

# **Seward Marine Center**

## **Shoreside Facilities and Services Manual**



*University of Alaska Fairbanks  
College of Fisheries and Ocean Sciences*

**Seward Marine Center**  
**Homeport of the**  
**R/V *SIKULIAQ* and R/V *NANUQ***

Seward, Alaska

Doug Baird, Director & Marine Superintendent  
Jennifer Elhard, Facility Manager

Revision Date: April 2024

## Table of Contents

Introduction .....	3
Office Hours and Mailing Address .....	4
Personnel .....	5
Parking .....	6
Seward Marine Center Campus .....	6
Shoreside Facilities.....	7
Utilities .....	7
UAF Pier .....	7
Warehouse.....	8
D.W. Hood Laboratory .....	9
Machine Shop .....	10
Mooring Loft .....	10
K.M. Rae Building.....	10
Apartments .....	10
Small Boat .....	10
Additional Shoreside Services.....	11
Scientific Staging .....	11
Storage .....	12
Shipping and Receiving .....	12
Vehicles .....	13
Forklifts .....	13
Hazardous Materials .....	14
Batteries.....	14
Hazardous Chemicals and Materials.....	14
Radioactive Materials .....	14
Appendix I: City of Seward Map.....	15
Appendix II: Map of Seward Marine Center .....	16
Appendix III: Rental Policy and Procedures .....	17
Appendix VI: Application for Temporary Berth .....	19

# Introduction

This manual provides a description of services available at the University of Alaska Fairbanks, College of Fisheries and Ocean Sciences (UAF-CFOS) Ship Operations Facility at the Seward Marine Center (SMC) in Seward, Alaska. It establishes policies and procedures for the scheduling and use of the Seward Marine Center facilities and services and advises guests and visiting scientists on common questions.

Established in 1970, the Seward Marine Center (SMC) is the primary coastal marine research and support facility operated by the University of Alaska Fairbanks College of Fisheries and Ocean Sciences. Located approximately 130 miles south of Anchorage at the head of Resurrection Bay, the Seward Marine Center is the only university-owned marine station in Alaska and the northernmost university marine station in the United States.

In support of UAF researchers and students, as well as science teams from around the world, SMC personnel operate research vessels, assist with scientific equipment, maintain shoreside laboratories, and provide administrative support year-round.

The Seward Marine Center exists to support oceanographic research carried out by UAF. The facility and staff will also, to the extent possible, support the activities of cooperating agencies and visiting research ships from other academic institutions or federal agencies. These services will be provided to the extent they do not interfere with the facility's primary purpose of supporting ship or facility operations for UAF.



# Office Hours and Mailing Address

The SMC staff is here to help make your stay both pleasant and productive. Do not hesitate to ask us for assistance. Below is the main contact information for your convenience.

University of Alaska Fairbanks  
College of Fisheries and Ocean Sciences  
Seward Marine Center

**Mailing Address:** PO Box 730  
**Ship Physical Address:** 201 Railway Avenue  
Seward, Alaska 99664

Phone: (907) 224-5261  
Fax: (907) 224-3392

*Note: Do not use the physical address for US Mail. The postal service will return US mail that is not addressed to the post office box number.*

## **Office Hours:**

Normal work hours are from 8:00 AM to 5:00 PM, Monday through Friday. The facility, however, is available to you throughout the day. After you have been approved to use the facilities, you will receive the appropriate key(s) to access the appropriate areas of the campus. Feel free to use the facility as your work day dictates. We ask only that you turn off lights and lock the buildings and gates when you are finished working.

## **Website:**

<http://www.uaf.edu/cfos/about-us/locations/seward/>

## **Email:**

[uaf-smc-office@alaska.edu](mailto:uaf-smc-office@alaska.edu)



# Personnel

## Administration Operations and Requirements:

The Seward Marine Center is a division of the University of Alaska Fairbanks College of Fisheries and Ocean Sciences. The Dean of the College of Fisheries and Ocean Sciences is Dr. Brad Moran. The Director of the Seward Marine Center is Captain Doug Baird who oversees the operations of the facility.

