



PRÓ-MATA

USER HANDBOOK





UNIVERSITY

PUCRS is a university committed to research and extension activities, comprising several departments (schools, institutes, etc.), that promote professional and scientific development at the higher education level, theoretical and hands-on research in the main areas of knowledge as well as its research numbers and extension activities.

MISSION

Based on human rights, on the principles of Christianity, and on the tradition of Marist education, the Mission of PUCRS is to produce and disseminate knowledge and promote human and professional development, driven by quality and relevance, with the goal of developing a fair and fraternal society.

VISION

By 2022, in view of its Mission, PUCRS will have become an international reference in Higher Education by virtue of actions geared towards innovation and social, environmental, scientific, cultural and economic development.

www.pucrs.br/promata



USER HANDBOOK*

Pontifícia Universidade Católica do Rio Grande do Sul
Office of the Vice President for Research and Postgraduate
Studies

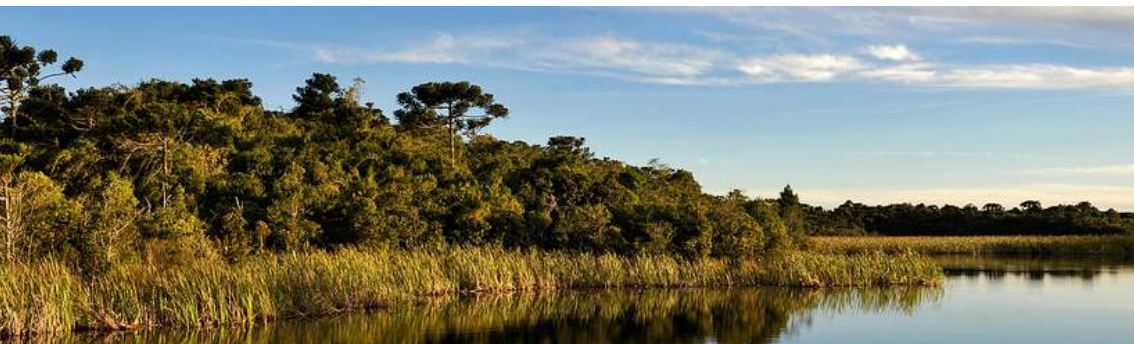
Pró-Mata Center for Research and Nature Conservation

*Please read all the information containing in this booklet.

