

# Marine Biological Laboratory



## MBL Guide for Visiting Secondary Education Students

# About the MBL



Affiliated with the University of Chicago since July 2013, the Marine Biological Laboratory (MBL) in Woods Hole, Massachusetts is one of the oldest and most eminent private research laboratories in the United States. Since its founding in 1888, the MBL has drawn the world's greatest minds in science to Woods Hole to carry out some of their most creative and far-reaching work. Fifty-seven scientists affiliated with the MBL have been recognized with Nobel Prizes including former MBL Embryology course faculty member Michael Rosbash of Brandeis University/Howard Hughes Medical Institute, recipient of the 2017 Nobel Prize in Physiology or Medicine.

Research at the MBL is conducted by fulltime Resident Scientists, MBL Fellows, and Whitman Center Scientists, as well as hundreds of faculty who lead MBL courses. These scientists convene in Woods Hole to utilize the unique resources and environment at the MBL, with a strategic focus around key areas that bridge scales of biological organization and that leverage strengths in advanced imaging, microscopy, computational biology, and access to marine biodiversity.

From its founding in 1888, the MBL has integrated education with research. In his first annual report, the founding director, C.O. Whitman, a professor from the University of Chicago, stated, *“Other things being equal, the investigator is always the best instructor. The highest grade of instruction in any science can only be furnished by one who is thoroughly imbued with the scientific spirit, and who is actually engaged in original work. Whence the propriety—and, I may say the necessity—of linking the function of instruction with that of investigation.”*

The advanced research training courses for pre- and postdoctoral trainees are world-renowned. There are 22 courses across the biomedical sciences that involve hands-on immersion in original research problems using nearly \$30 million in state-of-the-art equipment generously loaned to the courses by scientific vendors. In the summer of 2017, MBL courses attracted 534 students from 343 institutions and 40 countries. The faculty who teach in these courses are leaders in their fields and many notable scientific discoveries have been made by students during their stay. It was recently argued that the

Loeb Laboratory (home to most of these courses and named after University of Chicago faculty member Jacque Loeb) *“has had a greater impact on biomedical science than any other building in this country over the last 40 years.”* Courses offered at the MBL are in the fields of cell biology, neurobiology, systems neuroscience, developmental biology, parasitism and infective disease, reproductive biology, mathematical modeling, bioinformatics, and computational neuroscience.

## Dormitory Information

Students will be provided rooms in MBL’s Swope Center which has access control entry.

- Double occupancy rooms with shared private bathroom furnished with two beds, desk, and wardrobe closet
- Sheets, towels, blanket and a pillow are provided
- Fresh sheets are provided weekly
- Fresh towels are provided twice a week
- The burning of candles or incense is prohibited in any MBL housing facility.
- Furnishings provided by the MBL are to be kept in the dorm room in which they were found upon arrival.
- Trash removal: trash is removed by the housekeeping staff as needed.
- Recycling: the MBL has an active recycling program that includes electronic equipment, paper, packaging materials, glass, and plastic. Recycling containers are located throughout the campus.
- Windows and screens are not to be removed at any time nor should any materials be hung or suspended on the outside of a window. Entering or exiting through a window is strictly prohibited. Broken windowpanes and screens should be reported to the Housing Office immediately.
- Loss of personal items: the MBL is not responsible for the loss of personal items.

## Dining Information

Students will be provided with breakfast, lunch, and dinner throughout the program. Most meals will be provided in Swope Center’s dining facility.

- The main dining room is located on the second floor of the Swope Center.
- Food allergies: **Students must submit any food allergies on their registration forms**; however, it is recommended you also inform your servers of any allergy or dietary needs. If you have any questions regarding food allergies or dietary needs, contact Erin Hummetoglu, Dining General Manager, 508-289-7164, [ehummetoglu@mbl.edu](mailto:ehummetoglu@mbl.edu).

# Campus Safety

MBL's Campus Security provides 24-hour security services for the MBL Campus. Campus security personnel and their headquarters are located on the first floor of the Swope Center.

