



SPRUCE Facilities Orientation [UPDATED 2025-11-21]

This document provides site-specific information for visitors and users of the SPRUCE research facilities in Grand Rapids, Minnesota. **To conduct laboratory or field work at these facilities, the associated Research Safety Summary and this Orientation are required reading.** Depending upon your research, additional safety training may be required. Details of the SPRUCE project can be found at <https://mnspruce.ornl.gov>.

Contacts

SPRUCE Operations Staff:

Kyle Pearson -- Operations Manager
(218) 256-6130 [mobile]
E-mail: pearsonkj@ornl.gov

Mark Guillems -- Site Operator
(330) 849-1556 [mobile]
E-mail: guillemsmp@ornl.gov

Natalie Griffiths -- Principal Investigator
Home office in Oak Ridge, Tennessee
E-mail: griffithsna@ornl.gov
(574) 252-9853 [mobile]

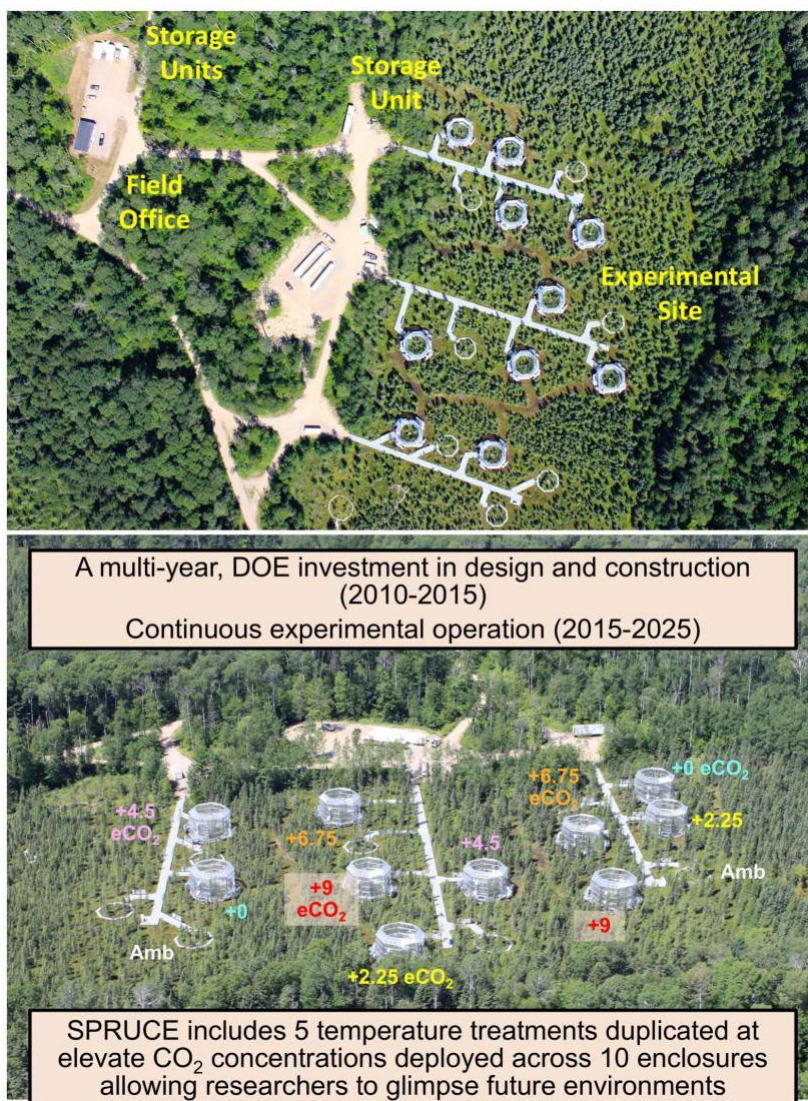
US Forest Service:

Stephen Sebestyen - Hydrologist
(218) 360-1130 [mobile]
(218) 326-7108 [office]
E-mail: stephen.sebestyen@usda.gov

The SPRUCE experimental site is operated and managed by Oak Ridge National Laboratory, but it is located on the USDA Forest Service's Marcell Experimental Forest. SPRUCE project participants are guests of the USDA Forest Service, and they have asked all participants to sign a site use log located at the Marcell Research Center whenever we visit.

