

WELCOME TO MCMURDO STATION

Raytheon Polar Services Company (RPSC) is pleased to join the National Science Foundation (NSF) in welcoming you to McMurdo Station, Antarctica. This guide to McMurdo Station is designed to help you get acquainted with life in and around the station.

This booklet briefly outlines services, facilities, and policies in McMurdo. It is intended to supplement the *U.S. Antarctic Program Participant Guide* you received prior to your deployment and is a source of general information for both new and returning participants. More comprehensive information about the station can be found on the McMurdo Intranet at <http://www.mcmurdo.usap.gov>.

Safety is of the utmost importance and should always be your highest priority. Please review the map in the center of this booklet and familiarize yourself with the station layout. For your protection, there are strict policies in place concerning safety in the workplace, vehicle and foot travel, weather conditions, restricted areas, and the like. For your reference, specific information and safety guidelines will follow in this guide.

Energy conservation and recycling are also high priorities here in McMurdo. The U.S. Antarctic Program is committed to preserving natural resources and reducing pollution, and has a very aggressive and successful recycling program in place. Please do your part by conserving our valuable natural resources.

There are many options for recreational activities after work, including science lectures, a library, a bowling alley, a sports gym, musical instrument rental, cross country ski and climbing shoe rental, a rock wall, volleyball, basketball, aerobics, and more. There are also endless photo opportunities in and around the station. Don't forget your camera!

The NSF and RPSC administrative offices are located in Building 167, the Chalet. McMurdo Station management staff members have an open door policy. Please feel free to call, email, or stop by.

Welcome to McMurdo Station. Have a safe, productive, and enjoyable season.

Regards,

Jim Scott
McMurdo Station Area Director

Raytheon
Polar Services



NOTES



NOTES



Table of Contents

<i>Welcome</i>	3
<i>Cool McMurdo History</i>	6
<i>McMurdo Station</i>	7
<i>Weather and Travel</i>	8-9
<i>Emergency Services</i>	10
<i>Station Safety</i>	11
<i>Antarctic Code of Safe Practices</i>	12-13
<i>Maintaining Your Health</i>	14-15
<i>McMurdo Disbursing</i>	15
<i>US Post Office and Mail Room</i>	16
<i>Human Resources</i>	17
<i>Frequently Called Phone Numbers</i>	18
<i>Emergency Numbers</i>	19
<i>Television Stations</i>	19
<i>USAP Airfields</i>	20-21
<i>Map and Legend—McMurdo Station</i>	Center
<i>Airfield Driver Training</i>	22
<i>Vehicle Use and Care</i>	23
<i>Logistics</i>	24
<i>Waste Management Antarctica</i>	25
<i>The McMurdo Station Store</i>	26
<i>Recreation</i>	26-27
<i>Religious Services</i>	28
<i>Housing and Laundry</i>	28
<i>Food Services</i>	29
<i>Communications</i>	30-31
<i>Computer Systems</i>	31-32
<i>Berg Field Center</i>	32
<i>Crary Lab</i>	33
<i>Field Safety Training Program</i>	33
<i>Redeployment and Travel</i>	34
<i>Phrases and Acronyms</i>	36-37
<i>Note Pages</i>	4, 35, 38, 39, 40



COOL MCMURDO HISTORY



NOTES

- McMurdo Station was constructed by the United States in 1955-56 as part of its Operation Deep Freeze series of expeditions.
- Antarctica was not sighted until 1820. It is believed that no one actually set foot on the continent until 1895.
- In 1841, James Clark Ross's ships the *Erebus* and the *Terror* were the first to penetrate the Antarctic pack ice.
- Ross named McMurdo Sound in honor of Lt. Archibald McMurdo, an officer onboard the *Terror*.
- In 1901, Robert F. Scott wintered aboard the *Discovery* in Winter Quarters Bay, immediately west of McMurdo Station.
- Beginning in 1901, Scott's Hut on Hut Point Peninsula was erected by the *Discovery* explorers.
- Robert Scott's sledging parties deployed from Scott's Hut in 1901-03 and 1910-1913; Ernest Shackleton's in 1907-09 and 1914-16. Huts used by these expeditions still stand at Cape Royds and Cape Evans.
- In 1902, Seaman George T. Vince disappeared over Arrival Heights in a storm. Vince's Cross, approximately 270 feet southwest of Scott's Hut, commemorates his disappearance.
- Robert Scott, Edward Wilson, Ernest Shackleton and their sledge party left McMurdo Sound in early November 1902 and headed south across the Ross Ice Shelf in the first serious attempt to reach the South Pole.
- On December 14, 1911, after a 57-day journey, Roald Amundsen and his team of explorers arrived at the South Pole, a month before Robert Scott's party of 1911-12.
- In 1913, the Memorial Cross to Scott and his polar party was erected on Observation Hill. The cross is constructed from Australian jarrah and bears the following inscription, taken from Tennyson's *Ulysses*: "To strive, to seek, to find, and not to yield."
- Williams Field, the continent's busiest airport, is named for Navy Seabee Richard Thomas Williams, who drowned when his tractor broke through the sea ice in 1956.
- Admiral Richard E. Byrd led a private expedition to Antarctica in 1928-29. He established a base at the Bay of Whales and made the first flight over the South Pole in November 1929.
- In 1965, the National Geographic Society donated the bronze bust of Byrd which is located on the Chalet deck.
- Ross Island is approximately 45 miles long and 45 miles wide.
- Mt. Erebus, Ross Island's most active volcano, is 12,448 feet high. Its crater is 900 feet deep by 2,640 feet wide.
- Erebus crystals are formed in the summit lava lakes of Mt. Erebus and are ejected as volcanic bombs, which weather away and leave the summit largely made up of crystals. Only on Mt. Kenya in Africa can similar crystals be found.



NOTES



MCMURDO STATION

McMurdo Station is the largest U.S. research facility in Antarctica. It is located on the southern tip of Ross Island and lies 2,415 miles south of Christchurch, New Zealand, and 850 miles north of the South Pole. The National Science Foundation (NSF), through the United States Antarctic Program (USAP), coordinates U.S. scientific research in the Antarctic. Research performed in and around McMurdo includes marine and terrestrial biology, biomedicine, geology and geophysics, glaciology and glacial geology, meteorology, aeronomy, and upper atmospheric physics.

During the austral summer the population of scientists and support personnel at McMurdo often exceeds 1,100 people. In the austral winter, the population drops to roughly 250 people.

Buildings in McMurdo are referred to by number and/or by name. A few of the buildings you may want to familiarize yourself with are mentioned below and a **site map** of the station can be found in the center of this guide.

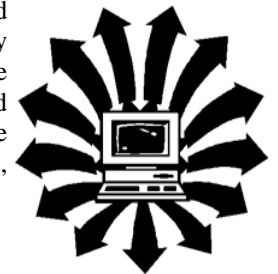
The Chalet, Building 167, houses the administrative offices of the senior NSF Representatives, the RPSC Site Manager; and administrative staff.

