

Instructions for research activities at Kevo Subarctic Research Institute

The laboratory and working facilities, research areas and research and teaching equipment at the Kevo Subarctic Research Institute of the University of Turku offer diverse research and teaching opportunities in a unique environment in Utsjoki. The research station has experimental research designs for studying the effects of environmental changes and reindeer grazing, three arboreturns of Arctic tree line species and diverse long-term environmental monitoring projects. We offer research and teaching support services all year round. (Read more: [Research | Kevo Subarctic Research](#) Institute)

These instructions apply only to research-related services provided by the station. On our website, you can find further instructions for guests visiting Kevo ([For Visitors](#)).

The Kevo research station is managed by the University of Turku's [Biodiversity Unit](#). All Finnish and foreign universities and research institutes, as well as users outside the university, can use the facilities and services with an advance booking. Accommodation and working are available all year round.

The research station has laboratory and working facilities in the laboratory building, which was renovated in 2024. In addition, there is access to limited storage and processing spaces as well as office workstations.

The use of the research infrastructure is subject to a fee. The confirmed usage fees can be found in the price list, which can be downloaded from the station's website at utu.fi/kevo/en ([price list](#)).

We recommend contacting the station's personnel (kevo@utu.fi) at the planning stage of the research to ensure the availability of the necessary facilities and equipment. Upon agreement, the station's personnel can assist in the various phases of the research, starting from the research planning phase.

The application procedure (application form: <https://link.webropol.com/s/KevoApplication2025>) **is ongoing and the premises are given to use when they are available.** A link to the form can also be found on the station's website.

All researchers/research teams using Kevo's research facilities, services or data enter into a **written agreement on the use of the research infrastructure with the biodiversity unit**. The agreement specifies the needs of the research teams, the special features related to the research, the pricing of the services and the persons in charge. The agreement is drawn up by the **representative of the station, Otso Suominen, Station Manager**.

The research team is responsible for conducting the research and the research equipment as well as other costs related to the research.

Instructions for researchers, from planning to publication phase

At the start of the research

1. Read the information on the station's [website](#). Contact the station personnel (email: kevo@utu.fi) well in advance before starting the research, as early as the planning phase, if necessary.
2. If necessary, read the ethical guidelines for research on the [Sámi population](#) and the [rules of the Kevo Nature Park](#). Find out what permits you need for your research. Please note that obtaining the permits may take several months.
3. Please read these guidelines carefully.
4. Fill in the application form: <https://link.webropol.com/s/KevoApplication2025>
The application maps out the needs of the research teams in terms of accommodation, research facilities and services. The station staff confirms the reservation after processing the application.
5. The station representative, Station Manager Otso Suominen, draws up the research agreement with the researcher or the research team representative.

A written agreement specifying the research unit and research representative, the subject of the project, the need for premises and services, costs, the duration of the research and other matters to be taken into account shall be drawn up before the start of the research project. The contract period is calculated from the start of the contract to the end of the reservation when the cleanliness of the test areas and research facilities has been confirmed together.

Amendments to the agreement must be made in writing, for example, by e-mail to the station representative (otsosuo@utu.fi) or to kevo@utu.fi.

Each research unit will select a **contact person responsible for the research** who will be responsible for the use of the reserved facilities at the station. In addition, a stand-in must be appointed for the research contact person, whom the station can contact in emergency situations during the regular contact person's holidays, etc. The contact person also coordinates activities between the unit, other users and the station's representative.

The person responsible for the use of the facilities and the research must ensure that all **members of the research team follow the instructions and safe working methods on the station premises and in the field**. They must also be familiar with the possible special characteristics of the organisms used in the research and the **official and other permits** required for the work.

During the research

The research teams and the research representative must take care of the maintenance, care and cleaning of the research facilities, device and equipment as well as the cleanliness of the common areas and waste sorting during the research. The station's personnel are responsible for cleaning the public areas.

All **equipment and materials of the research teams** must be marked with the name of the unit and the details of the contact person, including the research materials stored in storage, offices and cold rooms. If materials are left at the station for storage, this must be **agreed upon**, and the last storage date must be marked on them. The research materials and most of the tools are the property of the individual units and research teams and may not be used freely.