## Financial Operations and Requirements:

The Seward Marine Center operates as cost centers or charge back modes, with the shoreside facility receiving State of Alaska funding to provide a support base for specific scientific research projects. Projects are approved and funded through a proposal process with funding obtained from the federal, state, and private sources.

## Seward Marine Center Staff

Director & Marine Superintendent	Doug Baird	<a href="mailto:ddbaird2@alaska.edu">ddbaird2@alaska.edu</a>	907-224-4305
Facility Manager	Jennifer Elhard	<a href="mailto:jaelhard@alaska.edu">jaelhard@alaska.edu</a>	907-224-4301
Port Captain	Edward deCastro	<a href="mailto:erdecastro@alaska.edu">erdecastro@alaska.edu</a>	907-224-4304
Assistant Port Captain	Sarah Walters	<a href="mailto:skwalters@alaska.edu">skwalters@alaska.edu</a>	307-902-0027
Port Engineer	Kevin Reinhardt	<a href="mailto:kreinhardt2@alaska.edu">kreinhardt2@alaska.edu</a>	907-209-8788
Science Operations Manager	Ethan Roth	<a href="mailto:ehroth@alaska.edu">ehroth@alaska.edu</a>	907-224-4311
Moorings Technician	Peter Shipton	<a href="mailto:pshipton@alaska.edu">pshipton@alaska.edu</a>	907-224-4319
Research Technician	Jenny Grischuk	<a href="mailto:jmgrischuk@alaska.edu">jmgrischuk@alaska.edu</a>	617-365-3080
R/V <i>Nanuq</i> Captain & Assets Coordinator	Brian Mullaly	<a href="mailto:bmullaly@alaska.edu">bmullaly@alaska.edu</a>	907-224-4306
Procurement Coordinator	Sarah Spanos	<a href="mailto:saspanos@alaska.edu">saspanos@alaska.edu</a>	907-224-4302
Campus Logistics and Science Liaison	<i>Vacant</i>		
Remote Sensing Technician	Steven Roberts	<a href="mailto:sdroberts3@alaska.edu">sdroberts3@alaska.edu</a>	907-224-5261

# Parking

Parking space is limited at the Seward Marine Center facility and dock. Please observe the following guidelines:

- Short term parking (less than a day) for guests and visitors can be accommodated in the facility parking area. If short term parking is unavailable, visitors can use the K.M. Rae Building parking lot across the street.
- Long term parking (more than one day or overnight) must park at the K.M. Rae Building parking lot.
- Persons driving vehicles onto the facility, causeway, and dock do so at their own risk; SMC is not responsible for any damage claims.
- Gates to the facility will be locked during the Fourth of July weekend. No vehicles should be parked in the lot or on the pier without permission from the Seward Marine Center.
- Vehicles must NOT be parked on the east side of the Mooring Loft (yellow building) or adjacent to the Machine Shop. These areas must be kept open for staging and storage purposes.

## Seward Marine Center Campus

Seward Marine Center Shoreside Facilities are located on the north side of Resurrection Bay on Railway Avenue between the Alaska SeaLife Center and the Alutiiq Pride Marine Institute. That includes the UAF Pier, D.W. Hood Laboratory, Mooring Loft, Machine Shop, and Warehouse.

Across the street is the SMC four-plex apartment building and the K.M. Rae Building on Third Avenue. Just down the road on Third Avenue is the Orca Building. Appendix III shows an overall layout of the facility. SMC sits on 14 acres of oceanfront; seven acres are owned by the University of Alaska and 7 are on a 99-year lease from the City of Seward.

### **UAF Pier**

Located at (60° 05.9' N, 149° 26.55' W) 201 Railway Avenue, on the southern coast of the town of Seward in Resurrection Bay. The total length of the pier and mooring dolphin catwalk is 250 feet. Detailed specifications for the pier are found in the next section.

### **The SMC campus consists of the following buildings:**

**D.W. Hood Laboratory (Hood Lab)** houses a large saltwater wet laboratory and two dry laboratories. The wet lab is also equipped with fresh water. This building houses the equipment that pumps high quality seawater from a depth of about 60 meters. An emergency generator automatically powers the building in the event of a power failure. This building also houses the administrative offices for the SMC.