Access to SPRUCE -- SPRUCE has two facilities to support your science

1. SPRUCE Space -- Downtown Grand Rapids, Minnesota
2. SPRUCE Field Experiment Site (see Figure)



Aerial Images of the SPRUCE Field Research Site and Associated Buildings

1. SPRUCE Space – Grand Rapids Office

Location and Shipping Address:

SPRUCE Office (SPRUCE Space)
102 NE 3rd St, Suite 150
Grand Rapids MN, 55744

The SPRUCE office (commonly referred to as **SPRUCE Space**) is located near downtown Grand Rapids. This facility can be used for light lab space and contains freezers, drying ovens, reliable internet access and a small amount of storage space. **It is the preferred destination for advance shipment of your supplies.**

Coordinate with the *Operations Manager* to ensure that resources will be available prior to your campaign.

Shipments: Campaign supplies are generally shipped to this location. Use address listed above. Please notify the *Operations Staff* prior to shipping materials and provide tracking information once available. The local “Shipping Shack” is no longer associated with FedEx. If you need to ship items via FedEx the Operations Staff will be happy to arrange a pickup at SPRUCE Space for you.

Access: The loading dock door on the south side of the building is the preferred entry/exit location for project participants. This door is equipped with a combination lock. The combination can be obtained from the *Operations Staff*. Please be sure that the door is locked upon leaving the building as it sometimes sticks and stops short of closing completely.

WiFi: Network information can be obtained from the *Operations Staff*.

Storage: Long-term storage at SPRUCE Space must be approved by the *Operations Staff*. Refrigeration and freezer space are available in limited quantities for use while on site. Without prior approval of the *Operations Staff* all samples should be shipped to each user’s home laboratory or office prior to leaving Grand Rapids, Minnesota.

Drying oven: A drying oven is available for very limited use by collaborators with prior planning and approval. Do not leave the oven on when empty.

Kitchen: A kitchenette is available for use by all participants. Refrigerator, freezer, coffee maker, electric kettle, and sink are all for food use only. A separate fridge/freezer is available for biological storage. Do **NOT** dispose of chemicals or samples down the sink drain.

Last One Out: If you are the last one occupying SPRUCE Space on a given day, please lock up and ensure that all lights are off and both access doors are **fully** closed!

2. Experiment Site – Marcell Experimental Forest (MEF)

Location and Shipping Address:

**SPRUCE Experiment Site
43423 Spring Lake Rd
Bovey, Minnesota 55709**

The experiment site is located approximately 35 minutes north of Grand Rapids at the MEF. There is a small, climate-controlled **Field Office** that houses the experiment control equipment and networking gear, a small workshop, limited storage, and light lab space. The **Experimental Enclosures** in the S1 Bog are a short distance away.

Field Office – General Use

Access: Access to the field office and experimental enclosures is accomplished via manual lock and key. Keys are stored inside a steel lock box with digital combination lock on the front porch. These key sets will allow access to the control building, experimental enclosures and storage containers. Try to share keys within your group if there are many participants working during your stay. Without prior approval, key sets must be returned at the end of each day. The combination for the lock may be obtained from the *Operations Staff* and is subject to change.

Emergency Equipment: Inside the door to the right you will find a first aid kit, fire extinguisher, AED, and land line phone. There is also an emergency “Grab Box” clipboard above the (old) key box with instructions on how to deal with a propane or CO₂ emergency.

Bathroom Facilities: A portable toilet is available for participant use on site, but there is no running water. Running water, bathrooms, and a bunkhouse operated by the USDA Forest Service are located at the USFS Marcell Research Center several miles away. That facility can be used **with prior approvals and notification of USDA Forest Service Staff**.

WiFi: High speed internet is now available in the control building and on the experiment docks. Network information may be obtained from the *Operations Staff* and is posted on the wall above the printer.

Lunch: There is a food refrigerator, coffee maker, and microwave oven available for use. Bottled water is also available for project participants, there is no running water. If you use up any consumable materials (i.e., plates, cups, plastic ware) please replace it. Refrigerated items will be disposed of unless labelled.

Cleanup: Be sure to clean out coffee maker and tea pot if used. DO NOT leave water in the teapot. Clean up spills and messes. Dispose of waste in the garbage can. Please place recyclables in the proper bin. Put away work materials after use. **DO NOT process biological samples on the lunch table without prior approval and use of a table protector.**

Last One Out: If you are the last one on site, lock up the Field Office, Enclosures, Storage Units, and Dock Gates before leaving the facility.

