

# ICTS DOÑANA

Induction handbook for authorized and visiting personnel



March 2018  
ICTS DOÑANA

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## INTRODUCTION

The Doñana Biological Station (*Estación Biológica de Doñana*) is a public research institution under the Spanish National Research Council (*Consejo Superior de Investigaciones Científicas*) (EBD-CSIC) which was established in 1964 to facilitate research in the ecosystems of the Doñana area. In addition to the head office in Sevilla it provides two field stations: Roblehondo (Sierra de Cazorla, Jaén) and ICTS Doñana (in Almonte, Huelva)

ICTS Doñana is situated within the Doñana National Park, 89km away from the head office, and consists of two areas: The Doñana Biological Reserve (*Reserva Biológica de Doñana*, RBD) encompasses 6.794 hectares which is owned managed by the CSIC. The Guadiamar Biological Reserve (*Reserva Biológica del Guadiamar*) encompasses 3.214 hectares and is owned by WWF/ADENA, even though its administration and scientific management correspond with CSIC, too.

In 2006 it was acknowledged as a scientific and technological infrastructure (*Infraestructura Científica y Tecnológica*, ICTS) by the Ministry of Education and Sciences. Ever since RBD-ICTS offers modern infrastructure for communication and scientific equipment, including the automatic monitoring of natural processes such as the long-term monitoring of keystone and endangered species of the Doñana area.

It also provides access and logistical support for the national and international science community for their research activities within the Doñana National and Natural Parks (*Espacio Natural de Doñana*).

## LOCATION

The Doñana Biological Reserve lies within the municipality of Almonte, about 2 kilometres away from the coastal town of Matalascañas.

RBD is accessed through a dirt road coming off of kilometre 40 of the A-493 road.

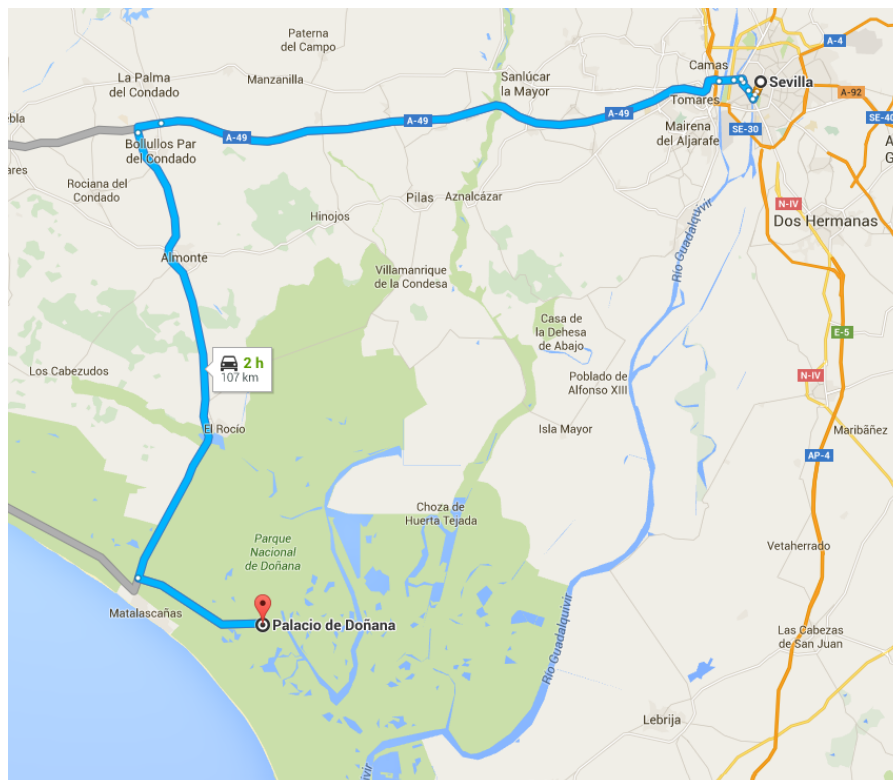


Figure 1: Sketch of the location and access to the Palacio de Doñana

## ACCESS

The access to RBD is restricted to personnel associated with ongoing research projects. All of the entry admittances, such as an overnight stay, can be officially attained using the following links:

<http://www.ebd.csic.es/permisos-palacio1>

<http://web.ebd.csic.es/Website1/Reserva/Permisosgrupo.aspx>

For authorizations and exceptional permits please contact David Paz (deputy director of RBD)  
Phone: (+34) 959448526 (Ext. 1591) [davidpaz@ebd.csic.es](mailto:davidpaz@ebd.csic.es).

