

*2017 Orientation Handbook*

# STONE LABORATORY

OHIO STATE'S ISLAND CAMPUS ON LAKE ERIE



## First Day Schedule for Students, Faculty & Staff in one-week and term courses.

### South Bass Island

1-3 p.m. **Board university boat** for transport to Gibraltar Island (parents or friends can accompany you).  
The last boat leaves Gibraltar at 3:30 p.m. All accompanying persons must leave at this time.

### Gibraltar Island

1-3 p.m. **Student and faculty registration** at Dining Hall (receive room assignment, room keys, etc.)  
**Bookstore open until 4 p.m.** for basic school supplies and Stone Lab merchandise  
(third floor of Stone Lab building)

3:30 p.m. Last boat leaves Gibraltar Island

4-4:45 p.m. **Orientation meeting** for all students and faculty in the Stone Lab  
third floor conference room. **BRING THIS HANDBOOK WITH YOU.**

4:45-5:15 p.m. **Faculty and staff meeting (instructors and TAs) in the third floor conference room.**

5-6 p.m. **Dinner**

6:30-7:30 p.m. **First class session for one-week courses and for Monday, Wednesday and Friday term courses**

7:30-8:30 p.m. **First class session for Tuesday, Thursday and Saturday term courses**

7-8:30 p.m. **Bookstore open** (third floor of Stone Lab building)

Workshop students, visit [go.osu.edu/workshoptimes](https://go.osu.edu/workshoptimes) to view your arrival and departure times.

### Dining Hall

The Dining Hall on Gibraltar Island is unable to provide special menus or accommodate specific dietary requests.

**Meals are only served during regularly scheduled times.**

The building is available for social activities each evening, except from 7-10 p.m. Thursdays and Saturdays.

- Proper attire is required and includes shirts and shoes at all times; bathing suits and wet clothing are not permitted in the Dining Hall.
- Travel mugs or water bottles are a good idea for taking drinks out of the Dining Hall. Removal of dishes and utensils is prohibited.

#### Monday through Saturday Dining Times

**Breakfast:** 7-8 a.m.  
*Continental Breakfast*

**Coffee break:** 10-10:30 a.m.  
*on Dining Hall Porch*

**Lunch:** Noon-1 p.m.  
*Options may include soup, sandwich, side dish, salad bar, breads and dessert.*

**Dinner:** 5-6 p.m.  
*Options may include fish, meat or pasta, hot vegetables, side dish, salad bar, breads and dessert*

#### Sunday Dining Times

**Brunch:** 10-11 a.m.  
*Continental breakfast and warm foods.*

**Dinner:** 5-6 p.m.

### Guest Policy

You must register all guests in advance through the assistant lab manager. This includes all visitors, even those spending only a short time at the facility. Students are not permitted to have guests in the residence halls after 10 p.m. No overnight guests are allowed anywhere on Gibraltar Island.

Meals can be purchased for guests at the student rates. Reservations and payment must be made in advance with the Dining Hall Office (5-1805).

Guests can find lodging at Put-in-Bay hotels, motels and cottages. South Bass offers a campground at South Bass Island State Park for tents and trailers, which is much less expensive than a room. As Put-in-Bay is a popular tourist destination, lodging is sometimes booked months in advance and the state park campground fills up quickly on weekends. Guests can also contact the Chamber of Commerce for lodging information at 419-285-2832.



## Alcohol and Tobacco

The university and residence halls comply fully with all federal, state and municipal regulations regarding the sale, possession and consumption of alcoholic beverages.

Smoking and the use of tobacco are prohibited in or on all university owned, operated or leased property including vehicles and boats.

For more details on Stone Lab's alcohol and tobacco policies, view the Stone Lab Community Standards of Conduct at [go.osu.edu/slhandbook](http://go.osu.edu/slhandbook).

## Stone Lab Resources

### Bookstore – The Shop on the Rock

The Stone Lab bookstore, “The Shop on the Rock,” sells the following types of items: sunscreen, limited toiletries, Stone Lab merchandise and limited field collection equipment.

### Computer Lab

A computer lab is located in Room 304 on the third floor of the Classroom Building on Gibraltar Island. It includes PCs with Internet access and two printers (laser and color inkjet). The lab is available on a first-come, first-served basis to students and faculty for courses, research and communication purposes only.

### Recreation

Recreational activities include volleyball, swimming, fishing and softball. Talk to the assistant lab manager or staff to access equipment.



## Put-in-Bay Amenities

### ATM Locations

Restrooms at DeRivera Park  
Tipper's Restaurant  
Mr. Ed's Bar  
Erie Island Petroleum  
Miller Ferry Gift Shop at the Lime Kiln dock

### Bank

First National Bank of Bellevue  
180 Erie St.  
Put-in-Bay, OH 43456  
419-285-7340

### [fnblifetime.com](http://fnblifetime.com)

Checking and savings accounts can be opened. Checks cannot be cashed without an account.

