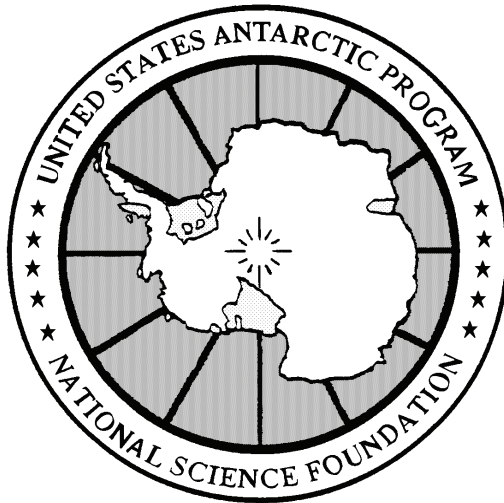


***AMUNDSEN-SCOTT  
SOUTH POLE  
STATION  
GUIDE***



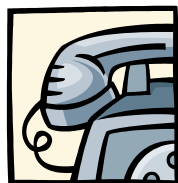
***2007-2008  
FY08***

*RPSC-07-080*

# ***PHONE LIST***

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Area Manager	61843
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Executive Chef	61730
Facilities Engineer	61857
FEMC Manager	61840
Help Desk (Computers)	61603
HR/Finance Specialist	61833
Incident Commander	61832
IT Manager	61801
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# ***WELCOME***

***ded-i-ca-tion*** [*ded-i-key-shuhn*] -noun

1. *Complete and wholehearted fidelity*

2. *A ceremony marking the official completion or opening of a public building, institution, monument etc.*

3. *The act of binding yourself (intellectually and emotionally) to a course of action*

[syn: *commitment*]

“Dedication” is an appropriate theme for this season at South Pole as each one of the definitions applies.

*Complete and wholehearted fidelity.* The courage and dedication of British explorer Ernest Shackleton’s crew saw them through one of the most heroic events in Antarctic exploration, with the loss of the *Endurance*, and the recovery of every man on the expedition. The history of Antarctic exploration abounds with stories of those who overcame incredible odds and showed a commitment to both their dreams and the expansion of knowledge about our world, as well as those who suffered the consequences of the unknowns found in a vast, inhospitable continent.

Dr. Arden Bement, the director of the National Science Foundation, said this in an address to the National Academy of Sciences in February 2007:

All of these explorers, past and present, are worthy of our deepest respect. They dig deep into a frigid past and deliver knowledge for tomorrow. I’m delighted to join this distinguished gathering to celebrate their achievements with a pledge of more to come.

As a nation, we have explored the frontiers of discovery and innovation on and off the ice. Our support of research in the polar regions entails massive logistical challenges, and immense rewards. Because we persist, the world gains the ability to observe the early universe; model carbon cycles and weather patterns; and explore the diversity of life in extreme environments.

The continued dedication of people like you helps shape the future as we support the scientific endeavors sponsored by the NSF at the South Pole.

***WELCOME, continued***

*A ceremony marking the official completion or opening of a public building, institution, monument, etc.* In January, NSF plans to dedicate the new South Pole station and formally recognize the efforts of all who have taken part in the realization of this amazing facility.

*The act of binding yourself (intellectually and emotionally) to a course of action.* We will be starting work on the new Logistics Facility, supporting the IceCube project drilling season with a plan of 16-18 string deployments, working with the Air Force to complete an airdrop to test small delivery bundles, and providing support to numerous science groups throughout the summer.

Population will most likely peak above our previous maximums, and space will be at a premium. In the span of just 100 days, we will complete our summer work and dedicate the elevated station. A strong focus on safety, tolerance for your neighbors in the community, and a willingness to pitch in when needed will help us to realize a successful season. Even though you will be living in one of the most physically isolated places on earth, the pace is fast and crews work around the clock. The South Pole can be a VERY busy place!

In the midst of all the activity, take a moment to remind yourself what a truly remarkable place this is. Think about the very few people who have ever stood where you stand now, and the sheer *dedication* required to live and work here.

Welcome to the 2007-2008 season, and thank you for your contribution to yet another busy year at the South Pole.

BK Grant  
South Pole Area Director  
Raytheon Polar Services



# ***INTRODUCTION***



Amundsen-Scott South Pole Station, located at 90 degrees south latitude, boasts an elevation of approximately 2,836 meters (9,306 ft), most of which is ice. Because the Earth's atmosphere is thinner at the poles, the resulting average "physiological altitude" is 3,223 m (10,576 ft).

The average annual temperature at the South Pole is  $-49.5\text{ }^{\circ}\text{C}$  ( $-57.1\text{ }^{\circ}\text{F}$ ), with a record low temperature of  $-82.8\text{ }^{\circ}\text{C}$  ( $-117.0\text{ }^{\circ}\text{F}$ ) in June 1982 and a record high of  $-13.6\text{ }^{\circ}\text{C}$  ( $+7.5\text{ }^{\circ}\text{F}$ ) in December 1978.

The extremely dry environment limits annual snowfall; however, a relatively constant wind speed of 5-15 knots accounts for the snow drifting common to inland Antarctic stations. The surrounding terrain is virtually flat, except for shallow waves of sastrugi (small snowdrifts).

The Dome has been replaced by the South Pole Safety and Environmental/Station Modernization (SPSE/SM) upgrade: a combination of below-surface facilities (power plant, logistics, vehicle maintenance, and fuel storage) and the new elevated facilities.

At the 2007 Antarctic Treaty Consultative Meeting (ATCM), the South Pole Station and its immediate surroundings were designated an "Antarctic Specially Managed Area" (ASMA No. 5). Please refer to the following URL for the latest documentation: <http://30atcm.ats.aq/>

The ASMA is divided into four "zones," each providing a specific environment required by the activities already established there:

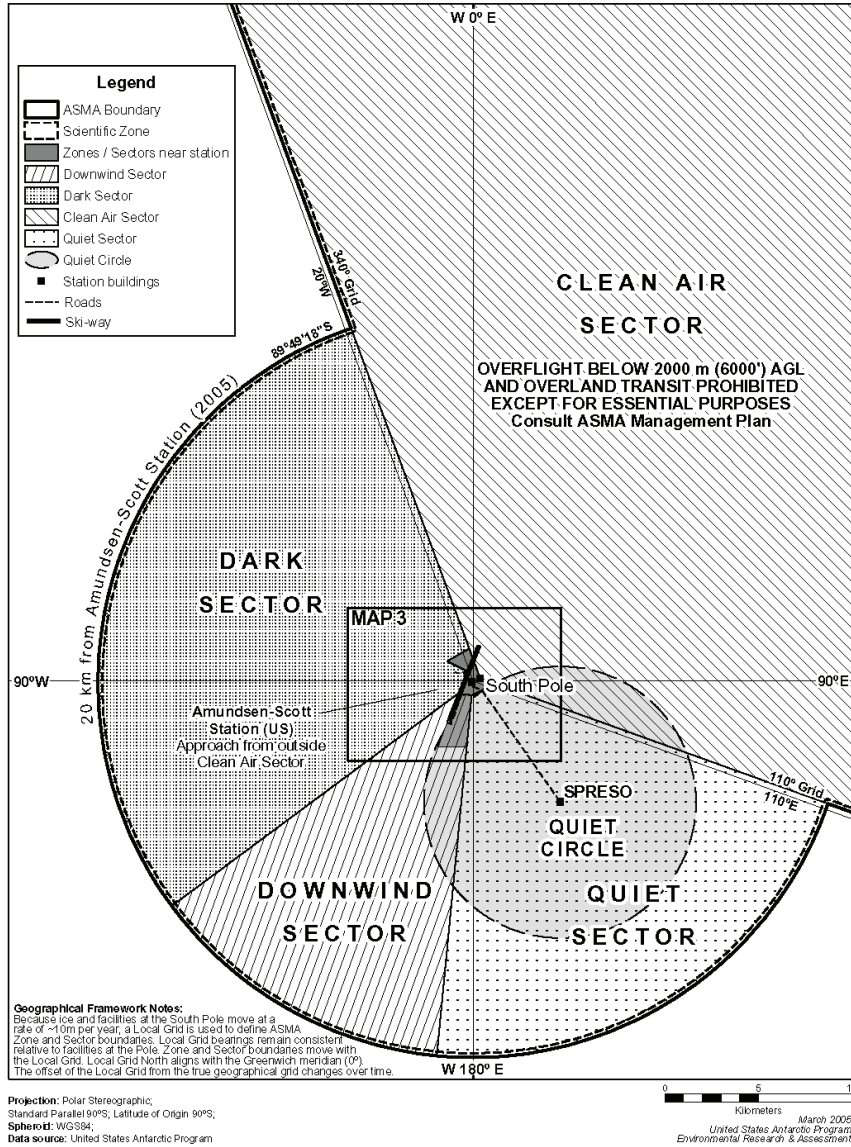
The **Operational Zone** houses the main station and general activities. The **Historic Zone** provides protection for sites with historical value. The **Hazardous Zone** is established to prevent access to hazardous areas. The **Scientific Zone** establishes guidelines to minimize interference with scientific research taking place within various sectors:

- The "Clean Air Sector" (CAS) ensures a pristine air- and snow-sampling environment for climate systems research
- The "Dark Sector" provides an area free from light pollution and electromagnetic noise for astronomy and astrophysics research
- The "Downwind Sector" provides an area for balloon launches, aircraft operations, and other "downwind" activities
- The "Quiet Sector" is an area where noise and equipment activities are limited for seismology and other vibration-sensitive pursuits.

**INTRODUCTION, continued**

*South Pole Science Sectors*

Working Draft v.1: 09 Mar 05



# ***SAFETY***

*Safety Engineer: x61733*

At the South Pole, safety comes FIRST in everything we do. Please contact the Safety Engineer or visit the EH&S web site for training materials and updated information.



## **General Preparedness**

Do you know where the emergency exits are? The fire extinguishers? The nearest telephone/eyewash station/first aid kit? These are all things you should know in case an incident occurs.

## **Accidents/Injuries (non-emergency)**

If you feel sore or are injured, notify your supervisor, and go to the clinic if you require medical attention. If you witness an accident or a “near miss,” report it to your supervisor or the Safety Engineer, fill out a SHIELD report online, or make an anonymous suggestion in the suggestion box. By investigating and addressing incidents and near misses, we can prevent potential injuries.