After passing through the control gate, a path of 11,5km will lead to the main facilities.

In order to maintain the path and to protect the fauna, the speed is limited to 40 km/h. Sporadically this speed limit may be reduced in highly sensible areas to avoid run overs.

Additionally, during the spring and summer months the roadside kerbs are occupied by bee-eaters building their nests. Extreme caution is necessary to avoid run overs and prevent diversions or approaches towards the nesting zones which would lead to the destruction of nests.



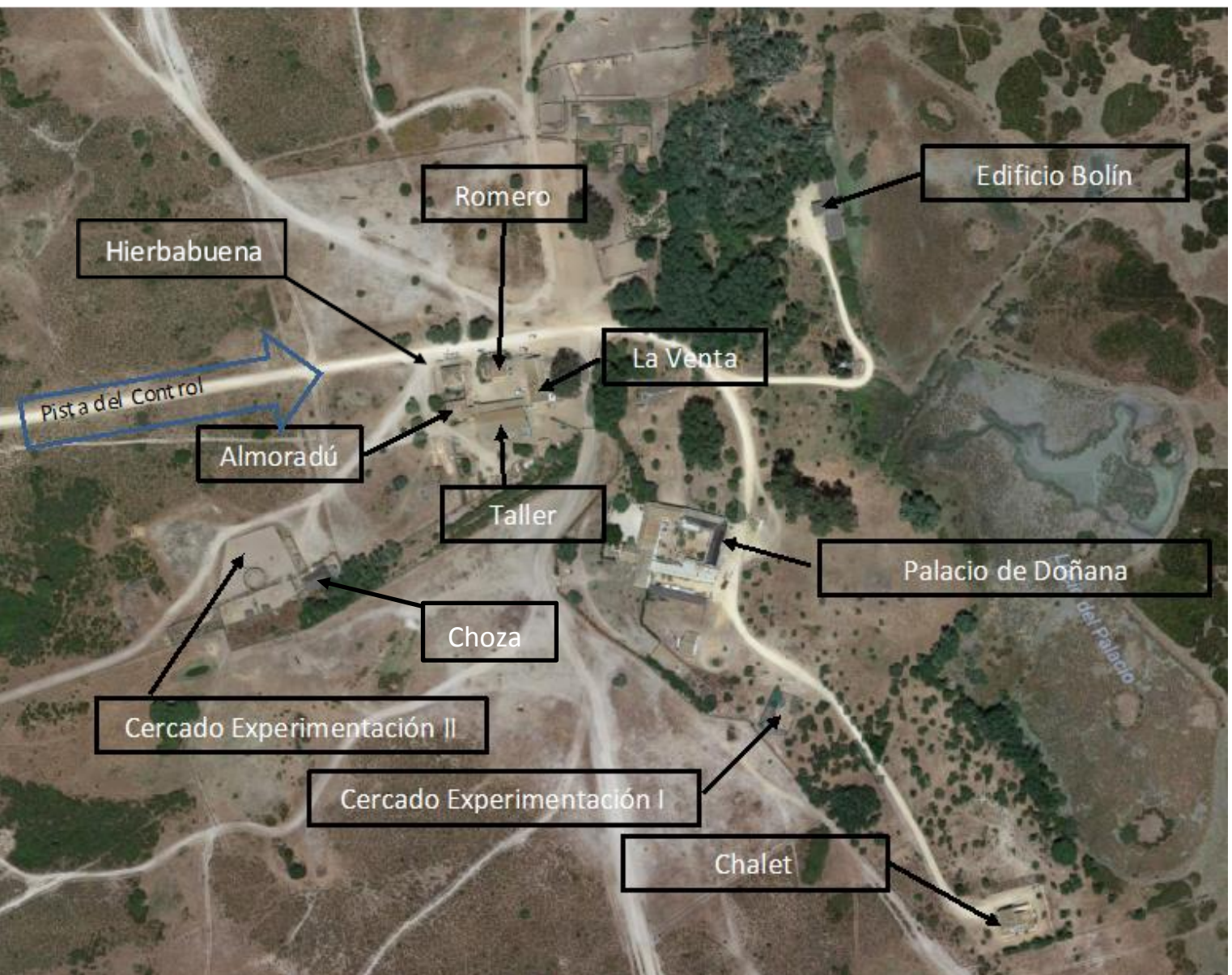


Figure 2: Sketch of the facilities in RBD

## Bolin Building

This building holds offices of the RBD personnel, one balcony, bathrooms, laboratories and one meeting room. The laboratories are available for the researchers and technicians working in the reserve in order to implement and process the information obtained in the field. The different available facilities are the following:

### Northern Laboratory (*Laboratorio Norte*)

Situated in the north of the Bolin building, this laboratory consists of four individual workstations and one central table, in addition there is a big sink. The water is chlorinated, such as in all the other facilities.

