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 demobilization), or containers needed temporarily to service other large projects that cannot physically be managed or operated in existing research space.
   b. Maintaining and supplying the buildings to which they are attached.
   c. Emergency access.

2. 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.

3. All items occupying space in the service yard for more than 24 hours must be clearly labeled with the name of the principal investigator (PI), a telephone number, and the date placed in the yard. The facilities manager for the appropriate section and SIO Facilities Manager must be notified, and the container positioned such that it will not interfere with emergency access or the basic operations of the building. All equipment and materials stored in the container must comply with EH&S and UCSD Fire Marshal regulations, and include a manifest of the contents.

4. 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. If longer-term storage is needed (Type E space), consult with the SIO Space Management Officer to determine the proper location, either Seaweed Canyon or Camp Elliott or Trade Street, and develop and submit a Space Needs Assessment for SSMC consideration.

5. 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.

6. 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.

7. 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, should be located in the service yard associated with the building in which the PI’s lab is located, A Space Needs Assessment for service yard space must be developed and submitted for SSMC consideration, specifying a defined time limit, but no more than 3-years duration, and subject to approval by all relevant UCSD entities and the Marine Science Physical Planning Committee. During this extended period of time, efforts must be made to provide the needed space within the faculty member’s D and E space.

8. Containers that are owned by a Section, PI or other SIO entity must have a permanent container ID assigned by SIO Space Management regardless of location. Per UCOP directive, all space is to be identified and tracked. The square footage of containers will be assigned to a PI, the Section, or SIO Institutional.