

## **SIO Space Policy**

### **Appendix B – Guidelines and Rules for Use of Service Yards**

**Approved November 8, 2023**

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, and that placement of containers will conform to all fire and safety codes.

1. The primary use of service yards is to provide access for:
  - a. Maintaining and supplying the buildings to which they are attached.
  - b. Emergency access.
  - c. Staging sea-going or other expeditions (mobilization and demobilization), or containers needed temporarily to service other large projects that cannot physically be managed or operated in existing research space.
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 actively loading/unloading of materials and equipment.
3. Service yards may or may not be painted to denote fire lanes, but regardless, first responder and ADA access areas must be kept clear. Service vehicle parking, for maintaining and supplying the adjacent building, and loading zone parking are also normally present. Placement of a container on “Service Yard” spots, must be approved prior to the placement of the container or equipment and cannot interfere with any critical operations or emergency access.
4. A form to request use of a service yard must be submitted through the SIO Space Assessment Portal and approved by the Scripps Space Management Committee (SSMC). The principal investigator (PI) will need to specify a start and end date for use, and the reasons for the placement of equipment, container, or vehicle in a specific service yard.
5. All equipment and materials stored in a container must comply with EH&S and UCSD Fire Marshal regulations, and a manifest of the contents that can be placed in an EH&S Knox document box, must be included.
6. This information will be shared with the UCSD Fire Marshal, EH&S, and UCSD Facilities Management to ensure the appropriate groups are notified and approved prior to the placement of a container or equipment.
7. All items occupying space in the service yard for more than 24 hours must be clearly labeled with the name of the PI, an emergency telephone number, the date placed in the yard, and the contents that will be placed inside of the container.
8. 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 two weeks. This maximum time frame should only be used if constant access to the container is required during this time.

9. Sea labs – If equipment is being permanently installed in a van or container prior to being shipped for use on shipboard or to a remote location, then a request can be made to have this container located in the service yard for up to two months.
10. Service yards are explicitly not to be used for long-term storage of equipment, sea-going or other containers. Long-term is defined as more than one month. If semi-permanent storage is needed (Type E space), consult with the SIO Space Management 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.
11. Semi-permanent storage containers in service yards – Defined as more than one month to a maximum period of three-years. 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 ideally be located in the service yard associated with the building in which the PI's lab is located. If this cannot be accommodated, then service yards close to the building where the PI's lab is located may be used with reasonable justification and SSMC approval.
12. A Space Needs Assessment for service yard space must be submitted, specifying a defined time limit, but no more than three-years duration, and subject to approval by the SSMC, Marine Science Physical Planning Committee, all relevant UCSD entities, and possibly including the Campus Community Planning Committee, and the Committee on Temporary Buildings. During the extended period of time, efforts must be made to provide the needed space within the faculty member's D and E space.
13. 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.