## **Aircraft Safety**

Aircraft schedules are posted on the station intranet and the scroll. These schedules change often, so check with COMMS before using the skiway for any reason. COMMS will announce the arrival of passenger flights over the All Call (public address system). The announcement for "Pole 3" indicates that an aircraft is approximately 100 miles or 30 minutes away. The skiway crossing will remain open until the aircraft is 10 minutes from landing; however, the skiway itself must be clear of vehicles and equipment 2 hours prior to aircraft arrival. When the aircraft is approximately 30 miles (10 minutes) away, the ***skiway crossing beacons are turned on, and all personnel must remain clear of the skiway.*** When COMMS announces the aircraft is clear of the skiway, the crossing beacons are turned off and traffic may cross the skiway. Crossing beacons are re-activated for aircraft departure.

- The taxiway/flight deck is off-limits to all personnel except Cargo and Fuels representatives. Check in with the Fuels Operator if you are in this area for any reason, even taking pictures.
- The Twin Otter parking area is off-limits to all vehicles except for aircraft maintenance purposes. Exercise extreme caution near this area—there are no crossing beacons to warn of airplane traffic.
- Be aware that condensation trails from the propellers can impede visibility and cause frostbite.



**OFF-LIMITS AND RESTRICTED-ACCESS AREAS**

**Construction Sites:** These sites include temporary construction support for science projects. These areas can be extremely hazardous for anyone without proper training and protective equipment: follow all posted signs.

**Shops and work centers:** Many shops and work centers (e.g., power plant, garage shops) are limited to authorized personnel and require specific personal protective equipment (PPE). Please observe the posted signs.

**Science Sectors and Laboratory Spaces:** The Dark Sector, Quiet Sector, Clean Air Sector, and all science facilities are restricted-access for pedestrian and vehicle traffic. Radio use in these areas is limited to emergencies and specifically authorized operations.

**IceCube Drill Camp:** The ever-changing locations of hazards in this area makes it especially dangerous for all except authorized personnel.

**Cryogen Areas:** Areas where cryogenes are stored or in use are restricted to authorized personnel only.

**Radome and Radio Antenna Fields:** These areas are off-limits due to radio frequency and high voltage hazards.

**Dome and Skylab:** The area on top of the dome, the “back side” (grid east) of the dome, the old power plant, and SkyLab are off-limits to everyone except authorized personnel. Access under the dome for photographs, etc., is permitted unless otherwise posted—just stay clear of the construction sites and comply with posted signs.

**Water Wells, Sewage Outfalls, Tunnels, Utilidors:** These are sub-surface confined spaces with limited egress. Do not enter these areas without proper authorization and equipment. Open utilidors must be clearly marked with appropriate fencing and signage.



**“Old Pole:”** The original South Pole station is buried and gradually becoming crushed under approximately 35 feet of snow. This area is extremely dangerous and therefore off-limits for all personnel.

**Fuel Arch:** This is also an area with special equipment and limited egress. Do not enter the Fuel Arch without proper authorization.

***SAFETY, continued***



*For your safety, please refer to the maps included in this guide and follow the designated passenger routes at all times.*

**Off-Site Travel** *(see procedure OP-S-305 on the Master List)*

Travel away from the station is allowed during the summer with proper authorization from the Area Director or the Winter Site Manager. (Contact the Winter Site Manager for winter travel procedures.)

1. Sign out a hand-held radio from COMMS.
2. Provide the following information to the COMMS staff:
  - Names of all party members
  - Departure time
  - Estimated time of return to COMMS
  - Destination or grid coordinates and distance
  - Mode of transportation
3. Party members must observe the following rules:
  - Keep a radio ON (in an inside pocket to keep the battery warm) so that you can be contacted at all times
  - Call COMMS upon arrival at destination
  - Call COMMS when departing from destination to South Pole
  - Call COMMS upon arrival at South Pole
  - Return radio to COMMS immediately upon arrival

COMMS will inform trek party of expected aircraft traffic. The party must plan their trek so that they are off the skiway two hours before estimated aircraft activity.



A 30-minute “grace period” after the ETA will be used to attempt contact with the trek party by radio and All Call.

If no contact is made, Search and Rescue procedures will begin.

*Don't forget to notify COMMS and return the radios immediately upon your return.*

# ***EMERGENCY RESPONSE***

*Incident Commander: x61832*

*Safety Engineer: x61733*

## **Accidents/Injuries**

1. CALL 911 and report:
  - Your name
  - Location of accident/incident
  - Status of injured person(s)
  - Hazards present on scene



## **Fire**

1. Activate the nearest Fire Alarm pull station.
2. CALL 911 from a safe location and report:
  - Your name
  - Location of Fire
  - Type of Fire (if known—what is burning?)
  - Approximate size of fire
3. Clear the area through the nearest safe exit
4. Only attempt to extinguish the fire if it can be done safely

## ***When the Fire Alarm Sounds:***

- Assume every alarm is a real situation.
- Listen for announcements over the All Call (public address system).
- Evacuate the area where the incident has occurred.
- If you are in the elevated station, follow the announced instructions.
- If you are in Summer Camp, vacate the Jamesways immediately until an all-clear has sounded.
- If you are in any other area, stay where you are unless you are a member of the emergency response teams.

*Do Not tamper with or block access to  
emergency equipment or the All Call system.*

## **Leaks/Spills**

1. If you have the means to do it safely and properly, clean up the spill and report it to the safety engineer or spill team leader.
2. If you require assistance, call 911 and report:
  - Your name
  - Location of spill
  - Type of spill (if known—what is the substance?)
  - Approximate amount of spill (if known)
  - Support required (shovels, barrels, absorbents, spill team)

# ***MEDICAL***

*Physician: x61602*

*Physician Assistant: x61750*

*Emergency...CALL COMMS @ 911 or x61601*

The clinic is located in Wing A3, Level 2. For *non-urgent* care, call the clinic to schedule an appointment. (Note: clinic hours are posted on the station intranet.)



## **Helpful Hints**

When you first arrive at the South Pole, you may experience the effects of high altitude (shortness of breath, rapid heartbeat, sleeplessness). In order to minimize these effects, be sure to drink plenty of water and take it easy when you first arrive. You should also avoid alcohol and caffeine for the first 48 hours. If symptoms become severe (headache or difficulty breathing) call or come to the clinic immediately.

To stay healthy, remember the following:

- Drink lots of WATER and use LOTION to keep your skin moist
- WASH your HANDS frequently
- While outside, protect your skin from SUNBURN and monitor each other for signs of FROSTBITE or HYPOTHERMIA
- Get plenty of REST
- Take time to STRETCH before physical activity
- Avoid repetitive motion and vary your tasking throughout the day



## **Accidents/Injuries**

Report any injury, no matter how minor, to your supervisor. If you are unsure whether or not medical attention is necessary, see the Physician. Treating minor injuries early prevents complications. Remember, clinic resources are limited in Antarctica and advanced medical care is thousands of miles and several days (sometimes even months) away.

## **Physical Therapist/Dentist**

A physical therapist and a dentist will visit periodically from McMurdo during the austral summer. Call the clinic to schedule an appointment.

## **Trauma Team**

The medical staff is supplemented by a volunteer trauma response team. If you are interested in assisting, see the Physician.

# ***FOOD SERVICES***

*Executive Chef: x61730*

The Food Service crew is once again ready to rock your summer! Here are a few things to remember about food at the South Pole...



## **Meal schedules**

Meal schedules are posted in the dining area. Please plan to eat within the posted meal times, as the kitchen crew needs to prepare for the next meal immediately following the close of each previous one. Please help yourself to the leftover fridge if you are unable to attend scheduled meals. Thanks for your cooperation!

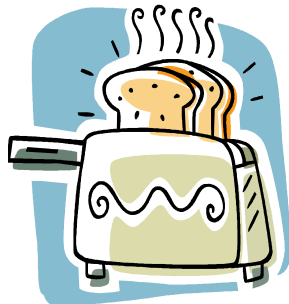
With the large summer populations at the Pole, seating is sometimes limited. If others are waiting, the dining facility should not be used as a social area. Please make your seat available as soon as possible.

*By noting times when other departments take their meal breaks, you can reduce traffic and lines in the dining room and to ensure a more pleasant dining experience for all.*

There will be four meals per day supporting 24 hr/day, 6 day/wk station operations. Deviations from meal schedules are announced via e-mail and posted on the meal schedule in the dining area. Please note that meals and times differ on Sundays and holidays.

## **Menu**

Weekly lunch and dinner menus are updated each Monday before lunch and posted on the station intranet.



## **Midnight Meal**

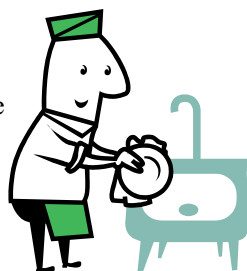
Reservations are required to eat at the midnight meal (MIDRATS). If you plan to attend MIDRATS, please make reservations with the Food Services staff 24 hours in advance so that enough food can be prepared for the meal. If you find you need a meal at midnight and do not have a reservation, please help yourself to the leftover refrigerator or check with the cook and wait until the end of the meal (1:30 a.m.) before dining.

## *FOOD SERVICES, continued*

### **Volunteer Services**

On Sundays, volunteers are invited to assist with meal preparation for the community. Individuals or entire departments are welcome to join the kitchen staff and share their tried & true, favorite or family recipes. The holidays also provide time for volunteers to assist and prepare their holiday favorites.

Volunteers are always appreciated to help with washing dishes and cleaning the dining room. Before entering the kitchen area, please read the rules posted by the kitchen door, and record your volunteer time on the sheet in the dish-washing area. Also, if you are an RPSC employee, please include this time on your weekly time sheet using the appropriate code.



### **Keeping Everyone Healthy**

One of the most important things that you can do during your stay at the South Pole 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!

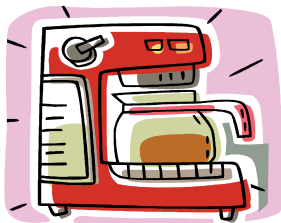
### **Lost and Found**

A box is available in the dining facility for lost & found items.

