



**Pontifícia Universidade Católica
do Rio Grande do Sul
Office of the Vice President for Research,
Innovation and Development**

**Institute for the Environment and Natural
Resources**

**Pró-Mata Center for Environmental Research
and Conservation**



USER MANUAL

**IT IS OBLIGATORY FOR ALL VISITORS AND VISITING
ACADEMICS TO READ THIS DOCUMENT**

2013

University

We are a higher education, research and extension institution, composed of a set of units (schools, institutes, etc.), which promote the professional and scientific development of higher education personnel, theoretical and practical research in the major areas of knowledge, the preservation and circulation of its results and the advancement of extension activities.

Mission

The mission of PUCRS, founded on human rights, the principles of Christianity and the traditional Marist education, is to produce and disseminate knowledge and promote human and professional development, guided by quality and relevance, with the objective of developing a just and fraternal society.

Vision

In 2015, PUCRS will be a national and international reference for the quality of its teaching and the relevance of its research, with the mark of innovation and sustainable management, promoting the all-around education of our students and contributing to scientific, cultural, social and economic development.

www3.pucrs.br/portal/page/portal/ima/Capa/

LOCATION

ESTRADA POTREIRO VELHO, Nº 20000 SÃO FRANCISCO DE PAULA / RS CEP 95400-000



**PHONE NUMBERS – (51) 3320-7140
(51) 8428-8246**

TABLE OF CONTENTS

USER RECOMMENDATIONS	1
PRO-MATA CODE OF CONDUCT FOR VISITORS	2
ADMITTANCE AND STAY	4
ACCOMMODATIONS	5
MEALS	7
WASTE AND CLEANING	8
SAMPLE COLLECTION	9
SAMPLE PREPARATION ROOMS	10
VEHICLES	11
EQUIPMENT USE	11
EMERGENCIES	12
NOTES	14

1. USER RECOMMENDATIONS

Users and institutions directly or indirectly involved with the Pró-Mata Center for Environmental Research and Conservation (PRÓ-MATA) must participate in a conscientious and responsible way, respecting the need to reconcile the use of the area with environmental protection. Therefore, it is necessary for each user to commit to being aware of and to following the warnings and guidelines regarding the specific PRÓ-MATA rules and policies.

Therefore, some guidelines aimed at establishing co-responsibility in conserving nature and the PRÓ-MATA infrastructure must be observed.

Information on activity permits in PRÓ-MATA, as well as for scheduling visits, can be obtained (in Portuguese) in the section “Manuais de Procedimentos” (Procedure Manuals), at www.pucrs.br/ima/promata, or through the e-mail address ima@pucrs.br.

Information on daily rates for accommodations can be obtained (in Portuguese) at: <http://www3.pucrs.br/portal/page/portal/ima/Capa/promata/promatavalores>

2. PRÓ-MATA CODE OF CONDUCT FOR VISITORS

1. Adopt the principles of the Program for Responsible Conduct in Natural Environments by the Brazilian Ministry of the Environment and other initiatives promoting responsible conduct.
2. Acknowledge the inherent risk of the activities conducted in natural environments and ensure that one possesses the knowledge, skills and physical aptitude to participate in the proposed activities.
3. Make sure that one's equipment is in proper conditions for use. Carry the necessary safety equipment for the activity at hand. Be prepared in the event of emergency situations, until search and rescue professionals can arrive at the accident site.
4. Group visitors must inform the PRÓ-MATA staff of the number of participants who will go out in the field, the path to be taken, and the expected return time to the base.

5. Obtain from PRÓ-MATA staff information on the path, such as: level of technical difficulty, permit requirements, authorized activity times and return times.
6. Make sure the waste resulting from the field activity is properly disposed of. Use appropriate places to store waste so as to avoid attracting the local fauna and polluting the area.
7. Check the rules for fire management.
8. Help monitor the paths and visiting sites and report any impacts or irregularities to the PRÓ-MATA staff.
9. Consumption of alcohol at PRÓ-MATA is **strictly forbidden**.