**Warehouse** includes marine tech workshops and offices, shipping and receiving, a wood shop, and science staging area on the main floor.

**Mooring Loft** has a full complement of handling gear, mooring equipment, and personnel with expertise in fabrication, deployment, and recovery of all types of moorings and oceanographic instrumentation. This building includes a large buoy hoist and fresh water availability.

**Machine Shop** includes a variety of fabrication machines including a mill.

**K.M. Rae Building** contains a 100-seat auditorium with audio-visual equipment including a large screen and projector, a large commons area, and two offices.

**Apartments** are located adjacent to the K.M. Rae Bldg. The building contains four apartments, each with two bedrooms, a complete kitchen, living room, and bath.

To request use of any of the SMC facilities, please use the following form: [Use Request Form](#)

## Shoreside Facilities

### Utilities

The following utilities are available for visiting vessels at SMC:

- Potable water – available by garden hose from the warehouse
- Electrical – 110-volt electrical service is available on the dock; there is NO ship's power
- Wireless communications – coordinate with the Science Operations Manager prior to arrival
- Garbage – visiting vessels must make arrangements for dumpsters to rent. Alaska Waste Management: 907-283-9390

Please discuss your needs for berthing with the Facility Manager. Those needs will determine the applicable fees. Utility requirements should be arranged prior to arrival.

### UAF Pier

The pier is 150 feet long, with an additional 100 feet of two mooring dolphins connected to the pier by a catwalk. Moorage is available on the west side of the pier. There are five cleats on the pier, one each located on the inshore corner and offshore corner, with 3 cleats in the center portion, spaced at 20 feet between cleats. There is one bollard on the sea wall about 60 feet west of the pier. The spacing between the pier and each mooring dolphin is 50 feet.

Depths alongside the pier were greater than 35 feet in March 2016 when it was dredged and surveyed. Significant deposition has likely taken place since that time. The outflow of Lowell Creek is approximately 300 feet southwest of the pier.

All vessels mooring at the pier must be approved in advance by the Facility Manager. Vessels engaged in commercial activities and pleasure craft will not be berthed at the facility. In general, mooring will be provided in the following priority:

1. R/V *SIKULIAQ*
2. Any UNOLS approved vessel
3. Visiting vessels, including those of academic institutions, government agencies or private vessels under charter, conducting research activities for UAF or cooperating agencies
4. U.S. Government vessels including those operated by NOAA, USCG, USACE, or USN
5. Other sponsored non-commercial vessels

The pier will accommodate all routine ship loading and support operations; the following rules apply:

**Pier Load Limits:**

Pier weight limits are strictly enforced. The pier weight limit is 12 tons per axle; 28 tons total. Vehicles should not park on the pier due to weight limits. Activities on the pier should be limited to essential tasks for mobilization and demobilization of vessels.

**Fueling:**

Visiting ships may take on diesel fuel via truck, lubricating oils, and limited quantities of gasoline from tank trucks over the pier. The vessel operator is responsible for all fuel contract arrangements, and must adhere to all applicable federal, state and local regulations. The Seward Marine Center office must be notified of all fueling activities in advance to avoid conflicts with other operations.

**Hazardous Materials:**

All hazardous materials must be loaded, unloaded, and stored according to state and federal regulations as well as SMC procedures. All chemicals and hazardous materials offloaded from vessels or entering SMC property must be checked in with the Campus Logistics and Science Liaison. Chemical storage containers are locked at all times.

The disposal of any hazardous waste including radioactive materials, chemicals, waste fuels and lubricants, biologic hazards, etc., is strictly prohibited at the facility. In the event services are required for the disposal of these materials the Facility Manager can recommend local contractors who provide disposal services. Any associated costs are the responsibility of the visiting ship or science party.

**Fishing:**

Fishing from the pier is prohibited. Fishing is allowed from the outboard side of ships tied to the pier. All diving operations must be approved by the Facility Manager and the [UAF Dive Safety Officer](#).

## **Warehouse**

The SMC warehouse is available for temporary storage, scientific staging, and shipping and receiving. The warehouse includes a high bay staging area, a woodshop, and an outboard motor shop. Two walk-in scientific freezers are available; one freezer is maintained for food items and non-scientific samples.



