

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

Research support facilities in Seaweed Canyon are intended primarily 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 field samples, equipment, or other materials, but frequency of use should be the primary criteria for assignment of space within any of the buildings.

Space in Seaweed Canyon must be actively used for staging and testing of equipment or storage between cruises, on an average monthly frequency. If the equipment, instruments, or other materials are rarely used (not accessed for 6 months), they must be stored at Elliott Field Station.

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, faculty may submit a Space Needs Assessment request as described in Appendix F for Type E space at either Seaweed Canyon or Elliott Field Station. Faculty may be assigned exclusive use of a defined area within a building, or a certain amount of rack storage or floor space in a shared area of a building. If in a shared area, the assigned space is quantified in square feet based on their share or percentage use of the shared area. Use of space at either of these locations by any person or group that is not part of Scripps must be approved by the SSMC on a case-by-case basis. *Note: All equipment and materials stored at Seaweed Canyon must comply with EH&S and UCSD Fire Marshal regulations.*

Staffing: Use of Seaweed Canyon and Elliott Field Station is overseen by the facility manager, who can provide assistance or guidance on logistical needs. Ocean-going or other expedition containers that are being loaded for or unloaded after a cruise can be located at Seaweed Canyon for up to 4 weeks with advance approval of the facility manager.

Containers: Must follow the same rules and guidance as laid out for placement and use in Service Yards. Seaweed Canyon is not to be used for long-term container storage (longer than one month). All containers that are owned by a Section, PI or other SIO entity must have a permanent container ID assigned by SIO Space Management.

In accordance with EH&S and Fire Marshall regulations, walkways and access to fire extinguishers and electrical breaker boxes in buildings at Seaweed Canyon and Elliott Field Station must be always kept clear and accessible. Forklifts, cranes, and other heavy equipment to be operated by certified personnel only. Please contact the facility manager to arrange training / certification.