### **Courtesy**

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

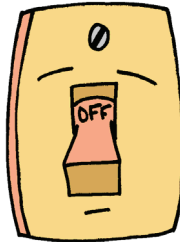
Bon Appétit!



*If the coffee pot is empty, please make more.*

# POWER

Facilities Engineer: x61857



The South Pole has a limited amount of electricity. Even with strict conservation, regular station activities and science events require a significant amount of electricity. The more power (or water) we use, the more fuel has to be flown to the South Pole, and the less space there is for other things (freshies, mail, etc.) on the aircraft.

*Conservation of electrical power is a must!*

## What you can do:

Wash clothes during the week and at odd hours. Avoid weekends and other high-use times.

Turn off lights, computers, monitors, TVs, and stereos when not in use.

Keep doors closed to keep the heat in.

Personal space heaters and electric blankets are prohibited because they create fire hazards and use excessive amounts of electricity.



## Power Outages

Please note that there may be occasional planned power outages during the season for testing or construction. These outages will be communicated to the community via e-mail and postings no later than 24 hours prior to the outage.

In the event of an *unplanned* power outage, power will be restored as quickly as possible, and an announcement will be made when the power is stable and ready for regular use.

If you have sensitive scientific equipment and want to be notified about power fluctuations, please contact the Science Support Manager.

*If a power outage occurs, stay where you are and listen for announcements from COMMS.*

*Do not open doors—try to retain heat in the buildings.*

*Do not call or go to the Power Plant.*

# **COMMUNICATIONS**

## **(“COMMS”)**

### **Station Operations Center**

*x61601*



COMMS is staffed 24x7 during the austral summer. In an emergency, dial 911 and COMMS will receive the call. The COMMS Coordinator will notify appropriate personnel to respond to the emergency. COMMS Coordinators are also available to assist with general station questions.

COMMS personnel work in the Station Operations Center (SOC), located on the 2nd floor of Wing B3. Occasional testing of the communications systems will be required. Testing is always announced, and we appreciate your patience.

#### **Phone Calls (on station)**

A local phone directory is available on the intranet. Please note that telephone extensions may change throughout the summer.

#### **“All Calls”**

The public address system at South Pole is used to make general announcements or to page individuals on station. Dial 601, wait for the beep, and dial 00 to access the All Call. Speak slowly and clearly, then hang up to disconnect. Specific all-call zones are posted in the “Frequently Dialed Extensions” lists posted around the station.

*Note: the All Call cannot be heard in  
Summer Camp berthing areas or the Construction Jamesways.*

Do not use the All Call before 7 a.m. or after 10 p.m. Remember, with three shifts, someone is always sleeping. Please try the telephone first.

#### **Phone Calls (Off-Continent)**

Phone calls from the South Pole depend upon satellite connectivity. Outgoing calls are possible during the satellite window, which lasts approximately 11 hours per day and begins four minutes earlier each day. (Updated schedules are posted on the station intranet.)



## ***COMMUNICATIONS, continued***

VoIP (Voice over Internet Protocol) telephones are located throughout the station. The VoIP system is based in Denver, Colorado, so calls to the metro Denver area are “local” calls. For long distance calls, a toll-free number, calling card, or collect call is required. Calling cards are available for purchase in the station store.

There is an Iridium satellite phone available at all times for emergency and business calls. Approval is required. Contact COMMS for details.

For all telephone calls, remember service quality varies widely due to satellite connectivity and signal strength, particularly near the end of each satellite pass window.



### **Fax Service (contact the Help Desk for assistance)**

Incoming fax service is available via an Internet-fax service. The HR/Finance Specialist will receive the fax as an e-mail attachment. The fax number is (719) 623-0621. Outgoing fax service is not available, but documents can be scanned and attached to an e-mail message.

### **Scroll**

Flight information, weather conditions, and other informational updates are displayed on multiple flat-panel televisions in the dining facility. Information from the “scroll” is also available on the local intranet.

### **Ham Radio**

Ham radios (amateur radios) are available for recreational purposes—contact COMMS or the IT Department for more information.

### **Handheld Radios**

South Pole uses an LMR (Land Mobile Radio) system for on-site communications. Hand-held radios will be issued by department. Radios for recreational use will be issued by COMMS and radio training will be available. Emergency radio traffic takes precedence over all other communications. Please keep conversations brief and to the point, especially during flight operations. Do not use inappropriate or offensive language.



*DO NOT transmit on hand-held radios  
in the Power Plant or any of the science buildings  
(including B2 Space Sciences Lab) except during emergencies.*

# ***INFORMATION TECHNOLOGY***

*IT Manager: x61801*

*Help Desk: x61603*



The Information Technology (IT) department monitors and maintains the station's communications equipment and NSF computer systems, including the Local Area Network and Wide Area Network (LAN/WAN).

All computers connected to the LAN have Internet and printer access. Each user is assigned a network username, a password, and a home directory. You will be prompted to change passwords after the first login. The home directory server is visible from all operating systems and will have space for each user to store data. Regular backups and archives of these directories are performed by the Information Technology staff. Anti-virus software is required and installed on all network servers and NSF-owned computers.

## **South Pole Intranet**

For important information like weather, flight schedules, and phone lists, visit the South Pole homepage at [www.southpole.usap.gov](http://www.southpole.usap.gov).

## **Help Desk**

Help Desk and computer training classes are provided during scheduled hours each week. Hours are posted in the Computer Lab. If you need your password reset, please contact the Help Desk.



## **Internet Access**

The Internet is available approximately 11 hours each day via satellite. The daily satellite pass window begins 4 minutes earlier each day. An updated schedule is posted on the Intranet and the dining room scroll. Dial-up access to off-continent ISPs is not supported.

## **E-mail**

The primary means of e-mail communication is via Microsoft Exchange servers. An account will be waiting for you when you arrive. There are three methods of using this account: Exchange Service (Outlook), and IMAP (Outlook Express and others). Small e-mail messages (<75K) can be sent 24 hrs/day over the Iridium multi-channel system. Larger messages and data transfers are sent during the internet access window.

## ***INFORMATION TECHNOLOGY, continued***

Please remember the following regarding e-mail:

- All USAP email accounts use the following format:  
firstname.lastname@usap.gov
- There is a 100-Megabyte limit for stored e-mail.  
Delete unnecessary messages to avoid exceeding the limit.
- E-mail messages are limited to a maximum size of 5 MB, including the attachment. Please contact the Help Desk for instructions for sending large files.
- Your USAP e-mail account will be disabled and deleted when you leave the South Pole. Contact the Help Desk if you need assistance saving your files before you go.



### **Computer Lab**

The Computer Lab (Room A232) is designed for general use by all of the station personnel. The Computer Lab is available on a “first-come, first-served” basis. If certain assets are highly used, the Help Desk will manage the scheduling by either MS Outlook or signup lists.

Computers are equipped with WinZip, Acrobat Reader, and a web browser. Please DO NOT download and/or install unapproved software on any NSF-owned machine: computer technicians are available to install software and configure machines as needed. Do not change the configurations of the shared-use machines without clearance from an IT staff member. Please be considerate if there are others waiting to use the machines.

### **Non-NSF (personal and science) Computers and Laptops**

To connect non-NSF computers to the network, you MUST:

- Contact the Help Desk prior to connecting to the LAN and arrange to have your computer inspected
- Have anti-virus software loaded and running
- Provide a network interface card if your computer doesn't have one
- Choose “automatically obtain an IP address via DHCP” during initial login (static IP addresses are available for science use)

*Due to the Help Desk's busy schedule, there is limited support for personal laptops and computers. Please be patient.*

# ***AREV (MAPCON, PTS, CTS)***

*Help Desk: x61603*

The AREV applications include MAPCON, CTS, and PTS.

MAPCON (Maintenance, Planning and Control): inventory, issues, purchasing, work orders, preventive maintenance, and labor allocation.

CTS (Cargo Tracking System): tracks all of the cargo shipped to Antarctica. Primarily used by Logistics personnel, but browsing capabilities are available for RPSC employees.

PTS (Personnel Tracking System): tracks USAP personnel in Antarctica. Due to the nature of the data, access requires a supervisor's approval.

There are a limited number of logins available for MAPCON, CTS, and PTS, so please log out when you are finished using them.

## **Account Information**

If you need an AREV account, please contact the Help Desk.

If you need your access level changed in MAPCON, CTS, or PTS, please contact the Help Desk. This requires supervisor approval and training in the associated area.

## **Training**

General training in MAPCON, CTS, and PTS will be available from the Help Desk. Contact your supervisor to arrange training specific to your work center's needs. Also, there are several reference sheets available on the common drive of the Local Area Network.



## **Problems**

Write down any problems (glitches, error messages, etc.) and forward them to the Help Desk via e-mail. Include the steps that led to the problem (such as keys you were typing just prior to the problem). Your information will be forwarded to support personnel in McMurdo and Denver for a response. Work stoppages will be given first priority, but please understand that it could take a few days to resolve some issues.

# **LOGISTICS**

*Logistics Supervisor: x61868*

The Logistics department is responsible for flight and cargo operations, retrograde processing, resupply, general forklift support, and materials inventories. If you have any questions regarding these areas call or stop by the Logistics Office (building #83) located outside the Garage Arch.

*Please do not enter the DNF (Do Not Freeze) Building unless authorized by the Logistics Supervisor or accompanied by a member of the Logistics staff.*



## **Cargo Operations**

Logistics personnel offload incoming cargo from the aircraft and then on-load the retrograde cargo. These activities occur on the flight deck and require the use of heavy equipment so this area is **EXTREMELY DANGEROUS**. *Everyone must remain clear of the plane.* For more information see the Station Safety section of this guide.

## **Incoming Cargo**

After cargo is offloaded from the plane, it is staged in the Cargo Yard where it is received and documented. The cargo and materials are then delivered to the appropriate work area or person. You will be asked to sign for your cargo upon delivery.