The warehouse loft houses the shoreside marine technician workshop and stores. Use of the shop or tools, as well as capabilities such as 3D printing, are available to visitors.

Shared use tech equipment available upon request from the Science Operation Manager: Spooling carts for take-up and pay-out, MC800 Multicorer and Van Veen Grabs (for sediment sampling), 1m<sup>2</sup> MOCNESS (for zooplankton sampling). Note: R/V *Sikuliaq* gets priority.

The Science Operation Manager is also available for design and development services of scientific instrumentation and equipment. Depending on the project, long lead time coordination may be required.

The woodshop includes areas for the repair and construction of equipment but may be used, on a shared basis, for scientific equipment staging. This staging area is equipped with water, compressed air, and electrical power. Both staging areas (high bay and woodshop) are accessible by trucks and forklifts.

The warehouse houses a large shipping and receiving area with supplies for non-hazmat packages. Packing and crating services are not available. Shipping and receiving service are addressed in more detail in the Additional Shoreside Services section.

The warehouse also houses a suite of offices including the Captain and Assets Coordinator, Port Captain, Science Operations Manager, and Remote Sensing Technician. There are several workstations with Wi-Fi available for visitors.

## **D.W. Hood Laboratory**

The SMC Administration Office is housed in the D.W. Hood Laboratory (Hood Lab). This includes the Facility Manager, Science Liaison, and Procurement Coordinator.

The Hood Lab includes a large wet lab and two dry labs. The 1,989 square foot wet laboratory space has running seawater and freshwater, a variety of tanks and aquaria, and lights controlled by timers to simulate natural photoperiods. There is an adjacent prep room for processing samples or preparing animal feed.

The two dry labs are equipped with a variety of scientific equipment available for use, including but not limited to microscopes, mixers, balances, and a variety of glassware. The labs have an instrument room between them that contains an autoclave, oven, -40°F chest freezer, -20°F chest freezer and centrifuge. Each room has ample electrical power and wireless computer capability.

The instrument room also contains an absolute gravity station. The U.S. Coast Guard and other science parties routinely use this to calibrate their instruments to correct for environment-induced gravity effects.

Please be safe when using the laboratories. All lab users must review the Lab User Manual with the Facility Manager or Campus Logistics and Science Liaison and complete all training courses required for the type of work to be done. Be sure the Science Liaison is aware of any hazardous materials you will be using. If you have a spill immediately call the Facility Manager or Science

Liaison. Lab users are responsible for the removal of all hazardous chemicals used at the Seward Marine Center.

## **Machine Shop**

The Machine Shop includes a variety of fabrication machines including a mill. However, the use of this equipment is limited to trained and qualified UAF authorized personnel. If use of the Machine Shop is needed, please contact the Facility Manager. Welding equipment shall be used only by a certified welder.

## **Mooring Loft**

The Mooring Loft has a full complement of handling gear, mooring equipment, and personnel with expertise in fabrication, deployment, and recovery of all types of moorings and oceanographic instrumentation. This building includes a large buoy hoist and fresh water availability. The Mooring Loft is not available for routine use by visitors, and any use of the equipment should be cleared through the appropriate UAF faculty.

## **K.M. Rae Building**

The K.M. Rae building has a 100-seat auditorium with audio-visual equipment including a large screen and projector. There is a large commons area, or exhibition room, with furniture and tables and two offices. There is also a coat room, restrooms, and a kitchenette. This building is used frequently by the Seward community. It is a gathering place for community groups, movie nights, social events, symposiums, educational activities, and seminars and large meetings.

## **Apartments**

There are four apartments available at SMC. Each apartment has two bedrooms (queen and two twins), living room, dining room, kitchen, and bathroom. The kitchen is fully equipped with all necessities and appliances. Guests must provide their own dish soap, laundry soap, and toiletries. Guests who wish to stay at the SMC apartments must submit a request with the [use request form](#) which can also be found online in the Lodging section of the SMC website. Priority for use of the apartments is given to CFOS program operations.

Keys can be picked up at the Administration Office in the Hood Lab upon your arrival or they will be left in the after-hours key box at the apartment complex. Upon departure, you may return your keys at the Administration Office or drop them in the key drop box on the first floor of the apartment complex.