Building 155 is home to the dining facility, the store, the library, central laundry, and berthing. Building 142, Medical, and Building 182, the Firehouse, are located in the center of town in the vicinity of Building 155.

The Movement Control Center (MCC), US Post Office, and Central Supply are located in Building 140. All cargo and passenger movement is coordinated through the MCC. Your luggage will be delivered here upon your arrival.

Near the conclusion of your arrival briefing, you will receive your housing assignment. You will be directed to your assigned room before picking up your luggage.

The **McMurdo Station Intranet** is a valuable and comprehensive source of information, and may answer some of the questions you have while reviewing this guide. Here you will also find information such as hours of operation, phone numbers, current weather conditions, daily menus, and flight information.



Be sure to check
www.mcmurdo.usap.gov.

WEATHER and TRAVEL

Weather Conditions

There are three classes of weather and travel restrictions which apply to all personnel working in and around McMurdo Station. Travel restrictions apply within town proper, on the ice road to the Ice Runway, the snow roads to Williams Field and Pegasus Runway, and the dirt road between McMurdo, Scott Base, T-Site, and Arrival Heights.



CONDITION 3 is defined as having winds less than 48 knots, wind chills warmer than -75°F , and visibility greater than $\frac{1}{4}$ mile. This is considered the normal weather condition in McMurdo. Checkout with the Firehouse is not required for vehicular travel.

CONDITION 2 is defined by one or more of the following conditions: winds speeds of 48-55 knots, wind chills of -75° to -100°F , or visibility of less than $\frac{1}{4}$ mile. You must check in and out with the Firehouse by radio prior to leaving town and upon your return.

CONDITION 1 is defined by one or more of the following conditions: wind speeds greater than 55 knots, wind chills colder than -100°F , or visibility of less than 100 feet. Only "mission critical" travel is permitted, with approval from the RPSC Site Manager and the NSF Station Manager.

Current weather conditions can be obtained by accessing the:

- Weather Channel - Channel 3 on the television.
- Intranet - under "Current Weather Conditions."
- Firehouse - call ext. 2555 or listen to the I-Net, Channel 1.

Restricted Areas

Areas restricted for *any travel not related to work in that area* are:

1. McMurdo fuel oil storage tanks
2. Arrival Heights science area
3. McMurdo explosives storage area
4. T-Site and adjacent antenna field
5. Fortress Rocks waste management area
6. Annual sea ice (until WINFLY)
7. Williams Field and the Williams Field snow road (until WINFLY)
8. RADARSAT building and RADOME
9. Crater Hill above T-site
10. Ice pier (during ship operations)

Ice Edge	Boundary between sea ice and open sea
Ice Pier	Site of ship offload operations
Ice Runway	Temporary airport located on the annual sea ice
Jamesway	Portable, rigid-frame, insulated tent structure
LDB	Long Duration Balloon Program
Mainbody	Deployment of personnel to Antarctica for the austral
MCC	Movement Control Center, Bldg. 140
MCM	McMurdo Station (Ross Island) abbreviation
Medevac	Medical evacuation
Midrats	A meal served at midnight for night shift workers
Milvan	Military van - cargo and supply storage for transport
MMI	Mammoth Mountain Inn, one of the dorms
MOTORS	Motor automotive gasoline
Muckluks	Soft sided lace-up ECW boots with inner liner
NGD	Williams Field Airport designator code
NOC	Network Operations Center, Bldg. 165
NPX	South Pole Station Airport designator code
NSF	National Science Foundation
NYANG	New York Air National Guard
OAE	Old Antarctic Explorer - program veteran
Ob Hill	Observation Hill, McMurdo
PAX	Passenger(s)
Pegasus	White Ice Runway
PHI	Petroleum Helicopters Inc.
PI	Principal Investigator
PM	Preventive maintenance
PSR	Point of safe return
Retrograde	Cargo returning from the field to the station or the U.S.
ROS	Required on-site date
RPSC	Raytheon Polar Services Company
SAR	Search and rescue
Scott Base	New Zealand Antarctic Station
Ship Offload	Cargo resupply vessel arrives and is unloaded
Skua	Antarctic Gull; scavenger
Southern	Southern Exposure, the smoking bar, Bldg. 107
SPSE	South Pole Safety & Environmental Project
SPSM	South Pole Station Modernization Project
SSC	Science Support Center
The Ice	Antarctica
USAP	United States Antarctic Program
Vessel	Resupply ship
VMF	Vehicle Maintenance Facility
Willy Field	Williams Field-airport located on the permanent ice shelf
WINFLY	Winter Fly-In - first flights to the Ice after winter; 6-week period before Mainbody
Winter-over	Personnel staying the austral winter on the Ice
ZCM	McMurdo Station Airport designator code
ZULU	Greenwich Mean Time/Zulu time 9:04 a.m. on 3/10/03 = "090410MAR03 Zulu"

PHRASES AND ACRONYMS

Acey Deucey	Bldg. 78 - outfitted with aerobics training equipment - open 24 hours
American Tern	Resupply vessel to McMurdo, generally arrives first or second week of February
Antarctic Sun	Weekly newsletter published in McMurdo
Armitage Trail	Flagged recreational route along the sea ice from McMurdo to Scott Base
Arrival Heights	The area above McMurdo where sensitive instrumentation is located; named by Scott
ATO	Antarctic Terminal Operations
Bag Drag	Hauling baggage for weigh-in before a flight
BFC	Berg Field Center
Bump	Remove passengers or cargo from a flight
Bunny Boots	ECW boots that have an air valve you open and close
Castle Rock	A granite formation located on a popular hiking trail
Chalet	USAP administrative and operations center, Bldg. 167
Chapel	Chapel of the Snows
CHC, CHCH	Christchurch, NZ
Coffee House	Bldg. 76 - the old "O Club"
CONUS	Continental United States - the mainland
Crary Lab	Albert P. Crary Science & Engineering Center (CSEC) - Science Lab in McMurdo, Bldg. 1
DA	Dining Assistant
DHQ	Denver Headquarters
Dive Locker	Bldg. 144, houses research diving equipment
DNF	"Do Not Freeze"
DV	Distinguished Visitor
ECW Gear	Extreme cold weather gear
ETA	Estimated time of arrival
ETD	Estimated time of departure
FEMC	Facilities Engineering, Maintenance, & Construction
Fish Hut	Portable shelter used on sea ice
Flagged Route	A marked route safe for vehicle travel
Freshies	Fresh fruit or vegetables flown in from Christchurch
F-Stop	Field Safety Training Program (FSTP)
GA	General Assistant
Gallagher's	Non-smoking bar, Bldg. 108
Galley	The dining facility in Bldg. 155
Glycol	Antifreeze
Grantee	A scientist who's received an NSF grant
HAZMATS	Hazardous materials
Helo	Helicopter
Herbie	Storm with fierce, blowing wind and snow
Herc	Turbo-prop wheeled (C-130) or ski-equipped (LC-130)
Hotel California	Dorm at McMurdo named for the Eagles' song, Bldg.
Hourlies	Local weather reports every 60 minutes before an aircraft lands

Foot Travel

During all weather conditions the restricted areas listed above are off limits to all McMurdo residents, unless specifically approved by the NSF Representative.