*If you receive damaged cargo,  
please contact the Logistics Supervisor immediately.*

## **When You Receive Cargo**

When you receive cargo, there will be a shipping document either inside or outside of the shipping container. It is imperative that you indicate the following information on the form and return the form promptly to the Logistics Office:

- Quantity of each item received
- Manufacturer & part number
- Where the item will be stored (stockroom, aisle, shelf, bin)

This information will allow the Materials group to receive the cargo into the inventory system. If you have questions on how to properly receive cargo, please ask someone on the Logistics staff for assistance.

## ***LOGISTICS, continued***

### **Retrograding Cargo**

When you need to ship cargo from South Pole, obtain a retrograde log form from the Logistics staff and discuss your situation with them. All hazardous material (dangerous goods) must be declared on the retrograde form and turned into the Logistics office at least 48 hours in advance. All other Cargo must be presented no later than 24 hours prior to departure.

*Undeclared dangerous goods jeopardize flight crew safety and can result in fires.*

### **General Forklift Support**

General forklift support is available to help move heavy or oversized materials and equipment. Complete a work order request form and return it to the Logistics office at least 24 hours in advance. Please keep in mind that flight operations have priority.



### **Resupply and Inventories**

Contact Logistics to request resupply items from McMurdo.

### **General Supplies and Materials**

General supplies and materials are available for use. In order to maintain an accurate inventory, you are required to record any materials you take from or add to a stockroom. Look for the big yellow boards with instructions about how to do this. For materials on the cargo berms, see Logistics or the FEMC Manager.



### **Office Supplies/Janitorial Supplies**

General office and janitorial supplies are available in the copier room (B3, Level 2). Except for those labeled “shop stock,” all items removed from this location have to be signed out. This will keep our inventory accurate and ensure that we keep things well stocked.

*Please sign out anything you take from general supply areas.*

### **Clothing Resupply**

If you have misplaced an item of issued clothing or if yours is damaged beyond use, contact the Logistics Supervisor to obtain a replacement. You are responsible for all of the clothing you are issued.

# ***RECYCLING / WASTE***

*Waste Management Specialist*

We are each responsible for sorting our own trash into the appropriate containers so it can be reused, or shipped to the U.S. for recycling or disposal.

**Aluminum Cans:** *Empty* aluminum (not tin) cans—please bag them first.

**Burnables:** Bag all burnables (paper towels, tissues, cotton swabs, dryer lint, etc.) before placing it in the dumpster. Please: no food, medical waste, metal, plastic, etc.

**Cardboard:** Break down all corrugated cardboard boxes so they are flat before placing them in the bin. This category does not include compressed paper boxes—they go in “Mixed Paper.”

**Food Waste:** All food and extremely food-contaminated plastic, cardboard, etc. Note three unusual items: empty pee bottles (“chamber pots”), cigarette butts, and tobacco spit cans go in Food Waste.

**Glass:** Please double-bag bottles and jars. Broken glass=Non-Recyclable.

**Hazardous Waste:** Use the labeled bins for batteries, aerosol cans, fluorescent light bulbs, and other hazardous waste.

**Metal** **Ferrous Metal Light (FML):** light metal less than 1/8” thick  
**Ferrous Metal Light Galley Cans:** tin cans  
**Ferrous Metal Heavy (FMH):** metal thicker than 1/8”  
**Non-ferrous Metal (NFM):** Copper, brass, and aluminum (except cans) including coated copper wire.

**Mixed Paper:** Bagged white and colored paper, magazines, books, and paper board (cereal boxes, etc). Absolutely no corrugated CARDBOARD!

**Non-Recyclable (Non-R):** Construction debris, CDs, broken glass, etc.

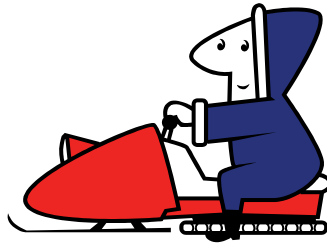
**Plastic:** Containers, bubble wrap, etc... NO food-contaminated plastic.

**Skua:** Share your usable but unwanted items here. Looking for additions to your wardrobe or your room? Come and visit Skua!

**Wood:** Please stack wood neatly (flat) in the bin. Large pieces must be cut to size. Remove or flatten nails. No pallets or crates.

# VEHICLE USE

Operations Support Supervisor: x61835



*Note: Recreational use of vehicles (including snowmobiles) is not permitted.*

## Licensing

Even if you have operated vehicles in Antarctica before, you are required to successfully complete season-specific training and licensing prior to operating vehicles at the South Pole. Training can be arranged through your supervisor (or through the Science Support Coordinator for Grantees). A valid driver's license is required to attend training. You will learn how to operate the vehicle safely, how and where to fuel and park vehicles.

## Mechanical Problems or Accidents

Report all vehicle problems or concerns *immediately* to one of the mechanics or the Operations Support Supervisor. Identifying a small (or potential) problem early is the best way prevent larger problems from occurring. Also report accidents—no matter how minor—involving damage to vehicles, materials, or buildings.



## Request for Vehicle Support

Requests for vehicle support are made through your supervisor and then directed to the Operations Manager. (Grantees: contact the Science Support Supervisor.) Please do not ask the Equipment Operators.

Requests must be submitted no later than 24 hours before the equipment/ support is needed.

*Please drive carefully at all times—  
maintain the speed limit and*



# ***WORK ORDER REQUESTS***

*FEMC and Operations: x61836*

*COMMS/IT: x61603*

*Logistics: x61864*

*Science: x61837*

For emergencies, call COMMS.

For all other work orders, contact the Work Order Planner via telephone or e-mail. Please be as specific as possible about the work requested and include your name, contact information, and times that you work so you can be contacted in a timely fashion if required.



All Grantee work order requests must go through the Science Support Coordinator or the Science Support Manager for approval and coordination.

## **FEMC Work Orders**

Emergency work orders include heating issues, water or fuel leaks, damage to a structure that allows outside air to enter, power loss to a building, or any condition that presents an immediate danger to personnel or facilities. Service work orders include general repairs to an existing facility such as burned-out light bulbs, chirping smoke detectors, washing machine not working properly, etc. Preventive maintenance work orders are generated automatically and are designed to maintain facility systems at peak operating condition.

If you have a request that is a change to a facility, e.g., adding additional power outlets, you will have to submit a CCR (configuration change request) to the Facilities Engineer. These items must be reviewed and approved by NSF and generally will take longer to be completed. It is very important to not make any changes to facilities without prior approval due to fire code considerations and power consumption issues, and so that we can maintain accurate facility blueprints.

All requests are processed and evaluated for feasibility and then prioritized into the work log. Our goal is to complete each work request as soon as possible after it has been approved. Be aware, however, that our limited supply of materials and manpower may cause completion of some requests to be postponed until an upcoming season.

