



Br. Alfred Shields FSC Ocean Research (ShORe) Center

Marine Station

SitioMatuod, Barangay Binubusan, Lian, Batangas

Rules and Regulations Governing the Use of the ShORe Center’s Marine Station (SMS)

The Br. Alfred Shields FSC Ocean Research (ShORe) Center’s Marine Station (SMS) is a teaching and research facility administered by the College of Science, De La Salle University (DLSU), under the guidance of the Vice Chancellor for Research and Innovation and the Vice Chancellor for Academics. It is located on the shores of Talim Bay in SitioMatuod, Barangay Binubusan, in the municipality of Lian, Batangas at approximately 120^o37’ E, 13^o58’ N. The station is open for the use of the DLSU community, as well as visiting scientists, faculty, and students from other institutions or agencies conducting activities consistent with the station’s goals and objectives.

A. Reservation of the ShORe Center’s Marine Station (SMS)

In general, to reserve the station, follow steps 1 to 5 below:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
W H E N	At least ten (10) working days prior to the intended visit	Within two (2) working days upon receipt of the email in step 1	Within two (2) working days upon receipt of confirmation email in step 2	At least three(3) working days before the scheduled visit.	During the SMS visit	Within two (2) weeks after the visit
W H A T	Inform the SMS Coordinator in writing about the request. Include the following information: (a) objective(s) of visit (b) lead faculty/scientist (c) date(s) (d) number of guests (e) email-address of the contact person	Wait for the confirmation from the SMS Coordinator regarding the pre-approval of the request. Guests with pre-approved request should obtain the ff.: (a) SMS Regulations (b) Reservation Form (d) Contract (e) Waiver	Submit/e-mail to the SMS Coordinator the accomplished Reservation Form AND Contract for final approval of the request. It is important that a copy of the approved reservation form be submitted to the SMS staff at the station (Step 5).	Submit/e-mail to the SMS Coordinator the signed waiver for each guest. The SMS Coordinator will validate the completeness of the waiver. It is important that a copy of the accomplished waiver be submitted to the SMS staff at the station.	Submit a copy of the Reservation Form to the SMS staff at the station who will also monitor the actual usage of facilities and equipment. Obtain a clearance from the SMS staff at the station upon check-out. Save this for payment purposes.	Pay the bill (refer to Section B).
F A Q	Should the guest submit the Reservation Form at this point? NO. How can the guest contact the SMS Coordinator? mariquit.delosreyes@dlsu.edu.ph	Where will the guest get the forms? ShORe Center Secretary, 3 rd Floor, Henry Sy Bldg., DLSU; for online transactions, thru the SMS Coordinator For DLSU class field trips, is it necessary to get both the university (thru the Dean’s Office) and the SMS waiver forms? NO, just the DLSU waiver	What are other important information in the Reservation Form? Facilities and equipment available at the station and relevant fees; clearance for check-out and payment purposes.	Will a guest without the waiver be permitted to use the SMS? NO.	Will each guest obtain a clearance? NO. Only the lead faculty/scientist will be issued a clearance for all the members of his/her team.	Can the guest pay directly to the SMS staff at the station? NO.



Br. Alfred Shields FSC Ocean Research (ShORE) Center

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B. Payment of Fees

	1	2	3A	3B	3C
W H E N	Within two working days after the visit	Within three working days upon receipt of the clearance in Section B, step 1	Within five working days upon after the billing statement has been sent/emailed		
W H A T	Submit/Email the clearance (Section A, step 5) to the SMS Coordinator or the ShORE secretary.	Wait for the billing statement which will be prepared/emailed by the ShORE Secretary.	See the ShORE Secretary (3 rd Floor, Henry Sy Building, DLSU, Manila) and secure a Payment Referral Slip.	To pay, proceed to the DLSU Cashier's Office, Ground Floor, St. La Salle Building, near the South Gate of the campus. Cheques should be made payable to the account, DLSU Matuod Development Fund.	Submit the duplicate copy of the receipt to the ShORE Secretary.

