

Palmer Area User Committee
(*PAUC*)
Annual Meeting
30 September 2010
Raytheon Polar Services Company
Centennial, Colorado

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**Palmer Area User Committee (PAUC) Meeting
30 September 2010
Committee Recommendations**

A list of Lab equipment will be posted to www.usap.gov website under the information for proposers site.

Form a sub-committee that advises the Prime Contractor on the purchase of science instruments and equipment. The sub-committee will be comprised of present User Committee members and will be selected by the PAUC Chair.

The Prime Contractor will explore the idea of creating a code specific for each project which grantees can include on their purchase orders to vendors. This code will assist in the tracking of grantee cargo through the peninsula logistical chain.

**Palmer Area User Committee (PAUC) Meeting
30 September 2010
Amundsen Conference Room/Teleconference**

Committee Members

	Bill Baker (Chair)		Charles Amsler (Co-Chair)		Germar Bernhard
	Bill Detrich		Hugh Ducklow		Bill Fraser
	Richard Lee		Alison Murray		Kristin O'Brien
	Deborah Steinberg				

Discussion

<u>Time MST/EST</u>	<u>Topic</u>	<u>Presenter</u>
1:30/3:30	Welcome	Bill Baker / Eric Pohlman
1:45/3:45	Raytheon Polar Services PAUC goals	Sam Feola / Tom Ellis
2:00/4:00	NSF Welcome and General Science Outlook	NSF
2:30/4:30	Committee topics	Topic specialist

Logistics:

- Update on warehouse security.
- Keeping frozen samples frozen; how is RPSC addressing recent sample thawing?
- Problems with vendor addressing of materials sent to PTH; needs simplification.
- Need for standard, "official" documentation for vendors explaining that orders going to PTH are not for export to another country.
- Tracking vendor and grantee-sent cargo through PTH.
- Shipping of hazardous chemicals to home institution and Port Hueneme.

Travel:

- Clarification of one-change ticket policies including when contractor will pay for additional changes.
- Policies and limitations (if any) concerning one-way only tickets being issued to people redeploying after contractor changeover.
- Issues that arise from only having one agent in Travel handling peninsular travel.

Labs:

- Equipment database including location when not in use (warehouse vs. station) available to grantees or potential grantees outside of Polar Ice.
- Clarification on the equipment wish list requested from PAUC: replacements?; new?; considerations within context of new NSF mandate to put project-specific equipment into grants.
- Updates (as appropriate) on what's new this season.
- Form sub-committee for buying science instruments and equipment.
- Suggestions on allocation of resources.

IT:

- Discussion of outreach capabilities and limitations and what needs approval by whom and how.

Labs:

- Form sub-committee for buying science instruments and equipment.
- Suggestions on allocation of resources.

**Palmer Area User Committee (PAUC) Meeting
30 September 2010
Attendees**

- **Bill Baker**, PAUC 2010 Chair
- **Charles Amsler**, PAUC 2010 Co-Chair
- **Bill Detrich**, PAUC 2010 Member
- **Rick Lee**, PAUC 2010 Member
- **Hugh Ducklow**, PAUC 2010 Member
- **Kristen O'Brien**, PAUC 2010 Member
- **Deborah Steinberg**, PAUC 2010 Member
- **Germar Bernhard**, PAUC 2010 Member
- **Scott Borg**, Director, Division of Antarctic Science, NSF
- **Roberta Marinelli**, Organisms and Ecosystems Project Manager, NSF
- **Jessie Crain**, Research Support & Logistic Manager, NSF
- **Tracey Baldwin**, Supervisor Lab Ops, RPSC
- **Phil Spindler**, Senior Assistant Supervisor of Palmer Lab Ops, RPSC
- **Tom Ellis**, Operations Director, RPSC
- **Steve Kottmeier**, Director of Science Support, RPSC
- **Melissa Rider**, Manager of Science Support Planning, RPSC
- **Rebecca Shoop**, Palmer Area Manager
- **Bob Farrell**, Palmer and Marine Area Director, RPSC
- **Ken Navarro**, Peninsula Logistics Supervisor, RPSC
- **Steve Wickins**, Facilities Engineer, RPSC
- **Bob Kluckhohn**, Marine Superintendent, RPSC
- **Lora Folger**, Information Technology Manager, RPSC
- **Eric Pohlman**, Planning Support Manager, RPSC
- **Samina Ouda**, Planning Support Coordinator, RPSC