## **Small Boat**

R/V *Nanuq* was commissioned in 2019. The vessel boasts a 1,000 lb. hydraulic A-frame, a dive platform, and a cruising speed of 20+ knots. With her 13-foot aft deck, R/V *Nanuq* is designed to accommodate the deployment of a wide variety of equipment to support oceanographic and marine biology research, including CTD rosettes, plankton nets, moorings, and tow sleds. *Nanuq* can conduct operations anywhere along the north coast of the Gulf of Alaska – Yakutat through the Kodiak Archipelago.

The vessel can be reserved and utilized by academic and research organizations. The day rate for *Nanuq* includes shoreside logistics and administrative support. For more information and to inquire about availability, please contact the R/V *Nanuq* Captain.

Other small skiffs are available upon request at the Seward Marine Center. Instruction on the proper use and operational safety of the boats and equipment will be provided.

Work vests or other PFDs are to be worn by any personnel handling lines for ships and boats or working near the unguarded edge of the pier, mooring/breasting dolphins or small craft float. Personnel are to transfer between vessels and the pier by a properly rigged brow ("gangway"). In rare exceptions where personnel may need to transfer in the absence of a brow they shall be wearing a PFD.

## **Additional Shoreside Services**

### **Scientific Staging**

These facilities are intended for the temporary staging of scientific projects. They are not intended, nor are they to be used, for long term experiments or storage. All use of the facilities will be coordinated by the SMC Facility Manager and staff.

#### **Indoor Staging Facilities**

The warehouse includes a high bay staging area, a wood shop, a walk-in freezer, a walk-in cooler, and a shipping and receiving area. The wood shop includes areas for the repair and construction of equipment but may be used, on a shared basis, for scientific equipment staging. This staging area is equipped with water, compressed air, and electrical power. Both staging areas are accessible by trucks and forklifts.

#### **Outdoor Staging Areas**

Scientific equipment can be assembled and tested on the pier or in the fenced yard. "In-water" tests of scientific equipment can be conducted off the pier. Please inquire on services needed to support that work.

#### **Hazardous Operations**

No hazardous operations shall be conducted in any of the staging areas, this includes welding and spray painting, the use of flammable or toxic materials, or similar work. Exceptions may be granted after discussion with the Facility Manager. Welding may be conducted by SMC authorized personnel in the shop areas or SMC staff can recommend local contractors.

## **Storage**

Storage at the SMC facility, including buildings, fenced yard space, and the pier, is limited to the following:

- Equipment and supplies for the home-ported vessel. This includes ship spares, ship's equipment such as the articulating crane and capstan, winches and reels, scientific support equipment (including those managed by the Marine Technicians) and similar items.
- Ship support items such as forklifts, cranes and related equipment, paint floats and skiffs, paint (in the designated paint lockers) and similar equipment or materials to support operations.
- Short term storage of scientific equipment coming to or from a research vessel operating from the Seward Marine Center.
- Scientific equipment not owned by UAF but routinely used off the home ported vessel.
- Private vehicles owned by crew members or staff may be parked inside the fenced yard while the home ported vessel is out but are left there at the owner's risk. This service may be extended, with the Director's approval, to visiting vessels between calls to Seward.

Exceptions to this policy may be granted by the Facility Manager. Any equipment left in the yard or buildings which cannot be identified or does not meet the above criteria may be considered abandoned and disposed of in accordance with UAF surplus property policies.

## **Shipping and Receiving**

Seward Marine Center can receive shipments directly via most common methods (US Mail, UPS, FedEx, motor freight etc.). Airfreight only travels as far as Anchorage, and then it is transported by road to Seward. In some cases, this involves specifying a separate carrier for that portion and making advanced billing arrangements. Airfreight can be consigned to the below common carriers.

