

**Appendix D****Guidelines and Rules for Space Allocation and Use at Elliott Field Station**

Scripps space at Elliott Field Station (EFS) is designated for long-term storage of equipment and supplies. EFS has a combination of prefabricated steel buildings and areas organized for the storage of boats, 20- and 40-foot containers, palletized equipment, disposable anchors, and large gear that can be stored outside. Some specific areas at EFS have been designated for these purposes per an approved master plan created for the purpose of improving the organization of Scripps storage.

Scripps space at EFS is defined as Institutional Space, assignable to researchers for defined time periods, directly by the SIO Space Manager or the SIO Facilities Manager. Use of EFS space 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.

Application for space will consist of the following:

1. A short written justification of need
2. An inventory of 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.

The Elliott Field Station manager will be able to provide guidance on how to store equipment and other materials. In general, all items must be labeled clearly with the owner's name and contact information. Also, all items stored outside must be prepared in accordance with current guidelines to prevent soil and stormwater contamination due to substances leaking or oxidizing from the equipment.

Even though Elliott Field Station is designated for long-term storage, items are not meant to be stored in perpetuity. If it appears that items have been abandoned or are not being utilized in any way, the EFS manager will attempt to contact the owner and determine if he or she needs the item(s) any longer. If not, the SIO Facilities or Space Manager will assess if the item(s) should be saved for the use of others at Scripps. If no scientific use can be determined, then the manager will dispose of the item(s) through the best means possible.

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