A foot plan may be required depending on where you plan to go. A foot plan enables the Firehouse to monitor a group's location when they are traveling outside the station, and adds a measure of safety by alerting the Firehouse if a group does not return to McMurdo as scheduled. Checkout is only allowed during Condition 3.

Outdoor Safety Lecture

If you intend to participate in any outdoor activities while in McMurdo you are required to attend the Outdoor Safety Lecture (OSL), which is offered throughout the season. Each team member of a recreating party is required to have attended the OSL on a yearly basis, in order to file a foot plan with the Firehouse.

eFoot Plan

eFoot Plan is the electronic process by which individuals or groups are required to file their foot plan for recreational activities conducted outside of McMurdo town proper. The system can be accessed via the McMurdo Intranet. Instructions on the usage of the program will be provided at the Outdoor Safety Lecture.

A direct link to the complete USAP Safe Travel Policy can be found on the McMurdo Intranet.

NOTES



EMERGENCY SERVICES

FIRE—911—EMERGENCIES

2555—NON-EMERGENCY CALLS

Fire is a real and constant danger in the Antarctic. The dry atmosphere, combined with frequent winds, promotes the rapid spread of a fire. This situation is aggravated by limited fire fighting capability, limited water resources, and extreme cold. **PREVENTION IS THE KEY.**



Should a fire start, detection and warning must be accomplished quickly. Each building is equipped with heat and/or smoke detectors. **DO NOT TAMPER WITH THEM!** Because of the severe fire hazard, high temperature cooking appliances such as electric frying pans, hot plates, and electric grills are **UNAUTHORIZED** for personal use. All open flames, like candles and incense, are also **UNAUTHORIZED**. If you have any questions about allowable personal appliances, please contact the Fire Department.

MEDICAL—911—EMERGENCIES

2551—NON-EMERGENCY CALLS



The Medical Clinic is located across from the main entrance to the dining facility in Building 142. A doctor, dentist, and other medical staff are available during posted hours and may be contacted for emergencies 24 hours a day. Ambulance service is available as well.

HAZARDOUS MATERIAL SPILLS—911 ALL TYPES

The care of the Antarctic environment in and around McMurdo and at field camps is everyone's responsibility. If you see a spill of any material other than water, regardless of size, call the Fire Department to report the location. A Hazardous Spill Team has been formed at McMurdo to respond to spills. Notification of a spill to the Fire Department will activate the hazardous spill team. The team will ensure the spill is contained, cleaned up, and removed from the continent on the annual resupply vessel. If it is safe and possible for you, please remain at the spill scene until this team arrives.



New Zealand Visitor Permits

If your New Zealand visitor permit has expired while on the Ice, NZ immigration grants a 14-day grace period from the date you arrive back in Christchurch. If you intend on being in New Zealand longer than 14 days, you will need to obtain a NZ visitor permit no later than 10 days after arriving in Christchurch. A fee is involved, but a letter from Christchurch Travel can waive this fee.

Expired Passports

If your passport is going to expire before you leave the Ice, please notify the Passenger Service Representatives.

DO NOT MAIL YOUR PASSPORT OFF THE ICE FOR ANY REASON !

All of these issues will be discussed at the redeployment meetings at the end of the season. Redeployment meetings are required for all RPSC employees. See you there!

NOTES



REDEPLOYMENT AND TRAVEL

Redeployment meetings will be hosted near the end of each season to provide travel information to departing personnel. During the redeployment meetings you will be provided instructions on what information we require to assist making your onward travel arrangements upon departure from McMurdo. If you will be leaving the continent mid-season, make sure to work with your supervisor and the Air Services office to ensure reservations on a northbound plane are made.

Programmatic Travel

The USAP is contractually obligated to return you to your Airport of Departure (AOD) barring a resignation or termination. The program will support you in making arrangements to return to your AOD via the original southbound routing. (aka Programmatic Travel)

Personal Travel

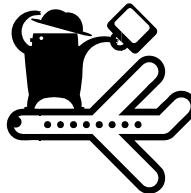
Should you wish for your ticket to deviate from the programmatic routing, you will need to make your own arrangements with the contract travel agency based in Christchurch New Zealand. The contract travel agency is the only private business to which Christchurch Travel (USAP Travel) is permitted to release your government funded tickets for personal travel arrangements. The contract travel agency can be reached via email at holidays@iac.org.nz.

Stopovers and Upgrades

Most tickets allow for one free stopover on the programmatic routing at no additional charge. More than one stopover will accrue a charge. However, keep in mind that each ticket is different, so stopovers are not guaranteed. Christchurch Travel will let you know if there are additional fees for the stopovers you request. If you want to take a stopover that changes your routing, contact the contract travel agency at holidays@iac.org.nz.

Upgrades must be done on your own. We ask that you please do not arrange your upgrade until you have picked up your ticket in Christchurch.

Additional Travel and Redeployment information can be found by going to the McMurdo Intranet → Community → General Info → Redeployment Online Guide.



STATION SAFETY

RPSC regards the safety and health of its employees as its highest priority and recognizes the importance of safe operations to the total success of the U.S. Antarctic Program. Safety education and training are both important to improving an employee's ability to work safely and to the success of a safety program. Education is important because it gives a person knowledge about safety and why it is necessary. Training gives an employee the skills to actually accomplish work in a safe manner.



The complete **RPSC Health and Safety Program Manual** can be found on the McMurdo Intranet under Departments/EH&S/Health & Safety Handbook.

Environmental, Health, and Safety (EH&S) Policy

In support of the National Science Foundation's U.S. Antarctic Program's research efforts, we promote and maintain quality service and customer satisfaction by our commitment to:

- Continuously improve business processes through our EH&S management systems.
- Protect the unique and fragile Antarctic environment, prevent pollution, and comply with the Antarctic Treaty, all applicable environmental, health and safety laws, regulations, and other requirements.
- Provide all USAP participants with a safe and healthy work environment.



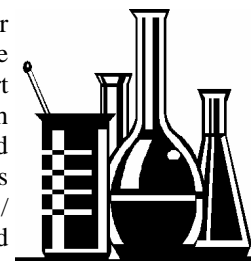
ANTARCTIC CODE OF SAFE PRACTICES

Working safely in Antarctica is especially important because of the remoteness of the area and the limited medical services available. It is critical for your own protection, and that of your fellow employees, that you follow the procedures below. We want you to have a safe, productive, and interesting experience in Antarctica.