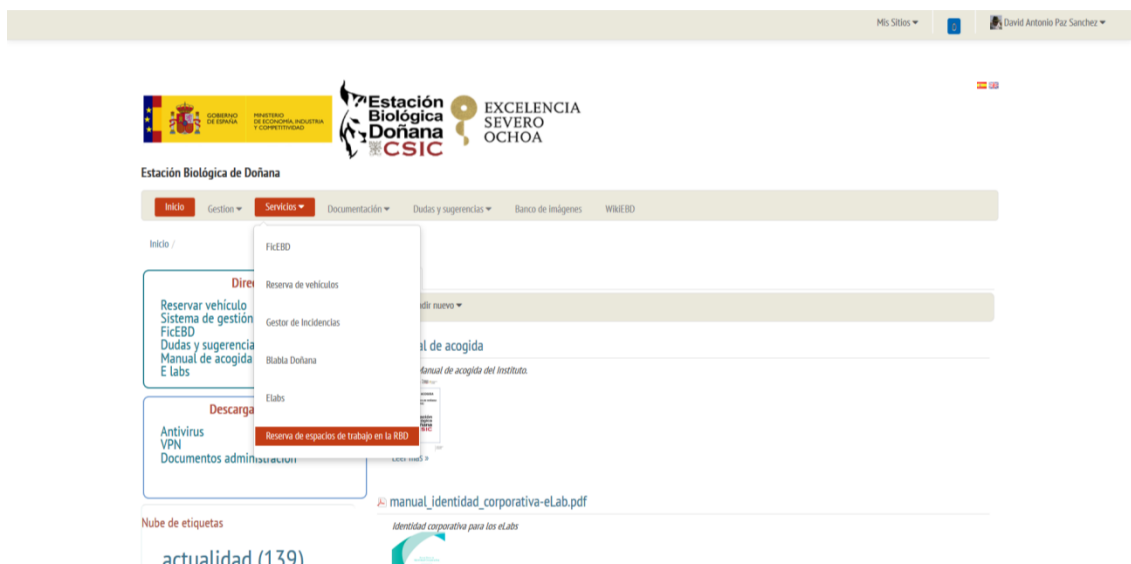


### Southern Laboratory (*Laboratorio Sur*)

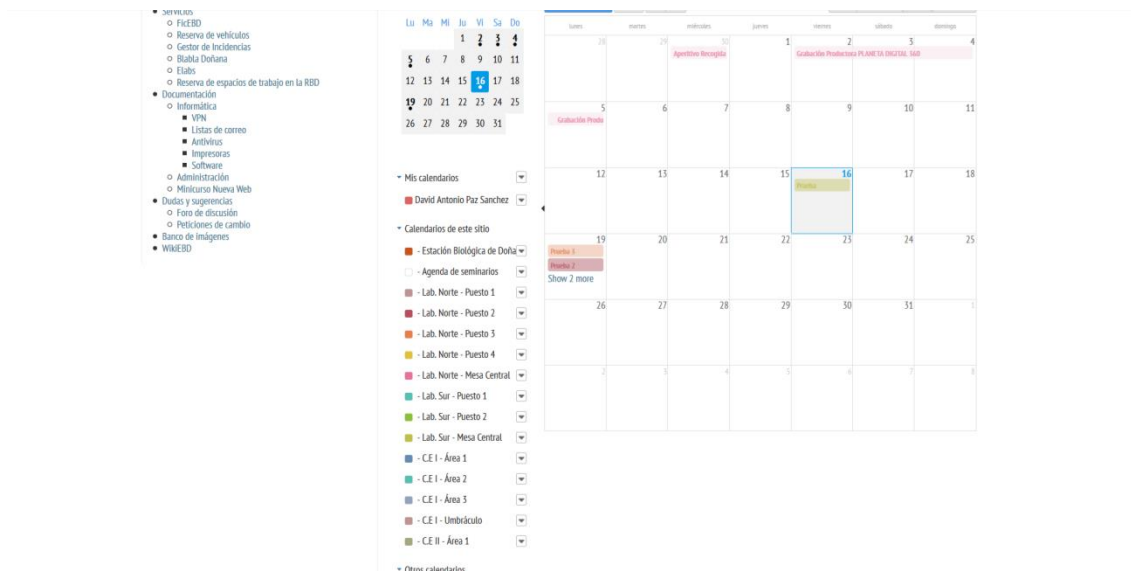
Situated in the southern wing of the Bolin building, this laboratory consists of two individual workstations and one central table, in addition there is a big sink, a fridge and a freezer. The water is chlorinated, such as in all the other facilities. There is also a computer with a scanner available.



The reservation for these work spaces needs to be made individually for each user, accessible online at [www.ebd.csic.es](http://www.ebd.csic.es), once authenticated (through “Acceder”), mark the option “Reserva de espacios de trabajo RBD” within the tab labelled “Servicios”.



Once there, a calendar with all the zones and places of work will open. A reservation is made through completing a form with your name, the number and year of your project.



In case external personnel are unable to make the booking themselves, the reservation of workspaces can also be made through Pilar Bayón. Phone: (+34) 959 44 85 26 (Ext. 1577) [pilarbayon@ebd.csic.es](mailto:pilarbayon@ebd.csic.es).

Once processed by the reserve, workplaces are ready for use on the elected date, following some simple usage rules concerning maintenance, order and cleaning of the work space:

- Order and cleanliness of the laboratories are a fundamental issue for its maintenance.
- Avoid residues of material or samples on surfaces after completing your work. Surfaces and equipment need to be left clean for the next user.
- All products and samples that are not stored properly will be removed regularly.
- The laboratories are places of work, not warehouses. If you need more space to store your material, please request it additionally.
- Before introducing any reagent or chemical agent to the laboratories, you need to contact [prevencion@ebd.csic.es](mailto:prevencion@ebd.csic.es) and fill out a safety form. Usage of hazardous chemicals needs to be evaluated in advance by the EBD prevention team (*Equipo de Prevención de la EBD*), or by CSIC, if necessary.

