

LBA – Santarém (STM) General Orientation Updated October 2004



Scientists, Students, Technicians and Visitors:

Welcome to the Santarém (STM) Field Office and LBA- field sites! Read on to learn about office guidelines, procedures, available resources and services, and suggestions on how to streamline certain processes.

Santarém (STM) Office

The Project Office has a variety of resources for visiting scientists to use during their stay in Santarém:

- **Computers:** The STM office has a computer lab for the use of visiting scientists for email, general Internet access, and data transfer at speeds up to 128Kbps. The lab has about five desktop PCs, as well as printers and a scanner. You can also connect your laptop to the network [at the laptop station or any other available network port](#). Our in-house computer technician, [Rogerio Araújo](#), or his assistant [Davi Junior](#), can help configure your laptop to the network, as well as help with computer or software support. If you [need help getting your computer repaired Davi](#) can put you in contact with a local computer repair shop. **During times of intense field activity the annex should be used for overflow if the Regional Office computer lab can not accommodate all of the users who wish to access the network.**
- **Telephones/fax:** Telephones and a fax machine are available for your use. Please ask the receptionists to make your calls for you. Direct-dial long distance and international phone calls will be charged at the end of each visit; local calls are free. The major US long-distance carriers have toll-free local access numbers you can use to charge international calls directly to your own calling card.
- **Storage Space and Lockers:** There is a large area near the wet lab where you can store larger items and equipment in cabinets equipped with locks. There are also small lockers located just off the main hall, near the reception area. A safe is available for any money, small equipment, or important documents that you would like to store in a secure space. Simply ask Bethany Reed, the Logistics Manager in STM, if you want your own cabinet or locker, or wish to put something in the safe.

- **Federal Police Registration:** Any foreign researcher coming to Brazil on a Vitem I visa must register with the Federal Police upon arrival in the country (when traveling for the first time on a new visa or with a new/renewed passport). If you do not register during your first trip, upon departure you will be charged a significant fine. We recommend that you register in a city that you will visit frequently so it will be easier to pick up your ID card when it is ready (a US citizen's ID card is ready in approximately 90 days). Registering at the Federal Police can be time consuming, but fortunately you can streamline this process by working with [Soraia Plachi](#), the Administrative Assistant for the STM office. If you follow the steps below, it should only take you 2-3 hours to register. Please prepare your documents and fees (Step 1) two days before you visit the Federal Police (Step 2).

Step 1: Documents and Fees

You will need to give [Soraia Plachi](#) the following items:

- 1) A copy of your passport. All of the pages must be copied (including the blank pages). Please copy your passport after entering the country, as it is important that your entry stamp show on the photocopy that will be filed with the Federal Police.
- 2) Your visa application form that was returned to you by the Brazilian consulate in Washington, DC, prior to your departure from the US.
- 3) **Two** 3cm x 4cm passport sized pictures - if you do not have pictures you can get passport pictures taken at the one-hour photo shop downtown. Please schedule this with [Soraia](#) so she can take you to pick up the pictures.
- 4) R\$ 110.00 for the registration fee. If the registration fee is given to [Soraia](#) she can arrange payment of the fees. The fee must be paid at the Banco do Brasil. Lines are notoriously long at the bank so please be sure to give your money for the registration fee to [Soraia](#) at least one day prior to registration. Your registration cannot be completed without this fee being paid first. Also, be aware that the banks are only open until 2:00pm in the afternoon, so payment must be made in the morning.

Step 2: Federal Police Visit

- 1) Once Step 1 is completed, [Soraia](#) will set up an appointment with the Federal Police to complete the registration process. Shorts are not acceptable attire at the Federal Police. They will not see you if you show up in shorts, so please remember to wear pants, skirts, or dresses for this visit. **The Federal Police offices are open from 8:00am to 4:00pm Monday through Thursday and are closed Fridays through Sunday.**
- 2) [Soraia](#) will help you finish filling out the registration forms with the Federal Police.
- 3) You will get your fingerprints taken by the police. A copy of your fingerprint is included on your ID card.

