

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 kitchens 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. Crusers/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