantial staff time and resources are sponsored on a cost-recovery basis.

The Research Forest office is located in Williams Lake and office hours are 8:00 a.m. to 4:30 p.m., Monday to Friday (closed holidays).

### 2. AFRF Research Program Support & Services

#### 2.1 No Charge:

##### *A. Project Establishment*

- proposed project assessment
- assistance with budgeting, scheduling, identifying hazards, etc.
- site selection
- field and administrative assistance to integrate project with operations, and ensure compliance with provincial government requirements and related legislation (where applicable):

- > inclusion in harvesting and silviculture plans
- > referrals to affected users
- > experimental exemptions

### *B. Project Implementation*

- advice on access and carrying out project activities and treatments
- securing resources (local experts, contractors, equipment, and accommodation)
- including research needs within forest harvest and silviculture plans and operations
- assistance with project extension work

### *C. AFRF Facilities & Resources*

- digital resources including reports, small maps, weather station data, select LiDAR and orthomosaics, etc.
- Geographic Information System data (ArcMap)
- silviculture records database
- field equipment - fire protection tools, hand held radios, etc.
- office equipment - phone, internet, fax, computer
- field safety 'check-in' with office
- office administration - file maintenance, record keeping, billing
- research project information database and library

## **2.2 Cost Recovery:**

### *A. Accommodation - Researcher Cabin at Gavin Lake*

- The Research Forest has a self-contained cabin (kitchen, bathroom, laundry, 3 rooms/six beds) located within the Gavin Lake Camp that is operated by the Gavin Lake Forest Education Society. The cabin is booked on a first come, first served, basis. There is a nominal charge for use of the cabin per person per night.
- The cabin should be clean when you arrive and when you leave. If the cabin is not clean or requires repairs when you arrive, please notify the Research Forest office. If clean-up or repairs are required, as a result of visitors you were sharing the cabin with, please notify us so the appropriate party is billed. Please remove all of your equipment and supplies from the cabin and storage areas at the end of your stay.
- Check with the Gavin Lake camp manager, housed next to the UBC cabin, for if you would like to use canoes or other recreational equipment belonging to the Gavin Lake Forest Education Society.

### *B. Unrecoverable merchantable timber from destructive sampling*

- Volume will be assessed by AFRF staff and price determined by current mill prices at time of falling.

### *C. Additional AFRF assistance with research project implementation*

- Collection of samples or data on behalf of researchers
- AFRF supervision of research project operations or contracts

### *D. Maintenance of Multi-Year Sample Plots*

- Forest management (e.g. stand tending) activities and treatments that are above and beyond normal AFRF forestry operations for that given site will require financial support.
- Installation maintenance (e.g. number tag and stake integrity) is the responsibility of the Principal Investigator but can be done by AFRF at cost recovery.

### *E. Office/Field Resources*

- Photocopying (b&w, colour).

### *F. Monitoring*

- Project monitoring, data collection, data entry and report writing.

## **2.3 Fee For Service:**

### *Clean-up charges*

- Field --A day rate will be charged to researchers in cases where clean-up is required for litter or materials left on the forest after project completion. Extra charges will be billed for handling and disposal of hazardous materials.
- Cabin--If cleaning or repairs are required as the result of visitors' stay, the party responsible will be billed for those costs.

## **3. Researcher Responsibilities**

Please read this section carefully. Many of these requirements represent UBC policy and/or are provincially or federally legislated.

All principal investigators should note that it is your responsibility to ensure that all staff and students working under your supervision have read, understood, and agreed to comply with these requirements. Principal investigators are also responsible for ensuring their staff and students are appropriately equipped and trained for the work they are doing, and that records are kept of their training.

Researchers should also have a safety plan that addresses first aid, workplace hazards, and safe work procedures.

### **3.1 Project Outline**

Please complete a Project Outline prior to initiating your project on the Research Forest using the University Research Forests Research Project Database. Answer questions fully to help us identify what resources, safety precautions, administrative requirements (prescriptions, permits, etc.), and security are needed for your project. Please note that copies of all required licenses or permits must be submitted to the Research Forest before you begin project work.

### **3.2 Project Number & File**

You will be given a research project number to reference all information and office files concerned with your research project. Please cite the project number on all future correspondence and keep your research file up to date by sending us any progress reports, abstracts, or publications. The results of your work are important to us for teaching, future research, and management purposes. Please remember to keep us updated!

### **3.3 Work Plan**

You should submit a work plan for your research project. This is important so that we can ensure your research site remains secure and that there are no conflicts with other forest users, forest operations, or other research project work. Inform Research Forest staff immediately if you wish to make any changes to your work plan (e.g. changes in site location, scheduling, project duration, project activities, or materials to be used). Let us know if the address or phone number where you can be contacted has changed.

### **3.4 Notification of Work Activities**

It is mandatory to notify the Research Forest office of the dates you will be carrying out any work on the Research Forest and if your work schedule changes. This is necessary so we can keep you informed of any operations underway near your site(s) and to alert you of any concerns regarding safety or access into your site(s).