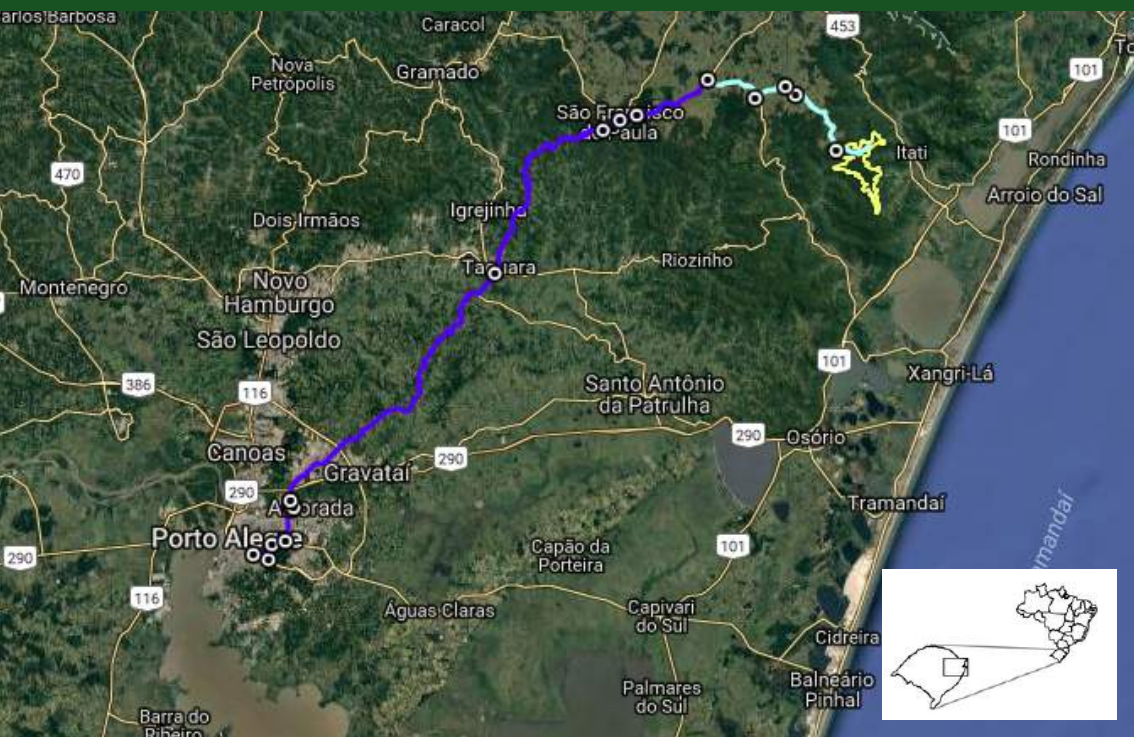


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WHERE WE ARE



You can go to Pró-Mata from Porto Alegre using Google Maps¹.

Pró-Mata is located at approximately 4 hours from Porto Alegre. The part in light blue represents a dirt road.



GENERAL NORMS AND RECOMMENDATIONS

Users or institutions involved either directly or indirectly with the Pró-Mata Center for Research and Nature Conservation must be in compliance with the norms of use and nature preservation in a conscious and responsible way. Therefore, each user must carefully address and follow Pró-Mata's specific rules and regulations.

The website www.pucrs.br/promata, contains general information on the following topics:

- History of the Center
- Developed projects
- Scientific Production
- Details about its biodiversity and abiotic aspects (on 'Plano de Manejo', Unit Management Plan, in portuguese).

Email us at: promata@pucrs.br.



GENERAL NORMS AND RECOMMENDATIONS

1

Comply with the principles of responsible conduct in natural settings, found in the Ministry of the Environment's Program of Conscious Conduct (available at www.pucrs.br/promata).



2

Acknowledge the risks involved with the activities conducted at natural settings and assure oneself of the necessary abilities, skills and physical aptitude.



3

Make sure their equipment, including security equipment, is in good conditions, for the execution of the activity. Be prepared for emergencies.



4

Groups of visitors must inform the Pró-Mata team of the number of members that will join a field trip, the itinerary and the expected return date.



5

Get information on the itinerary, including level of difficulty, need for any form of authorization and hours, including return time with the Pró-Mata team.



6

Make sure waste originated from the activity be disposed accordingly. Dispose of waste in dedicated compartments in order to avoid pollution and contact with animals.



7

Contribute to the monitoring of trails and visitation areas, by reporting any problems or divergences to the Pró-Mata team immediately.



8

No alcohol beverages should be allowed within the premises of Pró-Mata.



AUTHORIZATION FORMS FOR ACTIVIES ON PRÓ-MATA



By clicking on 'Autorizações e Hospedagem (Authorization Forms and Accommodation)' on www.pucrs.br/promata, you can find the authorization forms for the following categories:

- Scientific research
- Teaching activities
- Accommodation



IMPORTANT

Visitors conducting scientific research must submit an attached project.

Office of the Coordinator of the Pró-Mata Center for Research and Nature Conservation:

INSTITUTE FOR THE ENVIRONMENT - PUCRS

Av. Ipiranga, 6681

CEP 90619-900 - Porto Alegre - RS - Brazil

Phone: (51) 3320 -3640 – Fax: (55 51) 3320-3642

Email address: promata@pucrs.br

Once users receive formal authorization to conduct their activities at the Center, they will be informed on their reservations, rates and accommodation by email only.

ACCOMMODATION

All visitors must complete and sign the accommodation forms upon arrival at Pró-Mata. The form, which must be printed and completed by visitors is available for download².

At the end of their stay, guests should complete an evaluation form³, in order for us to continue improving the services provided at Pró-Mata.

IMPORTANT

Admission and accommodation within the premises of Pró-Mata are conditioned to previous authorization from the Center's Coordinators and advance payment of accommodation rates.

ACCOMMODATION

- Upon check-in, a staff member will guide you to a room.
- The following items will be available to you: a blanket, a pillow, a locker with a key and two hangers. These items will be under the guest's responsibility and will be subject to verification. **TOWELS, PILLOWCASES AND SHEETS ARE NOT PROVIDED.**
- Visitors must comply with quiet hours within the premises of Pró-Mata: keep loud conversations to a minimum after 10 pm.
- Upon check-out, users must return their room's key to a Pró-Mata staff member so that the room be checked and guests could sign out.



