

BIOS TUDOR HILL MARINE ATMOSPHERIC OBSERVATORY



FACILITY USER PROCEDURES

The BIOS Tudor Hill Marine Atmospheric Observatory comprises of two laboratory vans, a habitation van, and a 23 m walk-up tower. Users who access the facility must read and agree to abide by the following procedures and recommendations.

1. Users' initial visits to the site must occur in the company of the facility PI or site technician to ensure that they are familiarized with access and operating procedures.
2. The site location is owned by the Bermuda Land Development Company Ltd. (BLDC) and use of the site is provided *pro bono* by BLDC. Please be respectful of the local environment and other users of the BLDC property. Do not share the main gate key with any other persons. Ensure that the main access road gate is locked at all times after entering/exiting. On leaving the facility, ensure that each laboratory van is locked and that the facility access gate is locked (combination lock).
3. For each visit, ensure that a member of staff at BIOS is informed of your visit to the site and let them know when you have left the main entrance and/or returned to BIOS. Solo visits are only permitted for visiting scientists and designated BIOS staff. Undergraduate students are not permitted to visit the site alone under any circumstances.
4. The observatory is located in a relatively remote location for Bermuda and it is unlikely that there will be other people nearby. There is no fixed line telephone service at the facility but cellular phone reception is good. It is highly recommended that site visitors have a cellular phone with local service. Wireless internet access is available at the site and can be used for web access and Skype communications. The password will be made available to all approved users.
5. In the event of any accident or injury, the facility PI must be informed and a BIOS accident report must be filed. There are first aid kits located on the right-hand wall of the electronics van and opposite the door in the habitation van. Each van is equipped with a fire extinguisher. The habitation van also has a fire blanket. Users should familiarize themselves with the locations of these items.
6. Before ascending the tower, ensure that the high-volume aerosol sampling pumps have been disconnected. Ensure that they are reconnected on leaving the facility.
7. Only two people are permitted to be on top of the tower at any time. Closed-toe footwear must be worn to ascend and descend the tower. Flip-flops and sandals are not permitted.

Users must use the self-arrest safety harness system when working on the tower. Instructions for use of this system will be provided during initial site familiarization. Make use of the handrails at all times during ascent and descent.

8. Do not ascend the tower if: 1) you are not comfortable with being at height; 2) you are prone to vertigo; or 3) you feel that any current conditions make it unsafe to do so. Do not for any reason ascend the tower under the following weather conditions: 1) thunderstorms in, or forecast to be in, the vicinity; 2) winds above 20 m/sec (c. 45 mph or 40 knots); 3) heavy rainfall; 4) low light.
9. If bulky or heavy items are required to be carried up the tower, the back-pack stored in the chemistry lab must be used, or arrange with TH staff to use the davit system. When installing equipment and when undertaking maintenance involving equipment, parts and tools, ensure that all personnel are wearing hard-hats (stored in the habitation van). Personnel must avoid standing directly underneath the tower when work is being conducted on the tower.
10. The habitation van provides food storage, cooking, and eating facilities. Use of the sleeping facilities must be arranged beforehand with the facility PI. Do not leave open food or food waste in the van overnight. Only use the refrigerator in the habitation van for food storage. Note that the tap water is non-potable and is not to be consumed. Please leave the van in a clean and tidy condition and ensure that the door is locked and the key is returned to the electronics van when leaving the site.
11. Any publications arising from work conducted at the facility must include an acknowledgement of NSF support for the THMAO (including grant number current at the time the work was performed) and users are requested to inform the facility PI of any such publications.

Contact numbers:

Emergency services	911
BIOS front desk	297-1880
Andrew Peters (PI)	297-1880 ext 240 (office) or 705-0683 (cell)
Christina Menniti (site technician)	297-1880 ext 222 (office) or 707-5792 (cell)
BIOS after office hours	300-1880

I have read and agree to abide by the procedures described in the BIOS Tudor Hill Marine Atmospheric Observatory Facility User Procedures document.

Name of user: _____

Signed: _____ Date: _____

THMAO Staff: _____

Signed: _____ Date: _____