The station personnel will advise new users on the use of the station's research equipment at the start of the research.

Chemicals must always be stored in dedicated storage cabinets. Chemicals must be clearly labelled. Information about chemicals brought to the station and any remaining chemicals must be sent by e-mail to kevo@utu.fi. The station staff updates this information in the University of Turku's ChemInventory database. A paper printout of the SDS must be placed in a folder near the chemical cabinets if it is not already there.

All implemented **plant protection measures** must be reported by e-mail to kevo@utu.fi. Persons using plant protection products must have a valid plant protection certificate.

If **substances that are hazardous to health** (gases, liquids) are to be used in the research, the station representative must be informed before their use. In this case, the arrangements must be carried out in such a way that the risk of exposure is as low as possible, and the research representative must inform the people present at the station well in advance. The research team ensures the appropriate disposal of the research group's old or surplus substances.

If the groups carries out research involving **living animals** at the station, the research representative must ensure that the appropriate permits have been applied for before the start of the research and that the animals are treated in accordance with the regulations. According to legislation, the animals used in the research must be used and cared for only by trained and qualified persons. The research team must take care of the animals themselves during and after the research. The research team representative must also ensure that the animals do not cause harm to other research or activities at the station.

Any use of invasive species in the research must be agreed upon in advance.

If, at the beginning or during the research, there is a possible **contamination risk** for the operation of the station or other research, the station representative must be informed of this without delay. If the research causes harm or damage to the station or other research projects, the research team is responsible for the prevention of the damage and the substance, material and labour costs caused by the treatment of the damage.

The use of the station's cars, boats and other vehicles is agreed upon in advance with the station's personnel. Bookings are vehicle-specific. If necessary, the station's personnel will provide instructions on the use of the vehicles.

Research teams can share information about their research at the station with, for example, presentations or posters. These must be agreed upon in advance with the station personnel. The station informs other

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users and the local population about upcoming presentations. The station is also happy to share information about research on its social media accounts. Contact: elina.vainio@utu.fi.

At the end of the research

The representative of the unit using the research premises must notify the end of use **before the premises are handed over**. At the end of the research, the rooms must be clean and ready to be handed over to the next user.

Cleaning instructions: Tables, shelves, sinks and floors must be washed after use according to the procedures applicable to the research. Waste must be sorted according to the instructions. If substances, growth media or organisms that may contaminate or interfere with the next research have been handled in the same premises, special cleaning procedures are followed. These measures are always agreed upon separately with the station representative.

The equipment, supplies and other materials used in the research must be removed from the station after the research has ended, unless otherwise agreed with the research representative. However, if the research team's materials remain at the station after the research period without an agreement, the research team will be charged the full costs incurred for the proper disposal and removal of the materials and supplies.

The use of the station's data and the affiliation practices of research publications are specified in advance in the research agreement. Please notify us of any publications by e-mail to kevo@utu.fi so that we can keep the list of publications on the station's website up to date. Please attach the publication as a PDF file to the message, if possible. Previous publications are available in the station's library.

Research in the station's research areas

The research representative will negotiate and agree on the use of the areas with the station representative. A **written agreement** is always drawn up on the use of the areas and the details of the research, its duration and services.

The research representative must keep a record of the **tests, measurements and measures carried out in the research area** (e.g. sampling, chemical treatments) and send the information to the station's e-mail address kevo@utu.fi. **Markings that remain permanently** in the area must be agreed upon in advance, and the research representative must provide detailed information of these to the same address.

The research team must mark and communicate the research and its purpose on a sign or in another weatherproof way, attached to the research area fence, preferably in Finnish and in English. The research representative must also send the corresponding information by e-mail to kevo@utu.fi for the station's communications. **The sign must specify, at a minimum, the name of the research, and the contact details of the contact person and their deputy.** The signs make it easier for other people working at the station to identify the ongoing research projects at the station so that there is no confusion between the projects and,

in an emergency, the research team representative can be contacted. The information also helps to communicate the research to groups visiting the station and the general public.

After the research has been completed, the users must ensure that the area remains in the same condition as it was before the research, where possible. The user is responsible for the **proper removal of the used material from the research area**. If the material has not been removed from the area after the research in accordance with the agreement, the costs arising from the proper removal of the material will be charged from the research project.