- It is recommended to wear coats in the laboratories which are available depending on the tasks to be performed. Use of individual protection equipment is subject to the characteristics of the work that needs to be carried out in accordance to the law 31/1995 of the prevention of work-related risks.
- In case waste is generated that cannot be disposed of with the general waste: Sharp objects, infectious waste (solid and liquid), chemical waste or glass from the laboratory, please contact [prevencion@ebd.csic.es](mailto:prevencion@ebd.csic.es).
- Any incident (malfunctions of equipment, flaws in the work stations, lack of materials, ...) has to be reported to [pilarbayon@ed.csic.es](mailto:pilarbayon@ed.csic.es), (+34) 959 448526 (Ext. 1577) as soon as possible to repair or replace everything conveniently. If you have to cancel your booking, it is essential to notify EBD about this immediately to make sure the spaces are available for other users.

There are various instruments and materials available for the user if needed, such as a precision scale, an incubator, a binocular loupe, an optical microscope and a press for plants.

Additionally, one of the rooms in Bolín is equipped with a refrigerator and a freezer for temporarily storing samples. If you would like to use these, please request access through Pilar Bayón [pilarbayon@ed.csic.es](mailto:pilarbayon@ed.csic.es), (+34) 959 44 85 26 (Ext. 1577) and complete the entry register. Any samples with insufficient labelling will be removed.

For work meetings, seminars and courses, etc. there is a meeting room with a capacity of 16 attendees (arranged around the table, expandable if they distribute themselves around the room), equipped with WIFI and one PC on a reading desk connected to a 60" plasma screen.