Carlisle Transportation: 907-224-5413 or 1-800-478-1853

FedEx: 1-800-GO FEDEX

UPS: 1-800-PICK UPS

Orange Bike Delivery: 907-422-0679

Please inform the Administration Office as to the means of shipping and the quantity of gear it can expect to receive prior to shipping items. All items shipped to or from SMC must have shipping costs prepaid. If shipping is not prepaid, arrangement should be made with the appropriate SMC staff. The principal investigator is responsible for shipping science equipment and other cruise items and must ensure that each piece is clearly marked with his/her name, cruise number, and contact information. Outgoing shipments may be left with the Assets Coordinator. They must be packed and include completed shipping documents. All shipping charges are the responsibility of the scientific party.

All shipments, other than US Mail, should be addressed to the below physical address:

Seward Marine Center  
201 Railway Avenue  
Seward, AK 99664  
Hold for (Name)

Shipping hazardous or radioactive must be done by trained, authorized persons according to IATA procedures and 49 CFR Parts 100-185 regulations. Shippers must inform the SMC shipping and receiving personnel of any anticipated shipping of HAZMAT.

### **Packing and Crating**

Packing and crating services are not available and are the responsibility of the scientific party prior to departing the facility or project completion. If items need to be left for future shipping, advanced arrangements need to be made with the Assets Coordinator. All items left are the responsibility of the science party. Hazardous shipments leaving the Seward Marine Center are the responsibility of the person packaging it. Signatures on bills of lading (BOL) will not be done through the main office or any SMC staff unless those individuals packaged it. This is the law, not our rules.

## **Vehicles**

The Seward Marine Center has two assigned vehicles – a four-wheel drive, six passenger pickup truck and a one-ton flatbed truck. If you need a vehicle, contact the Administration Office. Short trips in town are not charged, but trips requiring out of town use are. A UAF driver's permit is required for the driver. Charges are based on mileage or a daily rate. Mileage is charged unless the vehicle is dedicated for your sole use for a period in excess of 24 hours.

Prior to taking a vehicle out of town, fill out an equipment use request form and acquire a departmental gas card. Fuel will be charged to your account provided on the use form. Our vehicles are heavily used and shared among the scientists and staff. We cannot afford to dedicate vehicles to visitors on a continuing, non-pay basis. Your cooperation in returning keys is appreciated. If you fail to return the vehicle keys, you will be charged the daily rental rate.

## **Forklifts**

Two forklifts are available with 3,000 pounds lifting capacity and 11,000 pounds lifting capacity. The smaller forklift is generally restricted to the paved portion of the facility because of its small diameter wheels and limited road clearance. The larger forklift can go on any paved surfaces or firm ground at SMC. The forklifts will be operated by personnel who have been trained and certified. Visiting personnel with OSHA-certified forklift training documentation from their institution may be allowed to operate the small forklift by request and verification of qualifications.

**Vehicles and forklifts:**

- Hardhats are to be worn anytime equipment is being handled overhead.
- Forklifts are to be operated only by qualified personnel. Tests are required and a certificate is to be kept on file with the Admin office.
- Vehicles shall be operated at a speed of no more than 10 mph on the facility.

## **Hazardous Materials**

The SMC maintains two outdoor storage lockers for corrosive and flammable materials. Storage lockers are locked at all times. To access to these lockers, contact the Campus Logistics and Science Liaison.

### **Batteries**

Batteries are stored in the corrosive storage locker before disposal by a licensed contractor or recycled at the Seward transfer station. The corrosive storage locker is only available for facility and ship operations. It is not available to the public for the disposal of batteries.

### **Hazardous Chemicals and Materials**

Visiting researchers and scientists must take the appropriate lab training for their research activities through the UAF Environmental Health, Safety and Risk Management (EHSRM) website before working in the SMC lab. The principal investigator (PI) must create a chemical hygiene plan and share that plan with the Campus Logistics and Science Liaison.

