



## UNITED STATES ANTARCTIC PROGRAM

### MCMURDO ON-ICE MATERIAL STORAGE AND RETURN POLICY

USAP POLICY #: AIL-07-1  
Effective Date: October 15<sup>th</sup>, 2007

#### **I. 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.

#### **II. SCOPE**

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

#### **III. 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.

#### **IV. 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 their point of contacts (POC) 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 and in the Crary Laboratory OSA only.

Requirement 1: Grantees must discuss anticipated over-winter storage needs with their POC 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.

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.

## **V. IMPLEMENTATION**

The Planning Support Managers 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 RPSC 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.

## **VI. 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.

## **VII. EFFECTIVE DATE**

This Policy shall become effective October 15<sup>th</sup>, 2007.

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