#### Available fenced off areas for experiments

There are two zones where experiments can be set up in protected livestock areas:

##### Fenced off area I

Arranged into 4 different areas, with access to electricity and chlorinated water:

**Area 1:** Triangular area of 11x18 metres

**Area 2:** Square of 5x5 metres

**Area 3:** Rectangular area of 25x6 metres



**Shaded area:** Square of 5x5 metres with permanent shade



Figure 3: Sketch of available fenced off areas for experiments

#### Available fenced off areas for experiments II

Area of 6x30 metres, close to la Choza, with access to electricity and chlorinated water.

The booking, same as for the laboratories, must be made by each individual user accessible online at [www.ebd.csic.es](http://www.ebd.csic.es); once authenticated (through “Acceder”), mark the option “*Reserva de espacios de trabajo RBD*” within the tab labelled “*Servicios*”. In case external personnel are unable to make the booking themselves, the reservation of workspaces can also be made through Pilar Bayón. Phone: (+34) 959 44 85 26 (Ext. 1577) [pilarbayon@ebd.csic.es](mailto:pilarbayon@ebd.csic.es).

#### **Housing**

ICTS Doñana offers accommodation to those researchers with projects in Doñana. This accommodation is provided in houses previously used for RBD’s guards, nowadays called **La Venta, Romero y Almoradú**. The house “Hierbabuena”, located next to these three, is used by RBD personnel (dining room, bathroom and dressing room) and by those people who are in need of a place for eating or having a break – without necessity of an overnight stay – may make use of the house La Venta, where a fridge for storing their food is provided.

by those workers related with day projects who need bathrooms or cooking, with.



Each one of these houses has three rooms (with a total capacity of 7 people) and a bathroom, a kitchen and a sitting room. Bed sheets and towels are provided. The kitchen has a glass ceramic hob, an oven, a refrigerator, a coffee machine, a microwave as well as cutlery, pans, pots, etc.

Cleaning of the rooms, the bathroom and common spaces is done daily by personnel of the Reserve between 10:00 and 13:30, during which the house should be vacated. However, cleaning and maintenance of the kitchen and its utensils is the guests' responsibility.

For each guest there is an assigned bed in every room and a space for belongings and groceries conveniently labelled in cupboards and the refrigerator.

Some simple rules for shared living and working space include the following:

- All stays need to go through the correct assigned process and have to await confirmation of permission. Under no circumstances is it possible to stay overnight in el Palacio without this previously given permission.
- Resting times of the other people needs to be respected at all times, RBD is a place of work, not of leisure.
- Keep your personal items left in your room in order, in order for the hired cleaning personnel to clean and make the beds.
- Furniture in the assigned rooms cannot be rearranged by the guest.
- There is storage space for field equipment available (e.g. traps, lures, tools, waders, etc.) so that it must not be stored in the rooms and for a temporal storage you must use laboratories not houses fridges.
- Avoid leaving objects outside of the rooms (e.g. shoes in the corridors), as well as hanging objects in the windows (such as towels).
- If for work related reasons you need to use your rooms during the cleaning hours, you must contact Pilar Bayón (Phone.: 959 44 85 26 ext. 1577), as well as if you cancel or shorten your stay.
- When vacating the rooms, the cupboards for groceries, the fridge and freezer have to be left empty and clean and the room keys need to be returned. Any remaining food shall be put to common use or eliminated.

- The day of leaving, you have to keep your belongings at the entrance before 12:00, in order to allow personnel to clean the house for next guest.
- Avoid eating in the bedrooms and keep your food in air-tight containers as this will avoid problems with the invasive Argentinian ant (*Linepithema humile*).

Additionally, for long-term projects, the house **La casa de Santa Olalla**, with 3 bedrooms and an overall capacity for 7 people, a furnished kitchen and a bathroom, is available. Operational rules are the following:

- Access to the facility by personnel not part of the project or without entrance permission is strictly forbidden. Non-compliance with this rule can lead to termination of your stay.
- The researchers or technicians hosted are responsible for damage caused to the furniture and household belongings, for misuse as well as neglect.
- Basic and day-to-day cleanliness is the guests' responsibility. RBD personnel will empty the main rubbish bin every day. They will once a week replace the bed sheets and towels thrown into the laundry basket with clean ones as well as undertake a basic clean.
- As long as the assigned housing provides a sufficient number of places, the rest of the houses cannot be available for any member of the project.
- The allocation will be temporary, fitted to the scope of the project. Maximum time span of occupation cannot exceed 6 months.
- Current allocation will not imply any privileges or preferences for future stays.
- At the end of the stay, all material related to the project, as well food and belongings need to be removed, otherwise those will be thrown out.
- Every housing facility has a number of assigned spaces. RBD will try to accommodate groups in the same house, however, under specific circumstances, the available beds may be filled with other guests to accommodate all.
- The allocation of the houses leads to their implicit use. If you are not using the house for a timespan greater than 70% of your stay, this can lead to the termination of your stay.
- At the beginning of your stay, a maximum number of 3 keys can be dispensed between the guests. The keys need to be left at the control at the end of your stay. It is not allowed to make a copy of those keys.

### Chalet

El Chalet is a house with a capacity of 14 people in 6 double rooms and one room equipped for people with disabilities. Each room is equipped with their own bathroom and air conditioning system.

It offers a dining room and a kitchen, even though the kitchen is restricted to use by qualified personnel, in terms of guaranteeing the hygiene standards to be able to serve food to the guests there.

This building is intended for institutional visits and special oversized groups (workshops, courses,...)

### Stables

RBD has 9 riding horses which are used for livestock related tasks such as supporting projects. They are especially used to access the flooded marshland. They are located in la Choza or in the stables next to La Venta, where the tack rooms are. Even though they are tame, they can only be used by people competent enough to handle them autonomously; a registry for the use needs to be completed. In case of requirement, please contact Jaime Robles ([jaime.robles@ebd.csic.es](mailto:jaime.robles@ebd.csic.es), Phone: 699 06 90 94).

## Work shop

Close to the housing facilities, there is a shed intended for minor tasks of vehicle or equipment maintenance, as well as any DIY-parts necessary for the projects.

Additionally, in the vicinity there are various spaces to store material of projects that have finished their stage in the field but are still on-going. If you wish to use these, please contact Jaime Robles ([jaime.robles@ebd.csic.es](mailto:jaime.robles@ebd.csic.es), Phone. 699 06 90 94).

## SERVICES

### Launderette

In the launderette, situated in the rear area of the workshop, there are washing bags available for the guests. These need to be left in the same launderette in the boxes provided for these. This service is only available for guests staying long-term.

### Catering

Additionally to the cooking and food storage spaces provided in the housing facilities, there is a catering service available through the company Fray Leopoldo (FL).

FL offers a monthly menu with various daily choices. There is only one daily delivery, therefore the meals have to be one for each guest or you have to try and include more than one of the daily options in your order.

The orders are requested directly through Whatsapp (+34) 692 99 75 80 or via email ([catering\\_frayleopoldo@live.com](mailto:catering_frayleopoldo@live.com)) before 18.00 of the day before.

FL delivers the orders to the control of RBD from Monday to Friday, therefore the orders for the weekend are delivered on Fridays.

Payment to FL is made monthly, directly to the personnel at the control who then pay the delivery personnel. The personnel at the control keep a record of the quantities of orders and the distribution of meals. In case of short-term stays, guests have to pay before the end of their stay.

On their part RBD guarantees the upholding of the cold chain from receiving the food at the control until delivering it to the housing facilities, where they are delivered approximately at 14.30. If preferred, the meals may also be collected by the guests themselves at the control.

A price of **4.5 € per menu** has been agreed upon, this way the service is available throughout the entire year.

### Internet

Within the housing facilities, Bolín and Chalet, as well as in a large part of the Reserve, there is internet via wifi. Ask for its password.

## CONSIDERATIONES

### Rubbish

There are containers for glass, paper and bottles in Hierbabuena, in the Chalet, in Bolín and at the control. Used batteries may be left in the workshop.

None of the facilities in RBD are connected to the treatment network. This means that the waste water is treated in a plant close to the housing facilities before being returned to environment.



Disposal of papers, cigarette butts, wipes etc. causes enormous problems leading to blockages and damages of the treatment system. **Therefore, please do not flush these.**

Human presence in Doñana is leaving a footprint we are trying to minimise, therefore, if you see any rubbish in the field or surroundings, please pick it up and dispose of them in a correct container.