Step 3: Important Documents and ID Pick-up

- 1) When finished with registration, the Federal Police will give you a small slip of paper with your signature and picture on it. This is your *protocolo*— **DO NOT LOSE THIS PAPER**. This is your temporary ID card until your permanent one is ready. You must have this paper when you exit and re-enter Brazil. It is a good idea to keep a copy of your

protocolo on your person as identification until your permanent ID card is ready.

- 2) Upon your return to STM [Soraia](#) get help you [pick up](#) your ID card.

Laboratories

There are two labs and a dirty work space on the lower (ground) floor of the office. Use of these labs should be scheduled through the STI (Science Team Information Database) or with Bethany if a sudden need arises. The labs are small and have limited equipment and space, so advance scheduling is important.

- **Wet Lab:** The wet lab is equipped with a deionized water supply, a chemical hood (for weak acids), precise analytical balances (1,3,and 4 digits), an acid bath, and a septic system for neutralized acids. Please be sure to neutralize all acids before disposing of them. If you will need certain chemical supplies it is a good idea to check with the STM office to make sure these supplies can be purchased in STM, as many items are difficult or impossible to find locally.
- **Gas Chromatograph Lab:** The GC lab is primarily used by the TG-07 group (Keller/de Mello). Use of this lab can be requested on the STI and scheduled with this group. **Note: This lab will be unavailable after Oct 15, 2005**
- **Dirty Sorting Space, “The Box”:** The room located in the far corner of the rear patio is a dirty lab space for sorting roots, litter, and leaves.
- **Drying Ovens:** We have several medium-sized drying ovens for samples. Use of the drying ovens should be scheduled on the STI and confirmed with Eraclito Neto upon arrival in STM. Please pre-dry damp samples in the sauna room located next to the wet lab. [Both the ovens and the pre-dry sauna room have clipboards hung nearby with a form to fill out basic information about the samples being dried, including team number, type of samples, and the start and end dates for drying. Please be sure to completely fill out this information when drying your samples. Samples that are not registered will be taken out of the ovens and put in the “lost and found” sample box on the back patio. Any non-registered sample can be placed in the ovens once more as soon as it is noted on one of the clipboards.](#)
- **Cylinder Hut:** Several groups in STM work with gases; we have a storage hut for gas cylinders behind the office [and a cylinder cart for easy transport](#). If you are expecting a shipment of cylinders to arrive in STM please let us know. We will make sure to label them with the group’s code and store them in the hut. [Please do not leave cylinders of any kind in the parking, garden or patio areas of the office. If you need help storing your cylinders please let a staff member know and they will help you with cylinder transport and storage.](#)
- **Freezers:** There are several freezers in the lab area for sample storage. Please schedule their use on the STI and confirm with [Eraclito Neto](#) upon arrival in STM. There is very little space available for long-term sample storage.
- **Sample Transport:** Samples taken from the FLONA Tapajós to STM for analysis do not need any special documentation. However, all domestic sample transport outside of STM requires specific paperwork from IBAMA and the Ministry of Agriculture. International sample transport is not permitted without the proper governmental authorizations and permits. Please contact Bethany Reed [or Paulo](#)

Coutinho if you need to transport samples domestically or internationally so that they can help you obtain the required paperwork.

- **Embrapa Computer Lab:** The Embrapa office houses a small computer lab for LBA. Embrapa is located approximately three blocks from the LBA office at the end of Rua Raimundo Fona. If you would like to visit or utilize this lab please include this request on your STI request or speak with Adrienne Pessoa, the Assistant Logistics Manager in STM
- **Student/researcher Annex:** In an effort to better meet the needs of LBA students, bolsistas, and technicians the STM annex was created in September, 2002. The office is located just off Avenida Mendonça on Rua Bajonas near Sangas. The annex allows established research groups in STM to continue to diversify their research and accommodates the increasing number of technicians, bolsistas, and other permanent researchers in STM who need on-site support. The annex has five desktop computers to work from as well as desk space for laptop users to plug into the network. The annex network is part of the office network and has approximately the same connection speed. The annex also has a covered meeting space behind the main building, which can be used for short courses, talks and presentations. José Junior is the Administrative Manager of the annex. Please contact Junior (jjunior@lbaeco.com.br) or Paulo Coutinho (paulo@lbaeco.com.br) if you have any questions about or would like to use the annex.

