



# Field Laboratory Over-Winter Storage Policy

STPS-SOP-0015  
Version 1

**October 2014**

Risk Factor: 3

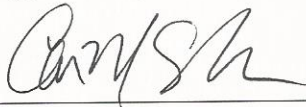
United States Antarctic Program (USAP)  
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### Version History

Version #	Date	Section (if applicable)	Author/Editor	Change Details
1	October 2014	All	J. Baird B. Walker	Put into ASC Template Edited details.

**The document library holds the most recent versions of all documents.**

Approved by:



Science & Technical Project Services Manager

30 Oct 2014

Date

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## Purpose

To establish a uniform policy for over-winter storage of materials, chemicals and equipment at all United States Antarctic Program-supported laboratory facilities.

## Risk Factor

This document is assigned a risk factor of 3. Failure to follow this procedure may result in decreased space available for science groups actively working on station impeding the capability for current science groups to complete their work well while in the field. It may also increase the errors in record keeping of the material stored for grantees groups from one season to the next, which may lead to duplicating orders for material already on-hand.

## Applicability

This policy applies to all research activities supported by the United States Antarctic Program at semi-permanent laboratory structures such as New Harbor, Lake Fryxell, F6, Lake Hoare and Lake Bonney in the Taylor Valley, the deep field mobile lab units, and Lower Erebus Hut on Mt. Erebus.

## Responsibilities

Grantees: Each grantee group is responsible for identifying material during the planning process as well as unanticipated material that will be kept in the field both during the season and over-winter. All material left behind, but be labeled with the event number and correct year that it will be wintering over. The groups are responsible for tracking what is left behind.

Crary Lab Supervisor: will account for this material at the field camps and left to winter.

## Procedure

### Background

Over the years, a large amount of laboratory consumable materials, chemicals and equipment have accumulated in the semi-permanent field laboratories supported from McMurdo Station. These accumulations result in reduced availability of workspace and could become a safety hazard. The field laboratories must abide by the same regulations that govern the Crary Laboratory, as outlined in the Laboratory Chemical Hygiene Plan. This policy establishes uniform procedures that must be adhered to by all users of field laboratory facilities.

### Policy

Science groups are responsible for packing and sending all their required laboratory materials, chemicals and equipment to their field laboratory from Crary. These items can be left in the field laboratories over the winter only if all the following conditions are met and procedures adhered to:

1. The science group is funded for future seasons at the same field site and requires the materials.

2. Materials must be placed in sturdy, closed boxes, such as triwalls, and labeled with the group's event number, expected return date, and a point of contact.
3. Individual chemicals must be labeled with the group's event number, the expected return date, and a point of contact. Individual chemicals must then be stored in the appropriate chemical storage location as directed by the Crary laboratory supervisors.
4. Before storing NSF-owned equipment, permission must be obtained from a Crary laboratory supervisor to keep the equipment at the field laboratory over the winter. Once permission is granted, the same storage requirements should be followed as outlined in #2.

All over-winter storage must be accompanied by a detailed, electronic inventory of items being stored. Prior to redeployment, this inventory must be turned in to and approved by a Crary laboratory supervisor. Any items found not properly stored, boxed or labeled will be brought back to the Crary Laboratory by the support staff at the end of the season and either put back into general circulation or disposed of.

At the end of a project, all laboratory consumable materials, chemicals and equipment must be returned from the field laboratory to the Crary Laboratory. Please see NSF Policy #AIL-07-1, On-Ice Storage Policy, for further information.

## **Implementation**

It is the Grantee's responsibility to initiate the packing process and proactively plan for redeployment. Crary laboratory supervisory staff will be available to answer questions and will work with Grantees and field camp support staff to ensure over-wintering materials, chemicals and equipment are stored properly and safely. Final approval of the Crary laboratory support staff is required to make sure all winter-over storage is properly accounted for. Exceptions must be approved by the NSF Science Representative and/or the senior NSF Station Representative at McMurdo

End-of-project cleanup will be included in the normal closeout process as described in NSF Policy #AIL-07-1, On-Ice Storage Policy.

## **Adjudication**

Problems or issues arising from a Grantee not adhering to this policy during deployment will be addressed by the NSF Science Representative and/or the senior NSF Station Representative at McMurdo. Problems arising following deployment will be addressed by the cognizant NSF Science Program Director.

## **References**

There are no references associated with this document.

## Records

**Table 1:** Records

<b>Record ID (&amp; Owner)</b>	<b>Format &amp; Location</b>	<b>Protection &amp; Retrieval</b>	<b>Retention &amp; Disposition</b>
Winter-Over Inventory List (provided from each grantee group to Crary Lab Staff)	Electronic copies ought to be kept on both the Crary Department Drive and the	Inventories are ideally e-mailed to lab staff for filing in our department drive.	We'll keep all inventories from each group until the material is removed or archived files are removed from our electronic storage system