### **3.5 Field Installations - Set Up**

With prior consultation with the Research Coordinator as to installation location, identify your research area with permanent or semi-permanent marked posts, (PVC or wooden stakes - marked with your research project number), which should be maintained for the length of time that your project is active. Materials and colors, used to mark installations, should be approved by the Research Coordinator to ensure they will not conflict with other markings used for operation activities on the forest. Flagging should be consistent across all plots and noted in the research project database so that the project can be easily identified in the field.

Maintain installations so they remain visible and easy to locate. Avoid the use of unnecessary flagging tape and use biodegradable tape for short term marking. Project study areas and plots should be offset

at least ten meters from road rights-of-ways to ensure that road maintenance and upgrading activities do not conflict with research activities.

### **3.6 Field Installations - Clean Up**

Remember to budget time and funds for clean-up upon project completion. Researchers must remove all materials used in research project installations: all flagging tape, structures, boundary stakes, and markings that are no longer needed after each phase of their project. Please notify the Research Forest when your project is complete or if your site will remain inactive for a long period of time. The Research Forest charges a day-rate if clean-up is required after project completion.

### **3.7 Chemicals - Hazardous Materials**

Chemicals or hazardous materials of any kind or amount are not to be used, transported or stored on the Research Forest without prior approval from Research Forest staff. If your research requires handling hazardous materials, a written contingency plan for the containment and clean-up of spills must be kept on site and read by all employees who will be handling the material. The Research Forest requires a copy of the plan before project work commences. You may be required to carry an appropriate spill kit. Hazardous material must be disposed of properly, at the cost of the researcher.

### **3.8 Transportation of Dangerous Goods**

Provincial legislation requires that anyone who ships, transports or receives substances designated as 'dangerous goods' must be certified, or supervised by someone certified in TDG (Transportation of Dangerous Goods Act, 1992). If you are transporting or receiving dangerous goods within the Research forest, we require written confirmation that you have been certified in TDG.

### **3.9 Waste Disposal**

- Garbage--Do not leave any refuse on the forest. Please pack it out.
- Human Waste--Bury all human waste and toilet paper away from trails, roads, and cutblocks. All parts of the Research Forest are used for tours, teaching, and demonstration -- please show respect for other forest users.

### **3.10 Roads**

The amount of traffic you will encounter on the Research Forest roads will vary depending what time of year it is. Drive carefully and be prepared to meet with other forest users' vehicles, logging trucks and heavy equipment, wildlife, and cattle on the road. Park your vehicle well off to the side of the road to allow for large vehicles to pass. Make sure your vehicle is equipped to handle emergency situations (good tires, shovel, fire extinguisher, first aid, and survival gear) since other vehicles and people may not be on the forest to assist you. Access into the Research Forest is limited during the winter months and requires four-wheel drive/high clearance for a large part of the year.

### **3.11 Fire Hazards**

Check the fire hazard and what your responsibilities are before commencing work on the forest. You will be required to have a shovel and backpack water tank (provided by the RF) when the fire hazard is high. Inform the Research Forest staff if you plan to use power equipment that may pose a fire hazard.

### **3.12 Smoking**

Smoking is not permitted anywhere on the forest except for areas that are free of all flammable/combustible materials (e.g. mineral soil surfaces on roads and landings). Smokers shall ensure that no burning material falls outside such cleared areas, and that all burning material is completely extinguished before leaving. Dispose of butts responsibly.

### **3.13 Camping**

We prefer that researchers who wish to camp use provincial recreation sites while conducting research on the forest and abide by the site rules.

### **3.14 Indemnity and Insurance**

- Worker's Compensation--If you are employed, you must be covered by WCB while working on the research forest and must comply with WCB safety standards during all activities you conduct on the forest.
- Indemnity--Users are required to indemnify and hold harmless the University of British Columbia in respect of any claims, costs or other damages that arise from the users' activities on the Research Forest.
- Insurance--The Research Forest reserves the right to request proof of general liability insurance if researchers will conduct high-hazard work.

### **3.15 Environmental and Safety Standards**

Research Forest staff will monitor research project activities and have the right to stop work if conditions are unsafe or in non-compliance with WCB standards, Research Forest use policies, research project work plan, operating permits or any other legislation related to forestry and the environment. The Research Forest reserves the right to conduct environmental/safety audits at any time. A third party may carry this out if we are unable to assess the potential impact of research project activities.

All researchers must read and comply with UBC's Sustainable Development Policy #5 and UBC's Environmental Protection Compliance Policy #6. These may be accessed at <http://universitycounsel.ubc.ca/policies/index/>. By signing this document, you also confirm that you have read and agree to comply with these policies.

### **3.16 Reporting Incidents**

Please report any accidents, observed incidents of wildfire, timber trespass, illegal hunting, or injured livestock to Research Forest staff immediately. For your protection, and ours, any knowledge or observations of environmental damage or contamination (e.g. spills or hazardous waste) on the Research Forest must be reported immediately to Research Forest staff.

Thank you for your cooperation -- We look forward to working with you.