- ❖ **SAFETY IS THE PRIMARY CONSIDERATION IN EVERY TASK PERFORMED BOTH ON AND OFF THE JOB.** Plan ahead to prevent accidents before they occur. Don't take risks even if they seem small.
- ❖ **KNOW THE HAZARDS OF YOUR WORK AREA AND HOW TO PROTECT YOURSELF.** If you have questions or concerns about working safely, ask your supervisor. If you want additional information, contact the station Environmental Health and Safety (EH&S) Representative.
- ❖ **WORKING SAFELY IS A CONDITION OF EMPLOYMENT.** Employees who engage in unsafe acts, fail to follow safe work practices, or violate safety rules will be disciplined. Such behavior will be reflected in your performance bonus.
- ❖ **IN THE EVENT OF AN INJURY, REPORT IT IMMEDIATELY TO YOUR SUPERVISOR, NO MATTER HOW MINOR.**
- ❖ **IF NECESSARY, GET IMMEDIATE MEDICAL ATTENTION, EVEN IF YOU ARE IN DOUBT AS TO WHETHER IT IS REQUIRED.** Delaying treatment could result in a more serious condition. You will never be penalized or disciplined for seeking medical attention.
- ❖ **IN ADDITION TO INJURIES, REPORT ALL NEAR MISSES OR HAZARDOUS CONDITIONS TO YOUR SUPERVISOR.** By knowing these situations, we can take corrective action to prevent future injuries.
- ❖ **ALWAYS WEAR PERSONAL PROTECTIVE EQUIPMENT.** Safety gear such as safety goggles, hearing protection, respirators, fall protection, etc., as required by your job or by the work area you are in must be worn.
- ❖ **AVOID SLIPS, TRIPS, AND FALLS.** Antarctica is 98% covered by ice! Make sure you have good footing particularly on slippery surfaces. Move cautiously, take routes to avoid slippery or steep terrain, and always look in your direction of travel. Use hand rails where provided.
- ❖ **PRACTICE SAFE LIFTING.** Remember to place your feet firmly next to the load, bend your knees, keep your back as straight as possible, and maintain a good grip with the load close to your body, then lift with your legs. **Remember that your back is not a crane!**

CRARY LAB

The Crary Science and Engineering Center (CSEC), Building 1, is also referred to as the Crary Lab. It is a 46,500 sq. foot state-of-the-art laboratory facility dedicated in 1992 which provides research space, instrumentation, and technical services for many scientific disciplines including aeronomy/astrophysics, biology/medicine, geology/geophysics, glaciology, and oceans and climate research.



The Crary Lab was built at a cost of \$23 million and holds over \$4 million in capital equipment including hi-tech instruments such as a mass spectrometer, ultra-centrifuges, spectrophotometers, and liquid scintillation counters. Multiple services ranging from analytical chemistry, electronics, and information technology to diving support are provided to the more than 500 scientists who pass through McMurdo each season.

Science lectures are hosted on Wednesdays in the Crary Lab Library at 7:30 p.m. and Sundays in the dining room at 8:15 p.m. The Wednesday lectures are technical and directed towards the science community while the Sunday lectures are geared toward the general McMurdo population. You are welcome to attend any of the lectures.



FIELD SAFETY TRAINING PROGRAM

All Field Safety Training courses, including the helicopter course, must be completed prior to field deployment. Deep field groups may also do an equipment shakedown. All winter-over personnel in the USAP must attend the Winter Over field safety course. Returning personnel who have attended field safety training within the past five years may take a one-day refresher course.



Additionally, use of the following equipment is specifically prohibited from use at McMurdo and surrounding field camps:

- Wireless communications systems or equipment
- Wireless network equipment, without prior approval
- Cordless telephones
- Cordless headsets
- Personal network equipment (hubs, routers, switches, etc.), without prior approval
- VHF radio or family-services radios
- Broadcast equipment
- Radio control devices

Thanks in advance for your cooperation in this regard. Your attention to this matter assists us in confidently providing a stable operations environment in support of your work and science research in Antarctica.

Please read through the computer security information handed out at the arrival briefing. If you have any questions, call the Computer Help Desk at ext. 3526.



Twenty-four hour Internet access is available at the computer kiosk located in Building 155. There is also a training room located here where IT training classes are held. The IT Trainer will notify supervisors and post class training times. Classes offered include different levels of Outlook, Excel, Access, Word, and Power Point.



BERG FIELD CENTER

The Berg Field Center (BFC) staff issues field equipment and food to science groups coming through McMurdo for a field season. The BFC also provides survival bags to science groups and to the community for vehicle travel outside of McMurdo. Also located at the BFC is clothing resupply. If you need repairs to your ECW gear, go to the BFC during clothing resupply hours. The clothing supply in McMurdo is very limited, so bear in mind that it is difficult to request additional clothing items here.

- ❖ **NEVER SUBSTITUTE CHAIRS, BOXES, OR OTHER EQUIPMENT FOR LADDERS.** Make sure the ladder is in good condition and is properly secured. Only non-conductive ladders (wood, fiberglass) should be used for electrical work.
- ❖ **ALL TOOLS MUST BE IN PROPER WORKING ORDER AND USED ONLY FOR THEIR INTENDED PURPOSES.**
- ❖ **EQUIPMENT MUST NOT BE OPERATED UNLESS ALL GUARDS ARE IN PLACE AND IN PROPER CONDITION.**
- ❖ **ONLY AUTHORIZED AND TRAINED PERSONNEL MAY OPERATE SPECIALIZED EQUIPMENT.** This includes forklifts, fork trucks, cranes, snowmobiles, bulldozers, Delta trucks, etc.
- ❖ **NEVER TAMPER WITH OR ATTEMPT TO REPAIR EQUIPMENT YOU ARE NOT AUTHORIZED TO WORK ON, PARTICULARLY ELECTRICAL GEAR.** Electrical hazards present no warnings and can be fatal.
- ❖ **IF YOU ARE WORKING WITH CHEMICALS (SOLVENTS, PAINTS, GASES, FUELS, ETC.), KNOW THEIR HAZARDS AND TAKE PROPER PRECAUTIONARY PROCEDURES.** Read their Material Safety Data sheets (MSDSs). Ask your supervisor if you have any questions.
- ❖ **EMERGENCY EQUIPMENT (FIRE EXTINGUISHERS, ELECTRICAL SHUTOFFS, EMERGENCY SHOWERS, ETC.) MUST BE CLEARLY MARKED AND FREE FROM OBSTRUCTIONS THAT WOULD INTERFERE WITH THEIR IMMEDIATE ACCESS AND USE.**
- ❖ **PRACTICE GOOD HOUSEKEEPING.** Keep the work area orderly and walkways clear of tripping or slipping hazards.
- ❖ **OBEY ALL HAZARD WARNING SIGNS.**
- ❖ **THE FOLLOWING ARE PROHIBITED:**
 - Horseplay, fighting, or other acts that affect the safety or well-being of any employee.
 - Working while under the influence of an intoxicant (liquor, drugs).
 - Smoking, except in designated areas.