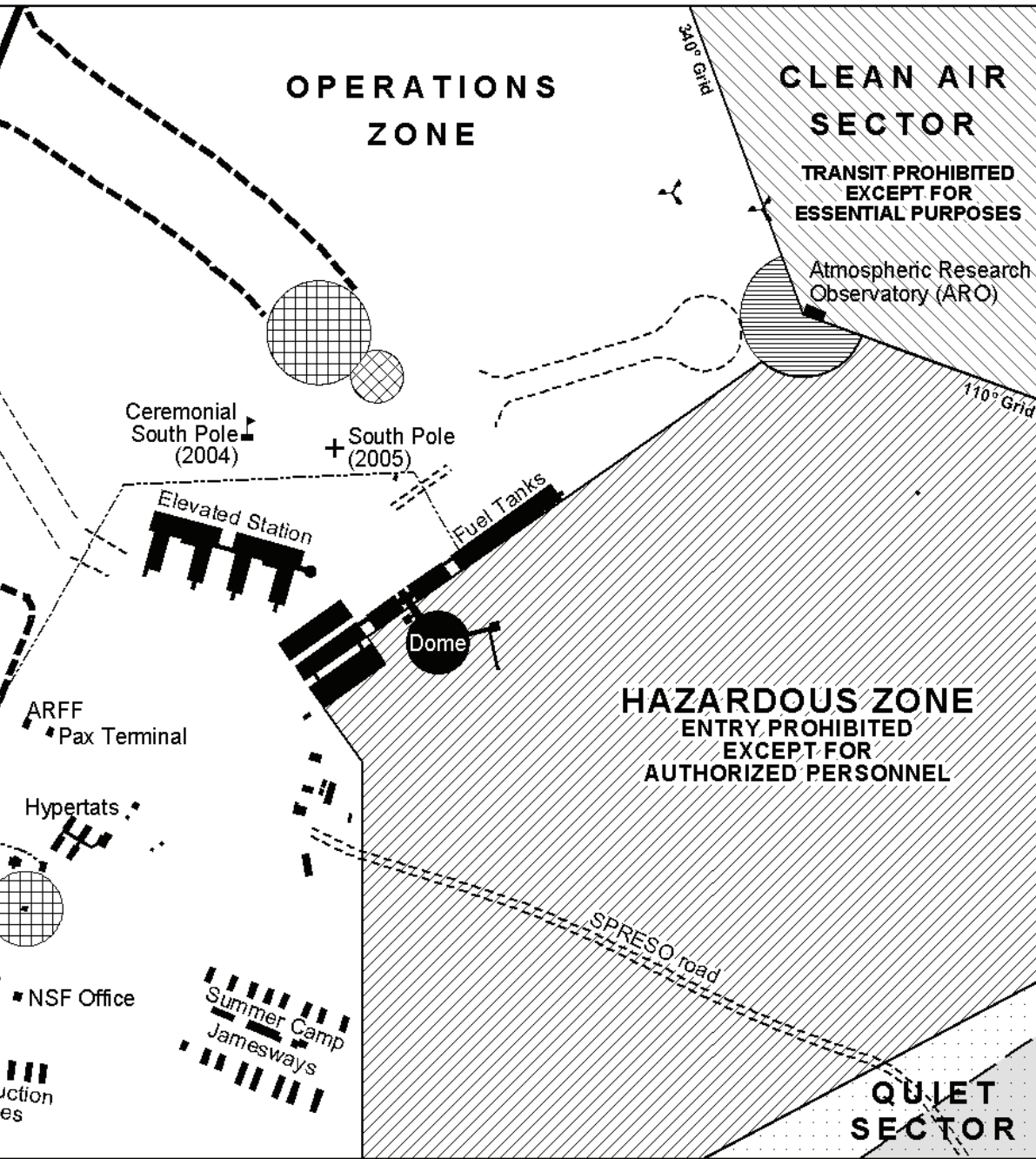
## ***SCIENCE EVENTS***

- A-033-S Andrew Lange (California Institute of Technology)  
*Background Imaging of Cosmic Extragalactic Polarization (BICEP): An experimental probe of inflation*
- A-102-S Mark Engebretson (Augsburg College)  
*Conjugate studies of ULF waves and magnetospheric dynamics using ground-based induction magnetometers at four high-latitude manned sites*
- A-104-S Stephen Mende (University of California - Berkeley)  
*Dayside auroral imaging at South Pole*
- A-110-S Gonzalo Hernandez (University of Washington)  
*Austral high-latitude atmospheric dynamics*
- A-111-S Allan Weatherwax (Siena College)  
*Studies of the polar ionosphere and magnetosphere from measurements in Antarctica and conjugate regions*
- A-115-S Stuart Jefferies (University of Hawaii)  
*Tomographic imaging of the velocity and magnetic fields in the Sun's atmosphere*
- A-112-S Robert Clauer (University of Michigan)  
*Polar Experiment Network for Geospace Upper-Atmosphere Investigations [PENGUIn]: A new vision for global studies*
- A-123-S David Besson (University of Kansas)  
*RICE: Radio Ice Cerenkov Experiment*
- A-128-S James LaBelle (Dartmouth College)  
*A versatile electromagnetic waveform receiver for South Pole Station*
- A-129-S Gulamabas Sivjee (Embry Riddle Aeronautical University)  
*The Antarctic Investigations of Upper Atmospheric Disturbances over the South Pole Station*

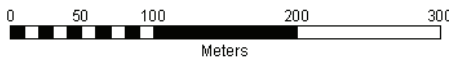
**SCIENCE EVENTS, continued**

- A-284-S Scott Palo (University of Colorado - Boulder)  
*High-latitude dynamical studies using radar and satellite observations*
- A-333-S Francis Halzen (University of Wisconsin - Madison)  
*IceCube neutrino observatory – Startup and construction project.*  
(Note: AMANDA and SPASE II are included in this project.)
- A-366-S Sarah Church (Stanford University)  
*Next generation CMB polarization measurements with the QUEST Experiment on DASI; "QUAD"*
- A-370-S John Carlstrom (University of Chicago)  
*SCOARA Science Coordination Office for Astrophysical Research in Antarctica*
- A-379-S John Carlstrom (University of Chicago)  
*South Pole observations to test cosmological models: A 10-meter telescope*
- B-179-M/S Bruce Johnson (Mayo Clinic)  
*Altitude Symptoms at the South Pole*
- G-295-S William Prescott (UNAVCO)  
*GPS/CORS Reference Station*
- G-296-S William Prescott (UNAVCO)  
*Development of a power and communication system for remote autonomous GPS and seismic stations in Antarctica*
- G-090-S Rhett Butler (IRIS: Incorporated Research Institutions for Seismology)  
*SPRESO - Global Seismograph Station at South Pole*

Page 28 is intentionally blank on web and PDF versions of this document. See station site map, next page.



4. South Pole ASMA No. X Amundsen-Scott Station



March 2005  
 United States Antarctic Program  
 Environmental Research & Assessment

*SCIENCE EVENTS, continued*

- I-414-S Tony Hansen (Magee Scientific Company)  
*Hyper-insulated instrumentation system to support year-round research in polar regions*
- O-202-S Charles Stearns (University of Wisconsin, Madison)  
*Antarctic Meteorological Research Center 2002-2005*
- O-257-S Dave Hofmann (NOAA: National Oceanic and Atmospheric Administration)  
*South Pole Monitoring for Climatic Change - U.S. Department of Commerce NOAA Global Monitoring Division (GMD)*
- O-283-S Charles Stearns (University of Wisconsin - Madison)  
*Antarctic Automatic Weather Station Program: 2004-2007*
- T-513-S Charles Booth (Biospherical, Inc.)  
*National Science Foundation Polar Programs Ultraviolet Spectroradiometer Network*
- T-911-S Steve Kolden (USAP Calibration Laboratory)  
*On site calibration*



# ***SCIENCE SUPPORT***

*Meteorology Coordinator: x61809*

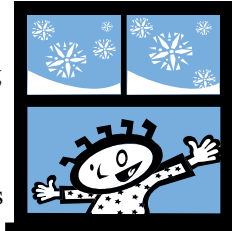
*Science Support Manager: x61842*

*Science Support Coordinator: x61996*

All grantees are requested to coordinate their support requirements through the South Pole Science Support staff. Please refer questions regarding construction issues, general assistant requests, IT issues, logistics, cryogenics, and vehicle requirements directly to the Science Support Coordinator (Al Baker). The science support office is located on the 2nd floor of Wing B2.

## **Meteorology**

The meteorology office is staffed year-round and can provide data on request from the climatological database, which spans over forty years. During the summer, hourly observations and twice-daily weather balloon launches provide current data and can be made available on an assortment of media. Data collection continues during the winter months with daily balloon soundings and surface observations every six hours. Current weather observations and forecasts from McMurdo can be obtained from the meteorologists. See the Meteorology Coordinator (Mike Carmody) for any further meteorological support.



## **Research Associates**

There are three Research Associates at South Pole, all of whom will winter over. The Associates are each assigned to specific projects during the year, but they are also available to provide cryogenics support and general science support on an as-needed basis.

## **Vehicles**

There are several vehicles assigned to science support. Grantees should contact the Science Support Coordinator for more information.

Note: All policies in the “Vehicle Use” section of this booklet apply to vehicle use for any purpose, including science support.

## **Work Requests**

All requests for work to support a science project should be submitted on the standard work request form to either the Science Support Manager or the Science Support Coordinator. This includes construction (electrical, mechanical, carpentry), general assistant labor, and computer and network (IT) support.

## *SCIENCE SUPPORT, continued*

### **Cargo**

Please do not enter cargo areas to retrieve cargo unless a member of the Logistics staff accompanies you or you have authorization from the Logistics Supervisor. If you receive damaged cargo, please contact the Logistics Supervisor immediately.

### **COMAIR Requests**

All requests for COMAIR retrograde should be submitted to the Science Support Manager and must be approved by the NSF Science Representative. If the requirement for COMAIR was not identified through the SIP process, a justification for the unplanned additional expense will be required.

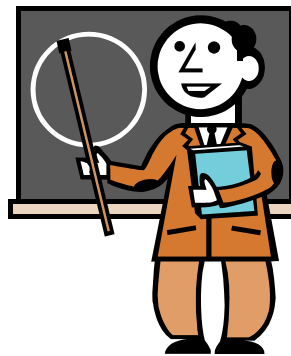


### **Saturday Science Support Meetings**

As needed, on Saturday mornings at 10:30 a.m., grantees are invited to meet with the NSF Representatives and key RPSC personnel. The purpose of the meeting is to update all parties on topics of general interest and to review support issues.

### **Sunday Science Lectures**

On Sundays at 8:00 p.m. in the dining facility, a one-hour lecture is presented by one of the grantees. The lectures are typically very well attended and are designed for an audience that includes other scientists as well as the general station population. Projectors are available for 35 mm slides, overhead transparencies, and digital connections. Grantees are encouraged to present their work to the community. Contact either the NSF Science Representative or the Science Support Manager with suggestions.



### **Outbriefs**

Before departing South Pole, each science event's Principal Investigator or Field Team Leader is requested to meet with station representatives to review the support provided for the project and to make suggestions for improvement. These meetings are with the Science Support Manager and will include the NSF representatives when possible. Using the feedback and information acquired from the outbriefs is an essential part of our commitment to improve the quality of support for the science community.



# FINANCE

HR/Finance Specialist: x61833

## Banking hours

Banking hours are posted on the Community Bulletin Board.

*There is no ATM at the South Pole.*

## Grantees

Grantees are permitted to use personal checks for purchases in the store. They may also cash checks for up to \$500 a month.



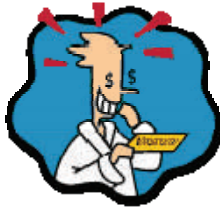
## Remote Cash Disbursement (RCD)

Raytheon employees staying at South Pole six weeks or longer may establish cash withdrawals from their paychecks by contacting the HR/Finance Specialist. You may make a total of three changes to your RCD during the season. These changes include starting, stopping or changing your withdrawal amount. You will also need to stop by the Finance office to sign the form to terminate your RCD withdrawals at the end of the season. Changes take a few weeks to process, so plan ahead.

*RCD funds are only available at the South Pole Station, so you must collect all RCD withdrawals before you depart.*

## Electronic Pay Advices

Paper pay stubs will no longer be distributed each pay period. Raytheon employees may sign up to receive pay advices (.pdf files) via e-mail. If you sign up to receive your pay advice via e-mail, a hard copy will no longer be sent to your stateside address. Please be sure to verify that your Social Security number, taxing state, insurance withdrawal amount, RCD withdrawal amount, and other items are correct on your pay notices. If you have any questions, contact the HR/Finance Specialist.



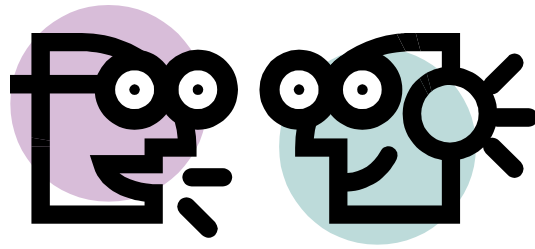
## Want to make some extra cash?

Part-time jobs are available for anyone\* who wants to help with various activities. Contact the Station Support Specialist (Beth Watson) if you are interested in working in the Store or the Greenhouse or helping with Recreational events.

\*Non-paid volunteers are always welcome, but only those who are eligible for employment in the U.S. can receive payment.

# ***HUMAN RESOURCES (HR)***

*HR/Finance Specialist: x61833*



The HR/Finance office is located on the second level of Wing B3. Human Resources news and events will be posted on the Community Bulletin Board in the dining facility.

## **Personnel Issues**

Please call or come by to set up a private meeting. You may also speak with your supervisor, the Winter Site Manager, or the Area Director.

