

**APPENDIX C****Guidelines and Rules for Space Allocation and Use in Seaweed Canyon**

The testing, staging and storage facilities in Seaweed Canyon provide a unique, close in facility for faculty at Scripps who have active field programs and need to prepare and test field equipment frequently. The facilities can also provide storage for various types of equipment or field samples, but frequency of use should be the primary criteria for assignment of space within any of the buildings.

The Scripps Institution of Oceanography Space Policy defines space in Seaweed Canyon and Elliott Field Station as Institutional Space, assignable to researchers for defined time periods, either directly or through the Sections. Thus, research units and recharge units may apply to their Section Head or the SIO Space Manager for space at either Seaweed Canyon or Elliott Field Station. Use of space at either of these locations by any person or group that is not part of Scripps will have to be approved by the SSMC on a case-by-case basis.

Space in Seaweed Canyon must be actively used, e.g., for staging and testing of equipment, or for storage between cruises, on an average frequency of monthly.

If the equipment, instruments or other materials are rarely used (not accessed for 6 months), they should be stored at Elliott Field Station.

Application for space will consist of the following:

1. A short written justification of need
2. An inventory of the equipment to be stored, including volume. The inventory must be of sufficient detail to accurately describe the stored items, i.e. a one-phrase description of "geological sampling gear" is unacceptable. Conversely, a detailed description of each item in every box is not expected.

Staffing: At present there is a manager for these facilities. If help is required, then that can be arranged by contacting the manager, presently Gary Wellwood or the SIO Space Manager.