

Ogasawara Field Research Station Facility User's Guide (Revised on April 1, 2020)

Not only those who use the Ogasawara Field Research Station for the first time but also frequent users are requested to read thoroughly this Facility User's Guide before each use.

[Before departure]

1. Once your research plan in Ogasawara has been decided, make an application to use the facility to the contact point for Ogasawara Field Research Station. Dr. Hidetoshi Kato (katohide@tmu.ac.jp) of the Ogasawara Executive Subcommittee is the designated person in charge.
2. In the written application shall be specified the name, affiliation and title of the group representative as well as all facility users, and the purpose and period of facility use. Application is limited to teachers and staff members of Tokyo Metropolitan University (including designated teachers, designated researchers, research assistants, emeritus professors, visiting teachers, and visiting researchers). Graduate and research students whose research themes are related to Ogasawara are entitled to apply as facility users, by appointing their supervisor as an applicant of the application. When an external research partner uses the facility, he/she must be accompanied by a university teacher/staff member. Name, affiliation, and title of the external research partner shall be written in the section of "facility users" of the application form.
3. Receive "Permission for the Use of Ogasawara Field Research Station", "Facility User's Guide" and facility keys at General Affairs Section, Administrative Affairs Division of Sciences by the day before departure. Please make sure to confirm whether there is another group to use the facility in the same period of time. In such a case, facility usage should be discussed between groups. A set of facility keys contains following three kinds of keys: keys to the main entrance, dining and lounge room, and corridor shutter.

[After arriving in Chichi-jima]

1. It's about a 10 minute walk from Futami Port, Chichi-jima to the Ogasawara Field Research Station. There is no car service available.
2. Unlock the main entrance door when you arrive. Be sure to leave the door unlocked during the stay unless there is a problem, because there is an agreement that Ogasawara islanders are capable of freely coming and going through the door during the stay of facility users.
3. When you go out, set the receive mode of the telephone/fax machine in the resource room on the first floor to "fax priority mode". To set the mode, see the user's guide placed beside the base unit of the telephone.

[During the stay]

1. This facility is NOT accommodation. Please be aware that it's an exceptional case if you stay overnights at the facility for the necessity of research. Anyone who is not listed on the "Permission for the Use of Ogasawara Field Research Station" is strictly forbidden to both use and stay in the facility.
2. There is no janitor in this facility. It shall be user's own responsibility to ensure sanitary and security management. Please pay attention to the instructions posted in the dining room so as not to create unsanitary conditions. (Date and time of garbage disposal, etc. are posted on the bulletin board.)
3. Smoking is prohibited in the facility as a rule.
4. Telephone installed in the facility must be used for local calls (within the Island), for public use only. Keep the record of calling on the note provided. There is a public phone in front of NTT located diagonally across the street.

5. Machines such as fax, photocopier, and printer must be used with care. Even small breakdowns cannot be repaired in the Island. Papers are stored in the desiccator located beside the fax machine. Please be sure to store papers in the desiccator to stay away from the high humidity.
6. Use the kitchen tidily. When two or more groups use the kitchen, order and time to use must be well discussed in advance.
7. Drink moderately in the facility if you do, and do not exceed 10:00 pm. Refrain from inviting guests for drinking. Be careful not to give residents in Ogasawara needless misunderstanding.
8. Television cannot be received. Please obtain information such as weather forecast from the Internet. (Wireless LAN is available.)
9. Two Resting rooms for teachers and staff members (double to triple occupancy), one Seminar room (double to triple occupancy), and one Resting room for students (up to 10 occupancy) on the second floor are available for sleep. Room assignment can be made by the facility users.
10. Clean sheets and pillow covers are provided on the shelf in each room. (Clean but wrinkly sheets because of no ironing.) More stock can be found in the cabinet under the stairs. Please wash the sheets and pillow covers after use.
11. Use the washing machine and clothes dryer with care. Be careful not to bring sand in especially after coming back from the sea. Wash and clean the lint dryer filter after each use.
12. The bathtub is very big and it takes long time to fill it with hot water. Choose to take a shower as much as possible for water conservation. Water is very precious in the Island.
13. Contact Ogasawara Gas when running out of gas. The contact phone number is posted beside the telephone.
14. Be sure to close the main entrance door as well as any doors to outside without window screens, because mice come into the facility and damage rooms such as dining room and experiment rooms. Also, leave the doors of resting rooms and experiment rooms open to reduce room humidity.
15. Write the planned activities for the day on the white board in the dining room before departure and erase them after returning to the facility. This should be enforced rigorously especially when a group is small or two or more groups are staying in the facility in the same period of time. If an activity/research is conducted on another island or at sea, make sure to write the destination and scheduled returning time on the board.
16. Almost all Ogasawara is designated as National Park. Permission by Ministry of the Environment is required for collecting animals/plants and rocks/stones. Unpermitted collection must not be done under any circumstances. Please avoid collecting in front of general tourists even if the permission has been given.
Most of the mountain forests are designated as Ogasawara Island Ecosystem Conservation Areas under the jurisdiction of the Forestry Agency, and access to the routes other than designated one is restricted. If you plan to go beyond the designated route for research, you must take a lecture course offered at the Department of National Forest or Kanto Regional Forest Office to receive permission (valid for 2 years).
17. Wear the prescribed armband given by the Natural Park Section of Ogasawara Island Branch Office and the Department of National Forest of Ogasawara General Office during the research activity.
18. Keep the journal provided during the stay in the facility.
19. When you have questions, please contact Dr. Hidetoshi Kato, the contact point for Ogasawara Field Research Station.