Field Office – Field and Lab Work

Cautions: DO NOT TOUCH computing or network equipment in the Control Room.

Tools: The workshop, tools and supplies are for *Operations Staff* only. Be prepared to bring the tools and supplies you think you will need to perform your work. If you need assistance or supplies, please ask. If you use all of something, please replace it.

Storage: Storage of any materials at the SPRUCE Field Office must be approved by the *Operations Staff*. Refrigerator and freezer space is available in very limited quantities for use while on site. Without prior approval of the *Operations Staff* all samples should be shipped to each user's home laboratory or office prior to leaving Grand Rapids, Minnesota.

Transportation: A Polaris Ranger UTV is available for transporting people and materials around the site. The UTV will **ONLY** be operated by **APPROVED** personnel. Approval may be obtained through seeking training by *Operations staff*. Approved personnel will not take the UTV on the highway, will obey all traffic laws, and will not exceed 5mph while operating the UTV on the boardwalks. See Appendix 1 for a list of approved UTV users.

Experimental Enclosures

Security: Ensure that enclosure doors are locked once you finish working in the enclosure.

Don't climb: DO NOT climb the towers. Ladder usage requires proper training. Contact *Operations Staff* to discuss training requirements.

Bridges: Laydown bridges are available and will be used to access working areas that extend into the plots. Do not touch or stand on bog surface inside plots. Make sure bridges are properly seated in the supports. If you need assistance with the laydown bridges, please let the *Operations Staff* know. Make sure laydown bridges have been removed and stowed once your work has concluded. Do not leave bridges deployed overnight without prior approval.

Need to install something? **DO NOT install anything** without approval and checking with the

Operations Staff. We want to ensure that new installations will not present a safety concern or interfere with another experiment or infrastructure.

Last One Out: If you are the last one on site, lock up the Field Office, Enclosures, Storage Units, and ensure the Dock Gates are locked!

Safety -- General

Travel to MEF: You will encounter both paved and graveled forest roads on the way to the remote field facility. Please be prepared to deal with inclement weather and diverse driving conditions. During winter, it is advisable to carry appropriate cold weather clothing in case of an incident. Forest roads can be narrow with low visibility, ruts, soft patches, ice and are frequented by large delivery trucks and wildlife so please drive defensively.

Working at SPRUCE: Due to the remote nature of the facility, if you are working alone let someone know where you will be working and what time you are expecting to finish or contact them. Make contact with this person when you are leaving the facility. You may use the *Operations Staff* for this purpose if needed.

Weather Awareness: We often experience thunderstorms during the summer months. If thunder is present, stop work and retreat to a safe location. The docks and enclosures are not safe during a lightning storm. Wait 30 minutes after the thunder has passed before returning to work.

Winter Entry: Snow and ice will accumulate on the Enclosure Frustums above the entry doors. Be aware of this accumulated material and enter and exit the enclosures accordingly to avoid being struck by falling debris.

Clothing: Appropriate field clothing is required at all times, including closed-toed shoes and long pants. **Sandals (even sport sandals) are not allowed.**

Safety – Your Research

Sharps: Dispose of any sharps properly and do not recap them using the two-hand method. **Sharps containers** are located in the back room of the Field Office, and on the lab bench in SPRUCE Space if you forget to bring one. Capping sharps and disposing of them in the normal trash is not allowed.

Safety – Enclosures and Walkways

CO2 Alarms: If a CO2 alarm is activated, a red strobe light will flash and an audible alarm will sound inside the enclosure. Please leave the enclosure immediately and report the event to the *Operations Staff*. Do not re-enter the enclosure until instructed to do so. If you detect or suspect a leak within the CO2 or propane systems, please inform the Operations Staff.

Frost and Ice: During cold season months the walkways and door ramps can become very slippery when covered with frost and perhaps ice. Take extra care when moving about the site under such conditions. Operations staff try to maintain clean walkways, but you may occasionally have to shovel a small amount of snow to obtain enclosure entry. Snow shovels are staged by each enclosure for this purpose. Please do not try to break ice from the walkway with the shovels. This damages the walkway decking and can break the shovels.

Winter Entry: Snow and ice will accumulate on the Enclosure Frustums above the entry doors. Be aware of this accumulated material and enter and exit the enclosures accordingly to avoid being struck by falling debris.