Vehicles

The LBA project vehicles are available for Science Team use to facilitate transport to and from research sites and to avoid incurring rental costs. To ensure the longevity of these vehicles throughout the project we ask that everyone drive conscientiously. All of the STM vehicles have manual transmissions. If you are not comfortable or do not know how to drive a manual transmission vehicle, please notify us and we will arrange for a driver or alternate transport for you. Vehicle reservations can be scheduled through the STI (please specify if you would like a jeep or a truck). We need a copy of your driver's license in our files before you can check-out a vehicle. Please be sure to read through the STM Vehicle Policy before checking-out your vehicle. The vehicle policy is valid for all drivers of STM vehicles and outlines procedures related to using the vehicles.

***Note: Everyone must drive with a valid driver's license at all times**

Temporary Brazilian Driver's Licenses:

For non-Brazilian citizens who wish to drive project cars during their visit a temporary Brazilian drivers license must be obtained. This process requires a AAA International Driver's License as well as an officially translated copy of your regular driver's license is required. Please follow the steps below, to obtain the proper documentation for driving project cars in Brazil. Please see the steps below on obtaining this license:

Note: Please allow 30 days for the processing. The temporary driver's license is valid until your Brazilian visa expires.

1. Obtain an International Driver's License. This license is available at any AAA. A \$10 fee will be charged and a passport photo is required.

2. Notarize a photocopy of the front and back of your valid US driver's license.
3. Make a photocopy of the pages of your passport containing your photo and your current Brazilian visa.
4. Mail the original international driver's license (note, this is not the same as the inter-American driver's license), notarized copy of your US driver's license, copies of your passport pages, and US\$25.00 (personal check or money order) to:

Saulo Roberto dos Santos

Enterprise International
Luzitana , 740, 5º andar Sala 54
Campinas SP 13015-121
BRAZIL

saulo@sigmanet.com.br

When the translation is ready it will be sent to Bethany Reed in Santarém. Bethany will contact you when the document has arrived and ask for instructions as to whether the license should be sent to the driver in the mail or she should keep it until the driver's next visit to STM. More information on vehicles, driving and obtaining a temporary Brazilian drivers license are available on the LBA-ECO website (www.lbaeco.org)

- **Vehicle Check-out:** This procedure takes about 15-20 minutes and will help orient you to the various tools and equipment included in the vehicles as well as the vehicle's features. Check-out also includes information about driving in the city, driving to the FLONA, and where a project vehicle can park overnight. You will also be shown how to check the fluids in the vehicle. We ask that the fluids be checked each day before going to the field. The vehicle radiators do not require any special type of water; tap water or well water is acceptable. If a vehicle is checked-out clean, we ask that it be returned clean. A vehicle checked-out with a full tank should be returned with a full tank.
- **Vehicle Check-in:** The process for returning vehicles is identical to the check-out procedure. Any washing, fuel fill-up, or lost tools will be charged to the team responsible for the vehicle. Repairs for any damage to the vehicle due to the team's negligence will be charged to the team.
- **Small Repairs:** We ask that teams be responsible for small repairs to their vehicle while it is in their care, such as changing and fixing a flat tire.
- **Accidents:** All accidents, however minor or major, must be reported to the STM office. In the event of a major accident please notify the STM office immediately and wait for instruction and assistance.
- **4x4 Training:** The STM office offers 4x4 training on the STM field vehicles for anyone who would like to learn or would like extra practice. Please schedule this with Bethany or Bill, or make a note of it on your STI request.