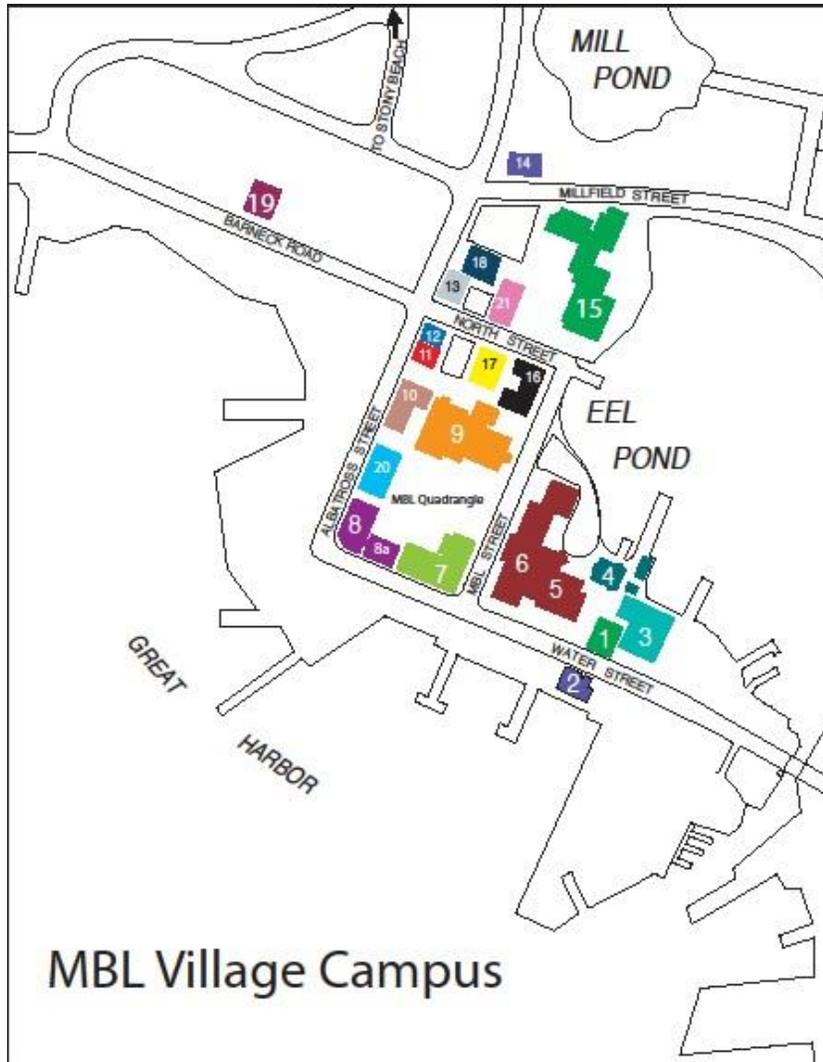
- For non-emergencies Campus Security can be reached at 508-289-7217.
- In an emergency, dial 508-289-7911 for Campus Security or 911 for local Police, Fire or Medical Emergencies.
- Students must carry their MBL ID at all times.
- Please report any suspicious activity to Campus Security at 508-289-7217.
- Propping open outside doors in the housing facility is strictly prohibited.
- Blue Light Emergency Call Boxes can be found in the front lobby of Ebert Hall, in front of the Collection Support Facility by the MRC, outside the Rowe Laboratory, and at the front door of the Swope Center.

## Fire Safety

- Smoke detectors have been installed and fire evacuation directions are posted in each hallway. Fire extinguishers have been placed in all hallways and housekeeping units and are checked on a regular basis. Tampering with any fire safety equipment is strictly prohibited and will be reported to the appropriate authorities.
- If a fire alarm sounds, you must evacuate the building immediately. First feel the back of your door with the back of your hand to determine if there is heat. Then open your door and follow the escape route that is posted in the hallway of your building or go to the nearest exit. If there is smoke in the hallway, crouch down as smoke rises. If you see flames outside of your room, go back into your room and place a wet towel at the base of your door and call for help.

