



## **Atmospheric Radiation Measurement Climate Research Facility/ North Slope of Alaska/Adjacent Arctic Ocean (ACRF/NSA/AO)**

### **Duplex Rules**

#### **Who can stay in the duplex?**

The rental for the duplex is paid out of the ACRF/NSA/AO Site Manager's (SM's) Site Development and Operations budget at Sandia National Laboratories. ACRF personnel working directly on tasks for the ACRF/NSA/AO Site will have priority in the use of the duplex. Other ACRF users will be accommodated on an as-available basis. A total of six bedrooms are now available in the duplex; 4 rooms have twin bunk beds, 1 room has 2 twin beds, and 1 room has a queen size bed. The duplex can accommodate 11 people with doubling up in the rooms that have bunk and twin beds. The Site Manager, Mark Ivey, will confirm extension of duplex privileges and set the relative priorities of different visitors and groups should that become necessary.

#### **Conditions under which housing privileges are extended**

It is not Sandia's intent to run a hotel. Rather, the intent is to make the operation of the ACRF/NSA/AO Site as cost-effective as possible for ARM as a whole. Hence, the conditions under which ARM and user personnel are permitted to stay at the duplex are designed to minimize the burden that the duplex imposes on the Sandia SM's staff. Sandia does not plan to recover its costs from individual duplex users. The accounting burden would be too great.

#### **How do I reserve a room at the duplex?**

The easiest way to reserve a room at the duplex (or at the Atqasuk facility) is to access the ARM Site and Computer Access Request System web page at <http://www.db.arm.gov/SARS2/>. Please make your reservation well in advance and certainly at least ten days before your intended visit. If you are not a U.S. citizen, make your reservations at least 50 days in advance (a good idea for all visitors). After you complete the web site access request form, you will be notified concerning your reservation status. If you have further questions you can contact Valerie Sparks in the ACRF/NSA/AO Project Office at Sandia National Laboratories in Albuquerque at (505-844-7116; FAX 505-844-0116; e-mail [vsparks@sandia.gov](mailto:vsparks@sandia.gov)). Because of the priorities sketched above, it is possible (but rare) that a reservation may be withdrawn if the duplex is full and a higher priority visitor seeks accommodation.

## **What amenities can I expect?**

Each room has a bed, with mattress, chair, lamp and a desk. Mattress pads and pillows are provided and there are some sheets, blankets, and towels. However, visitors should not count on them being available and should bring their own bedding from home, purchase bedding locally, or bring a sleeping bag. Frequent visitors may store their bedding in a duffel bag in one of the bedroom closets.

Bags being stored should be prominently marked with the owner's name and company or affiliation. Unmarked bedding left in the duplex will be laundered and marked as community property. Locally purchased bedding costs around \$100, about the cost of one night's stay in a Barrow hotel.

Similarly, there are no towels or wash cloths provided. Bring your own. As with bedding, unmarked towels and wash cloths left at the duplex will be laundered and marked as community property.

Four of the bedrooms have double deck bunk beds, one bedroom has twin beds and one of the bedrooms has a queen size bed in it. Typically, each visitor will be assigned their own room. This will be the case even if the duplex is full and it is necessary to turn away visitors. However, the situation does sometimes arise that all the hotels in Barrow are full. If the duplex is full and so are the hotels, people may be asked to temporarily double up. It's better than sleeping outside!

The two kitchen areas in the duplex include: refrigerators, gas stoves/ovens, toasters, sinks, and a microwave in unit B. Visitors may use any of the kitchen facilities in either unit for preparation of meals, either singly or as a group. A modest supply of pots, pans, dishes and silverware is also available for your use. Food is also available in the cafeteria at the main UIC-NARL building a short city block away, and of course, at several restaurants in town. If you want the food that you buy and store in the duplex (in the refrigerator or on the kitchen shelves) saved for your exclusive use, mark the containers with your name or initials and a date with the Sharpie pen kept in the kitchen. If food items are not marked, or if the date is two months past, the food in the container will be assumed to be available to anyone or may be discarded.

