



The National Science Foundation Office of Polar Programs United States Antarctic Program

AIL-POL_1000.08 USAP Material Storage Policy

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Subject	On-Ice Material Storage	Authorized By	AIL Section Head
	National Science Foundation		
Office of Primary Responsibility	Geosciences Directorate Office of Polar Programs Antarctic Infrastructure and Logistics Section	Responsible Official	AIL Section Head
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Document Release History

Release Number	Release Date	Description of Changes	Changes Made By
1	June 2018	New policy	NSF/OPP staff

Consult the USAP Master List for the most current version.

HARDCOPY NOT CONTROLLED – Verify Effective Date Before Use

1. Purpose

This document establishes the policy for storing grantee items, either event-specific or personal, at USAP stations and facilities. This policy allows for the limited heated and unheated storage space to be allocated efficiently and fairly to active awards.

2. Scope

This policy is effective at all locations where grantees are working, either as part of the USAP or hosted by the USAP.

3. Responsibilities

Grantee Field Team Lead

The award principal investigator, or field team lead, is responsible for reviewing this policy and ensuring all team members understand and comply.

Antarctic Support Contractor (ASC)

The ASC is responsible for developing and implementing procedures and for the daily execution of these procedures to support this policy at each operating location.

NSF Station Manager

The NSF station manager is responsible for disposal of abandoned items, as necessary. When no NSF station manager is available, the senior ASC representative at the site will assume this role.

NSF Science Program Officer and AIL Program Manager Antarctic Research Support/Ocean Projects

The cognizant NSF science program officer and AIL program manager for Antarctic Research Support/Ocean Projects is responsible for approving any exceptions to the requirement to remove items at the end of an active award.

4. Policy

4.1. General Provisions

1. All items are stored at the investigator's and/or team's own risk.
2. There is no expectation of privacy regarding any event-related or personal items stored in storage areas. Any professional or personal items stored in USAP facilities are subject to inspection and further disposition by USAP officials, as deemed necessary.
3. Grantees may be assigned laboratory, locker, office, and/or other space, depending on event needs and location. This space may be dedicated or shared, and the assignment will be made and managed by ASC.
4. Space requests should be established in the event planning phase. Late requests or requests made once on site may not be supportable.

5. Grantees must discuss winter storage needs with their ASC point of contact (POC) during the planning phase to ensure that all needs are reflected in the Research Support Plan.
6. All over-winter storage must include a detailed inventory (provided via electronic-copy) submitted to the event's local POC.

4.2. End of Event

1. At the end of an event, all professional and personal gear must be retrograded from USAP facilities and all USAP-issued equipment and materials returned to the appropriate work center.
2. It is the responsibility of the principal investigator or field team lead, not ASC, to ensure all items (professional or personal) are properly returned or retrograded.
3. Items found relating to a completed award (professional or personal) will be disposed of. Any boxes or crates will be opened (to ensure the proper waste stream is identified) and the contents then disposed of.
4. Any exceptions to this policy are only to be made when it is in the interest of the government, and the exception must be approved by the cognizant NSF program officer and AIL program manager for Antarctic Research Support/Ocean Projects.

5. Policy Review

This policy is valid until rescinded. It shall be reviewed at an interval of not more than five years.