ACCOMMODATION

ACCOMMODATION IN CHALETS

- Visitors can also stay at a chalet, located near the Pró-Mata main office .
- Guests who wish to stay at the chalet must fill out a specific form, which is available on www.pucrs.br/ima/promata, by clicking on 'Autorizações e Hospedagem (Authorization Forms and Accommodation)'.
- The chalet is equipped with bunks for up to 10 people, blankets, down comforters, a refrigerator, a stove and a wood burner, living room furniture and some kitchen utensils. Visitors must bring sheets, towels and food supplies to prepare their meals.
- Upon arrival at Pró-Mata, visitors must come to the main office in order to pick up their key.
- At check-out, visitors must return their key to a Pró-Mata staff member, and the room will be inspected.

IMPORTANT

- ✓ Voltage at Pró-Mata is 220V
- ✓ MAKE SURE you bring:
 - Personal hygiene items and medication
 - Sheets, pillowcases and towels
 - Appropriate clothing, including a raincoat, cold weather clothes and boots



DINING

HOURS AND MENU



Breakfast

From 7:45 a.m. to 8:30 a.m.

Menu: milk, coffee, homemade bread (rye or white), butter or margarine, jam and cheese.



Lunch

From 12 p.m. to 1:30 p.m.

Menu: salads, main courses, dessert, juice, water and coffee.



Dinner

From 7 p.m. to 8 p.m.

Menu: salads, main courses, dessert, juice, water and coffee.



Optional: Snacks (instead of lunch or dinner)

Hours: must be ordered by 2 p.m. the previous day.

Menu: homemade sandwiches with cheese, ham or salame, margarine or mayonnaise, tomato and lettuce.

NOTES

- ✓ Upon request, visitors can store perishable foods in their refrigerator or freezer once they are duly packed, labeled and in moderate quantities.
- ✓ The menu may be altered in view of the availability of the items.
- ✓ If you have any dietary restrictions, please let us know in advance.

CLEANING AND WASTE DISPOSAL

1

Please take off your shoes when you walk into our facilities in order to keep them clean.

There are two dressing rooms equipped with a shower and faucets to clean your boots at the north entrance of the building (parking).



2

Do not dispose of toilet paper in the toilet, to keep it from clogging. Use the waste baskets instead.



3

The laboratories' floors are routinely cleaned. However, the cleaning of desks and laboratory materials must be cleaned by users. Users must clean desks and laboratory materials.



4

Laboratory users must dispose of their organic and recyclable waste in dedicated baskets.



5

Visitors are responsible for the waste they produce and must discard them in dedicated compartments. Special waste such as batteries, electronic parts and potential contaminating agents must not be discarded at the Center.



6

Destination of waste produced:

- Recyclable waste must be discarded in specific plastic bags in order to be recycled;
- Organic waste will be decomposed in the garden.



COLLECTION OF SAMPLES

Collection of samples within the premises of Pró-Mata must be in accordance with the existing laws of Brazil⁴. Only researchers whose projects have been previously approved and who have presented a license for collection will be authorized to collect biological materials within the premises of the Pró-Mata.



- The number of samples or materials must be in accordance with the previously approved project.
- Scientific samples, once the research is completed, must be included in the scientific collections of the Museum of Science and Technology of PUCRS. Materials can only be sent to outside of the country from the Museum upon authorization by the relevant federal agency.
- Specimens collected throughout the conduction of the project, including, holotypes and new species must be sent to the Museum of Science and Technology of PUCRS.

NOTE

Setting up research structures in Special Use Areas will only be authorized in special cases because they are subject to permanent anthropic alterations resulting from essential activities conducted at Pró-Mata. The main entrance, the headquarters, the houses and nearby areas, horse traders, the garden, the roads, the electricity and water towers are considered Special Use Areas.



LABORATORIES

1

The laboratories are open to previously authorized visitors only. Users can get the keys from a staff member.



2

Once a user receives a laboratory key, they will be fully responsible for its materials, furniture, facilities and equipment, as stated in the Laboratory Security Manual⁵.



3

For teaching activities conducted in the laboratories, responsible professors must inform staff members of the need to conduct such activities, and will be held responsible for the laboratory's materials, facilities and equipment.



4

Users must be mindful of the organization of the laboratories so that other users and staff members can use of them.