**Palmer Area User Committee (PAUC) Meeting
30 September 2010
Meeting Minutes**

WELCOME AND INTRODUCTIONS

Eric Pohlman and Bill Baker welcome the group.

Raytheon Polar Services PAUC goals: Tom Ellis

- RPSC appreciates PAUC member participation.
- Tom would like the opportunity to meet with all the committee members throughout the year.
- Directors for particular departments will be coming into the meeting to address any issues for their department.

NSF Welcome and General Science Outlook: Jessie Crain

- NSF has a new director, Dr. Subra Suresh for a new 6 year term.
- In November of last year Will Colston was named as the new OPP AIL Director.
- Alex Isern was named the new ANT Earth Science Program Manager.
- NSF is currently in the process of hiring a new Ocean's Project Manager.
- Mike VanWoert was filling as the director of NSB
- Polly Penhale acting as Environmental Office Head
- Sue LaFratta is acting as Executive Officer
- Palmer Logistics Workshop only this year
- Blue Ribbon panel to look at the overall United States Antarctic Program.
- Station updates:
 - It was a big year at the South Pole last year for construction.
 - McMurdo a very large field season.
 - Three camps
 - PIG Traverse
 - McMurdo population has been met and exceeded, so this is actively being looked at.
 - Two hundred projects this year on all stations and vessels.
- This year a lot going on as far as science.
- Palmer workboat
 - Polar Research vessel:
 - In the process of releasing the RFP for the NBP charter.
 - New Polar Research Vessel for the next generation.

Palmer Station update: Bob Farrell

- Welcomed and thanked all participating in the PAUC.
- Palmer Station will be full due to a lot of science, several exciting new projects.

COMMITTEE TOPICS

- Labs:
 - Equipment database including location when not in use (warehouse vs. station) available to grantees or potential grantees outside of Polar Ice:
 - Bill Detrich in 2008 requested 2 centrifuges. One centrifuge was in the Port Hueneme headquarters and he had to call the other centrifuge forward. Question from Bill: is there some list or database of available for equipment on station?
 - Response from Tracey Baldwin: Ideally RPSC does the call forward, Tracey apologizes for the error and stated the process should have been transparent. RPSC will need to look into security expectations to house a database available to the grantee community. Tracey will provide a list of all the equipment in the warehouse.
 - Bill appreciates the apology, however did not feel this situation was unique.

