

Kasitsna Bay Lab Use Request Form

Thank you for your interest in the Kasitsna Bay Lab! Please read through this entire Lab Use Request Form and rules and then fill out the appropriate sections. You may return your form via e-mail or fax to the Kasitsna Bay Lab. We will contact you shortly thereafter to confirm your reservation. Please do not hesitate to contact us if you have questions!

<http://www.uaf.edu/sfos/about-us/locations/kasitsna-bay/>

Kasitsna Bay Lab Drawer G

Seldovia AK 99663

Phone: 907.399.4042

Email: kbaylab@sfos.uaf.edu

Your Contact Information:

Contact Person:

Organization Name and Project Title:

Contact Telephone(s):

Contact Fax Number:

Contact Address:

Contact E-mail:

Emergency Contact and Telephone:

Non-UA groups with minors must complete and submit UA's "[Facilities/Premise Use Agreement](#)."

IMPORTANT: Foreign nationals will need to provide basic information to [Kris Holderied at NCCOS](#) for a routine U.S. federal facility security clearance. For visits to KBL of more than 3 days, there is a 30 day advance notice requirement, so please contact us in plenty of time before your stay at the lab. Visits of 3 days or less require 5 days advance notice.

Billing Information

UAF Account Number (title, fund, org) / PO (If applicable):

Accounts Payable Contact:

Phone Number:

Accounts Payable Address:

Accounts Payable E-mail:

Please briefly describe the research/activities you plan to conduct at the Kasitsna Bay Lab:

Lab Use Request

Date of Arrival:

Approximate time of Arrival:

Date of Departure:

Approximate time of Departure:

Method of Arrival:

Total Number of Visitors:

Will you use SCUBA?

(Please see Lab Rules about SCUBA)

Yes

No

Do you need a boat with an operator?

Yes

No

If Yes, please give dates:

Will you be bringing hazardous chemicals?

(Any material requiring an MSDS under
OSHA's Hazard Communication Standard -
<https://www.osha.gov/dsg/hazcom/index.html>

Yes

No

If so, you MUST:

1. Provide a list at least one week prior to your arrival
2. Bring a copy of the MSDS for each chemical
3. Contact lab staff regarding appropriate shipping and removal methods.

Additional Requests/Comments

KASITSNA BAY LAB RULES & REGULATIONS

CHEMICALS

No chemicals may be brought to the lab without prior authorization from the lab manager. You MUST bring a copy of the MSDS for each chemical and contact lab staff regarding appropriate shipping and removal methods. Hazardous chemicals may not be disposed of at the Lab. All chemicals brought to the lab must be appropriately labeled, including contents, any warning information, date and name of owner. It is the responsibility of the owner to remove any remaining chemicals from the Lab when the project is completed. Visitors will be required to read the Hazard Communication Plan upon arrival to the lab.

COMMUNICATIONS

Cell phone reception is good at the lab. Please bring your own cell phone if you anticipate needing to use a phone on a regular basis. Long distance calls may only be made collect or on calling cards. The wireless internet may be accessed for free but no streaming is allowed because of limited bandwidth.

FLOAT AND HIKE PLANS

Float and hike plans (even recreational) are a necessity. All boat users are required to fill out the boat float plan log. When traveling on land, let someone know where you are going and an estimated time of return. Everyone should be aware that black bears occur in the vicinity of the lab. Anyone expecting to hike or jog and not familiar with bear safety should request information from the Site Manager.

COLLECTION PERMITS

Collection permits are required before any live samples may be taken and stored at the lab. Under Alaska law, a permit must be obtained from the Alaska Department of Fish and Game (ADF&G) in order to collect, possess, or transport wildlife, fish, shellfish, amphibian, or aquatic plant resources for educational, scientific, or propagative uses. A different set of rules applies in the case of ornamental species, or for importing exotic pets or livestock into Alaska. A permit from ADF&G is also required for non-commercial control (including harassment or hazing) of nuisance wild birds or small mammals. Depending on their intended use of fish or wildlife, researchers and educators may need one or more fish resource permits (for fish, amphibians or aquatic plants) or an educational, wildlife possession, or scientific collection permit (for mammals, birds, or reptiles). To access application forms and information for various transport and possession permits, visit the [ADF&G website](#).