IT IS UP TO YOU... The USAP is committed to making your workplace as safe as possible, but you must do your part. Your attitude, awareness for hazards, willingness to work safely, and taking the proper precautions will make the difference. Remember your safety is important not only to you, but also to your fellow employees, your family, and your loved ones. Just one error in judgment, a careless behavior, or lack of knowledge about a hazard can bring pain, a serious disabling injury, or tragedy. We want you to return from Antarctica safe and healthy.

MAINTAINING YOUR HEALTH

Antarctica's extreme environment and location make it necessary to pay very close attention to your health and well-being. Dehydration, sunburn, snow blindness, wind chill, frostbite, altitude sickness, and the common cold can be avoided if you take precautions. Your awareness of these problems goes a long way in preventing their occurrence.



Antarctica's low humidity, winds, and direct and reflected sunlight combine with your body's diminished thirst drive and hormonal changes to increase the danger of dehydration. Drink as much fluid as possible, preferably water. Caffeinated drinks and alcoholic beverages actually rob your body of valuable moisture. The basic rule: drink more than you want.

Sunburn can occur even at temperatures below freezing, especially at higher elevations. On snow and ice the sun's rays burn from above and below. Sunburn can be prevented by proper and regular use of a high-SPF sunscreen which blocks both UVAs and UVBs.



Snow blindness is prevented by wearing 100% UV protective sunglasses. Due to a high level of ultraviolet light, snow blindness may be contracted just as easily on overcast days as on clear days. Basic symptoms are extreme pain in the eyes, scratchy eyelids, headache, and white spots on the surface of the eyes.

Wind increases your body's heat loss by dispersing layers of warm air which are trapped between layers of clothing and skin. As the wind speed goes up, this heat loss increases. Reduce your exposure to wind chill whenever you can by wearing proper clothing, walking with your back to the wind, and taking advantage of wind barriers such as buildings.



Frostbite, the freezing of tissues, is most common on the face but can also affect hands, feet, and any exposed skin. The only warning symptoms may be sudden whitening of the skin and a tingling or stinging in the affected area. Early detection of frostbite will minimize tissue damage. If your face, hands, or feet become so cold that they stop hurting, seek immediate medical assistance.



People suddenly transported to high altitudes without a period of acclimation (several days) may experience altitude sickness.

Outgoing business calls are generally controlled using PIN numbers or by scheduling calls with science support staff. Personal calls can be paid for by using calling cards, by calling collect, or by charging to a major credit card. Satellite location, availability, and volume vary at each station.

Incoming calls are restricted to business and emergency situations. In an emergency, your family can get a message to you in Antarctica by calling RPSC headquarters in Denver (303-790-8606) and asking for Human Resources. They can also follow the instructions on the recorded message. Your message will be relayed using the most efficient method available.



Electronic Mail and Internet Access



Program-related communications at the stations use satellites for data, which includes electronic mail. Direct, interactive Internet is available 24 hours a day. Most employees of RPSC and NSF have their own email addresses. Address lists are available from units of the U.S. Antarctic Program.



COMPUTER SYSTEMS

Please observe the following guidelines when planning your stay at McMurdo and surrounding areas:

- All personal laptops require inspection by the IT PC Technician Shop prior to use on the network.
- No streaming media, without prior approval.
- When connected to the USAP network, do not activate personal firewalls until the firewall is registered with the PC Technician Shop.
- No recreational downloads via web or point-to-point file-sharing programs (Kazaa, Morpheous, Edonkey, etc.). This includes copyrighted material, such as MP3s, movies, and recreational files in excess of standard email messaging.

COMMUNICATIONS

The primary use of communications is to support official requirements of the U.S. Antarctic Program, including both science and operations. There are opportunities for personal use of communications on a non-interference basis.

Satellite links, microwave ground links, repeater stations, electronic mail, and other innovations have dramatically improved Antarctic communications. This transition, along with the adaptation of emerging technologies, will continue to change the way we communicate in the program. Therefore, the following information is subject to change.

Radio

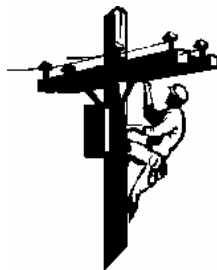
Each station uses hand-held and/or vehicle-mounted VHF radios for local communications. Please observe radio etiquette to ensure efficient and available radio communications. Keep messages short and professional.

Field Party Communications After arrival at station, science parties are briefed about field requirements including communications. Parties learn to operate and maintain equipment issued to them and must test it before going out.

Before leaving for a field deployment for any length of time, you must inform MacOps of your intentions. Frequencies and call signs are assigned and daily check-in procedures are arranged. To avoid unnecessary search and rescue missions, every effort must be made to adhere to the established daily check-in times. Upon your return from the field, immediately inform Mac Ops that your party has returned safely.

Telephone and Satellite

U.S. Antarctic stations access commercial and government satellites for transmission of data and voice. This service is available for business and private use, although official communications have priority. The satellite systems are very reliable, but service outages do sometimes occur.



Symptoms include shortness of breath, headache, nausea, dizziness, weakness, and difficulty sleeping. Acclimation must be slow and gradual. Avoid strenuous activities the first few days, increase your fluid intake, breathe through your nose (not your mouth) to prevent dehydration, and get plenty of rest.



The Common Cold, a.k.a “the crud,” is caused by a host of viruses and can be avoided by practicing proper nutrition, washing your hands often, drinking plenty of fluids, and getting plenty of sleep.



Please help maintain good community health by washing your hands regularly and especially before entering the Dining Facility Serving Area!

MCMURDO FINANCE

The McMurdo Disbursing office provides the following support to the entire community, regardless of agency:

- ATM services
- Making change
- Traveler’s check sales
- Traveler’s check cashing

Agency-specific support includes:

- RPSC employee payroll
- RPSC expense reports



For details or assistance in these areas, or to find out other ways in which the Disbursing office may be able to support your financial needs while you are on the Ice, please stop by or call ext. 2587.

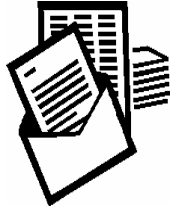


The Disbursing office is located in Building 155 next to the ATM machines.