## **Benefits Questions (RPSC Employees)**

Contact the HR/Finance Specialist for general benefits questions. For questions about your current enrollment or specific benefits coverage, please contact the following services:

### **Address changes, benefits enrollment, and benefits questions:**

Raytheon Benefits Center 1-800-358-1231

<https://raytheon.benefitcenter.com>

RBCmail@eds.com



### **For 401(k) enrollment and questions:**

Fidelity 1-800-354-3966

[www.401K.com](http://www.401K.com)

### **For free confidential counseling and life issue assistance:**

United Behavioral Health 1-866-640-7008

[www.liferesourcesray.com](http://www.liferesourcesray.com)

# ***COMMUNITY SPIRIT***

Community spirit is very important to us at the South Pole. The success of the station is dependent on everyone pitching in, volunteering, and looking out for each other.

## **Please DO:**

- Take time to close doors gently instead of slamming them
- Watch out for each other and report unsafe situations to your supervisor, the Safety Engineer, or the Safety Committee
- Offer to help if you see someone who needs it
- Brew a new pot of coffee if the pot is empty
- Jump in and wash dishes if they are piling up
- Volunteer to organize a recreation event you think would be fun
- Clean up common areas and pick up litter

## **Please DO NOT:**

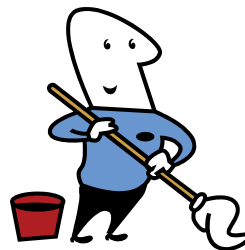
- Waste energy, water, or other resources
- Enter a construction zone without authorization and appropriate protective equipment
- Enter off-limits areas or cross the skiway when the beacon is on
- Participate in fighting, harassment, or theft
- Abuse alcohol or take drugs without a prescription
- Burn candles or incense
- Smoke, except in authorized areas
- Grow plants, except in the food growth chamber

## **Smoking**

Smoking is allowed outdoors (away from potential fuel sources), in designated indoor smoking areas, or on the Level 1 decks of the Elevated Station. Smoking is NOT allowed in the sleeping areas, under the Dome or Arches, or anywhere with a roof overhead that is not an officially designated smoking area.

## **Community Cleanup**

Everyone takes turns cleaning common areas and bathrooms during our normal work schedule, but if you notice a mess that someone else has made, please do your best to clean it up, then report the situation to your supervisor or to the Housing staff. Additionally, volunteers are always welcome for washing dishes and cleaning in the dining area.



# ***HOUSING***

*Station Support Supervisor: x61834*



Be kind to your neighbors....

## **Housing Code**

Please be considerate of others at all times. With three work shifts, there is always someone trying to sleep. Be quiet in all sleeping areas and don't allow doors to slam.

*Please do not use housing hallways as thoroughfares or storage areas.*

## **Housing Assignments**

Housing assignments are distributed upon arrival at the South Pole. Assignments are based on a variety of factors, including emergency response tasking, station-critical services, on-call status, and ice time. If you experience any problems with your room, please contact Beth Watson. Due to our high population this season, changing rooms is not very likely. If you would like to change your housing assignment, you must receive permission from Beth Watson before moving.

## **Before Departing South Pole**

Before leaving the station, please prepare your room for the next person. This includes cleaning the room, sorting and depositing trash in the appropriate bins, and leaving dirty linens stuffed in a pillowcase on the bed. If you used a chamber pot (pee bottle) during your stay, empty the contents into a toilet and deposit the bottle in the Food Waste bin.

## **Reporting Maintenance Concerns**

As soon as you notice maintenance concerns, e.g., chirping smoke detectors, problems with water, temperature, or facilities, please contact the Work Order Scheduler or COMMS. Report problems even if you think someone else has already called.



## **Smoking**

Smoking is NOT allowed in any of the housing facilities. Please smoke outside or in a designated indoor smoking area and dispose of cigarette butts in the appropriate bins.

## *HOUSING, continued*

### **Restrooms**

There are restroom/shower/laundry facilities in the Elevated Station and in Summer Camp (Bldg. #90 Ice Palace/Inferno).

Please flush toilets and urinals after using them. This helps control odor and prevents slow running or flushing, which leads to back-ups. When flushing urinals, make sure the water stops running prior to leaving the area. NOTE: The urinals in the Elevated Station are “dry” (waterless) urinals. Please only use them for their intended purpose—no spitting or dumping drinks.

The Dark Sector and other work areas have solar outhouses for use during the summer season.

*Please use the sanitary waste containers for disposal of sanitary napkins, tissues, razors, condoms, etc. Sharps or medical waste go in the biohazard containers.*

### **Showering**

Energy requirements for heating snow and the water storage capacity at the South Pole make water a precious resource here. We are limited to TWO showers per week and TWO minutes of running water per shower. The easiest way to do this is to turn the water off while you're soaping/shampooing, then turn the water on again to rinse.



Use of the laundry facilities is also limited: see page 38 for details.

### **Electrical and Mechanical Rooms**

These rooms are off limits. Do not store items in these spaces.



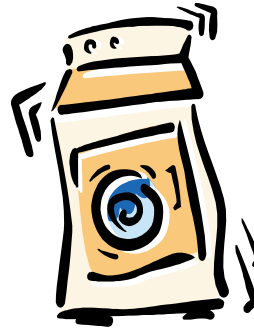
# ***LAUNDRY***

*Maintenance: Work Order Planner*

*Supplies: Housing Staff*

Laundry rooms are located in the Summer Camp restrooms and in Wing A3, Level 1.

We are each responsible for washing our own sheets and towels during our stay at the South Pole. Personal laundry should be done only when you have a full load. Please do not overload the machines!



Each person is allowed one load of laundry per week. (Team up with a pal if you want to do separate light and dark loads.) Exceptions to the one-load-per-week rule are made for fuel team members, cooks, and others who are required to wear uniforms.

If you have greasy clothing to wash, do so in the Summer Camp facilities, because the elevated station facilities use cold water only.

Larger items (coveralls, jackets, etc.) should be washed in the larger machines located in the Elevated Station.

In order to decrease large water demands, Summer Camp laundry machines are turned off during weekends and holidays. Laundry should be done in the Elevated Station on these days.

Laundry detergent is available free of charge in the laundry rooms. If you notice that the supply of laundry detergent is running low, please notify the Lead Janitor. Note: the agitators are not soap dispensers. Please do not put soap inside them.

Dryer sheets can be purchased at the Store.

*Please remove lint from the dryers after each use.  
This saves energy and will help reduce the risk of fires.*

If possible, please hang your clothes in your room to dry. Doing so will save electrical power and humidify your area.

# ***STORE***

*Volunteer Coordinator: Beth Watson*



The South Pole Store is run completely by and for the community. If you are interested in helping in the store, we are looking for cashiers, stockers, and Beverage Distribution Center (BDC) attendants. Please contact Beth Watson if you are interested in working a shift. Store employees are paid a small hourly wage for their efforts.

The store has a wide variety of items for sale, including toiletries, beverages, candy, souvenirs and clothing. Suggestions for additional items are always welcome.

## **Store hours**

Store hours are posted outside the store and on the station intranet.

## **Check-Out**

Several items are available for check-out during regular store hours, including DVDs, CDs, and video games. You may also borrow keys to the cabinets in the Quiet Reading Room to check out books/videos from our Antarctic collection or travel reference books. Checked out items can be returned in the Video box in front of the store.

## **Beverages**

Beverages are available for purchase through the station store. Purchases of alcoholic beverages must be within reason and may be limited to specific quantities if stock on hand is limited. You must be 18 or older to purchase and/or consume alcohol.

## **Souvenirs**

South Pole patches, hats, and clothing are available for sale in the store. New items will continue to arrive throughout the year, so be sure to visit periodically!

# ***POST OFFICE***

*Volunteer Coordinators:  
Beth Watson, Scott Smith*

The post office is located in the store (Wing A3, Level 1) and operated by trained volunteers. Since this is an outpost, some services are not available. For example, we cannot support incoming or outgoing registered mail.

## **Post Office Hours**

To decrease long lines during store hours, separate post office hours have been established. Stamps can still be purchased during store hours, but packages must be mailed during post office hours. A schedule is posted outside the store, and special hours will be held for holidays and the redeployment rush.

## **Incoming Mail**

Mail is sorted and made available for pickup outside the store. Large uninsured packages and Guard Mail packages are usually placed in the vestibule outside of the store. Insured packages are held in the store until signed for. If you have an insured package has arrived for you, we will contact you via e-mail.



When large amounts of mail arrive, an announcement may be made requesting volunteers to help carry the mail upstairs to the Post Office.

If you have friends and family sending you goodies from home, please remind them that polystyrene packaging (Styrofoam®) is a banned substance in Antarctica. Also, a customs form must be placed on every package, with food items described in detail.

## **Your Address while at the South Pole:**

(Employee's Name), RPSC, or  
(Grantee's Name), Event #  
South Pole Station  
PSC 468 Box 400  
APO AP 96598

*Frequency of mail delivery is unpredictable in Antarctica.  
Please do not have bills or subscriptions sent to your Pole address.*



## ***POST OFFICE, continued***

### **Outgoing Mail**

Outgoing letter mail can be dropped in the mail slot in front of the post office/store.

Customs forms are required on all packages being mailed out. Forms are located outside the store, next to the bulletin board. A postal guide is on the bulletin board with general information. Packages must be mailed during scheduled post office hours.



### **Guard Mail**

A box located outside the post office is for letters and packages going to McMurdo Station or U.S. Antarctic field camps. No postage is required. Please label mail clearly with “To,” “From,” and the appropriate station/location, then place items in the box. Only trained post office volunteers are authorized to open incoming Guard Mail bags.

### **MPS (Military Postal Service)**

Letters going to Christchurch have to be entered into the Military Postal Service (MPS). Ask the post office volunteers for details.

*Please note that pre-printed USPS boxes are for U.S. Mail only—they cannot be used for Guard Mail or MPS mail.*

### **Cachets**

Cachets (rubber stamps and ink pads) are kept outside of the store for general use. These are not official cancellation stamps, so don't use them in the area where the postage stamp goes. Please do not remove the cachets from this area.