- Clarification on the equipment wish list requested from PAUC: replacements?; new?; considerations within context of new NSF mandate to put project specific equipment into grants:
 - Charles Amsler stated the entire equipment list is not available when filling out the Proposal and ORW – only available in Polar Ice.
 - Steve Kottmeier stated a list of equipment can be posted to www.usap.gov website under the information for proposers site.
 - If equipment is not available the PI will need to include this in their grant, per Roberta Marinelli.
- Updates (as appropriate) on what's new this season:
 - A very high science year, several new groups. Eric Pohlman to provide a list of new proposals.
 - Per Tracey, autoclave was purchased last year. Tracey has been working with Roberta on new equipment to be purchased, i.e. new water system, GoFlo bottle, etc. These will not be available until later in the season.
 - Installation of equipment will be taking place in the Terra Lab. Germar Bernhard stated a new procedure needs to be put in place to inform other PI's of the intent.
 - Tracey Baldwin's reply was a procedure is already in place to inform other PI's how installation of the equipment will effect their projects.
- Form a sub-committee for buying science instruments and equipment:
 - What are you looking for the sub-committee to do per Chuck Amsler.
 - Tracy's response: anything that has a multiple user base we would look to purchase through RPSC. Tracy would then look at the PAUC to survey the community to come up with that list. Tracey could then look into what can be purchased. Per Roberta, we would want to purchase equipment that is easy to repair, easy to use and should be very dynamic. Anything that is specialized we would need to really look at, because the station does not have the luxury to bring technicians down to repair or maintain equipment.
- RPSC: Suggestions on allocation of resources:
 - Tracy stated that due to the high science population the station has only some shared resources are available. Tracey referring to anything from lab resources to zodiac allocations.
 - Roberta stated there is more science pressure on this round of proposals just solicited, but the interest in Palmer Station is growing more and more. During the Ops Notice process NSF looks into what can fit and what can not fit. For example, the cold room; there are two cold rooms and it may be at it's limit and at the Ops Notice phase it would be surprising to not fund a project based on this, per Tracy. Per Eric this being a high science year, we will look into this year very closely and then evaluate what needs to be done about these resources.
- Logistics: Derrold Burnett
 - Update on warehouse security:
 - Theft and loses are occurring in the warehouse environment. Making the warehouse secure the following is being done: 1) instilling the proper attitude in the workforce. 2) Physical security-fences have been installed to separate the storage and work areas. 3) Locks on doors have been installed, and where there may have been a hook lock on the sliding doors a pad lock has been put in place. 4) Warehouses are sealed at the end of the day, this includes the containers outside.
 - For items coming off the vessel plastic seals or serialized tags and tapes have been being put on. Also go by the honor system. Since these measures have been taken they have not been able to determine if the security measures have helped, because no crews have come in.

- Germar suggested security camera's be installed. Derrold stated this option has been discussed with George Blaisdell, and Port Authority has ordered cameras for the exterior.
 - Keeping frozen samples frozen; how is RPSC addressing recent sample thawing:
 - Misunderstanding on directions such as replenishing the dry ice has been communicated to the Port Hueneme staff. The procedures have been very well documented and temperature directions are properly documented.
 - RPSC has set up Dallas routing. Due to high temperatures experienced in Dallas, customs would not let the staff go in to replenish the ice until after 12 hours. RPSC is working to get a customs bond facility, then replenishing the ice on samples will not be an issue.
 - Bill Detrich has had severe problems with two out of three of his shipments. One shipment was supposedly being kept at -70° C. No freezer currently exists at the warehouse. One shipment spent a full month at -20° C based on the temperature logger. If a box needs to be in Port Hueneme for a month, then per Ken Navarro replenishing with dry ice is necessary. New procedures have been put in place and will be attached to this report.
 - Problems with vendor addressing of materials sent to PTH; needs simplification; and
 - Need for standard, "official" documentation for vendors explaining that orders going to PTH are not for export to another country; and
 - Tracking vendor and grantee-sent cargo through PTH.
 - Hugh stated that PTH requires a very detailed label and it is impossible to have the vendors fill out this label. This process needs to be more simplified. RPSC is willing to work with the grantees to avoid vendor shipping problems.
 - Per Derrold Burnett the ROS date needs to be put on the label from the vendors but grantees are unable to have them place this information on the label. One solution maybe put the event number and ROS date on the purchase order to the vendor. Grantees will work ahead of time with having a specific code on the ship to address for the vendor. Derrold stated that RPSC will figure out a code specific to each project then grantees can to include this on their purchase orders to the vendor.
 - Shipping hazardous chemicals to home institution and Port Hueneme.
 - The current process of associating a UPS tracking number with shipments and then RPSC follows it; is working well. Tracy and Phil stated that PI's should give Phil the shipper information and the tracking number then it makes it easier to work with PTH to find a TCN.
 - PI's will need a letter from RPSC or USAP to state what these shipments are for.
 - Issues from Alison Murray: having to procure supplies from the home institutions to track the progress of the supplies is a considerable burden to track. Question to NSF - can we budget support staff to track these supplies?
 - If a purchase order needs to be done, some vendors will only ship to the address on the credit card, not another address.
 - It is a hard transition from RPSC to grantee purchasing per Hugh. Hugh's lab tech spends about 25% of their time tracking shipments. Tracey stated that they want to help the grantee community track their chemicals.
- Travel: Lynn Dormand
- Clarification of one-change ticket policies including when contractor will pay for additional changes.
 - Negotiating power on Palmer side is not as strong as the other stations. The change has to occur after the travel has occurred. Travel can make one change to the ticket without incurring costs, but it has to be after the vessel is already in transit. If

