

Guidelines for research activities at the Archipelago Research Institute

The laboratory and working facilities of the University of Turku's Archipelago Research Institute, as well as equipment intended for research and teaching, offer versatile opportunities for research and education in a unique island environment in Parainen (Nauvo). The station provides laboratory and working spaces for research and teaching in the main building on Seili Island and in nearby buildings located in its immediate vicinity. Tourism services on Seili Island (accommodation, restaurant, conference facilities, guest marina, and guided services) are provided by the tourism company VisitSeili. These guidelines apply only to the services provided by the research institute on Seili. Accommodation and working at the station are possible year-round.

Seili Research Station is part of the University of Turku's [Department of Biodiversity Sciences](#). Its facilities and services are available to all domestic and international universities and research institutes, as well as external users outside the university, subject to availability.

The use of the research infrastructure is subject to a fee. Confirmed user fees are listed in the price list, which can be downloaded from the station's [website \(price list\)](#).

It is recommended to contact the research station staff already at the research planning stage (email: varaukset-seili@utu.fi) to ensure the availability of the required facilities and equipment.

The application process (application form:

<https://link.webropolsurveys.com/S/29375BEA0B23315A>) is continuous, and facilities are allocated according to availability. A link to the application form can also be found on the station's website.

When necessary, researchers or research groups using the Seili station's research facilities, services, or data shall enter into a written agreement on the use of research infrastructure with our department. The agreement specifies the needs of the research group, any research-related special requirements, the pricing of services, and the designated responsible persons. The agreement is prepared by the station's responsible officer, Station Director Jari Hänninen.

The research group is responsible for carrying out the research and for providing its own research equipment, as well as for covering all other costs related to the research.

Guidelines for researchers from the research planning stage to publication

At the start of the research

1. **Familiarize yourself with the information available on the research station's website.** Contact the station staff (email: varaukset-seili@utu.fi) well in advance of starting your research, if necessary already at the planning stage.
2. **If applicable, familiarize yourself with the regulations** concerning the Seili Archipelago nature conservation area, Natura 2000 sites, and Seili Kirkkoniemi. Determine which permits are required for your research. Please note that obtaining permits may take several months.
3. **Read these guidelines carefully.**
4. **Complete the application form:**
<https://link.webropolsurveys.com/S/29375BEA0B23315A>
The application is used to assess the research groups' needs regarding research facilities and services. The station staff will confirm the reservation after processing the application.
5. **If necessary, the station's responsible officer, Station Director Jari Hänninen, will** prepare a research agreement with the researcher or the responsible person of the research group.

Any required written agreement, specifying the research unit and responsible person, project topic, need for facilities and services, duration of the research, and other relevant considerations, shall be prepared before the start of the research. The agreement period runs from the start of the agreement until the end of the reservation, when the used research facilities have been jointly confirmed to be clean and in proper order. Any changes to the agreement must be made in writing, for example by email to the station's responsible officer (jarhan@utu.fi) or to varaukset-seili@utu.fi.

Each research unit conducting research should **designate a contact person responsible for the use of the facilities reserved by the unit at the station**. In addition, a deputy contact person should be appointed, whom the station may contact in emergency situations during the primary contact person's absence (e.g. holidays). The contact person also coordinates activities between the research unit, other users, and the station's responsible officer.

The person responsible for the use of the facilities and for the research must ensure that **all members of the research group comply with the guidelines and follow safe working practices both in the station facilities and in the field**. The responsible person must also be familiar with any special characteristics of the organisms used in the research, as well as with the official permits and other authorizations required for the work.

During the research

Research groups and their responsible contact persons must ensure the maintenance, proper use, and cleaning of their assigned research facilities and equipment, as well as the cleanliness of shared spaces and appropriate waste sorting during the research period. The station staff are responsible for cleaning the shared common areas.

All equipment and materials belonging to the research group must be clearly labelled with the name of the unit and the contact person's details, including materials stored in storage rooms, offices, and cold rooms. If research materials are stored at the station by agreement, the final storage date must be clearly indicated. Research materials and most equipment are the property of individual units and research groups and may not be used freely by others.

At the start of the research, station staff will provide guidance to new users on the use of the station's research equipment.

Chemicals must always be stored in cabinets designated specifically for chemical storage and must be clearly labelled. Information on chemicals brought to the station and any chemicals remaining there must be submitted by email to varaukset-seili@utu.fi. Station staff will update this information in the University of Turku's Cheminventory database. A safety data sheet (SDS) must be provided as a paper copy in the folder located near the chemical cabinets, if it is not already available.

