



McMurdo On-Ice Material Storage and Return Policy

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Version 1

October 2014

Risk Factor: 3

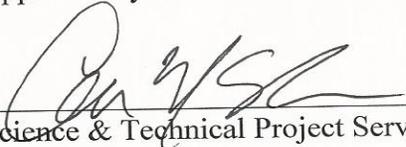
United States Antarctic Program (USAP)
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Version History

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 on-ice storage and the return of United States Antarctic Program (USAP) materials and equipment at McMurdo Station.

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. 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 materials already on-hand.

Authorities and Mandates

To establish a uniform policy for over-winter storage of materials, chemicals and equipment at all United States Antarctic Program-supported laboratory facilities as well as prevent the accumulation of excess material on-site belonging to grantees that no longer deploy to station.

Scope

This policy applies to all activities funded to conduct research affiliated with the United States Antarctic Program based out of McMurdo Station, Antarctica.

Responsibilities

Grantee: Each grantee group is responsible for identifying material during the planning process as well as unanticipated material that will be kept on station both during the season and over-winter. All material left behind must 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 and providing an inventory to Crary Lab Staff prior to storage.

Crary Lab Supervisor: Will review requests from the SIPs and work with the group or with other departments to allocate space over the winter for storage.

Crary Lab Staff: Will find appropriate storage for the identified material and ensure its location is aligned with what is outlined in the RSPs.Procedure

Background

Both heated and unheated storage space use is extremely limited at McMurdo Station. In order to fairly allocate the available space to Grantees, it is necessary to create a uniform policy about how the space must be managed.

Policy

There are three sections to this policy: On-Ice Storage, Over-Winter Storage, and End of Project.

On-Ice storage

During deployment to McMurdo, a Grantee may be assigned lab, office, and/or other space depending on project needs. If a project deploys to the deep field, this space may be re-allocated for others to use and should not be counted on for storage. In these instances, appropriate plans must be made as there is very limited space available for on-station storage while a project is in the field.

Storage space includes shared, locked warm storage in cages at the Berg Field Center (BFC) and Crary Laboratory. Cold, outdoor storage space is available on the Crary Laboratory's Outdoor Storage Area (OSA) line.

Because both the warm and cold storage space is limited, Grantees must arrange for its use with the appropriate department of ASC during the planning stages of their season.

Over-Winter Storage Requirements

Limited warm and cold storage space is available to projects funded to return to McMurdo Station the following season. This space is at Crary Laboratory, Building 132 and in the Crary Laboratory OSA.

Requirement 1: Grantees must discuss anticipated over-winter storage needs with their Implementer during the planning stages of their season and ensure their expectations are aligned with their Research Support Plan.

Requirement 2: All over-winter storage must be accompanied by a detailed, electronic inventory of items to be stored. This inventory should be coordinated with the Crary Laboratory staff on site as appropriate.

All USAP-issued equipment or consumable items for following seasons will be checked back into inventory by Crary Laboratory stock-room staff. These items will be re-issued to the project the following season based on project-specific Research Support Plans.

End of Project

At the end of a project all project and personal gear must be retrograded and all USAP-issued equipment and unused materials must be returned to the appropriate work center. All items must be removed from the BFC and Crary Laboratory cages as well as the Outdoor Storage Areas.

Implementation

The Planning Support Managers and Implementers will work with the Grantees and Work Center Supervisors during the planning stages for each project to ensure on-ice storage needs for all projects are identified and that space is allocated that best serves the needs of the research teams while also optimizing storage capabilities. At McMurdo, the ASC Work Center Supervisors will oversee Grantee storage usage in their respective departments. Over-winter storage and end-of-project cleanup will be included in the normal closeout process.

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

Record ID (& Owner)	Format & Location	Protection & Retrieval	Retention & Disposition
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