ACRF/NSA/AAO has also purchased a washer-dryer set for the duplex. Feel free to use it. But remember, delivered water (as used in the duplex) costs 16 cents a gallon. Also remember that the wastewater from the duplex goes into a holding tank. If you exceed the capacity of the holding tank (500 gallons, emptied every few days by tanker truck), the sewage may overflow! So be careful about water use.

The water source is a thousand-gallon plastic tank in the utility room. A scale showing approximately how much water remains is on the side of the tank. Check it periodically to assure that you won't run out of water. If the water level is getting low (under 300 gal), or if any other maintenance problem occurs at the duplex, alert Walter Brower, ACRF/NSA/AAO Site Facilities Manager, or contact Glenn Sheehan at the Barrow Arctic Science Consortium (BASC); 852-4881; home: 852-5946), or Anne Jensen at the UIC Science Division; (852-3050; home 852-5946).

**No maid service is provided.** The cost would be too high. So making the duplex broadly available will only work if everyone cleans up after himself or herself. An upright vacuum cleaner is available for cleaning your room before you leave.

## **Some Safety Considerations**

**SMOKING ANYWHERE INSIDE EITHER DUPLEX UNIT IS STRICTLY PROHIBITED.** This prohibition has been put in place at the recommendation of our safety engineer. There is no automatic fire suppression system in the duplex, and fire in the Arctic is even more of a killer than elsewhere. When people flee a burning building without proper clothing in the Arctic, they're immediately exposed to an environment that can be almost as hostile as the fire itself. Every sensible precaution must be taken to reduce the likelihood of fire. Even apart from the risk to lives, a fire in the duplex would be disastrous for the project.

Smoking is only permitted outdoors, or if the weather is severe, in the equipment room next to the entrance space. Butts are to be deposited **ONLY** in metal butt cans. Smoking is by far the greatest source of fire risk. Following these rules will reduce the risk of fire to the point that it is acceptable. Not following these rules would be **HIGHLY IRRESPONSIBLE**.

The stovetop, oven, microwave, toaster, etc. are other sources of fire risk. Do not leave these appliances on unattended. There is a fire extinguisher in each kitchen. Familiarize yourself with its location and operation.

When you first occupy your room, check to see that the window will open (they tend to freeze shut in winter, but can be made to function with a little work). Since each room has a window, each room has a fire escape, **IF** the window will open. Smoke alarms are also installed in the two duplex units. If it is necessary to escape the building in winter without outdoor clothing, immediately go to the main UIC-NARL building located about one block west of the duplex. The nearest entrance is open 24 hours a day.

## **DOE Requirements**

***Foreign National Visitor Requirements*** -- Because the Duplex is leased, the US Department of Energy considers it a DOE facility. Thus, the same rules apply here as at other DOE facilities. In particular, even though no classified, sensitive or proprietary information is involved in the climate research-taking place at the ACRF/NSA/AAO site, Foreign Nationals (anyone not a US citizen) require specific permission to enter the premises. Obtaining that permission is a lengthy process, and that's one reason that everyone, Foreign National or not, is urged to submit their site visit request at least 50 days in advance of proposed arrival. If the approval does not come through in time for a Foreign National visit, the visit request will be denied. We have attempted, so far without success, to have the Foreign National rules waived for the ACRF/NSA/AAO site.

On a related subject: visitors staying at the duplex may allow locals and other visitors to the Barrow area to come into the duplex for business or social purposes **PROVIDED THAT THOSE STAYING IN THE DUPLEX FIRST CONFIRM THAT ANYONE THEY PROPOSE TO ALLOW INTO THE DUPLEX IS IN FACT A US CITIZEN. CONFIRM THAT THIS IS THE CASE BEFORE ALLOWING ANYONE TO ENTER. DO NOT ASSUME. ASK.**

The consequences of allowing Foreign Nationals that do not have current specific permission to access the duplex would be quite serious for the perpetrator and for the project.