If you encounter people walking on the dirt road, please reduce your speed. Pebble or stones may be thrown up behind your vehicle, additionally to the raised dust cloud.

### Insurance of volunteers

All of the personnel with authorization to stay in with this institution have to arrange for an insurance of accidents and always be accompanied for activities in the field by a person responsible for said activities. In the Reserve this is Pilar Bayón, Phone: (+34) 959 44 85 26 (Ext. 1577) [pilarbayon@ebd.csic.es](mailto:pilarbayon@ebd.csic.es), she is the person managing the insurance of volunteers not assigned to projects which needs to be processed before the date of going out into the field.

### Emergency Contacts

Before any incident or problems could arise during the time of your stay in the Reserve, please familiarise yourself with the following numbers:

Control (**24 hours**): 959 44 85 26 / 959 43 05 79

Jaime Robles (hours of the morning): 699 06 90 94

24h assistance (evenings and weekends): 608 48 14 58

### Assistance and rescue

The driving conditions in Doñana are extreme. Make sure to stay on the tracks to avoid getting stuck in sand or puddles. In case of doubt, stop where you are and look for an alternative. In the majority of cases, it will take less time to walk than get your car stuck and wait for rescue.

To drive on sand make sure to keep a low pressure in your tires. If you remain stuck in a puddle forbidding the freeing of the vehicle, avoid switching off the motor, because in that way you avoid the engine becoming flooded.

In the morning, an attempt will be made to rescue the vehicles, but in the afternoon or evening only the occupants will be rescued and then moved to the control or the assigned housing facilities.

### USEFUL INFORMATION

#### Public transport

Bus: There is a daily bus service from and to Matalascañas-Sevilla. Check its timetables and prices at <http://www.damas-sa.es/>

Taxi: Doñana Taxi is available 24 hours from Almonte, El Rocío and Matalascañas. Phone: 656 48 29 19

### Restaurants

There are various restaurants and cafeterias in the area where you can have lunch, even though many close for the low season. We recommend:

- **Restaurante Casa Matías:** Address: Parque Dunar  
Phone: 959 44 98 07, Mobile. 630 07 99 79. There is a daily menu under 10€

- **Hostal-Restaurante Casa Miguel:** Address: Parque Dunar  
Phone: 959 44 84 72. Daily menu and a la carte
- **Restaurante Bodegón Extremeño:** Address: Edificio Blanca Paloma, S/N sector A, Parcela 20,  
Phone: 959 43 01 92
- **Comida casera para llevar:** Centro de Matalascañas (together with Caja Rural) - Edificio Blanca Paloma, Sector Ánade Real nº 20. All portions for 3,5 euros.  
Phone: 665 23 30 52 – 695 04 01 27

## Health

**The healthcare centre** closest is located in Sector I, nº 3. Phone 959 43 97 84, open for 24 hours.

If you are arriving to Matalascañas take the third exit out of the first roundabout going north, pass 4 roundabouts, you will find the city hall (grey building) and the health centre on the same road on the right side.

