Toolik Field Station User Orientation 2011

1. Sign in, and remember to sign out when you depart
2. Online registration complete, alert us to changes in your departure- kitchen food
3. Medical information form complete, new one each year
4. Station Staff in camp
   - Manager/Asst. Manager – x2511 and Radio Ch. 2 Chad-7 years
   - Maintenance/Science Support – office x2523
   - Field Operations Assistants, Technicians
   - Kitchen- Laura-8 years
   - EMT/Haz-Mat and Safety Coordinator – Ben- 3 years,
   - GIS – Contact if establishing new plots- Jason & Randy
   - Lab Manager – Jorge Noguera – 6th year
   - EDC – Naturalist- Anja Kade
5. Room Assignment – Leave your room as clean as when you found it. – Supplies
6. Food Service
   - Meal Schedule: B 7:30-8:30, L 12-1, D 6-7 24 hour area
   - Sunday is kitchen's half day off. Continental B, no lunch, D 6-7
   - Use radio to reach staff, or phone
   - Vegetarian/Food allergies: sign up sheet by kitchen.
   - Drinking water & hot water tap
   - Do not enter kitchen, ask staff for assistance
   - Sign out board, use it when off pad. *meals missed, *overdue time
7. Bathrooms: New kitchen entry, CG outhouse, porta-potties in W/P’s
   - Towers- Paper in waste basket, no trash down hole. – Close doors
   - Use hand sanitizer, replace T.P. rolls,
8. Garbage disposal: Separate and Recycle
   - Burnables = all food waste, paper, cardboard
   - Non-Burnables = Styrofoam, Foil, back hauled to Fairbanks
   - **ALL plastic-Orange bucket or with glass- melt into diesel fuel**
   - Recycle Aluminum,
   - Crush Glass: gravel off pad
   - Spent Battery bucket in staff office
   - Toner ink cartridges in staff office
   - Copper wire and piping
9. Bathing and Water Conservation – Shower Module and Cottongrass
   - **Keep Showers Short**- 2 per week, 2 min max *Use water saving valve
   - Limited waste water storage, $1.00 a gallon to dispose
   - Label your cubby – name and departure date
   - 1 load of laundry every other week, make sure **FULL loads/wash buddy**
   - Sauna – Men 6:30-8 Women 8:10-9:45 Open 10pm and on
   - Clothing optional *follow posted schedule M, W, F, Sa, Su
   - Rogue Saunas by approval only- wood expensive – post on white board
   - Sauna is BIG water saver
   - All waste water is hauled to Prudhoe Bay at $1.00 a gallon
10. Power Conservation:
   Camp loads are large, please do your part to reduce power demands, use timer, turn off heaters during the day, turn off lights.
   Alert staff to any power needs; i.e. drying oven, -80 freezer (in shoulder).

11. Phone/Fax and Computers:
   Staff carry phones: Manager x2511 EMT x2516 Maint: x2523
   Phones dial like they are on UAF Campus. Four digit extension.
   Dial 9 for outside line
   Phone available in C/C computer lab, Library, CG
   Need calling card to call long distance – Taxi run to buy
   Wireless internet in camp, plug in when possible – saves signal strength
   Public use computers, Fax/Copier, Scanner in C/C computer lab
   All computers must have up to date antivirus software.
   NO ILLEGAL DOWNLOADS – Monitored by UAF- Computer banned
   Turn off Skype when not using. Limit video and internet radio use

12. Mail Service:
   Mail bag in staff office
   Mail boxes in C/C computer lab. Separate by first letter of last name
   Mail/freight address on board in C/C computer lab
   Mail arrives and departs on all trucks

13. Supply Requisitioning:
   Contact Expeditor Joe Franich x5159 jfranich@alaska.edu
   Home university needs purchase order on file with UAF
   Buy over phone with C.C., have Expeditor pick up

14. Freight: Brought to S/R upon arrival
   Staff deliver freight to designated lab space assignments next morning
   Freight may arrive on any truck – Check shipping log online
   New freight tracking system this year-arriving soon
   Warm storage delivered to labs in early May.

15. Medical Services:
   EMT on staff – Stabilize for transport
   Call x2516 or use the radio - knock first at residence
   Shelves in staff office – sun screen/bug spray-don’t spray in office
   Wash hands often, use sanitizer
   Notify staff of any special medical concerns

16. Safety – Our number one concern
   Long way away from emergency medical assistance
   Drive safe/slowly on pad, use cut off road, not by kitchen
   Dalton Hwy (50mph max) – lights and CB on
   Helo pad – STOP on either side away from during take off and landings.
   Boats – must have PFD, canoes avail, safety orientation
   Emergency signal – repeatedly honk horn of any vehicle
   Radio available to stay in contact with crew/camp, Bear spray, Sat phones
   Learn where fire extinguishers are in labs and around residence
   $15,000 to be air transported out of Toolik
   Firearms must be turned in immediately upon arrival
17. Vehicles:
   Park by labs but out of the way
   NSF trucks – Sign out sheet, insurance form, copy of licence
   Vans – Have to have taken safety course
   Blue UAF – Sign out sheet, only on pad/airstrip unless Mike has notified.
   MBL has own trucks self signed out
   Fuel Dispensing: Staff only, fuel at the end of day, not in the morning
   Spills must be reported immediately

18. Shop Facilities:
   Tool shop in trailer, Wood shop in S/R, Tire shop
   Use at your own risk, ask for assistance if needed.
   Return all tools used!!!!
   Notify staff if broken so we can replace

19. Hazmat: EMT is Haz-Mat Director

20. Clean you lab upon departure, including samples from freezers and fridges
   Staff only empties garbage from outside trash cans.
   Labs are responsible for cleaning and maintaining orderly lab
   Clean up your space in the lab!

21. Camp Ethics:
   Alcohol Policy- enjoy responsibly
   UAF is a drug free workplace
   No animals are allowed at Toolik
   No littering (Cigarette butts).
   No smoking in Buildings, 50 feet from entrances
   Close doors quietly as a courtesy to others
   Keep common areas neat and organized
   Quiet zone in sleeping areas at 10:00pm until 8:00am
   Golden Rule: Treat others as you’d like to be treated
   Caribou antlers are by the shop if you want some-don’t bring in.

22. Backfill of old buildings:
   Old kitchen is new C/C with lecture hall, Tuesday talking shops, couches,
   music, games-FOOSBALL, loud area
   Old kitchen pantry is new place to watch T.V.
   Old D/O is new additional lab space.
   Old C/C is new Meeting Tent- for classes, meetings, -Wired in
   Former Meeting Trl- is new library and quiet work space-GIS still

23. Recreation
   Toolik Health Club – By loader tent, careful of quiet hours
   Bikes – check out Mtn bikes. Cruisers/old anyone can use
   Sunday hikes- check out vehicles, use sign out board, advertise on white
   board, sign out in ANWR/Gates log book too, some maps available
   Equip. Available: T-Ball, Volleyball, Badmitton, Basketball, Soccer,
   Horse Shoes, Teatherball, Foosball, Frisbees, Football, Baseball Gloves
   Meeting Trailer has T.V., VCR, DVD player, Movies, games
   C/C office also has games