U.S. POST OFFICE AND MAILROOM

The U.S. Post Office and mailroom are located on the first floor of Building 140 (Movement Control Center or MCC). During the summer they are open six days a week, closed on Sundays and McMurdo-observed holidays. The post office flies a flag on Building 140 when new mail arrives and maintains a list of all parcels and large envelopes that have been received on station. This list can be found on the Intranet, in front of the barber shop in Building 155, and in front of the mailroom. McMurdo's post office, unlike many others, has mailing cut-off dates. The Postmaster will email and post all mailing deadlines, which are usually around three weeks before station close. The exact dates differ each season.

The mailroom hands out all incoming mail, and the post office sends out outgoing mail. All letter mail can be picked up from the mailroom. A letter mail list is not supplied, so please check for mail periodically!



There are two mailboxes on station; one is located in front of the store in Building 155, and one is located in Building 140. Mail is picked up six times a week; check the mailboxes for exact pickup times. Outgoing letter mail is manifested for every flight north. Incoming letter mail is generally on every flight south. Parcel mail is the lowest priority for incoming and outgoing mail.

The post office and mailroom are open for the WINFLY flight ops. period and the summer season only. Hours can be found on the Intranet.

McMurdo's summer mailing address is:

(Name), RPSC		(Name), Project Event #
McMurdo Station	or	McMurdo Station
PSC 469 Box 700		PSC 469 Box 800
APO AP 96599-1035		APO AP 96599-1035

If you have friends and family sending you goodies from home, please remind them that polystyrene packaging (Styrofoam®) is a banned substance in Antarctica

You can find additional information and mailing addresses on the Intranet under Departments/Antarctic Terminal Operations/Post Office Info.



FOOD SERVICES

Welcome to the Clean Plate Club

Please be aware that all our food waste is shipped back to the States. Take only what you'll eat and feel free to come back for seconds.

Meal Schedules

Meal schedules will be posted in the dining area and on the McMurdo information page. There will be four meals per day supporting 24 hour/day, 7 day/week station operations. Deviations from four meals per day will be posted on the meal schedule in the dining area.



Midnight Meal

Reservations are required to eat at the midnight meal, known as Midrats. If you plan to attend Midrats, please ensure that your supervisor approves and obtain a meal ticket from him or her. If you find you need a meal at midnight and do not have a reservation, please check with the cook and wait until the end of the meal (1 a.m.) before dining.



Please clean your table when done, sort all the trash, and place silverware and dishes in the appropriate places. It takes everyone's help to keep the dining room clean and to create an enjoyable dining atmosphere.

Volunteer in the Kitchen on Sundays/Holidays

Volunteers are invited to assist with dish duty at any time! Holidays provide the opportunity to help organize, prepare, and serve the holiday feast.



Keeping Everyone Healthy

One of the most important things that you can do during your stay in Antarctica is to wash your hands regularly. Please be sure to wash your hands before you enter the food service line so that you do not pass germs on to the community.

Libations in the Dining Room

You may bring beer or wine to dinner on Saturday evenings or NSF specified holidays. The rest of the week we ask that you move through dining room in a timely fashion so that everyone may have a seat.

Comments and Suggestions are always welcome. Please use the comments box or talk to the Executive Chef.

RELIGIOUS SERVICES

The Chapel of the Snows



During the summer, Protestant services are conducted on Sundays by a Protestant chaplain with the Air National Guard.

Catholic masses are conducted by Catholic chaplains from New Zealand.

Latter Day Saints services may also be available.

Hours for each service and for other Chapel events (Bible study, 12-step programs, holiday programs) will be posted outside Recreation and on the McMurdo information page.

The Chapel is open 24 hours a day. There is a worship area as well as books, videos, and other information for loan. All denominations are welcome! Stop by and visit!



HOUSING AND LAUNDRY

Housing assignments are distributed at the arrival briefing. If you experience any problems once you arrive in your room, please contact Housing at ext. 2568. If you would like to request a change to your housing assignment for any reason, please work through your Supervisor or PI. We cannot guarantee changes as the station gets full and rooms may not be available, but we will try! Also contact Housing if you are going to the field for any length of time, even if it's just for one night.

Laundry facilities are located in each dorm building.

DORM QUIET HOURS

8:00 a.m. - 6:00 p.m. and 10:00 p.m. - 6:00 a.m.

HUMAN RESOURCES

The RPSC Human Resources office, located in Building 155 across from the ATM, is available to help employees with issues ranging from benefit questions to job openings, and everything in-between! No appointments are needed. Just stop by and an HR staff member will help answer your questions. Benefits enrollment classes are also offered during the season.

There are two Human Resources staff members on station during the summer and one in the winter. Come by and see us!

Resources Available to You

Raytheon Benefit Center

Contact the RBC to enroll in benefits, check your eligibility, or to change personal information such as your home address.

1-800-358-1231

RBCmail@towers.com

https://raytheon.benefitcenter.com

Raytheon Savings and Investment Plan (RSIP)

Contact Fidelity for questions about the Raytheon Savings and Investment Plan or Stock Ownership Program.

1-800-354-3966

www.401k.com

Raytheon Payroll Center of Excellence (PCOE)

Contact the PCOE about any payroll questions or tax concerns.

1-877-291-9990

Payrollcoe@raytheon.com

LifeResources

Contact United Behavioral Health for questions about personal counseling or financial services.

1-866-640-7008

www.liferesourcesray.com

Metropolitan Life

Contact MetLife for questions about dental, life, auto, home and disability insurance.

1-888-262-4877

www.metlife.com/mybenefits



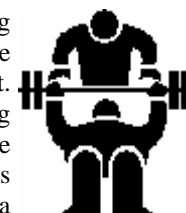
FREQUENTLY CALLED PHONE NUMBERS

<u>Facility/Department</u>	<u>Extension</u>	<u>Building</u>
Aerobics Room	2412	78
Antarctic Terminal Operations	2347	140
Baggage Pickup	2264	140
Barber Shop	2542	155
Berg Field Center	2348	160
Bowling Alley	2826	63
Burger Bar	2413	108
Central Supply	2349	140
Chalet/ RPSC Administration	2337	167
Chalet/Grantee Redeployment	2734	167
Chapel of the Snows	2550	7
Coffee House	2410	76
Computer Help Desk	3526	189
Crary Science and Engineering	4168	1
Finance	2587	155
Fire Department (Non-Emergency)	2555	182
Fleet Operations	2355	17
Food Services Office	2007	155
Gallagher's Pub	2964	108
Gym	2325	75
Housing Office	2568	155
Human Resources	2901	155
Hut 10	2335	10
Library	2271	155
Mail Room	2444	140
Medical (Non-Emergency)	2551	142
NSF Administrative Coordinator	2266	167
Post Office	2357	140
Radio Station	2459	155
Recreation Office	2443	155
Repairs and Maintenance	2696	136
Retail Store	2214	155
Scott Base, Antarctic New Zealand	6700	N/A
Shuttles/ Taxi	2264	140
Southern Exposure	2411	107
Television Station	2370	155
USAP Cargo/Science Cargo	2546	73
Vehicle Maintenance Facility	2500	143
Waste Management (Solid)	2740	185
Waste Management (Hazardous)	2741	170
Weather Office	2523	165



The sports gym is located by the helicopter pad. This is the site for volleyball, basketball, aerobics, indoor hockey, and other activities. A climbing wall is also located in the gym. All personnel on station who have received training on its proper use can utilize this wall. Sign up sheets for league bowling teams and climbing certification will be posted outside of the Recreation office.