### **Boxes**

Please reuse boxes from the cardboard recycling areas to mail items off-site. There is a limited supply of official USPS “priority” boxes and envelopes available at the post office for priority items.

*Official USPS Priority boxes and envelopes will be shipped at Priority rates. Please do not turn them inside out.*

# ***RECREATIONAL ACTIVITIES***

*Volunteer Coordinator: Beth Watson*

## **General Information**

The number and quality of activities that occur during the season are dependent on the community and the level of effort that we put into planning events. It is up to each of us to make recreational activities happen.

## **IMPORTANT: Safety Requirements**

Before leaving the immediate station for recreational activities you must check out with COMMS, and then check in when you return. This includes hiking or skiing on the Recreational Loop. (The location of the Recreational Loop may change—contact COMMS for details).

Walking, running, and skiing are allowed on the skiway when no aircraft are scheduled. Check with COMMS to be sure that no aircraft are operating in the area. A radio is not required.



## **Want To Make Some Extra Cash?**

### *Looking for Part Time Employees*



If you are interested we'd love to have you work in the store, teach a dance class, set up Movie Nights, organize a party, host Bingo Night, etc.! You can earn some extra cash while having fun!

In order to be paid, you must be eligible to work in the United States and be on station for more than three months.

Of course, anyone can volunteer anytime. Contact Beth Watson for more information.

## **Weight Rooms**

Weight Rooms are located on the Mezzanine Level of Wing B4 and in Summer Camp. Equipment and space are limited, so please be considerate of others. Stereos, TVs and VCRs are available in each weight room. Contact the Maintenance Department if you experience problems with any of the Weight Room equipment.

## ***RECREATIONAL ACTIVITIES, continued***

### **GYM**

The gym is located in wing B4, Level 1. Volleyball, basketball, and other sports can be played here. Court shoes are required to keep the floor from being scuffed. Please clean up after each use.



### **Ski Equipment**

Skis, boots and poles are available for use and are stored in the hypertat walkway. There is no charge for using them, but please be considerate and return them after each use, or be willing to share.



### **Ski Hut and Recreational Loop**

A ski hut is located a short distance (~ 2 km) from the station on the Recreational Loop. Remember to check out with COMMS—they can also show you how to find the Loop. (See “Offsite Travel, page 10.)

### **Library**

Books are available in the Quiet Reading Room (Wing A3, Level 1). The key for the cases in the library is available from the store during store hours. Books from the special Antarctic Collection and language tapes are also available for checkout.



### **Magazines**

Magazines arrive periodically during the summer. Please return them to a common area when you're finished so others may enjoy them.

### **DVDs, CDs, Video Games**

DVDs, CDs, and PlayStation® games are available for check-out in the Store during normal operating hours. A drop box outside the store is available for returns. There is no charge, and details are posted outside the store. Video tapes are located in the various TV lounges around station and do not need to be checked out.

## ***RECREATIONAL ACTIVITIES, continued***

### **Sauna**

The sauna is located on the first floor of Wing A2, next to the coat room. It is available 24 hours a day, but please keep noise to a minimum. Stay clear of the heater and turn down the temperature when you are finished. Also, remember to drink extra water to stay hydrated when using the sauna.

### **Summer Camp Non-Smoking and Smoking Lounges**

There are two lounges located out in Summer Camp that are great places to hang out. The non-smoking lounge has a ping-pong table, a foosball table, and a dart board. Remember, someone is probably sleeping in the Jamesways at all times, so please keep the noise down.

### **Plant Growth Chamber (Greenhouse)**

Interested in working in the Greenhouse during your off time? Contact Beth Watson for more information.

### **Musical Instruments**

Musical instruments are available in the Activity Room (outside the Gym). Form a band and entertain us!

### **Two Days Before You Depart**

Please be sure to return all items that you have checked out: movies, books, skis, etc.



## *RECREATIONAL ACTIVITIES, continued*

### **Race Around the World**

Our annual Race Around the World is held on Christmas Day. You can use any mode of transportation you can think of as long as it's safe! The first male and female runners around the world get prizes, and all participants and volunteers will receive a "Race Around the World" T-shirt at the awards ceremony. If you are interested in coordinating the race, please contact Beth Watson or one of the volunteer recreation coordinators.

### **South Pole International Film Festival (SPIFF)**

The SPIFF is held every January. Short films (5-10 minutes long) made by community members receive their world premiere in the dining facility. If you are interested in helping us coordinate the SPIFF, please see Beth Watson.

### **Other Ideas**

How about planning some recreational events?

These activities have been popular in the past:

Basketball  
Bingo Night  
Coffee House  
Disco Party  
Poetry Slam  
Ice Sculpture Contest  
Ping-pong Tournament  
Softball, Football, Soccer  
Ultimate Frisbee  
Volleyball  
Slideshows of cool places



*Get involved, be safe, and have fun!*

## ***CHRISTIAN SERVICES***

An Air National Guard chaplain and a New Zealand priest will make periodic visits to the South Pole to conduct religious services. They will also be available for private consultation.

Please keep in mind that visiting dates are tentative, as weather is always the controlling factor for folks actually coming to Pole as scheduled. Service times and locations will be posted.

# ***TRAVEL / REDEPLOYMENT***

*Station Services Supervisor: x61834*

Because of population constraints, scheduled redeployment dates will be strictly enforced. Requests for deviation from the pre-season schedule will be evaluated on a case-by-case basis.

## **Grantee Travel**

Grantees should have completed a Redeployment Request Form when they passed through McMurdo. Please submit all requests for changes to Beth Watson at least 48 hours prior to your departure. Excess baggage allowances can be requested as well and will be subject to NSF approval.

## **RPSC Employee Travel**

Redeployment forms for Raytheon employees will be distributed two weeks before the travel date. For employees leaving at the end of the season, group meetings will be held to explain the process.

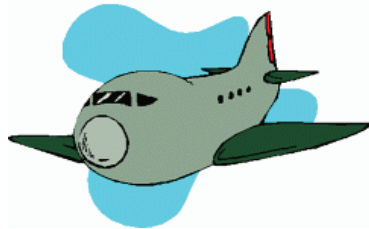
## **Manifests**

Incoming and outgoing passenger lists are posted on the intranet the night before a planned flight. Please note: plans change often, so be sure to check the manifests on the day of your flight as well. If you have questions, contact Beth Watson.

*To request a change to the manifest,  
contact Beth Watson at least  
48 hours in advance.*

## **E-mail**

Your USAP e-mail account will be deleted when you leave the station unless you are a full-time RPSC employee. Contact the Help Desk if you need assistance saving your files before you go. Note: McMurdo e-mail files reside on a different server: e-mail access is not provided for people transiting through McMurdo unless special arrangements have been made with the IT staff.



## ***THE DAY YOU DEPART***



### **Please Clean Your Room**

Before departing, your room must be clean, with trash emptied and sorted into the appropriate containers and your chamber pot emptied and then deposited in the Food Waste bin. Please stuff your sheets into your pillowcase and place it on your bed along with your pillow and blankets. Failure to clean your room properly may result in your removal from the flight manifest.

### **Checked Baggage**

All outgoing, checked bags must be placed at the designated areas (Altie Meadows or Destination Zulu) by 7:00 p.m. the night before your flight. If you need help moving excess baggage from science areas, please contact Logistics the day before your scheduled departure.



Please keep your orange carry-on bag and the required ECW gear with you.

### **Hand-carry Baggage**

Remember, your hand-carry baggage must be small enough to fit under your seat on the plane, and you might not have access to it during the flight.

### **Food/Water**

You will NOT receive a flight lunch when leaving the South Pole. Be sure to grab some food from the leftover fridge or have a snack before you leave. You'll also want to carry a full water bottle with you for the flight.



### **Passports**

Be sure to have your passport in a secure location **ON YOUR PERSON** before boarding the plane.

*TRAVEL, continued*

**Awaiting Your Flight**

It is your responsibility to be on time and ready for your redeployment flight. The day of your departure, be sure to check the scroll in the dining facility or on the intranet for any last-minute changes. Listen for announcements about the plane landing.



If you have any questions, please call Beth Watson or COMMS.

Listen for announcements from COMMS about the plane's arrival. When the plane lands, proceed immediately to the flight deck and follow directions from the fuels and cargo personnel working there. They are dedicated to your safe and efficient transport.



Aircraft are only on deck for a short time and will not wait for passengers.

*ECW Gear must be worn for all flights.*





If you arrive at the Flight Deck early, please wait in (or near) the Passenger Terminal until you are called to board the plane. The Fuels staff will work with the Air Guard and let you know when it is safe to board the aircraft.

*Remember: Be prompt!  
The plane does not wait for passengers.*





## ***GLOSSARY***

All Call	Public address system	
AN-8	Fuel used for aircraft and diesel engines	
ANG	Air National Guard	
APO	Air Post Office	
AREV	Advanced Revelation software	
ARO	Atmospheric Research Observatory	
CAS	Clean Air Sector: Area (grid) northeast of the station	
COMAIR	Commercial air transport	
COMMS	Communications Department	
CTS	Cargo Tracking System (software)	
Dark Sector	Area (grid) northwest of the station	
Destination		
ZULU	Entrance to the elevated station in Wing A2	
DNF	Do Not Freeze	
DV	Distinguished Visitor	
ECW	Extreme Cold Weather	
EH&S	Environmental, Health, and Safety	
ETA/ETD	Estimated Time of Arrival/Estimated Time of Departure	
FEMC	Facilities, Engineering, Maintenance, and Construction	
GOES	Satellite used for communications/data transfer	
Grantee	Scientist who has received a research grant from the NSF	
Freshies	Fresh produce and dairy products	
FY	Fiscal Year	
HF	High Frequency Radio	
Housemouse	Community janitorial duties	
HR	Human Resources	
Hypertats	Blue modular housing facilities	
IceCube	Neutrino Detection array in the Dark Sector	
Ice Time	Amount of time previously spent in Antarctica	
Ice Tunnel	New Utilidor System	
IRIDIUM	Satellite system used for comms/data transfer	
IT	Information Technology	
Jamesways	Green canvas housing facilities in Summer Camp	
LAN	Local Area Network	
LC-130	Ski-equipped Hercules aircraft	
LMR	Land Mobile Radio	
MAPCON	Maintenance, Planning, and Control (software)	
MAPO	Martin A. Pomerantz Observatory	
MARISAT	Satellite used for communications/data transfer	
Master List	List of procedures and forms on the Common Drive	
MIDRATS	Meal served at midnight for night shift workers	



