

# 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 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/cfos/about-us/locations/kasitsna-bay/>

Kasitsna Bay Lab Drawer G

Seldovia AK 99663

Phone: 907.399.4042

Email: [kbaylab@sfos.uaf.edu](mailto: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](#) [PDF].

**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 **60 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

Organization responsible for payment

If UAF, please list account number (fund, org)

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

Do you need the OCES system?

- Yes  
 No

For boat and/or OCES use, please list which boat and give dates (see rules for use below):

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; there is no landline to the lab. 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 and sign back in after return. 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 written instructions explaining how to clean the premises used and launder bedding and towels before they leave.

### **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 mailboxes 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](mailto: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. Before departing the lab, a complete dive log has to be submitted with the lab invoice.

**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.

**OCES:** The Ocean Acidification Experimental System is available for use to users that are trained on the equipment. Consumables (e.g., gas) to run the system will need to be purchased by the user.

## **VEHICLES**

All boat and truck driving laws in the state of Alaska are applicable to lab vehicle users. A UAF driver card needs to be on file with the Lab, and 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. Driver cards need to be on file at the Lab. Cards may be obtained online at <https://www.uaf.edu/safety/training/basic-training.php>. You should allow 2 weeks to receive your card. A CAT 2 driver form (<https://www.uaf.edu/safety/files/risk-management/Cat-1-and-II-Forms.pdf>) approved by the UAF Lab Director (Katrin Iken, [kbiken@alaska.edu](mailto:kbiken@alaska.edu)) needs to be on file before a UAF vehicle can be driven. All vehicle use must be coordinated 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 (Zodiacs) 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. Other boat use is with an operator only and must be scheduled in advance. **Scheduled but unused boat time will be charged at \$20/h for 8 h/day (i.e., please do not schedule the boat for 3 days of use when you only need 1 day).**

## **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 babysitter. Pets are not allowed on the Lab grounds unless they are an approved service animal. If so, their stay has to be coordinated with Lab staff prior to the visit.

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 the CFOS purchasing office, [UAF-CFOS-purch@alaska.edu](mailto:UAF-CFOS-purch@alaska.edu).

## **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