5

Users must not use hazardous chemical agents within the premises of Pró-Mata, except in special cases. Upon being certified to use reagents, researchers must discard the waste in properly labeled dedicated compartments⁶.



6

Users are fully responsible for every kind of damage caused to the infrastructure of the laboratories and/or their equipment.



CARS

1

In view of everyone's safety and maintenance of the roads, cars are only allowed on the roads and at the maximum speed of 30 km/h.



2

No vehicles are allowed in areas outside of the roads, such as fields grasslands and woods.



3

Pró-Mata has a small repair office to make small repairs in torn casings and fix flat tires, to be done by a staff member.

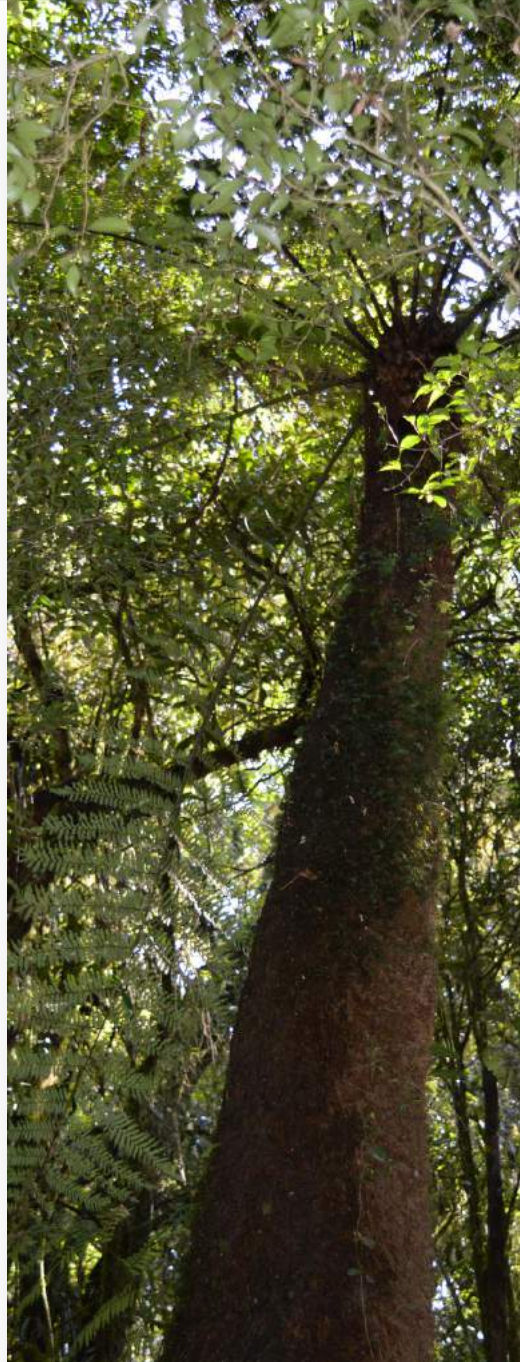


4

Pró-Mata vehicles are to be used for administrative purposes only and only authorized personnel can drive them. Customer service will only be provided upon previous authorization of the Center's coordinators and administrators.



Note: In emergencies, users must request transportation assistance from one of the Pró-Mata staff members



EQUIPMENT AND SERVICES

TELEPHONE AND FAX

Users can use the landlines and fax available at the main office upon request.



COMPUTERS

Users can use the computers available at the Pró-Mata's computer lab. Internet access is in accordance with the Institutional policies of PUCRS.



WI-FI

Pró-Mata is equipped with wireless network for its users. PUCRS students, professors and staff members will login using the same username and password used at the university. Researchers and students from other institutions will receive a visitor username and password which must be requested to a staff member of the Center.



EMERGENCIES

INVASIONS

Pró-Mata is located in a rural private area and only previously authorized personnel will be admitted into its premises. In case of an invasion, users must keep away from invaders and report any problems to a staff member immediately.

Useful numbers:

- Brigada Militar (Military Police): (55 54) 3244-1193
- Chief Police Office: (55 54) 3244-1190

ACCIDENTS

Pró-Mata does not have any medical emergency facilities. In case of an accident, the victim must be sent to the nearest hospital, which is located in São Francisco de Paula:

- Sociedade Hospital de Caridade São Francisco de Paula: (55 54) 3244-1177

Emergency cases must be sent to São Lucas Hospital, in Porto Alegre.