### Chamber of Commerce

Put-in-Bay Chamber of Commerce and Visitors Bureau  
148 Delaware Ave.  
Put-in-Bay, OH 43456  
419-285-2832

Provides information about the town of Put-in-Bay, sights and area attractions.

### Grocery Store

The Island General Store  
410 Catawba Ave.  
Put-in-Bay, OH 43456  
419-285-4091  
Carries a limited line of groceries, laundry and toiletry items.

### Post Office

USPS  
425 Langram Rd.  
Put-in-Bay, OH 43456  
419-285-4641  
8 a.m.-noon and 2-5 p.m. Monday through Friday  
8 a.m.-noon Saturday

### Taxi Service

North Coast Cab: 419-285-3585  
Put-in-Bay Taxi: 419-285-6161  
South Bass Cab: 419-285-5050

### Other Transportation

Transportation for special research projects and other official trips (between the university dock on South Bass Island and Gibraltar Island) must be arranged with the management staff at least 24 hours ahead of the proposed departure.

### Water Taxi

Boardwalk Harbor Water Taxi 419-285-3695 will pick up and drop off between Gibraltar and downtown Put-in-Bay. You can contact them by using the marine radio, Channel 10, located above the life jacket box in the Stone Lab Classroom Building. You are responsible for all costs and arranging your return.



## Rowboats and Motorboats

**Rowboats** are for the convenience of all. Additional information and mandatory safety course will be provided at orientation. Classes taking field trips have priority over personal use.

**Motorboats** are to be used only by designated personnel while on duty and should be docked on the end spaces of each dock to prevent damage to motors.

## Boating Rules

### General Rules

1. Take one (1) life jacket per passenger\*\*, to be worn or stowed – **NOT used as a seat cushion.**  
\*Do not leave life jackets in boats. After each one-way trip, return life jackets to racks located inside the Stone Lab Classroom Building and outside the Research Building.
2. Boats are to be **docked ONLY at Ohio State University docks**, located on Gibraltar and near the Research Building on South Bass.
3. Tie boats securely to dock using a half-hitch knot. If you don't know how to tie this knot, ask a staff member.
4. **When traveling at dusk, carry a flashlight to signal other boats to avoid collision.**
5. "Boat pool" whenever possible. Remember your boat number and do not take a boat from South Bass that you did not bring over, thus stranding someone on that side.
6. The docks are slippery when wet and are wet most of the time. Use caution when entering or exiting all boats.

### Rowboats

1. Notify the staff in the event of a broken oar or dock line.
2. One person rows at a time. Maximum number of passengers per boat is four.\*\*
3. It is recommended that rowboats remain in the protected harbor area.
4. If you take a rowboat between Gibraltar and South Bass Island it must be returned to its original docking location.
5. Do not dock rowboats behind motorboats; use the inside (closest to shore) dock spaces.
6. **Remove oars** from oarlocks when docking is complete to minimize breakage.
7. **No racing or horseplay in rowboats. Safety first.**
8. All rowboats are to be returned to Gibraltar by 10 p.m.

\*\* Failure to observe these rules could result in prosecution by the Coast Guard, ODNR Division of Watercraft or Put-in-Bay Harbor Patrol. Stone Lab is not responsible for any fines, tickets or citations.

**For your convenience, these rules are posted by the life jacket racks in both buildings. Your cooperation is appreciated.**



## Communications

### Internet Access

Secured Wi-Fi is available on Gibraltar Island and at the Bayview office on South Bass Island. Passwords are issued to faculty and students at orientation. Stone Lab's internet policy can be found at [go.osu.edu/slnet](http://go.osu.edu/slnet).

### Mail

Mail is brought to the Dining Hall daily for students and faculty staying on Gibraltar Island. Faculty staying on South Bass Island can pick up mail in the Bayview office.

The lab mailing address is:      Attn: Your Name  
F.T. Stone Laboratory  
PO Box 119  
Put-in-Bay, OH 43456-0119

### Telephone Access

Stone Lab phones can be used to call any other Ohio State phone (including Columbus and regional campuses) by dialing the last 5 digits of the phone number. Local calls can be dialed as 9-285-####. Personal long distance calls must be made using a cell phone. The Bayview office has voicemail for calls that come in before or after regular business hours. There is a fax machine in the Bayview office for incoming faxes: 419-285-1878.



## Emergency Numbers and Procedures

When calling from a university phone, you must first dial “9” for an outside line, or dial the last 5 digits for **university numbers**.

You do not need to enter area code 419 for local Put-in-Bay “285” numbers, just 9-285-xxxx.

### Emergency Procedures

#### In an emergency:

- **Dial 911.**
- Tell the 911 operator your EXACT location on Gibraltar Island (Harborview Dorm, Dining Hall, Classroom Building, etc.)
- Then contact laboratory staff.