3. ADMITTANCE AND STAY

Procedures:

1. Requests for VISITS, TEACHING ACTIVITIES or SCIENTIFIC RESEARCH at PRÓ-MATA (www3.pucrs.br/portal/page/portal/ima/Capa/promata), as well as projects, reports and other documents must be submitted in Portuguese, Spanish or English to:

INSTITUTE FOR THE ENVIRONMENT / PUCRS

Coordenação do CPCN PRÓ-MATA

Av. Ipiranga, 6681 - Prédio 5 Sala 307

90619-900 Porto Alegre/ RS – Brazil

Phone: (51) 3320-3640 / Fax: (51) 3320-3642

E-mail: ima@pucrs.br

2. The research conducted must obey the schedule presented in the research project, duly approved by the PRÓ-MATA Coordination.
3. The Coordination will issue an “Admittance and Stay Permit”, sent to the interested party.

4. ACCOMODATIONS

Accommodations at the base:

1. When staying overnight, a PRÓ-MATA employee will register the user's stay, taking him/her to the room and providing a locker key;
2. In the locker, there will be the following items, which become the user's responsibility and will be inspected at the time of departure: blanket, pillow and two clothes hangers. TOWELS, PILLOW CASES AND SHEETS WILL NOT BE PROVIDED, AND MUST BE BROUGHT BY THE USER.
3. Before leaving, the user must return the key to one of the PRÓ-MATA employees for room inspection and must sign the room registration.
4. Users must complete an "Assessment Report" and send it to the Coordination, in order to help improve the services provided.

Detached house accommodations:

1. There are two houses near the Entrance of PRÓ-MATA which may be used by visitors.

2. The request for accommodations in these houses must be made on the Admittance and Stay Request Form and submitted to the Coordination.
3. Each house has bunk beds for up to 10 people, blankets, mattresses, a refrigerator, gas and wood stoves, living room furniture and some kitchenware. Users must bring their own sheets, towels and meal supplies.
4. Users must present the Admittance and Stay Permit at the Base Office in order to receive the house key.
5. Before leaving, the user must return the key to one of the PRÓ-MATA employees, at which time an inspection will be conducted in the house.
6. Users must complete an "Assessment Report" and send it to the Coordination, in order to help improve the services provided.
7. Users must contact the Administration Clerk whenever they need any information or services.

Tips

- The electrical voltage output at Pró-Mata is 220V
- Remember to bring:
 - Personal hygiene products,
 - Your own medications,
 - Clothes for field work, including a raincoat, clothes for cold weather and boots.

5. MEALS

Meal times and Menu:

Breakfast - from 7:45am to 8:30am.

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

Lunch - From noon to 1:30pm.

Menu: salad, hot dishes, dessert, juice, water and coffee.

Dinner - From 7:00pm to 8:00pm

Menu: salad, hot dishes, dessert, juice, water and coffee.

Snack (as a substitute for **lunch** or **dinner**)

Schedule: Must be ordered by 2:00pm of the previous day.

Menu: two sandwiches made of homemade bread with cheese, ham or salami, margarine or mayonnaise, tomato and lettuce. The user must provide a thermos for the juice or mineral water.

Note 1: Upon request, it is possible to store some perishable food in refrigerators or freezers, as long as it is properly stored, identified and in a moderate portion.

Note 2: Items on the menu may be altered depending on availability and at the discretion of PRÓ-MATA.

6. WASTE AND CLEANING

1. Users must cooperate with cleaning and avoid walking with muddy shoes on the premises. By the north entrance of the building there are two dressing rooms with a bathroom and faucets to clean the boots.
2. There are signs in the apartments requesting users to **“not put toilet paper or other residue in the toilet” so as to avoid clogging; use the trash bin.**
3. The laboratory floors are cleaned frequently; the counters, however, are only cleaned at the researcher's request, as long as s/he is present and supervising the service.
4. Laboratory users must dispose of organic and recyclable waste in different bins.
5. Users are responsible for the waste produced and are required to store it in the proper containers.