**MBL Alert** is the Laboratory's automated emergency notification system. While at MBL, students and chaperones are automatically enrolled in the MBL Alert system. In an emergency that requires immediate action from our community, authorized personnel will use MBL Alert to send short messages via email, SMS text messages and/or automated phone calls to provide vital information quickly. For additional information, please refer to the [MBLAlert FAQ](#).

# Campus Map



- 1 Candle House (Administration)
- 2 100 Water Street (Pierce Exhibit Center, Satellite Club, MBL Club)
- 3 Marine Resources Center
- 4 Collection Support Facility
- 5 Crane Wing (Labs, Shipping)
- 6 Lillie Laboratory (Labs, Service Shops, MBLWHOI Library)
- 7 Rowe Laboratory (Labs, Speck Auditorium)
- 8 Environmental Sciences Laboratory
- 8a Homestead Administration (Human Resources, Education Dept.)
- 9 Loeb Laboratory (Research and Teaching Labs, Lecture Rooms)
- 10 Brick Apartment House
- 11 Veeder House Dormitory
- 12 David House Dormitory
- 13 Broderick House (IT)
- 14 Crane House
- 15 Swope Center (Registration, Cafeteria, Dormitory, Meigs Room)
- 16 Ebert Hall Dormitory
- 17 Drew House Dormitory
- 18 15 North Street (Carpentry Shop)
- 19 Smith Cottage and Barneck Road Property
- 20 C.V. Starr Environmental Sciences Laboratory
- 21 11 North Street
- MBL Parking

# Lab Safety

All students and chaperones will participate in program orientation which includes information on lab safety.

- Wear proper footwear. Open toed shoes are strictly prohibited.
- Wear proper personal protective equipment that your course directors deem appropriate, e.g. glove, safety goggles, lab coat
- Do not wear gloves or lab coat outside of the lab area.
- **No eating or drinking in the lab.**
- In the event of a fire alarm students and chaperones must evacuate the building immediately and gather at the Quad location outside the Starr, Loeb, and Rowe Laboratories and directly across from the main entrance of Lillie Laboratory.
- Remember the location of the nearest eyewash and emergency shower.
- Material Data Safety Sheets can be [here](#).

## Check-in Information

### MBL IDs

MBL ID Cards and lanyards are handed out at check-in. IDs must be worn at all times for identification purposes, entry into buildings and labs, and to attend meals. Please swipe card in reader slowly from the bottom in an upward motion as you enter the buildings.

### Keys

Keys to the housing facility are distributed at check-in and collected at check-out. Residents are responsible for their keys. Please lock your door and carry your keys whenever leaving your room.

### Wireless Access

The **MBL-GUEST** wireless network is an easy access encrypted wireless network designed to provide access to the internet. Please refer to wireless access signs posted throughout the campus for additional connectivity information.

### MBL Library

The MBL/WHOI Library is located on the 2<sup>nd</sup> floor of the Lillie Building. It is staffed and open to the public Monday – Friday, 8 am to 5 pm.

### Printing & Photocopying

Students have access to a copy machine located on the 2<sup>nd</sup> floor lobby of Lillie Laboratory outside the Library. The copier photocopies, scans and prints free of charge.

## Orientation

All students and faculty or chaperones will participate in an orientation at the beginning of the program. Information will be given on campus security, lab safety, and other MBL campus policies.