HOUSING UNITS

Please keep the housing units in clean condition. Bedding, sheets and towels are provided. Shower and laundry facilities are only for use by people staying at the lab. Visitors wishing to use the dishwashers or laundry facilities must bring their own LIQUID soap. Report any plumbing, electrical, heating or appliance problems to the Site Manager immediately, even if they may not seem urgent. Visitors will receive a written instructions explaining how to clean the premises used and launder bedding and towels.

MAIL

The address for mail is: Kasitsna Bay Laboratory Drawer G, Seldovia, AK 99663
Mail will be picked up every day or two by Lab staff and placed in mail boxes outside housing units. If an urgent mail item is expected, notify the Lab staff. Mail does not come in or leave Seldovia on Saturday or Sunday. For packages, UPS or FEDEX may be sent c/o the lab, however, it is the recipient's responsibility to track the package and determine when and where it will arrive, as arrival points/times change with carrier contracts on a regular basis.

MEDICAL EMERGENCIES/CONDITIONS

Visitors with medical conditions that could cause an emergency, e.g. seizure, should notify lab staff of the nature of the condition, symptoms when expressed, medications taken, emergency treatment, and how to contact your physician.

SCUBA:

All divers must be AAUS or NOAA certified and APPROVED DIVE PLANS must be on file at the lab before any dives take place.

Dive plans must be approved by the UA Diving Safety Office, Dr. Brenda Konar (bhkonar@alaska.edu or 907-474-5028). It is strongly recommended that all divers contact Dr. Konar as early as possible to ensure her availability to discuss requirements, process reciprocity requests, and approve dive plans. All non-UA divers must have approved letters of reciprocity and approved dive plans on file with Dr. Konar prior to any diving approvals. The lab provides dive tanks and a limited amount of dive weights. All other equipment must be provided by the users. Please indicate on the Lab Use Request Form if you will use SCUBA.

SHOP AND TOOLS

The Scuba Locker can be used for drying rain gear and Mustang suits. Power tools from the Shop are not to be operated without permission of the Site Manager. Tools are not to be taken from the shop without permission of the Site Manager.

VEHICLES

All boat and truck driving laws in the state of Alaska are applicable to lab vehicle users.

Gas used from the lab tanks must be recorded on the clipboard inside the shed next to the tanks.

Trucks

All drivers MUST have a current, valid driver's license and UAF Drivers Card in their possession, PRIOR to their stay at the lab. Cards may be obtained online at <http://www.uaf.edu/safety/training/basic-training/>. You should allow 2 weeks to receive your card.

Please coordinate vehicle use with the Site Manager.

All passengers using UAF vehicles are required by law to wear a seatbelt- this means NO passengers shall ride in the truck bed! Report any accidents, vehicle damage or operating problems to the Site Manager immediately. Do not leave vehicles parked at the Jakolof dock overnight, as there are occasional instances of vandalism. Contact Lab staff if you need a vehicle picked up or returned to the dock.

Boats

Users wanting to use boats need to be at least 18 years of age. Users driving boats (zodiaks) will have to show a small boat driving certification (e.g., <https://www.boat-ed.com/alaska/>, but others are acceptable) and have to show proficiency. Boat drivers must be approved in advance (before their visit) by the Site Manager (contact Hans Petersen (UAF facilities manager at 907-202-3400). Prior to each use, check out with the Site Manager and file a float plan.

VISITORS, CHILDREN, PETS and FIREARMS

Overnight visitors are not allowed at the Lab.

No children are allowed that are not part of the approved group, even if they have a dedicated baby sitter.

Pets are not allowed on the Lab grounds.

Firearms are not allowed. Anyone arriving at the Lab with a firearm must immediately deliver it to the Site Manager for safe storage until departure.

PAYMENT AND TERMS

Payment is expected within 30 days of receiving the invoice for your stay. Make checks payable to UAF, and send to Kasitsna Bay Lab, PO Box 757220, Fairbanks, AK 99775. Contact for payments is Roberta Hamilton, rhamilton@alaska.edu, 907-474-7829.

CONTACT THE KASITSNA BAY LAB

Connie Geagle (UAF Administrative Assistant) – 907-399-4042

Hans Pedersen (UAF Facilities Manager) - 907-202-3400

Mike Geagle (NOAA Facilities Manager) – 907-399-1108