The weight room is located on the first floor of Building 63. This facility offers nautilus-type equipment, free weights, exercise cycles, and other exercise equipment. Upstairs, this building has a ceramics room, a sewing room, and a bouldering cave. Building 78, known as the Aerobics Room, is completely outfitted with aerobics training equipment. Both facilities are open 24 hours a day.



The library is located outside of Building 155 next to the central laundry. Books on many different subjects are available for checkout. The library is open most evenings; check the posted hours. Volunteers run the library, so if you are interested, in volunteering stop by Recreation for details.

There are three clubs open to serve the McMurdo community. Gallagher's, a non-smoking club, offers a "burger bar" three nights a week. The Coffee House, also a non-smoking club, serves coffee drinks, wine, and liquors and often hosts acoustical music events or poetry readings. The Southern Exposure club allows smoking. Hours are posted on the Recreation bulletin board and the McMurdo information page.



Discourteous and disorderly behavior will not be tolerated in any of the clubs. The bartenders reserve the right to discontinue service to those who become disorderly or who have had too much to drink. In such cases the customer will be asked to leave, and the incident will be reported to the McMurdo Area Director. All agencies in support of the USAP and the NSF fully support this policy.

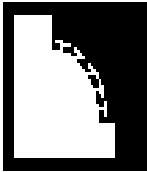
Information on recreational activities is located in the Intranet under Community/General Information/Recreation Services, on the McMurdo information page, and by checking the Recreation bulletin board across from the ATM machine in the lower level of Building 155.

THE MCMURDO STATION STORE

The McMurdo Store is located in Building 155 and is open six days a week at specified times, with hours for the night crew three mornings per week.



The Store offers a variety of items for purchase including souvenirs, toiletries, beverages, snacks, film, batteries, and phone cards (in \$30 and \$50 denominations). Beer, wine and liquor are also available for purchase. Please keep in mind that the Store is in Antarctica. At times we may have to restrict quantities, based on supply and demand, so that the entire community has a fair chance to purchase an item. Souvenir stock will rotate throughout the season, and popular items and sizes go quickly.



Other services provided in the Store include the use of a fax machine (\$1 per page), a color printer and scanner (50¢ per page, quantities within reason please), gift certificates, and a video checkout. Video counter employees are needed each season. This is a part-time position paid through Recreation.



Payment is by U.S. currency, U.S. traveler's check, or Visa/MasterCard. At times it is difficult to get credit card approval. The ATM is down the hall from the store.

RECREATION

Recreation Office

The Recreation office and gear issue are located on the first floor of Building 155. Gear issue services include the rental of musical instruments, cross-country skis, climbing shoes, CDs, party clothes, etc.

Recreational Facilities

There are many outlets for after work activities. A small two-lane bowling alley is located in Building 63. Open bowling hours are usually on Sundays. League bowling is also available.



EMERGENCY NUMBERS

Fire.....*Emergency Only*.....911
 Medical.....*Emergency Only*.....911
 Spill Response.....911 or 2555
 VMF (Vehicle Maintenance).....2500
 Firehouse - Non-Emergencies (24 hours).....2555



*For an outside line to call off station, dial 792.
 The use of a calling card is recommended.
 This is for 800 and 888 numbers only.*

TELEVISION STATIONS

TV CHANNEL	INFORMATION
Channel 2	AFN Entertainment
Channel 3	Weather
Channel 4	
Channel 5	
Channel 6	McMurdo Information Page 1
Channel 7	Transportation (flights/bag drag)
Channel 8	
Channel 9	Movies
Channel 10	Movies
Channel 11	Sports
Channel 12	McMurdo Information Page 2
Channel 13	News



RADIO STATIONS

RADIO and TV CHANNEL	INFORMATION
93.9 FM and Channel 3	NPR
99.0 FM and Channel 7	Spectrum
104.5 FM and Channel 6	AFN and local DJ's

NPR can also be accessed via your computer by going to the McMurdo Intranet/ Multimedia Index/ NPR

USAP AIRFIELDS

The U.S. Antarctic Program operates four airfields from late winter through the austral summer season. The airfields are: 1) Pegasus white ice runway, 2) annual sea ice runway, 3) Williams Field skiway, and 4) Amundsen-Scott South Pole Station skiway. The first three airfields are located within the local McMurdo area. The fourth is located at Amundsen-Scott South Pole Station. Each of the airfields is unique in its own way. Their structure and surrounding weather elements affect their construction, maintenance, and operation. A brief overview of each airfield facility follows.



Pegasus White Ice Runway

Approximately 18 miles from McMurdo Station on the McMurdo Ice Shelf, Pegasus white ice runway is the most unique of the runway systems in the USAP. The airfield sits on an approximately 110-foot thick glaciated shelf with three to four inches of compacted snow on top, better known as “white ice.” Pegasus consists of a 10,000-foot long and 150-foot wide single runway, fuel pit, and parking area, and does not include a crosswind runway. Depending on the planning of flights, approximately four to six C-141 or C-17 flights land and depart from Pegasus during the WINFLY period. The runway is then closed until mid-December as the annual sea ice runway and Williams Field skiway are utilized throughout most of the summer season. Pegasus is not used throughout this time due to its distance from McMurdo.



Annual Sea Ice Runway

The annual sea ice runway operates from October to December of each year. While open, the airfield supports aircraft operations that consist of C-5, C-17, C-141, C-130, LC-130, and Twin Otter aircraft. The annual sea ice runway system is composed of three miles or less of sea ice road extending from the transition of land and sea ice from McMurdo to the Mobile Runway Support Facilities (MRSF) at the airfield site. Landing surfaces consist of a main and crosswind runway, both of which are 10,000 feet long and 220 feet wide.



WASTE MANAGEMENT ANTARCTICA

Garbage and Recycling

The U.S. Antarctic Program ships over 300 containers of waste back to the States every year. Of that, over 60% is recycled. This kind of recycling rate is something to be proud of, and it could not be done without your help! The Waste Management department does not have the manpower to sort your waste, so we ask you to do it. A placard over each collection bin describes what can be placed in that bin. PLEASE separate your waste. Not only does it make a difference in our recycling rate, but it saves us money too. For instance, just 1% contamination in our aluminum bin can make a 50% difference in our per pound refund.