Note: The ACRF/NSA/AO Maintenance Building adjacent to the duplex, erected in fall of 2003, is also a DOE facility. Hence, the same rules apply to it as well. That is, only Foreign Nationals with current specific permission and US citizens are allowed access to this building. This policy also applies to the instrument facility referred to as the Great White.

**Prohibited Articles** -- In addition to the Foreign National requirements, certain other requirements apply. Certain articles are prohibited from being brought into the duplex: (personal firearms, other personal weapons, explosives, incendiary devices, controlled substances, or illegal drugs). The reason that the adjective "personal" is inserted in front of "firearms" and "weapons" is that the project owns several shotguns typically provided with slug ammunition for protection against the polar bear threat. Of course, these specific firearms may be brought into the duplex as long as they are not loaded. Withdrawal and handling of these weapons is restricted to project-trained and authorized individuals and is covered under extensive guidance found elsewhere.

Alcohol is a controlled substance, and as such, would be excluded from the duplex by the rule given above. However, the duplex consists of combined living and working quarters. Under DOE rules, responsible use of alcohol outside of working hours is permitted in living quarters. "Responsible Use" requires that use be in accordance with local laws. By statute, Barrow is "moist" -- that means that subject to certain rules, alcoholic beverages may be legally brought in and possessed, but cannot be bought or sold here. As of this writing (7/2005), each visitor to Barrow may bring in with them up to one gallon of beer, 2 liters of wine, and one liter of distilled spirits. If it is desired to bring in more, inquire at the Barrow City Hall about obtaining a license. All other villages on the North Slope of Alaska are "dry" -- that is, bringing alcohol in and/or possessing alcohol is illegal. That includes Atkasuk. Violation of the alcohol control statutes is not taken lightly in the North Slope Borough, so for the good of the project as well as for your own good, please comply.

### **Other safety reminders**

KEEP A SHARP EYE FOR POLAR BEARS, ESPECIALLY WHEN THERE IS ICE AT OR NEAR SHORE, OR WHEN POLAR BEAR ALERTS HAVE BEEN ISSUED. POLAR BEARS DO COME INTO UIC-NARL AND BARROW.

EMERGENCY PHONE NUMBER 911  
THE DUPLEX IS UIC-NARL BUILDING 354  
THE MAIN UIC-NARL BUILDING IS BUILDING 360

### **How do I practice duplex etiquette?**

- LEAVE THE DUPLEX CLEANER THAN YOU FOUND IT!!! A VACUUM CLEANER, BUCKETS AND SPONGE MOP ARE PROVIDED IN THE UTILITY ROOM FOR YOUR USE.

- DON'T BE CHEAP. IF WE RUN OUT OF PAPER TOWELS, BE A BIG SPENDER. DROP \$20 TO GET A PACKAGE OF PAPER TOWELS. DITTO FOR TOILET PAPER, SOAP, OR WHATEVER.
- ALSO BE CONSIDERATE OF THE OTHER GUESTS IN SETTING THE VOLUME LEVEL ON THE TV/DVD IN THE LIVING ROOM OF UNIT B.

### **What about GSA vehicle use at the NSA facility?**

Vehicle use privileges may be extended to ARM-related visitors on a non-interference basis who meet certain GSA and ARM project criteria. These privileges are NOT automatic. Consult the ACRF/NSA/AAO Vehicle Use Policy available at the ARM/NSA web site or you can speak with Valerie Sparks if you want to pursue this. Alternately, vehicles are available for rent through UIC Car Rental, (907) 852-2700 and through other commercial providers in Barrow (the Barrow rate for a compact is \$100/day plus fuel and expenses). ACRF/NSA/AAO STAFF HAVE PRIORITY FOR SITE GSA VEHICLE USE. If vehicle use privileges are extended beyond the ACRF/NSA/AAO staff, keys are to be signed out for specified periods of no more than a day at a time. Always return the vehicle keys to the kitchen cabinet in the Duplex Unit B. Vehicle sharing arrangements are to be cleared on a day-to-day basis with the senior ACRF/NSA/AAO staff person in residence at the time (typically, Walter Brower, ACRF/NSA/AAO Site Facilities Manager).

