

GUIDELINES FOR USE OF NURC/UNCW FLORIDA PROGRAM FACILITIES

**514 Caribbean Drive
Key Largo, Florida 33037**

Business Hours: 8am - 5pm

GENERAL

The duplex located at 514 Caribbean Drive is available for use by scientists working with projects as part of the Center's Florida science program. The duplex is located within a residential neighborhood. Please respect the privacy and quality-of-life concerns of our neighbors. This means no loud noise or music at night, minimum disturbance related to visual impact of what we do, and general consideration for the well being of others.

Facilities at 515 Caribbean Drive are primarily for staff. Office and administration support are available. For example, access to the fax and copy machine is fairly routine, but computer access is not available. If you need help with office equipment, please ask. Recognize that 515 is also home to some staff that support Center operations in Florida,. Please keep your use of 515 Caribbean to business hours, unless permission is received otherwise.

CHECK IN AND CHECK OUT PROCEDURES

Please try to arrive during normal business hours to pick up your keys. When team-members leave or arrive mid-project, please tell office staff. We must keep close track of bunk space to avoid over booking. When you are ready to leave the Center, please visit 515 for debriefing and a final walk-through to confirm that the labs and living spaces are left in good order, and to return your keys.

PARKING IS A PROBLEM

1. Bring a minimum number of vehicles and carpool if possible.
2. Do not park in front of the mailbox or block the path of the postal vehicle for delivery to the mailbox.
3. Do not park in front of the parked boat trailers without leaving keys with staff.
4. Park in the lot at 514. Do not park at 515, across the street, or in front of our neighbor's homes.
5. Park behind cars that belong to people in your group to consolidate space.
6. When going off shore, it is advisable to leave keys to your vehicles with office staff, so that your vehicle can be moved, if necessary.

LIVING QUARTERS

Keep the living facilities clean and neat. There are often two groups sharing living quarters and no one should be forced to endure another person's mess. Your group will be assigned to either the A or B side of the duplex.

A) Kitchen

1. Wash all dirty dishes and cooking utensils immediately after use.
2. Please keep most food items in the refrigerator to discourage insects. Regularly dispose of trash and recyclables downstairs, beneath 514, in marked bins.
3. At the end of your project, do not leave perishable leftovers in the refrigerator. Non-perishable items (e.g., jelly, popcorn, condiments) may be left in the refrigerator for use by other groups.

B) Bedrooms

1. Before you leave, strip the sheets from the beds and place them inside your pillowcase along with bath towels. Fold the blankets and leave them on the bed.

C) Bathrooms

1. Towels are for bathroom use only. You must provide your own towels for offshore.

D) Utility room (located downstairs)

1. You must provide your own detergent.
2. Please be considerate and monitor the machine so that others have timely access.

DOWNSTAIRS WORK AREA

1. You are free to use the downstairs workrooms at 514. Put tools back when you are done. Wear eye protection when using power tools, or if you use eye-irritating chemicals.
2. Do not take tools offshore.
3. The downstairs gates at 514 & 515 must be locked in the evenings for security. Keep the gates closed during regular business hours.
4. No loud noise or use of power tools after 9:00 PM. These hours may be subject to change during saturation missions.
5. Do not leave behind any equipment or chemicals when you leave.

SCIENCE LABORATORIES AND OPEN-AIR SPACE

1. If two or more projects are operating simultaneously, each group will be provided with their own lab and sufficient open-air space. Communication and cooperation will prevent the need to compete for space. We have separate lab spaces defined as the science room and the science van.
2. NURC staff must be informed of all chemicals that are brought to the facility, before you arrive on site (see cruise plan for more details). The pre-mission orientation briefing will be used to confirm quantities, usage, compatibility, and disposal plans.

3. **DO NOT LEAVE ANY CHEMICALS BEHIND!!!** You will be charged (and it is expensive) if we have to dispose of your chemicals. You must check in with your mission coordinator at the beginning of your mission to sign in all chemicals, and at the end to sign them out.
4. Safety glasses and lab coats must be worn for work with acids, caustics, and other hazardous materials. Please bring these safety items with you.
5. No large volumes (greater than 1 liter) of acids or caustics are allowed on site, without permission. Permission is usually given for larger quantities for short-term, but please remember that disposal can be a problem for you.
6. All accidents need to be reported immediately to Center staff (home phone numbers are provided on Emergency Assistance Plan, pink sheet, posted in Nitrox van). There is an Accident Management Plan in place and staff are familiar with procedures.
7. Some accidents are unavoidable. Inform staff of all glassware and materials that you break so that they can be replaced before they are needed again. Please place all broken glassware in the safety boxes located in the laboratory.
8. No food is to be eaten or stored in the science room or science van. No exceptions!
9. No hazardous wastes of any type are to be disposed of in the sink. The sink drains to a septic tank. Special Nalgene containers are available for unexpected waste disposal.
10. Leave the science van and room in as clean a condition as when you arrived, or cleaner!

GENERAL POLICIES

KEYS

1. Keys will be issued to each PI, **which must be returned to the main office before you leave.**

PHONE USE

1. The telephone number during your stay at 514 Caribbean is posted on the phone of each unit: Side A = 305 / 451-0319, Side B = 305 / 451-8047. Long distance calls must be made "collect" or by credit card.
2. The computers at 515 Caribbean are strictly for staff use. If you need a computer or if you need to check e-mail, bring a computer. If you need a printer, bring it with you.
3. Condos A&B both share a 2 Mega-bit line for internet connections. A hub in each unit will support multiple users. You will need to provide your own computer with an Ethernet (RJ45) port or card. You must also have your own Ethernet cable. The computer at NURC operations will not be available for your use. Russ Lounsbury or Charles Cooper can help with your connection when their work schedules permit.
4. The 515 Caribbean office telephone is not available for personal or business calls.

PETS

No dogs, cats, birds, or any other pets, are permitted in or on the premises, even for short visits. Allergy problems can cause missed dives.

PEST CONTROL

The county conducts mosquito spraying that might affect organisms held in aquariums.

If there are problems with the facility (e.g. lights that don't work, clogged drains, not enough space for lab work, etc.), notify your mission coordinator, Mr. Otto Rutten. We need to hear from you if things aren't right. We try to avoid little things turning into big problems. Please make sure you and your entire science team reads and signs this document. Cut off and return with your Cruise Plan.

I have read and understand the "Guidelines for Use of NURC/UNCW Florida Program Facilities".

Participant Signatures:
Date:

Date:

Participant Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____