[Experiment room and its research facility]

1. There are two experiment rooms, a library/map/recourse room, a specimen production room, a laundry room, and a storeroom on the first floor of Ogasawara Field Research Station.
2. Experiment room I is for general use, equipped with sinks, a draft chamber, large working tables, and a medicine shelf. Groups frequently using are as follows: Ecology, Systematic Botany, Embryology, Geochemistry, and Sanitary engineering.
3. Experiment room II is for more advanced use, equipped with sinks, working tables, a refrigerator, a freezer, a pure water making machine, a desiccator, microscopes, stereomicroscopes, precision balances, and stereoscopes. Please be careful not to bring in mud and seawater to the room.
4. Library/map/recourse room also serves as an office with business machines such as a telephone, a fax machine, a photocopier, and a printer installed. There are some illustrated encyclopedias of animals and plants, dictionaries, and “Annual Ogasawara Research Review of Ogasawara” in the bookshelves. Maps and aerial photographs of Ogasawara are also available. Please be aware that “Annual Ogasawara Research Review of Ogasawara” and “Ogasawara Research” are prohibited to be taken out of the room.
5. Specimen production room has a large dryer, working tables, and a shelf. Hygroscopic papers and aluminum boards for herbarium making are available. Newspapers need to be brought as much as you need, because they are consumables. Make sure to switch off the dryer after use.
6. Use the washing space located next to the garage, so as not to bring in the dirt, sand, and seawater attached to the items collected. You can enter the specimen production room directly from the washing space.
7. Chemicals such as alcohol and formalin are available in the facility to some extent. However, users must bring all the necessary items for their research because chemicals are unprocurable in Ogasawara. If you use some of the facility’s chemicals, please be sure to take a replenishment measure after returning to the university.
8. There are some consumable supplies and common use equipment including a potable boat and life jackets in the storeroom on the first floor.

[When leaving Ogasawara]

1. On the morning of leaving, wash and dry the sheets and pillow covers used, and then fold and store them on the shelf. If there are number of people leaving the Facility on the same day you return and it is expected that you will not make it in time to wash and dry the linen, you may be asked to bring the linen to Tokyo and send them back after washing and drying.
2. Dispose of any of the fresh food in the refrigerator. If you leave any processed food that is conservable, make sure to write the name of the purchaser and date of purchase on the food. Please do not leave any food other than in the refrigerator (for controlling cockroaches). When you used a spare refrigerator, please disconnect the power code, take out all the food, clean and wipe inside of the refrigerator, and then leave the door open to dry for mold prevention.
3. If any trouble is found after a facility inspection, contact a cleaning company named Ogasawara Green at 04998-2-2523. Please be sure to notify General Affairs Section, Administrative Affairs Division of Sciences by phone in a serious case.

[After returning to the University]

1. Submit “Report of the Use of Ogasawara Field Research Station” to General Affairs Section, Administrative Affairs Division of Sciences soon after returning to the University.
2. In order to present research outcomes gained at Ogasawara Field Research Station in a publication other than “Annual Ogasawara Research Review of Ogasawara” and “Ogasawara Research”, clearly indicate in the research paper that the outcomes were gained through the use of Ogasawara Field Research Station, and submit the reprint PDF of the paper to the Ogasawara Executive Subcommittee.

When you use a university-owned vehicle (X-TRAIL) for research:

[Before departure]

Drivers are limited to teachers and staff members (including designated lecturers and researchers) of TMU who are registered for a university-owned vehicle driver. Driver's registration shall be made at the affiliated office (e.g. Office of Science for a teacher of Department of Biological Sciences).

Please submit "Application for the Use of University-owned Vehicle (for research)" to General Affairs Section, Administrative Affairs Division of Sciences and in return receive "Written Direction for Driving", "Driving log sheet", and a car key. If you cancel the car after application, make sure to contact General Affairs Section, Administrative Affairs Division of Sciences at least the day before departure.

[After arriving in Chichi-jima]

Check and write down the odometer mileage before driving.

[During the stay]

1. Park the car in the space provided beside the main entrance of the facility.
2. When a car accident, trouble, or breakdown occurs, immediately contact General Affairs Section, Administrative Affairs Division of Sciences to ask for instructions.

[Leaving Ogasawara]

Clean both inside and outside of the car, and write down the odometer mileage. The car should be returned with the gas filled up, in principle.

[After returning to the University]

Submit the completed driving log sheet and return the car key at General Affairs Section., Administrative Affairs Division of Sciences.

Contact information

In case of emergency during the stay in Ogasawara, please contact General Affairs Section, Administrative Affairs Division of Sciences immediately at 042-677-2442 (Tel) or 042-677-1222 (Fax).

<Ogasawara Field Research Station>

Tel: 04998-2-2981

<Ogasawara Executive Subcommittee (contact person for the facility use) >

Dr. Hidetoshi Kato, Department of Biological Sciences (ext. 2726)

(*In case of absence, contact General Affairs Section, Administrative Affairs Division of Sciences)

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