#### 911 Panic Button

There is a “911 Panic Button” near the life jacket rack on the South Bass Island Research Building which alerts the Ottawa County Sheriff’s Office.

Paramedic Non-Emergency Phone  
419-285-2401

Police Department Non-Emergency Phone  
419-285-3962

Fire Department Non-Emergency Phone  
419-285-7805

#### Between 7:30 a.m.-4 p.m. contact:

Stone Laboratory office (room 204) on Gibraltar  
419-285-1858

Kevin Hart, Assistant Laboratory Manager  
419-512-1682

#### During posted evening hours, contact:

On-duty staff in the library, (Stone Laboratory, room 306)  
419-285-1868

#### During other hours and Sunday contact:

Stone Cottage – Matt Thomas, Laboratory Manager  
419-341-2568

Kevin Hart, Assistant Laboratory Manager  
419-512-1682

Gibraltar House Common Area  
419-285-1880

**If paramedics recommend a visit to a hospital on the mainland,** transportation to the ferry dock or to the mainland can be arranged. You will be responsible for any ferry, plane or water taxi charges required and for any overnight lodging on the mainland.

## Check-Out/Departure

Check-out involves having your room inspected by a Stone Lab staff member on the last morning of your stay, then turning in your key to staff stationed in the Dining Hall prior to your departure. A fee of up to \$150 will be issued for lost or stolen keys.

**Students enrolled in one-week courses** must depart Gibraltar by 1 p.m. on Saturday. You have the option to sign up to receive a scheduled lunch in the Dining Hall before departure. Ohio State boat transportation off Gibraltar Island is provided from 10 a.m.-1 p.m. Ground transportation to the main ferry docks from Stone Laboratory is your responsibility.

**Students enrolled in term courses** must depart Gibraltar by 5 p.m. on the last day of the term. Ohio State boat transportation off Gibraltar Island is provided from 10 a.m.-5 p.m. Ground transportation to the main ferry docks from Stone Laboratory is your responsibility.

The local water taxi is available for transportation to South Bass Island if you choose to depart outside of these scheduled times. You can then arrange for a taxi to transport you to the ferry docks. Taxi numbers can be found on the back cover of this handbook. As check-out can be a hectic time, parents and guests should meet students on South Bass Island only.

Departure times for workshops can be found at [go.osu.edu/workshoptimes](http://go.osu.edu/workshoptimes).



# STONE LABORATORY

*Ohio State's Island Campus on Lake Erie*

ohioseagrant.osu.edu • stonelab.osu.edu • @stonelab

## STAFF

**Dr. Christopher Winslow**, *Director*  
**Matt Thomas**, *Laboratory Manager*  
**Kevin Hart**, *Assistant Lab Manager*  
**Kelly Dress**, *Business Office Manager*  
**Robin Glauser**, *Operations Associate, Dining and Housekeeping*  
**Dr. Kristin M. Stanford**, *Education & Outreach Coordinator*  
**Arleen Pineda**, *Program Coordinator*  
**Dr. Justin Chaffin**, *Research Coordinator*  
**Florian Diekmann**, *Food, Agricultural and Environmental Sciences Librarian*  
**Art Wolf**, *Operations Associate, Boats and Facilities*  
**Nate Seaberg**, *Operations Associate, Landscaping, Grounds and Vehicles*  
**Jon Scarpelli**, *Operations Associate, Maintenance*  
**Craig Genheimer**, *Boat Captain & Special Events*

## PHONE NUMBERS

*When calling from a university phone, dial only the last 5 digits for these listings (**in bold**).*

Stone Lab Main Office (South Bass Island).....	419-285- <b>1800</b>
Stone Lab Gibraltar Office .....	419-285- <b>1858</b>
Barney Cottage.....	419-285- <b>1883</b>
Dining Hall Office .....	419-285- <b>1805</b>
Dining Hall Porch .....	419-285- <b>1843</b>
Harborview Dorm.....	419-285- <b>1828</b>
Maintenance Office .....	419-285- <b>1801</b>
Stone Cottage.....	419-285- <b>1881</b>
Lighthouse .....	419-285- <b>1850</b>
Gibraltar House.....	419-285- <b>1880</b>

### Non-Emergency Public Services

Fire Department .....	9-285-7805
Police Department .....	9-285-3962
Paramedic .....	9-285-2401

### Emergency Numbers

The 911 emergency number is in service for the Put-in-Bay area.

In the rare event that no University official is available,

a call can be made to the Gibraltar House Common Area.....419-285-**1880**

### Transportation

Jet Express Ferry .....	9-1-800-245-1538
Miller Boat Line Ferry .....	9-1-800-500-2421
Taxi Service on South Bass Island .....	9-285-3585
	9-285-6161
	9-285-5050
Water Taxi (Channel 10 on Marine Radio).....	9-285-3695