Fees may be waived for DLSU thesis students conducting pre-approved research. Members of non-DLSU institutions/agencies with valid and unexpired MOA with ShORE or those with collaborative agreements with SMS are charged lower, based on rates enjoyed by DLSU faculty and students.

C. General Conduct and Rules

1. All guests must comply with RA 9147 (Wildlife Resources Conservation and Protection Act). See details at <http://www.gov.ph/2001/07/30/republic-act-no-9417/>.
2. As a physical extension of De La Salle University, all users of the station are subject to existing rules and regulations enforced in the main campus.
3. DLSU students are governed at all times by the rules stipulated in the DLSU Student Handbook. Attention is called to strict compliance of set rules including the various definitions and types of major as well as minor offenses outlined therein.
4. Considering the special academic and research nature of the SMS and its responsibility in promoting environmental awareness and protection, the following rules are in effect:
 - 4.1 Appropriate, decent clothing is required at all times.
 - 4.2 Strict compliance with wet and dry lab rules should be observed. Nobody will be allowed in the dry premises of the station unless he/she has removed all clothing and sampling gear laden with sand, salt or seawater.
 - 4.3 No food and drinks are allowed in the dry lab at any time. Eating is allowed in designated areas of the station only. As there is no system for effective garbage collection and disposal at SMS, guests are discouraged from leaving behind non-biodegradable trash such as tin cans, glass containers, and plastics and are instead encouraged to bring home their own trash.
 - 4.4 Conservation of fresh water and seawater, as well as electricity, is strictly enforced by limiting the use of such to essential purposes only. Lights and fans must be turned off when not in use.
 - 4.5 Cigarette smoking is not allowed inside the compound.
 - 4.6 Possession and/or consumption of alcoholic beverages and/or illegal drugs within the SMS premises will be dealt with accordingly.



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- 4.7 Except when research and academic activities deem it necessary, activities must cease by 10:00 p.m. wherein the silence and lights-off policy shall be enforced. By this time, the main gate and door access to the building will be locked for security purposes. The observance of silent hours is between 10:00 PM and 07:00 AM.
- 4.8 Kitchen facilities are available only for minor activities such as heating of food and boiling of drinking water. Basic dining ware may be borrowed provided that they will be returned clean and undamaged. A group with more than eight guests is recommended to make their own meal arrangements as the SMS has no official cook. The SMS, upon request, can only recommend a cook, but guests are requested to transact business directly with him/her.
- 4.9 Only ONE motorized banca is available at SMS and this may be used for teaching and research purposes only. The banca is certified seaworthy and licensed only for travel within Talim Bay of a radius of 12 nautical miles. Violation of said restriction will result in the revocation of the banca's permit to operate. The banca is operated by the SMS staff who is duly licensed to operate seacraft. The decision to operate the banca under threatening weather and sea conditions rests exclusively on the said staff. If more than one banca is needed for the visit, or if the SMS-owned banca is not available, the SMS, upon request, can only recommend another banca owner/operator. However, since this banca owner/operator is not officially connected with SMS, guests are requested to transact business directly with this person.
- 4.10 Only twelve (12) persons without gear may be accommodated on the banca at any given time, inclusive of the caretaker. All riders are strictly required to put on approved life vests, provided by the SMS, for the entire duration of the boat trip. The caretaker will deny boarding to anyone not complying with the life vest regulation or to anyone exhibiting rowdy behavior. Users of life vests are responsible for rinsing them with fresh water after every use. Less than ten (10) persons with diving gear and equipment may be accommodated on the banca at any given time, inclusive of the caretaker. *Guests who intend to dive must show a valid and unexpired diving license to the SMS staff at the station.*
- 4.11 For safety considerations, banca users are expected to return to the station at 1630 hr.
- 4.12 All guests are expected to show respect to all the SMS staff.
- 4.13 Intrusion into unauthorized premises is strictly prohibited.
- 4.14 Any guest proven guilty of intentional damage to SMS property, facilities, and equipment will be reprimanded accordingly and will be permanently banned from visiting the SMS in the future. Likewise, the said guest will be required to replace or pay for any lost or damaged property.

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