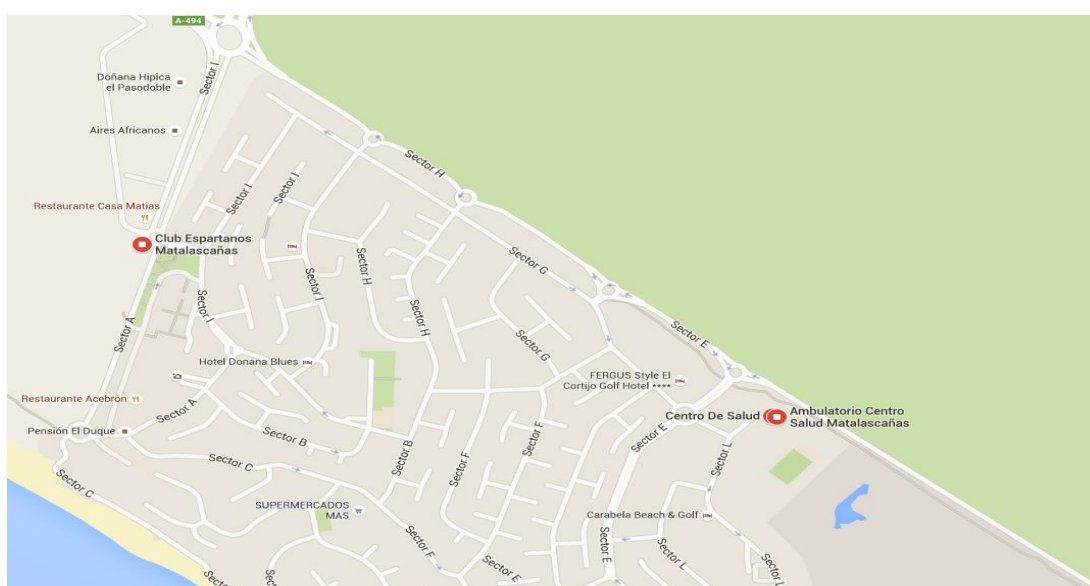


Figure 4: Sketch of the location of the health centre in Matalascañas

There are 4 pharmacies in Matalascañas :

- **Farmacia Quintero** Ldo. Quintero Camacho José Antonio  
Address: Centro Comercial Caño Guerrero locales 15-17, Sector Palmito  
Phone: 959 44 09 45  
Opening hours: 9:30–14:00, 17:00–20:30
- **Farmacia Lda. Rosario Mantero Garrido**  
Address: Avenida Adelfas, nº 3  
Phone: 959 43 00 22  
Opening hours: 9:30–14:00, 17:00–20:00
- **Farmacia Doñana** Ldo. Juan Manuel Pérez Guisado  
Address: Sector Somormujo parcela, nº 28  
Phone: 959 44 12 95  
Opening hours: 9:30–14:00, 17:30–20:30
- **Farmacia Ldo. Rodríguez Ríos Manuel**  
Address: Sector H, nº 62  
Phone: 959 44 80 51  
Opening hours: 9:30–14:00, 17:30–20:30

### Supermarkets and grocery shops

- **Dia** C/ Madreselva, Sector S, nº 28 (only open partly in March)
- **Día** Polígono Industrial. Caño Guerrero, Sector S, Parcela 28
- **El Jamón** Polígono Industrial Caño Guerrero Sector S, Parcela 27
- **Más:** Sector D, Parcela 83 (only open partly during Easter Week)
- **Covirán:** Sector Ánade Real (Fase I), nº 14 Tel: 959 43 05 48
- **Panadería Zampabollos** Plaza de las Begonias, nº 5

### Accommodation

There is a number of touristic accommodations in Matalascañas, we recommend the following:

- **Hostal Victoria:** Address: Polígono Sector Ostrero, nº 18  
Phone: 959 44 09 57
- **Hostal Restaurante Casa Miguel:** Address: Parque Dunar, nº 2  
Phone: 959 44 84 72
- **Hotel Doñana Blues:** Address: Sector Inglesillo, nº 129  
Phone: 959 44 98 17
- **Hostal Frasquita:** Address: Parcela 44, Sector H  
Phone: 959 44 86 98
- **Pensión El Duque:** Address: Avenida las Adelfas, nº 34  
Phone: 609 94 08 19

## PERSONNEL

The personnel enabling RBD and its services to run smoothly are the following:

David Paz - Vice director of the Reserva Biológica de Doñana

Margarita López – Research Assistant

Jaime Robles - Research Assistant

Pilar Bayón - Senior Technician of Technical and Professional Activities

Ignacio Boixo - Senior Technician of Technical and Professional Activities

Nuria Gallego - Technician engineer of Technical and Professional Activities

José Corento - Officer of Technical and Professional Activities

Antonio Laino - Officer of Technical and Professional Activities

Álvaro Robles - Officer of Technical and Professional Activities

Fabiola Otero - Assistant of Technical and Professional Activities

Cecilia Pascual - Assistant of Technical and Professional Activities

María Carmen Saavedra - Assistant of Service Management

José Antonio Corento - JARCCO

Jorge Toro - JARCCO

Miguel Ángel Romero - JARCCO

Ezequiel Corento - Mellado

Juan Antonio Márquez - CLECE

Alejandro Sánchez - CLECE

Paqui Martín - CLECE

Eli Merchante - CLECE

Diego García –LICONSUR

Francisco Rodríguez –LICONSUR

Francisco Antonio Triana –LICONSUR

Daniel Domínguez - LICONSUR