

## APPENDIX B

### Guidelines and Rules for Use of Service Yards

The purpose of guidelines for the use of service yards is to facilitate access to these desirable shared use locations for all who need them.

1. The primary use of service yards is to provide access for:
  - a) Staging sea-going or other expeditions (preparation and post-cruise work)
  - b) Maintaining and supplying the buildings
  - c) Emergency accessAll items stored must be clearly labeled with the name of the principal investigator, a telephone number, and the date placed in the yard.
2. Service yards are explicitly not to be used for long-term storage of equipment, seagoing or other containers. Long term is defined as more than one month.
3. Equipment that can be transported without a forklift should not be stored in a service yard for longer than 1 month. If longer-term storage is needed, consult with the SIO Space Management Officer<sup>9</sup> to determine the proper location, either Seaweed Canyon or Camp Elliott or Trade Street.
4. Ocean going or other expedition containers, that are being loaded for or unloaded after a cruise, can be parked in a service yard for up to 2 weeks. This maximal time frame should only be used if constant access to the container is required during this time.
5. Sea labs – If equipment is being permanently installed in a van or container prior to being shipped for use on shipboard or in a remote location, then a request can be made to have this container located in the service yard for up to two months.
6. Semi-permanent storage containers in service yards – Any containers or trailers that are needed on an ongoing basis, due to lack of space for the materials in the PI's lab, must be approved by the SSMC, and may be subject to approval by the Marine Science Physical Planning Committee and the Campus Community Planning Committee. Efforts must be made to provide the needed space within the laboratories of the adjacent building(s) or in Seaweed Canyon or Elliott Field Station. Permanent or semi-permanent usage of service yards is strongly discouraged.
7. Parking in service yards is only permitted for emergency vehicles, vehicles maintaining or supplying the buildings, vehicles with service yard or official business permit, or in spots marked clearly for short-term loading/unloading.

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<sup>9</sup> Currently Camilla Ingram