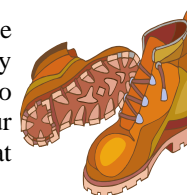
Work Centers

Your supervisor will schedule a work center waste briefing. This is to help you understand collection times and procedures. *These briefs are mandatory for work centers handling hazardous waste.*



Skua Central

Looking for some new boots or clothes? Want to give that coffee maker to someone? Visit Skua Central by the EH & S office (Building 192). This is the place to find discarded personal items. Skua Central needs your old, but still usable, products. Please drop them off at the appropriate collection bins.



Phone Numbers

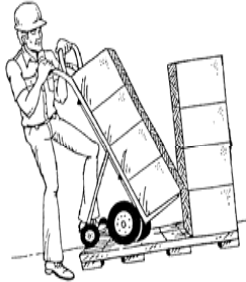
Don't know which container to throw something in? We would be glad to help you.

Solid Waste:	2740
Hazardous Waste :	2741
Reuse/Resale :	2731



LOGISTICS

The McMurdo Logistics Division consists of two departments, Supply and Antarctic Terminal Operations (ATO). ATO is further divided into two sub-departments: the Movement Control Center and USAP Cargo.

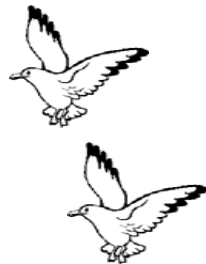


Supply is responsible for receiving, managing, and distributing materials to the various work centers in McMurdo. Supply maintains trade-specific commodities in various warehouses throughout the community. Commonly used items, such as office supplies, are available in Central Supply, which is located upstairs in Building 140. Supply is an excellent resource to help you track orders and run inventory reports.

The Movement Control Center (MCC) is responsible for all cargo and passenger movements via fixed wing aircraft within Antarctica and to Christchurch, New Zealand. This includes the loading and unloading of aircraft; preparing all flight documentation and cargo; conducting passenger bag drags; and operating the town taxi, shuttle service, mailroom, and post office. All MCC operations are located on the ground floor in Building 140.



USAP Cargo, located in Building 193, is responsible for processing all grantee cargo for shipment, whether via fixed wing aircraft, helicopter, or vessel. This includes packaging, labeling, and documenting cargo. In addition, USAP Cargo prepares all hazardous materials for shipment both within Antarctica and for retrograde off the continent.



By early to mid-December the airfield is closed due to the melting of the sea ice. After this time aircraft operations are transferred to the Williams Field skiway, a process which takes two days. Wheeled aircraft operation transfers to Pegasus white ice runway later during the austral summer, in approximately early January.

Williams Field Skiway

Williams Field skiway operates from October to February of each year and is built on the Ross Ice Shelf approximately seven miles via snow road from McMurdo. This site sits on approximately 25 feet of compacted snow, lying on top of 260 feet of ice, floating over 1,800 feet of water. Williams Field skiway is utilized by LC-130 and Twin Otter ski-equipped aircraft.



Amundsen-Scott South Pole Station Skiway

South Pole skiway operates from October to February of each year. Located at Amundsen-Scott South Pole Station, the skiway is 14,000 feet long, 300 feet wide, and rests on top of 9,300 feet of accumulated snow and ice. Snow is compacted and the skiway is made level by towing implements. Maintenance of the skiway is done daily to prevent drifting and to keep the landing surface as compact as possible.



Deep Field Camps

Deep field camps operate from October to February of each year. Skiways on the high polar plateau are constructed to support LC-130 operations and science activities. Depending on the size and duration of the proposed field camp, skiways are either groomed by camp personnel using snowmobiles, or if available, by tracked equipment pulling lightweight grooming implements.



Flight Information

Transportation and Flight information can be found on Channel 7.

Fixed wing and helicopter schedules, airlift movements, and the airlift calendar can be found on the McMurdo Intranet under Operations/Flight Info.



AIRFIELD DRIVER TRAINING

With the exception of incoming and outgoing passengers, individuals not directly involved in aircraft ground support or airfield operations are not authorized on airfields. To meet personnel from incoming flights, stop by the arrival briefing held at the designated meeting point in McMurdo.

All personnel who operate vehicles and whose jobs require them to be on the airfields must have completed the airfield safety training class administered by the USAP airfield manager or designated individual annually. Untrained personnel present a serious hazard to aircraft operations. Personnel observed out on the airfield who have not attended training will be reported to their immediate supervisor. All vehicle operators must have a valid stateside driver's license or equivalent.

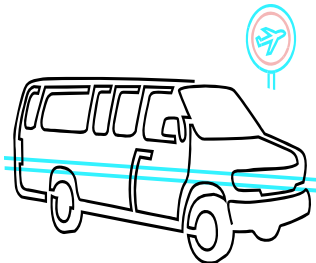
Training is announced via email and is normally held at least twice a week. Personnel new to the USAP must have on-airfield driver practical training conducted by their immediate supervisor prior to operating a vehicle on the airfield. The assigned supervisor will sign the training checklist after the training is completed and return the signed form to the Airfield Manager's office. New supervisors need to contact the airfield manager for airfield practical training.

VEHICLE TRAINING Light Vehicle and Fork Lift

Before operating any vehicle you must attend a vehicle training . Light vehicle trainings will be conducted by either your supervisor or a divisional trainer. The training is comprised of a lecture or PowerPoint presentation and a practical hand-on component.

Fork lift trainings will be provided by either a divisional trainer and/or the EH & S team depending on the job and equipment requirements.

The assigned trainer will sign the training checklist after the trainings are complete and turn them into the EH & S office.



VEHICLE USE AND CARE

A daily vehicle checklist must be kept on each vehicle. It's the responsibility of the first driver of the shift to fill out this form. When filling up with fuel, record the number of gallons added on the daily vehicle checklist. When the vehicle comes into the Vehicle Maintenance Facility (VMF, Building 143) for any type of service, the checklist must be inside the vehicle. All vehicle checklist sheets must be turned in to the VMF on the first of each month. The daily checklists are located on the common (I:) drive under Perm/VMF.

Before you operate any vehicle you are required to do a walk-around inspection. Look for fluids on the ground, new damage to the body, or flat tires. If you have any questions call the VMF at ext. 2500.



Preventive maintenance (PM) service is performed on all light vehicles after every 400 hours of running time, and on heavy equipment every 250 hours. When your vehicle is within 25 hours of its scheduled service, call the VMF to make an appointment. Supervisors are held responsible if a vehicle is brought in late for its PM.

Vehicles are identified by their equipment number. The equipment number consists of 2 letters followed by 5 numbers. These numbers are stenciled on the side and the back of the vehicle. You will need to know your vehicle number.

Smoking is not authorized in any of the vehicles, and it is the responsibility of the drivers to keep the vehicle clean.