Static Electricity: Occasional static discharge between persons and site infrastructure is a known issue and should be recognized as being different from an electrical shock from higher voltage sources. If you are “shocked” by a higher voltage source of electricity this is considered a very serious issue and should be reported immediately to *Operations Staff* for diagnosis and preventative action. **Under no circumstances should untrained individuals attempt to access and reset tripped breakers.** Please contact operations staff for this purpose.

General Housekeeping: We have many users and minimal support staff. Please help us all accomplish our tasks without creating more work for others. Please pick up after yourself and leave things as you found them.

Important Location Information

SPRUCE Field Facility Address for Emergency Services:

43423 Spring Lake Road, Bovey, MN 55709

Address for GPS, Google Maps, and Apple Maps:

1 Spring Lake Rd, Bovey, MN 55709

Emergency Contact Information

For All Emergencies: Dial 911

Field Facility Address for EMS: 43423 Spring Lake Road, Bovey, MN 55709

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| <p>Sheriff's Department: (218) 326-3477</p> <p>Balsam Volunteer Fire Dept.: (218) 245-2099</p> <p>Lake Country Power: (218) 741-8137</p> <p>Lakes Gas (Propane): (218) 326-3030</p> <p>Linde (CO₂): (651) 829-3432</p> <p>USFS Dispatch: (218) 327-4175</p> <p>ORNL LSS: (865) 574-6606</p> | <p>Homeland Security, Incident Reports:</p> <p>FBI Minneapolis</p> <p>Suite 1100</p> <p>111 Washington Avenue, South</p> <p>Minneapolis, MN 55401-2176</p> <p>minneapolis.fbi.gov</p> <p>(612) 376-3200</p> |
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| <p><u>Medical Contacts:</u></p> <p><u>Grand Itasca Clinic and Hospital</u></p> <p>1601 Golf Course Rd</p> <p>Grand Rapids, MN 55744</p> <p>(218) 326-3401</p> <p><u>Bigfork Valley Clinic</u></p> <p>41150 Scenic Hwy</p> <p>Bovey, MN 55709</p> <p>(218) 245-2610</p> <p>[This facility has limited operating hours please call ahead for availability.]</p> <p><u>Miscellaneous Services:</u></p> <p><u>TJ Towing</u></p> <p>(218) 326-1097</p> <p>[Not a 24/7 service.]</p> | <p><u>ORNL Contacts:</u></p> <p>Kyle Pearson</p> <p>Site Manager (218) 256-6130</p> <p>Mark Guilliams</p> <p>Site Operator (330) 849-1556</p> <p>Melanie Mayes</p> <p>TES SFA Coordinating Investigator mayesma@ornl.gov</p> <p><u>US Forest Service Contacts:</u></p> <p>Stephen Sebestyen (218) 326-7108</p> <p>Katy Johnson (218) 259-4654</p> |
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Authorized Users of ATUV-Polaris (SPRUCE)

UPDATED 2025-11-21

Newest User Training Date:6/14/2024

Most Recent Modified:6/14/2024

Most Recent User Archival:1/31/2023

Most Recent Record Addition:6/14/2024

| Badge | Name | FullUsage? | Training Date | UserID | Supervisor/Host | Division |
|---------------|----------------------------|------------|---------------|--------|------------------|----------|
| 1245403115283 | Birkebak, Joshua | Yes | 6/14/2024 | J9B | Melanie A Mayes | X042 |
| 1131503106091 | Guilliams, Mark | Yes | 3/6/2023 | MP8 | Melanie A Mayes | X042 |
| 1139000742503 | Mayes, Melanie A | Yes | 4/19/2023 | ZK5 | Peter E Thornton | X042 |
| 1131603071748 | Pearson, Kyle | Yes | 3/7/2023 | K0P | Melanie A Mayes | X042 |
| 567000902616 | Schadt, Christopher Warren | Yes | 7/21/2014 | CYS | Dale Pelletier | X001 |

Only persons listed have been granted authorization to perform work in this lab or the specified equipment. Please contact the Lab Space Manager (LSM) or equipment custodian if you need such authorization.

Note: LSMs must edit this hardcopy once site-specific training training is conducted. The listing will be re-generated once the site-specific training form(s) is submitted and processed.

Note: A Training Date of "1/1/1900" is used if person was initially authorized/trained prior to March 2006.

Last Printed: Friday, November 1, 2024