Base Camp (Km 84)

The LBA base camp exists to facilitate extended access to the FLONA for the LBA Science Team and is also used by other non-LBA researchers. The base camp consists of ten rooms, two bathrooms, kitchen, dining hall, generator hut, storage shed, water box and pump, and

the caretaker's house. Please follow these guidelines to make a reservation at the base camp:

- **Reservations:** Rooms at the base camp can be reserved using the STI. Each room has the capacity for four people. These screened-in rooms contain two beds, a nightstand, a writing desk, and a ceiling fan. Each room contains hooks for two hammocks. Hammocks are not provided at the base camp, but sheets, pillows, and towels are provided.

***Note: If you do not have specific dates for your visit please note this as you schedule your STI site visit. Dates and further details can be worked out later.**

- **Authorizations and Verifications:** Before heading out to the field please remember to pick up an authorization for the base camp from Bethany, [Bill](#) or [Soraia](#). Your authorization is a “guesstimate” of how many meals your team will consume during their stay at the base camp. This helps us plan base camp food and supply purchases. It also lets the kitchen staff know how much food to prepare and cuts down on waste. You will need this authorization in order to stay at the base camp. Sabino, the base camp caretaker and cook, will ask for this when you arrive. When leaving the base camp, please pick up your group's verification form from Sabino. These are the meals that were actually consumed; your bill will be based on your verification slip. Please give this to Bethany so that she can bill you when you return to the office. Meals are R\$ 5,00/meal or R\$ 20,00/day (three meals and room). Bethany will make out your receipt and receive payment at the end of your stay.
- **Directions:** The base camp is located at km 84 of the BR-163 highway, on the west side (right side if coming from Santarém) of the road. There are no visible markers from the road denoting the LBA base camp so pay special attention to the other identifying markers. On the right side of the road you will see the entrance and guardhouse to km 83; please begin to slow down. Approximately 300m after passing the guardhouse you will see the IBAMA base camp on your right. About 100m after passing the IBAMA camp you will see Gaucho's Bar on the left and an unmarked dirt road on your right. Turn right onto the dirt road and follow it about 500m to the base camp. There will be a gate with a yellow LBA sign as you drive into the base camp.
- **Meals and Mealtimes:** Mealtimes are set and clearly posted in the dining hall: breakfast 6:00am-8:00am, lunch 12:00pm – 2:00pm, and dinner 6:00pm – 8:00pm. If you will not be able to attend scheduled mealtimes or prefer to eat in the field, please schedule a *marmita* (sack lunch) with Sabino ahead of time to ensure that you have something to eat. Marmitas should be requested the previous evening so that they are ready when you need to leave for the field. Please specify what type of marmita you would like, a *traditional marmita* (rice, beans, salad, meat, farinha etc.) or a *lanche marmita* (sandwiches, cookies, salad, fruit). Vegetarian meals or marmitas are available, just be sure to let Sabino know your dietary requirements.
- **Additional Base Camp Information:**
 - Generators: Base camp power is supplied by two diesel generators between 4:00 am each morning and 10:00pm each evening.

- Well: The base camp water supply is pumped from an on-site well. The water is **routinely** tested for **chemicals and bacteria** every four to six months. Results from the water tests are posted in the dining hall.
- Communications: There is a satellite telephone located at the base camp. Sabino calls into the office each evening to check in. If you would like to get a message to someone in the city feel free to tell Sabino and he will pass along the message when he calls in. Guests at the base camp can also use the satellite phone. Please ask Sabino to set up the use of the phone. A log sheet is kept to track all calls made. Please record your name, the number called, and the length of each call (in minutes) on the sheet. Each phone call is tracked and recorded for billing purposes. Satellite phone calls cost US\$2.00/minute and will be charged to you at check-out with Bethany Reed.
- **Base Camp Courtesy**: To make your stay more enjoyable for everyone, please abide by these simple, small courtesies:
 - Please use the faucet and brushes provided outside the bathrooms for cleaning boots or any other dirty equipment before storing it in the rooms. This reduces tracking dirt into the rooms and dining hall.
 - Often on long stays at the base camp groups or individuals go to Santarém for a day or two, and then return to the base camp. Before you leave the base camp for the city, notify Sabino so that he knows you are not in trouble in the field. This simple communication will avoid deploying a search team to rescue the “missing” person(s).
 - Please fill out all log sheets and other forms as necessary. This may seem tedious, but it avoids headaches in the long and short terms, and provides important statistical information to the office.
 - Please observe the scheduled mealtimes and advise ahead of time if *marmitas* are needed.