someone is getting off the vessel you can request leisure travel support, as long as there are no additional charges the travel group will look into it.

- Policies and limitations (if any) concerning one-way only tickets being issued to people redeploying after contractor changeover.
 - Contract with American Airlines will expire 3/31/11. RPSC travel is issuing one way tickets with visa support letter. Lynn is always available via phone. RPSC travel is required by law to look at any US airline flag carrier.
- Issues that arise from only having one agent in Travel handling peninsular travel.
 - Brigitta James' back up in RPSC travel is Josh Young and he can also handle all the peninsula ticketing. Lynn also assists Brigitta if there are any problems and can be reached by phone. Three people handle the Palmer travel, however Brigitta is the lead.

➤ Information Technology: Lora Folger

- Discussion of outreach capabilities and limitations and what needs approval by whom and how.
 - Three options:
 - 1) Polycon VTC: this is the highest quality option. Pretty easy to do.
 - 2) Laptop with built-in camera; a video chat (i.e. Skype). Laptops are wireless and you can move around station with it. Free software will need to be used with the video chat such as: Skype, Oovoo, or Yahoo. Oovoo works best from what has been found. Oovoo can have 3-6 participants. If more than two people need to chat then there will be a little cost and the grantee would be responsible to pay for it. It is approximately \$10.00 per month.
 - 3) Off station laptop. There is a lot of work involved in setting this up. Challenges with weather causes issues with the microphone and the chat can fail. There is no back-up plan.
 - VTC limitations. Bandwidth at Palmer is only 1.5 MB/sec and shared by 24 people at Palmer and 97 people on vessel. Currently Palmer IT is paying \$11000 per month for bandwidth. Other stations are using a government satellite, and commercial sites cannot be accessed. Per Lora, Pat Smith can explain why Palmer needs to use a commercial site. Lora looked at doubling the bandwidth, which would mean the cost would be \$22,000. Roberta stated the goal is to improve the vessels bandwidth to help with station bandwidth.
 - Configuration testing needs to be done in advance. For example, the firewall had to be shutdown in Denver for the Oprah Show. NSF has approved Skype for use as VTC and information security has stated that Skype is not considered peer-to-peer as long as it is being used as a VTC.
 - The new NSF policy and request form needs to be looked at. The grantee must send proposals to Winnie 60 days in advance. Lora stated she can determine if the proposal is technically feasible first. Kristin O'Brien had no wireless coverage in the Aquarium room last year. Lora will look into this problem and work on resolving it.

CLOSING REMARKS

- Bill Baker: there have been some topics identified for follow-up. Encourage PAUC members to continue discussions.
- NSF and PAUC agreed that teleconference meeting for PAUC next year is the best option as more people get to attend and the meeting is more efficient.
- Chuck Amsler: communication will be done via email for incoming members for the new membership.
- Next steps after this meeting:
 - Eric Pohlman will send draft PAUC report in 3 weeks to the PAUC committee members.

- PAUC will respond in 2 weeks.
- Report will be posted to www.usap.gov site in 1 week.
- Established date for next PAUC meeting for June 2011.