## Packing Information

Dress at Woods Hole and the MBL is casual attire. Bring layers and clothing that can get dirty while working in the lab or field. Below are recommended items to pack:

- Photo ID
- Sweatshirt and/or jacket
- Rain gear
- Comfortable shoes. **You are required to wear close-toed shoes in the labs.**
- Toiletries
- Mud boots if your course or research requires field work in salt marshes and estuaries
- Sunscreen
- Hat/Sunglasses
- Insect and tick repellent

## Key Contact Information

### Student Life and Registration Inquiries

Jean Enright

Education Program & Student Life Coordinator, [jenright@mbl.edu](mailto:jenright@mbl.edu), 508-289-7674

### Campus Security

Dial 508-289-7217 to reach security 24/7

In an emergency, dial x7911 from an on-campus phone or 508-289-7911 from your mobile phone or dial 911 for local Police, Fire or Medical Emergencies

### Laboratory Safety

[safety@mbl.edu](mailto:safety@mbl.edu), Eric Jensen (incidents, accidents, chemical safety) Lillie 118D, 508-289-7424

Simon Muchohi (biosafety, radiation/laser safety, controlled substances) Lillie 101, 508-289-7645

**Housing Office** (for housing, maintenance, cleaning questions)  
[housing@mbl.edu](mailto:housing@mbl.edu), Swope First Floor, 508-289-7668

### **Program Administration Inquiries**

Alison Crawford

Director of Strategic Initiatives, [acrawford@mbl.edu](mailto:acrawford@mbl.edu), 508-289-7276

## Respect and Responsibility

It is the policy and the practice of the Marine Biological Laboratory to treat all persons associated with our community in a fair and equitable manner and to select employees, faculty, and students without discrimination on the basis of their race, color, national origin, ancestry, gender, sexual orientation, religious beliefs, mental or physical disability, age, genetic predisposition, military status, or participation in a harassment complaint.

MBL is committed to promoting a diverse population among its employees, visiting scientists, faculty members, and students. We believe that the prominence and integrity of MBL is best served by employing and educating individuals from diverse backgrounds and cultural heritages. It is our goal to provide a community that fosters an attitude of respect and inclusion for everyone and one which recognizes the positive results that come from learning from one another.

The Marine Biological Laboratory has been a proud member of the Woods Hole Diversity Initiative since 2004. For more information visit the [Woods Hole Diversity](#) website.

### Policies

Students and faculty/chaperones are required to abide by MBL policies while on campus. An overview will be given in the program orientation.

### **Harassment**

Discrimination, harassment, and retaliation are unlawful under both federal and state law and, as such, will not be tolerated by MBL. Any MBL employee, investigator, faculty, student, or visitor who harasses or discriminates against a member of the MBL community shall be subject to disciplinary action that may include termination. Further, any retaliation against an individual who has complained about harassment or who has cooperated in an investigation of harassment is also illegal and will not be tolerated. The definition of illegal discriminatory harassment is any verbal or physical conduct which has the intent or effect

of unreasonably interfering with an individual's work or academic performance or which creates an intimidating, hostile, or offensive work or educational environment, when such conduct is based upon age, ancestry, color, disability, gender, genetic predisposition or carrier status, national origin, participation in discrimination complaint-related activities, military status, race, religion, sexual orientation, or other protected classes under the law. Prohibited behavior includes slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and any printed, verbal, or physical action of a sexual nature. These actions are considered harassment when: 1) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or 2) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or academic environment. Examples of prohibited behavior include unwelcome physical touching or persistent unwelcome advances, comments, electronic messages or other conduct of a sexual nature. Sexual assault, domestic violence, dating violence, and stalking are also illegal and prohibited. Any person who feels they have been harassed is strongly urged to call upon MBL's EEO Coordinator for advice regarding appropriate action to be taken. The EEO Coordinator is located in Homestead 109, 508-289-7378 or [eeo@mbledu](mailto:eeo@mbledu). Prompt, professional, and confidential-to-the-extent-possible attention will be given to all complaints.

### **Violence Prevention**

MBL is committed to working with all employees, investigators, faculty, students, and visitors to maintain an environment free from violence, threats of violence, persecution, intimidation, and/or other disruptive behavior. Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter employment or learning conditions or to create a hostile, abusive, or intimidating environment for one or more members of the MBL community. In addition, the possession or use of any potentially dangerous item or material is strictly forbidden in all buildings or on campus. Violations of this policy will lead to disciplinary action up to and including discharge and/or legal action as appropriate. Threats or assaults that require immediate attention should be reported to MBL Security at x7911 from an on-campus phone or dial 911 from your cell phone or on-campus phone for a direct line to local emergency services, police, fire and medical emergencies. Please inform MBL Security if local 911 services are called.