Waste (“garbage”) disposal:

- Recyclable waste is stored in plastic bags and taken to São Francisco de Paula for recycling.
- Organic waste from the kitchen is used for composting in the garden.
- Bathroom waste is incinerated in an appropriate location.

7. SAMPLE COLLECTION

All sample collections must abide by the policies established by **Brazilian law**;

1. Collections must be restricted to the taxa of interest of each specific researcher or group, **according to the authorized projects**.
2. The quantity of samples collected must be limited according to the needs of the project.
3. The scientific samples, after completing the research, will be deposited in the PUCRS Museum of Science and Technology. Any sample leaving the Country must be supervised by the Museum, and only with the authorization of a federal agency.

Note: It is not advisable to install research facilities in the areas considered to be Zones for Special Use, as they are subject to permanent anthropogenic changes resulting from activities indispensable for the proper functioning of PRÓ-MATA. The areas considered to be Zones for Special Use are the lobby, the base buildings, the houses and surroundings, the horse stalls, the garden, the roads, the high-voltage grid and the water network.

8. SAMPLE PREPARATION ROOMS

1. Only authorized personnel are allowed to enter the rooms. Only those with an **Admittance and Stay Permit** can have access to these rooms.
2. As soon as the user receives the key to a room s/he is **responsible** for the materials, furniture, installations and equipment contained in it.
3. The user may request a locker and key from a PRÓ-MATA employee to store any technical or scientific material.
4. Certain equipment may be relocated from one room to another by first asking a PRÓ-MATA employee and obtaining the consent of the user of the room in which it is currently installed, and with due registration of the change.
5. Electrical equipment or gas-powered tools must be used according to the manufacturer specifications, which will be available to the user.
6. The use of dangerous chemical substances is not allowed. Should there be a specific license for using these chemical substances, the researcher must store the residues in appropriate containers, duly identified, so as to be appropriately disposed of.
7. In case of an accident, the person involved must seek immediate help from colleagues and staff for the appropriate measures to be taken.
8. Users must keep their materials organized, in order to maintain a harmonious coexistence.

9. VEHICLES

1. The circulation of vehicles is restricted to the roads and at low speeds, as posted by the 30km/h signs, for the general safety and maintenance of the roads. *It is strictly forbidden to drive on the fields;*
2. PRÓ-MATA has a small maintenance workshop, prepared for small repairs and to inflate tires, under staff supervision;
3. The PRÓ-MATA vehicles are used exclusively for administrative activities, and can only be driven by authorized personnel. Only with the authorization of the administration can they be used for the purposes of the users.
4. For **emergencies**, the user may ask the staff to use a vehicle.

10. EQUIPMENT USE

Telephone – Fax

1. The user may ask a PRÓ-MATA employee to use the phone and fax, who will register each use in a specific form.

Computers

1. The computers may be used with staff authorization.

2. Any malfunction must be immediately reported to the staff so that the appropriate measures may be taken.

11. EMERGENCIES

1. Trespassing

Considering the possibility of trespassers invading the premises of PRÓ-MATA, users must avoid contact with them and report any such incident to the staff as soon as possible. In the event of trespassing, the staff will immediately contact the Military Police or the São Francisco de Paula Police Station:

- **Military Police** – Phone (54) 3244-1193
- **Police Station** – Phone (54) 3244-1190

2. Accidents

There is no infrastructure at PRÓ-MATA for medical treatment. Some general recommendations are posted in the office and on the bulletin board regarding potential accidents.

DECLARATION

I declare that I have received the PRÓ-MATA User Manual from the Institute for the Environment of PUCRS. I UNDERSTAND and FULLY AGREE with and will adopt the procedures and rules described therein, assuming personal responsibility, whether in the administrative, civil and/or criminal sense.

_____, ____/____/____.

Location and Date

Signature

NAME	
PASSPORT	
COUNTRY	
PHONE	

In case of emergency, please contact:

NAME	
PHONE	