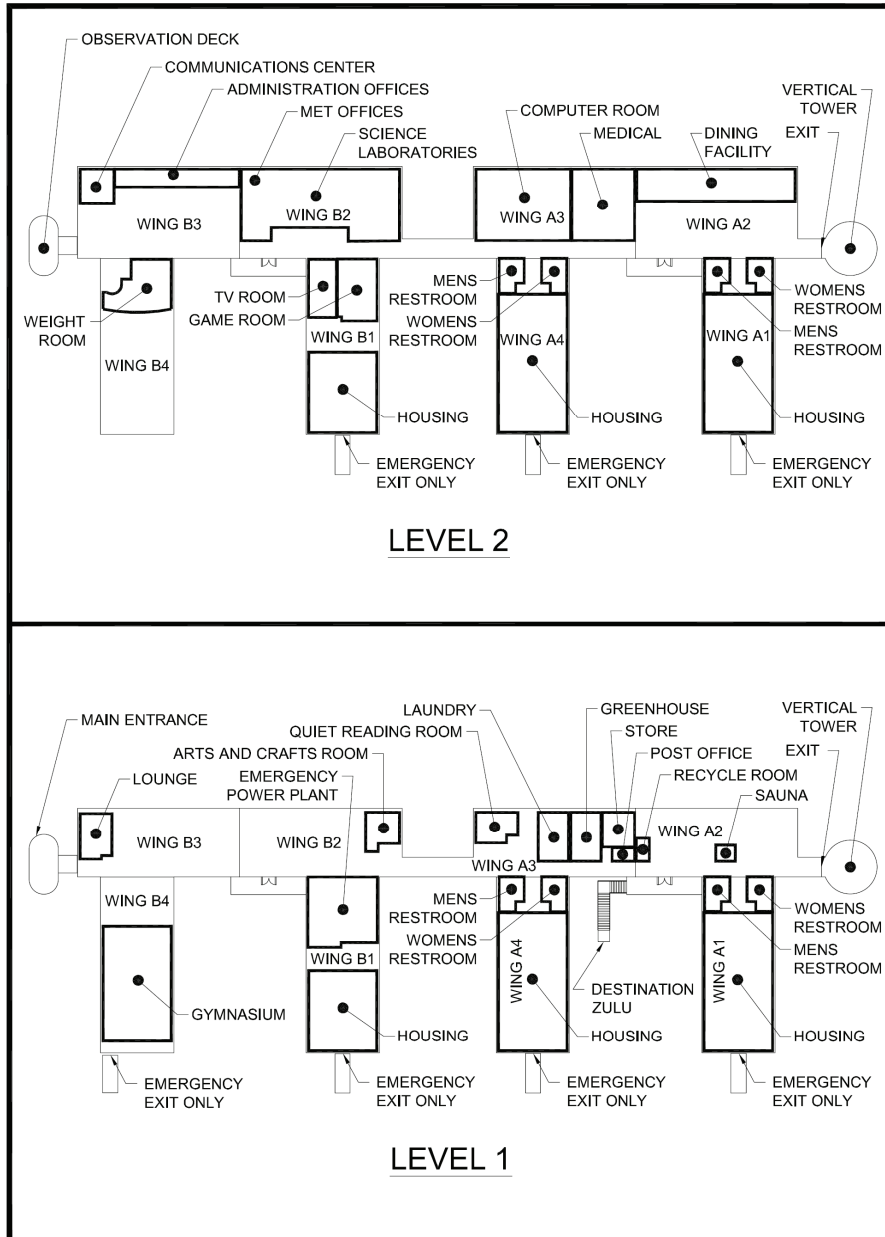
**GLOSSARY, continued**

MPS	Military Postal Service	
NGA	Non-governmental Activity	
NSF	National Science Foundation	
Off Deck	Aircraft has taken off	
On Deck	Aircraft has landed	
OPP	NSF Office of Polar Programs	
OPS	Operations	
PAX	Passenger(s)	
PI	Principal Investigator (science event team leader)	
POC	Point of Contact	
Pod	Collection of 4 wings of the Elevated Station	
Pole 3	Plane is 30 minutes away from South	
Pole		
PTS	Personnel Tracking System (software)	
Quiet Sector	Area (grid) east of the station	
RCD	Remote Cash Disbursement	
Retrograde	To send cargo northward	
RF Sector	Area (grid) south of the station	
RODWELL	Rodriguez Well (water well)	
RON	Remain Overnight (# of days on site)	
ROS	Required on Site date	
RPSC	Raytheon Polar Services Company	
RTSC	Raytheon Technical Services Company LLC	
SAR	Search and Rescue	
Sastrugi	Small snowdrifts common at South Pole	
SHIELD	Database used to track incidents and injuries	
SIP	Support Information Package for science events	
Skiway	Airstrip for ski-equipped aircraft only	
Skua	Reusable clothing or equipment	
SOC	Station Operations Center (a.k.a. "COMMS")	
SPIFF	South Pole International Film Festival	
SPMGT	South Pole MARISAT/GOES Ground Terminal	
SPRESO	South Pole Remote Earth Science Observatory	
SPSE	South Pole Safety and Environmental (arches)	
SPSM	South Pole Station Modernization (elevated station)	
SPUC	South Pole Users Committee (science advisors)	
Summer Camp	Location of summer-only housing and offices	
TDRSS	Satellite used for communications/data transfer	
Trauma Team	Volunteers who augment the station medical team	
Utilidor	Sub-surface utilities tunnel	
VHF	Very High Frequency	
VoIP	Voice over Internet Protocol	
Wing	Section of the Elevated Station (4 wings per pod)	

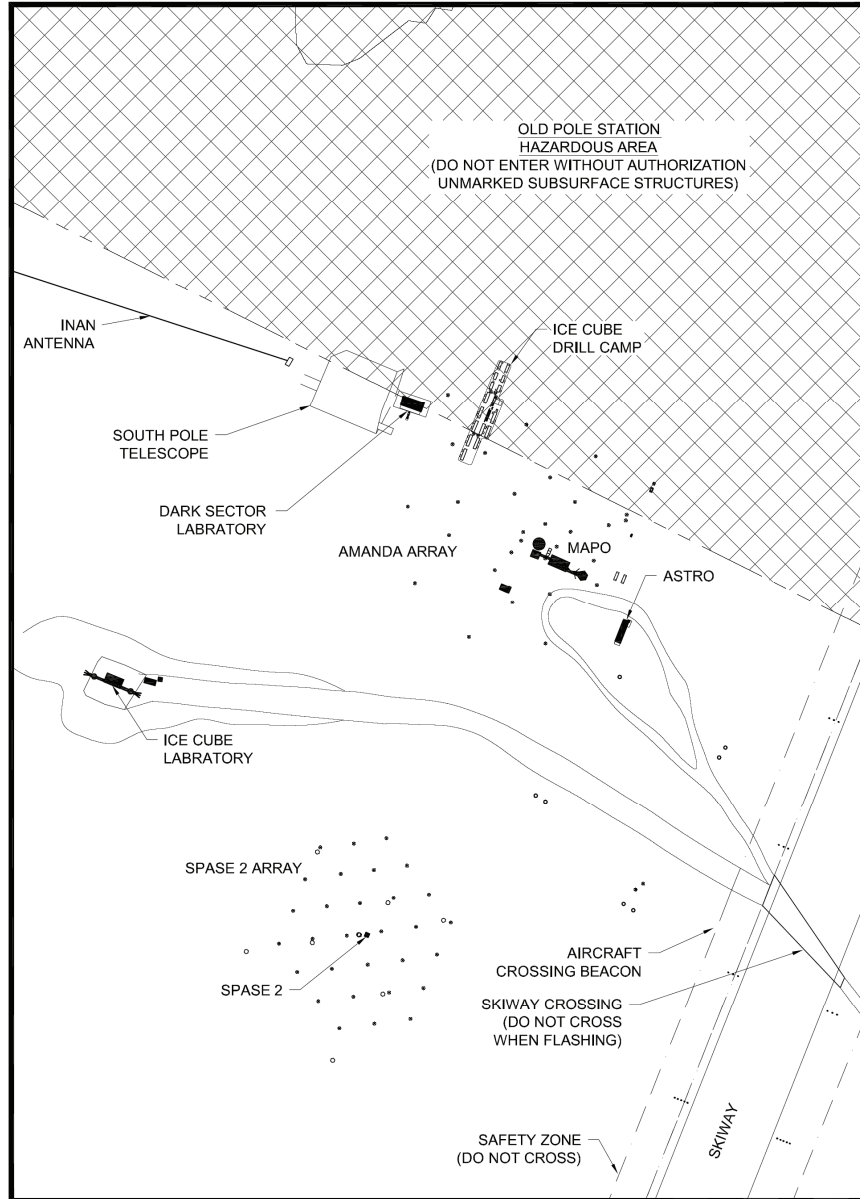
## *NOTES*



# ELEVATED STATION



# ***DARK SECTOR***





## ***Antarctic Conservation Act***

All USAP participants are required to comply with the Antarctic Conservation Act (U.S. Public Law 95-541, as amended by Public Law 104-227). The ACA describes requirements in support of the Antarctic Treaty. Details can be found in your *USAP Participant Guide* or on the National Science Foundation web site: <http://www.nsf.gov/od/opp/antarct/aca/nsf01151/start.jsp>

## ***International Polar Year (IPY)***

The period between March 2007 and March 2009 marks the IPY: an international celebration of science in the earth's polar regions. Visit the following web site for more information: <http://www.ipy.org>

## ***Procedures and Forms***

Most procedures, policies, and forms can be found on the "Master List," available via the station intranet or on the common drive in the "procedures" folder (I:\Perm\Procedures).

A separate External Documents List provides guidance for finding non-USAP references. If you have any questions about using the Master List or the External Documents List, please contact your supervisor. Grantees should contact Al Baker or Paul Sullivan.

## *NOTES*



# HOUSING MAP