LBA Research Sites

There are two forest research sites, one pasture site, and several meteorological stations in the Santarém/FLONA and outlying areas. The forested sites are restricted areas located in a Brazilian National Forest and require special permission by IBAMA to enter. Any research done at the forested sites must be done under a research license granted by IBAMA. Non-research related visits to the forested sites can usually be scheduled with advance notice.

- **Accessing the Sites**: Keys to enter the sites are included on the vehicle key chain or can be located in the small wooden box in the glove compartment. All gate keys for the sites are included on the vehicle key chain. Hut keys are located in the wooden box. If you are the last person/group to leave the site please close and lock all gates and huts before leaving.
*Note: **We ask that everyone work in teams of at least two people for safety reasons.**
- **Equipment at Sites**: All research sites are equipped with a satellite telephone, first aid kit, stretcher, and two fire extinguishers (one H₂O and one CO₂). Please use these items when needed! When using the satellite phone please remember to fill out the individual log sheet and bring it back to STM when you return. The fire

extinguishers are located on the outside of the instrument huts in locked cages (to prevent vandalism). [The combination to the locks are the numbers of the km where the extinguishers are located, for example, the combination to the km 67 extinguisher locks is 6767.](#)

- **Chainsaws:** There is a chainsaw and other safety equipment located at each forested site, as well as the base camp. These saws are registered with IBAMA and are for use ONLY to remove a fallen tree from the road. The chainsaws are to be operated ONLY by individuals certified by FFT. A list of certified operators is included with the chainsaw safety equipment (most of the STM field staff and technicians are certified) Please ask one of them to help you or call the STM office for assistance.
- **Generators:** The forested research sites are powered by a pair of generators located in the huts at the entrance to the research sites. If there are any problems with power please notify the STM office immediately. We will contact Servicel, the company responsible for generator maintenance. Only their electricians and technicians may work on the generators.
- **Flux Towers:** The flux towers are triangular towers, upon which scientific instrumentation is installed. There [is one 65m flux tower at km 83, one 65m flux tower at km 67, and one 20m tower at km 77. A second tower is scheduled to be installed at km 83 at the old km 83 research site in December of 2004.](#) Tower climbing and safety certification is required to climb these towers. If you have not been certified by STM tower climbing instructors please let the STM office know and we will arrange a course for you. Tower certification must be renewed every two years. All climbers must work in pairs at all times. Harnesses and other climbing equipment are located in the instrument huts at the sites. Please remember to conduct a brief safety inspection prior to climbing towers because there have been many cases of trees falling on guy wires. If you think that a tower might be unsafe, please contact Dan Hodgkinson, [Bethany Reed](#), Bill da Silva, or [Troy Beldini](#) immediately.
- **Platform Towers:** There is one 30m platform tower at km 83 and one at km 67. These towers do not require special certification for climbing inside the tower, but do require the use of a hard hat. There should be no more than four people on a platform tower at any given time. [Hard hats can be found in the instrument huts at each of the sites. Please return them to the huts after you are done using them.](#)
***Note: Any accidents, fallen trees, or other abnormalities on the towers should be reported immediately to the STM office.**

If you have any other questions please feel free to ask the office staff for information or help. The STM Project Office Staff wishes you a productive and enjoyable stay!