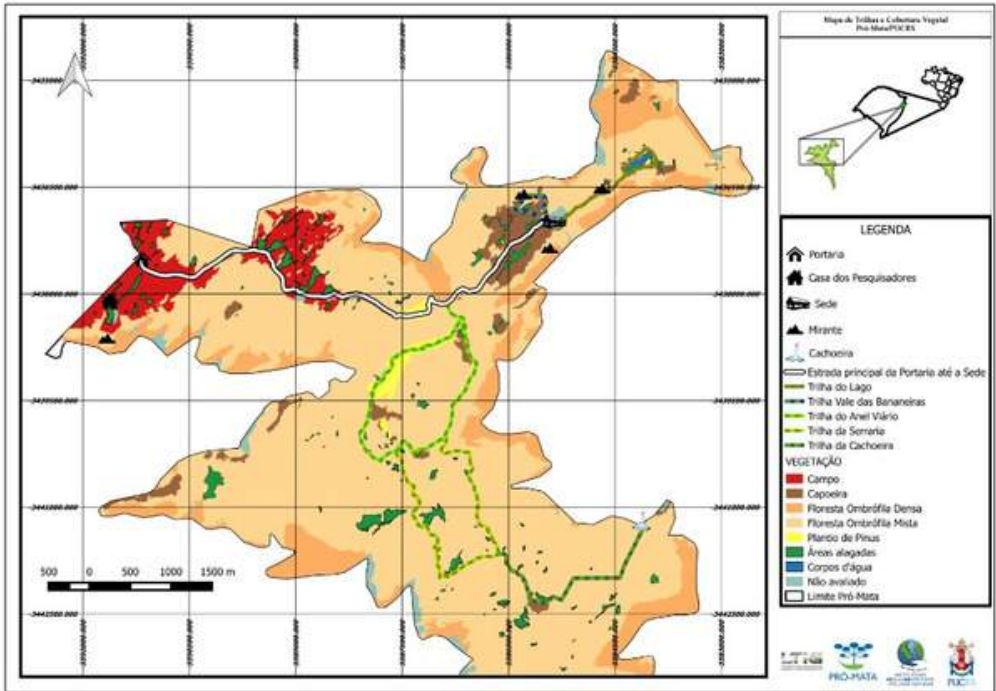
FIRE, HUNTING AND FISHING

Pró-Mata staff members must be notified immediately of smoke, fire, hunters or fishers within the area of the research center, so that the necessary actions be taken:

- São Francisco de Paula Fire Department (24h): (55 54) 3244-1299
- Canela Fire Department: (55 54) 3282-0697 or (55 54) 3282-1236
- Environmental Patrol - 12th BPM - Caxias do Sul: (55 54) 3226-1528 or (55 54) 3226-1899 and (55 54) 3226-3025 (fax)
- Environmental Patrol - Canela: (55 54) 3282-1209

ATTACHMENTS

ATTACHMENT 1: MAIN PRÓ-MATA TRAIL



If you wish to see this image in higher resolution, access:
http://www3.pucrs.br/pucrs/files/uni/inst/ima//Mapa_Trilhas_ProMata.png

ATTACHMENTS

ATTACHMENT 2: PRÓ-MATA FLOOR PLAN

TÉRREO



PISO SUPERIOR



LINKS

1

<https://www.google.com/maps/d/u/0/viewer?mid=1iHCA5JsmeCkU5enfb8g-PtO75il&ll=-29.725191026337846%2C-50.662039499999999&z=9>

2

http://www3.pucrs.br/pucrs/files/uni/inst/ima//Formulario_de_hospedagem_Pro_Mata.pdf

3

https://docs.google.com/forms/d/e/1FAIpQLSdelqW7O_yedKEwQxe0g9wAUHg-l38ffN2fov3qAK_uvUgpTw/viewform?usp=send_form

4

<http://www.icmbio.gov.br/portal/images/stories/servicos/manual.pdf>

5

<http://conteudo.pucrs.br/wp-content/uploads/2016/02/manualSegurancaLaboratorios.pdf>

6

http://www3.pucrs.br/pucrs/files/uni/inst/ima//Descarte_de_residuos_para_Ambientes_Laboratoriais.pdf

CONTACT

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<http://www.pucrs.br/ima>

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