### **Respecting Personal Property**

All members of the MBL Community are expected to be respectful of personal property belonging to others. This respect includes not trespassing onto private property when outside of MBL's campus.

### **Alcohol Policy**

Individuals under the age of 21 are strictly prohibited from the consumption or possession of alcoholic beverages. The consumption or possession of alcoholic beverages on MBL property is regulated by policy to ensure the safety of the community and uphold the MBL's reputation. No public consumption is allowed anywhere on MBL property. Individuals are prohibited from reporting to work or to courses under the influence of alcohol, and persons with positions that require driving as part of their duties may be removed from such position if found to have been driving under the influence of alcohol whether on or off duty. Violation of the policy will lead to disciplinary action.

### **Smoke-Free Environment**

In keeping with the MBL's commitment to the promotion of health, which includes the prevention as well as investigation of diseases, MBL provides a smoke-free environment for all employees, investigators, faculty, students, and visitors. As such, smoking is prohibited in the interiors of all MBL facilities, including housing, all vehicles, and all exterior doorways.

### **Drug-Free Environment**

As a precondition of receiving federal grant and contract funds, MBL is responsible for providing a drug-free workplace. As such, the MBL prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by all members of the MBL Community. Federal law prevails over state law in the case of marijuana. While marijuana has been legalized in the state of Massachusetts, it remains unlawful under Federal law and is prohibited on MBL premises. All members are required to adhere to this policy as a condition of participating in activities and of occupying laboratory or library space at the MBL. Any student who violates this policy will be asked to leave the MBL immediately without refund of fees and with the possibility of a ban from future attendance at or use of MBL facilities.

### **Parties/Gatherings**

Gatherings of more than 10 people in dormitories is not allowed. This is necessary to keep noise levels down and be respectful of other dormitory occupants. We also ask that you be respectful of those who will use the space after you. Please clean up after your gatherings by placing trash/recycling in their respective receptacles and returning furniture to the original locations.

### **Noise**

Noise ordinance is 11 pm. The MBL houses large numbers of people with varying schedules and needs in close quarters. The need for sleep, study, and research supersedes all other activity. While at the MBL, please be a good neighbor to other MBL guests and our neighbors in the surrounding community. Please monitor your noise level at all times and lower your noise level when asked to do so by any member of the MBL or Woods Hole

Community.

## Community Information

### Healthcare

**Falmouth Hospital** (4.6 Miles from MBL)

508-548-5300

100 Ter Huen Drive, Falmouth

**Cape Cod Healthcare Urgent Care** (5.8 Miles from MBL)

508-495-8000

273 Teaticket Highway, Route 28, Falmouth

**Falmouth Walk-In Medical Center** (5.8 Miles from MBL)

508-540-6790

309 Teaticket Highway, E. Falmouth

**Rite-Aid Pharmacy** (4.5 Miles from MBL)

508-495-2991

520 Main Street, Falmouth

**CVS Pharmacy (24 Hours)** (5.3 Miles from MBL)

508-540-4307

105 Davis Straits, Falmouth

### Banks/ATMs in Woods Hole

**Martha's Vineyard Savings Bank** (Walk 0.3 miles up Water Street from the MBL)

2 Water Street, Woods Hole

There's also an ATM next to the Woods Hole Market at 87 Water Street.

### Markets

**Woods Hole Market** (right up the street)

508-540-4792

87 Water Street, Woods Hole

**Windfall Market** (5 Miles from MBL)

508-548-0099

77 Scranton Avenue, Falmouth

**Super Stop & Shop** (5.3 Miles from MBL)

508-540-7481

20 Teaticket Highway, Falmouth

**Shaws Supermarket** (5.5 Miles from MBL)

508-548-4033  
137 Teaticket Highway, Falmouth