

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 by Section Head request. Thus, faculty may submit a Space Needs Assessment request as per the main document for Type E 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 must be approved by the SSMC on a case-by-case basis. Note: All equipment and materials stored at Elliott field Station must comply with EH&S and UCSD Fire Marshal regulations.

The Scripps Facilities Group manages Elliott Field Station and use of Elliott Field Station is overseen by José Hernandez, the manager for these facilities. He 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 Management Officer 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.

Forklifts, cranes, and other heavy equipment to be operated by certified personnel only. Please contact the EFS manager to arrange training / certification.