



# Terms & Conditions regarding visits to the Abisko Scientific Research Station (Abisko Naturvetenskapliga Station, ANS)

## Applications

1. Visitors to ANS must submit an application prior to arrival. Applications are submitted online: <https://interact-gis.org/Home/Application>.
2. By submitting an application, you accept that the submitted information will be published in the INTERACT-GIS database (<https://interact-gis.org/Home/Research>). You also agree to the terms and conditions outlined in this document.
3. In the application, you must specify your requests for use of research station facilities, including accommodation, use of laboratory space, office space, storage space, and equipment needs.
4. Conditions stated in the application form concerning e.g. post-season reporting, clean-up and restoration plans must be adhered to.
5. For any study that may have a significant effect on the environment, you may need to apply for a permit from the Norrbotten County Administrative Board/Länsstyrelsen Norrbotten (<https://www.lansstyrelsen.se/norrboten.html>). Further, permits are required for work planned to be conducted in protected areas (e.g. national parks, nature reserves, bird sanctuaries) or work that requires the construction or installation of permanent structures or buildings. The process of obtaining a permit may take time. For questions about permits, please contact the Norrbotten County Administrative Board directly and submit your application to ANS well in advance of the start of the project.
6. Applications for research activities planned to be conducted during the peak season, June–September, must be submitted prior to **March 31**. All applications received by this deadline will be evaluated equally. Applications received after this deadline will be evaluated on a first-come-first-served basis. Applications for research stays outside of the main field season (October–May) are evaluated on a running basis. All applications are subject to available space at the research station. Please note that applications and room bookings are not valid until official confirmation has been received.



7. Applications for course activities during the busy period of September-October must be submitted prior to **December 31** the previous year. All applications received by this deadline will be evaluated equally. Applications received after this deadline will be evaluated on a first-come-first-served basis. Applications for activities outside of the peak season (October-May) are evaluated on a running basis. All applications are subject to available space at the research station. Please note that applications and room bookings are not valid until official confirmation has been received. During June-August, research activities have priority. The research station is therefore unlikely to be able to host course activities during that period.
8. All visitors must contact the administration upon arrival.

## Research projects at ANS

### Accommodation

9. We do our best to accommodate room preferences. However, during busy periods, you may have to share a room, even if you have requested and are willing to pay for a single room.
10. If you plan to arrive outside of office hours (weekdays 07.00–15.30), or if you need help with transportation between the train station and ANS during office hours, you must inform us well in advance.
11. Check-in is at 15:00 on the day of arrival; check-out is at 10:00 on the day of departure. Please contact station staff for special arrangements.

### Laboratories

12. If you plan to use the laboratory facilities at ANS, you must contact research station staff prior to arrival to make arrangements. This should be done as soon as you submit your application.
13. If you plan to bring any chemicals to ANS, you must inform station staff at least two weeks prior to arrival. You must bring all required material safety data sheets (MSDS).
14. If you have chemical waste or consumables that you wish to leave at the station, you must talk to ANS staff before departing to make arrangements.
15. To use the laboratories, you must sign up on the sign-up sheets located on all laboratory doors.
16. If you have used the labs, you must get an OK from station staff regarding clean-up of used lab space prior to departure.



## **Field sites**

17. All research field sites should be clearly marked with weather resistant signs stating Principal Investigator (PI), project purpose, and start and end of study.
18. For all field sites, you must contact the ANS IT Officer or the Administrator to make sure that the correct (actual) map coordinates have been noted in INTERACT-GIS and to inform station staff how the site is marked.
19. For work in Stordalen Mire, you must contact ANS staff to coordinate your work. This is a nature reserve heavily used for research and long-term monitoring.
20. When a field study is completed, all equipment must be removed, including marking sticks, poles and signs. If this is not adhered to, ANS staff will remove and dispose of the material and the PI will have to cover any extra costs involved.
21. We encourage limiting the use of plastics in the field, including plastic marking sticks, plastic marking flags, and any other type of equipment, supplies or materials that may deteriorate or litter in the environment. It is prohibited to use any equipment that may cause damage to the environment or wildlife.

## **Storage**

22. If you wish to store research equipment or scientific samples at the research station, you must talk to ANS staff. You must mark such items with your name, contact information, date, and when you plan to collect the items. Every winter, the station is inventoried and cleaned up; any unmarked items may be disposed of. This includes samples in freezers and fridges. Note that there is no back-up system for freezers in case of power failure.
23. For researchers working in the Stordalen Mire area, it is also possible to store equipment in the “Stordalen Villa” between seasons. For this option, please contact station staff. Make sure to mark your equipment with project name, PI and the end date of your project. If marked unclearly, your things may be disposed of during winter clean-up.

## **Workshops and technician help**

24. You are only allowed to use the workshops with prior permission from one of the ANS technicians.
25. If your work involves a request to use the boat, snowmobiles or requires technician help, you must contact station staff prior to your arrival.



## Shipments

26. Before shipping any equipment, instruments etc. to the research station, you must contact station staff to make sure that proper procedures are followed. This is of particular importance if you ship things from abroad.

## Conferences & courses

27. If you organise a conference, workshop, course etc., you must submit a list of participant names no later than two weeks prior to arrival.
28. If you have organised a conference or course, you must contact the ANS housekeeper to get an OK prior to departure; otherwise you may be charged for extra clean-up work.
29. Catering should be invoiced directly from the caterer to the organiser of the conference, course etc., not via ANS.

## Payment

30. ANS does not accept individual payments for accommodation etc.; invoices go directly to the project Principal Investigator. The invoicing principle of the research station is “one project – one PI – one season – one invoice”. This means that the PI of a given research project, or organiser of a conference or course, will receive one invoice covering all the costs related to that project for the particular season/year. The invoice will be processed and sent out after the project has been completed, within a given year. For projects taking place during the peak summer field season, invoices will be sent out in the autumn. The invoice will specify participants, accommodation, and any extra services agreed upon and provided by the station. Invoices are sent out electronically or via postal service.

Any exceptions to these rules must be cleared by the station management well in advance of arrival.