If research involves **substances or organisms hazardous to health** (e.g. gases, liquids, microbes), this must be reported to the station's responsible officer before use. In such cases, experimental arrangements must be designed to minimize exposure risk, and the research contact person must inform other station users well in advance. The research group is responsible for the proper disposal of its own old or excess substances.

If research conducted at the station involves **live animals**, the research contact person must ensure that all required permits and approvals have been obtained before the start of the research and that animal care complies with applicable regulations. According to legislation, animals used in research may only be handled and cared for by trained and qualified personnel. The research group is responsible for the care of the animals during the research and for their handling after the research has concluded. The research contact person must also ensure that the animals do not cause harm or interference to other research or activities at the station.

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

If, at the start of or during the research, there is a **known or potential risk of contamination to** station operations or other research activities, this must be reported immediately to the station's responsible officer. If the research causes harm or damage to the station or to other research activities, the research group is responsible for preventing such harm and for covering any resulting material, equipment, and labour costs.

Use of the station's boats must be agreed upon in advance with the station staff. Reservations are made on a boat-specific basis. Station staff will provide guidance on boat operation if necessary.

Researchers may present their research at the station, for example through presentations or posters. These must be agreed upon well in advance with the station staff. The station will inform other users and the local community about upcoming presentations. Research outputs are also gladly shared via the station's social media channels. Please contact: varaukset-seili@utu.fi

At the end of the research

The contact person of the unit using the research facilities must notify the station of the end of facility use before vacating the premises. At the conclusion of the research, the facilities must be clean and ready to be handed over to the next user.

Cleaning instructions: Work surfaces, shelves, sinks, and floors must be cleaned after use in accordance with the requirements of the conducted research. Waste must be sorted according to the provided guidelines. If substances, growth media, or organisms handled in the research may contaminate or interfere with subsequent research in the same facilities, special cleaning procedures must be followed. These procedures must always be agreed upon separately with the station's responsible officer.

All equipment, supplies, and other materials used in the research must be removed from the station at the end of the research period unless otherwise agreed upon. If research group materials remain at the station after the research period without an agreement, the research group will be charged in full for the costs incurred in the proper disposal and removal of such materials.

The use of the station's data and affiliation practices in research publications shall be agreed upon in advance.

We kindly ask that publications be reported to the station's responsible officer or to varaukset-seili@utu.fi so that the publication list on the station's website can be kept up to date. Please attach the publication as a PDF file to the message whenever possible.

Research in the Seili nature conservation area

Seili Island is part of the **Seili Archipelago Nature Conservation Area**, and sampling activities therefore **require a permit**. The research institute has been granted permission by Metsähallitus (Parks & Wildlife Finland) to conduct research and teaching activities on the island. This permit covers minor sampling carried out in connection with teaching and research conducted at the Archipelago Research Institute. The permit is granted by the station director.

If the above conditions are not met, projects operating on Seili must apply separately for a research permit from Metsähallitus. This applies to projects in which the research institute's staff do not have an active role. Separate permits are also required for projects involving significant sampling or the capture of animals. Approximately two months should be reserved for processing the permit application. Please also note that **Kirkkoniemi is not part of the above-mentioned nature conservation area**. Any research conducted there (e.g. archaeological excavations) must be arranged separately with Metsähallitus.

Researchers and other visitors may move freely on Seili Island, taking into account the **restrictions of the nature conservation area and private yard areas**. Movement should be avoided in private areas located at the northern and southern ends of the island, as well as in storage and yard areas located in the central parts of the island. In the central parts of the island, private areas are generally marked with "private yard" signs.

Research groups must **clearly mark and communicate, using signs or other weather-resistant means, any research conducted in the field and its purpose**. At a minimum, the research name and the contact details of the research contact person and their deputy must be provided. These markings help personnel working on Seili to identify ongoing research activities, prevent confusion between different studies, and enable contact with the responsible person in emergency situations. The markings also serve as an important communication tool, as approximately 25 000 tourists visit Seili annually. These marking requirements also apply to research equipment placed in the surrounding waters of Seili.

Once the experiment has been completed, the user must ensure that the site is left in the same condition as it was before the experiment. **The user is responsible for the proper removal of materials from the study area.** If materials are not removed from the area after the research period as agreed, the costs incurred for proper removal will be charged to the research project.

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