### **What other transportation options do I have?**

Cabs are plentiful in Barrow. The fare between UIC-NARL and Barrow is \$10. The phone numbers of cab companies are listed in the phone book kept in each duplex unit.

### **Transportation to and From the Instrumentation Site and Incidental on Site Help**

The job of the onsite staff is routine operations of the suite of ARM instrumentation, **not** assisting you with your project. If our onsite staff can provide minimal assistance that you may need **without** interference with their routine duties, **and** without incurring any overtime costs, they are usually willing to provide such assistance at their discretion, but do not assume that the ACRF/NSA staff is at your disposal. They are not.

If you require assistance beyond the minimal described above, arrangements can be made in advance to pay for those services through the IOP process. If your needs are greater than anticipated, speak with Mark Ivey, ([mdivey@sandia.gov](mailto:mdivey@sandia.gov)), (505) 284-9092 to discuss what options may be available to you.

### **What about telephones and other communication resources at the duplex?**

The duplex phones and fax machines are there for your use, but do not tie up 907-852-5821 for long periods for electronic communication or any other purpose. All phones in the duplex have a long distance and special charge block in effect. Long distance calls can only be made using a calling card or credit card. For AT&T access, dial 1-800-CALLATT. Other cards can be used through the operator or through their own 800 numbers.

Moderately high-speed Internet connections are also available in each of the duplex rooms. You may connect your laptop to the duplex LAN provided you comply with the ARM Data System Visitor PC and Instrument Network Connection Policy. Contact Martin Stuefer at the University of Alaska, Fairbanks, [stuefer@gi.alaska.edu](mailto:stuefer@gi.alaska.edu), (907) 474-6477, for more information regarding the policy. Alternatively, a desktop PC and printer with Internet connection are available at the duplex for your use on a non-interference basis. Please erase any files that you create on these machines prior to your departure. All non-personal computers at the duplex are US government property. *Please be aware of the following government computer use policy in effect at the duplex:*

## **NOTICE TO ACRF/NSA/AAO DUPLEX COMPUTER USERS**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY, if you do not agree to the conditions stated in this warning.

## **Duplex access and getting to and from the airport**

Walter Brower, as well as the personnel at the UIC office in the UIC-NARL main building, will have a calendar indicating who is expected each day. Provided you have confirmed duplex reservations, access to the duplex can be arranged through Walter Brower at (907) 852-5818 or his cell phone number (907) 878-4780, or Anne Jensen at the UIC office at (907) 852-0924 or her cell phone number (907) 878-5656. Notify them of your arrival plans in advance at [wbrower@barrow.com](mailto:wbrower@barrow.com) or [anne.jensen@uicscience.org](mailto:anne.jensen@uicscience.org). The duplex is equipped with a keyless cipher lock. Contact Valerie Sparks at the Sandia ACRF/NSA/AAO office or the UIC personnel noted above for the combination. Beyond your first visit, please do not ask to be picked up at the airport. It costs ARM about \$85 for an airport pickup or drop off, versus costing you \$10 for a taxi ride. If you arrive after normal business hours and are experiencing difficulty accessing the duplex, call Glenn Sheehan or Anne Jensen at (907) 852-5946.

### **A final note of caution...**

This should not have to be said, but experience indicates that it does. If the duplex use PRIVILEGE is abused by non-compliance with these House Rules, the privilege is forfeited. Failure to take heed of warning will result in withdrawal of the use privilege.

***Be safe. Be considerate. Have fun. It may not be fancy, but it sure is different!***