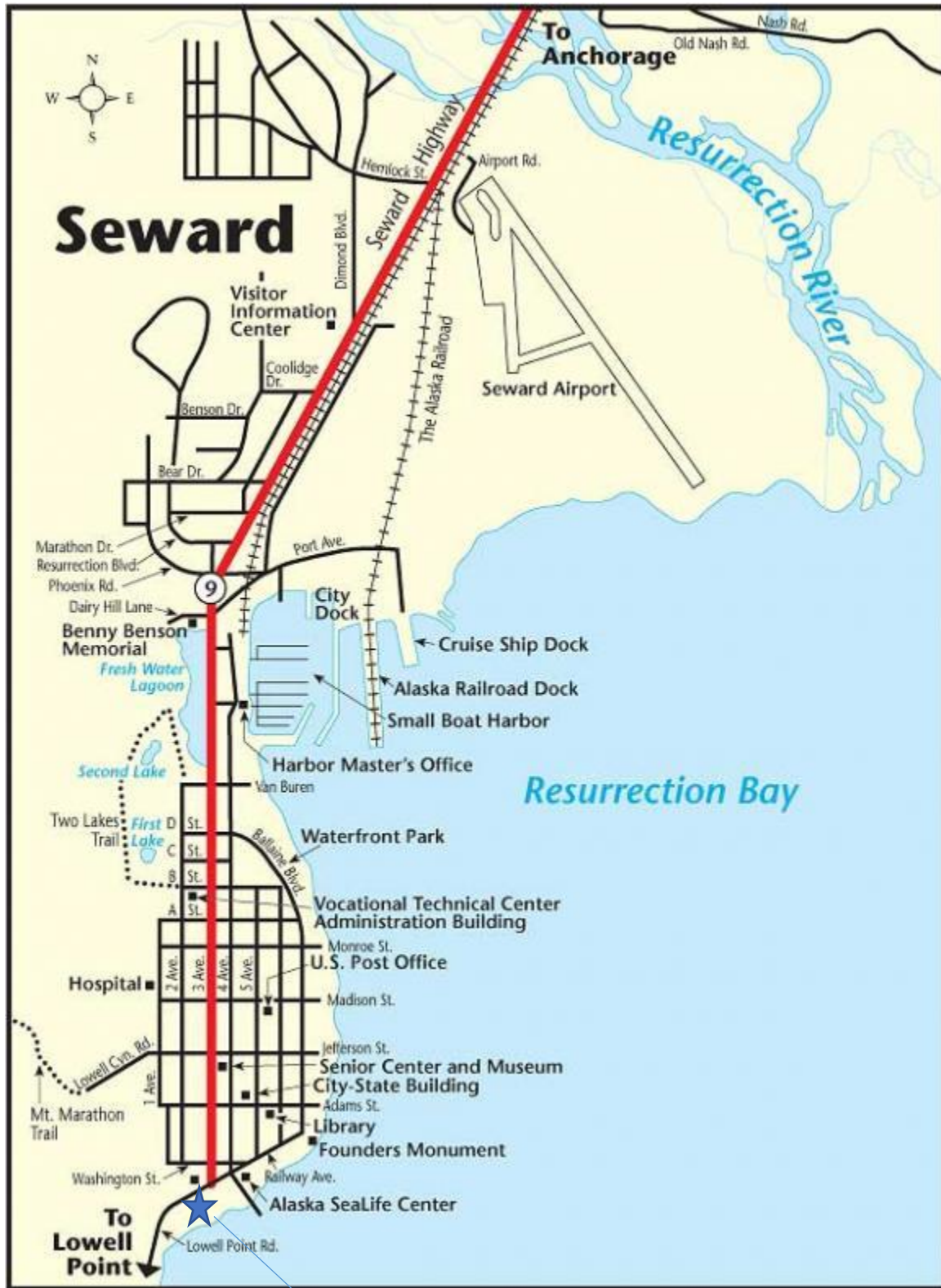
The SMC can accommodate the storage of chemicals and chemical waste while researchers are onsite. Lab users are responsible for the disposal of all chemical waste generated by their activities. Unused chemicals should also be accounted for and taken offsite after the project has concluded and researchers exit the lab. Lab users are responsible for leaving the lab in the same condition they found it.

### **Radioactive Materials**

Visiting scientists or UAF personnel seeking to use radioactive sources or materials for any purpose shall comply with the regulations of the U.S. Nuclear Regulatory Commission (NRC) and the statutes put forth by the State of Alaska regarding Radiation Protection (7 AAC 18). All activities involving radioisotopes shall be sanctioned by the University of Alaska Fairbanks Radiation Safety Committee (UAF RSC) and be monitored as appropriate by the UAF Radiation Safety Officer (UAF RSO).

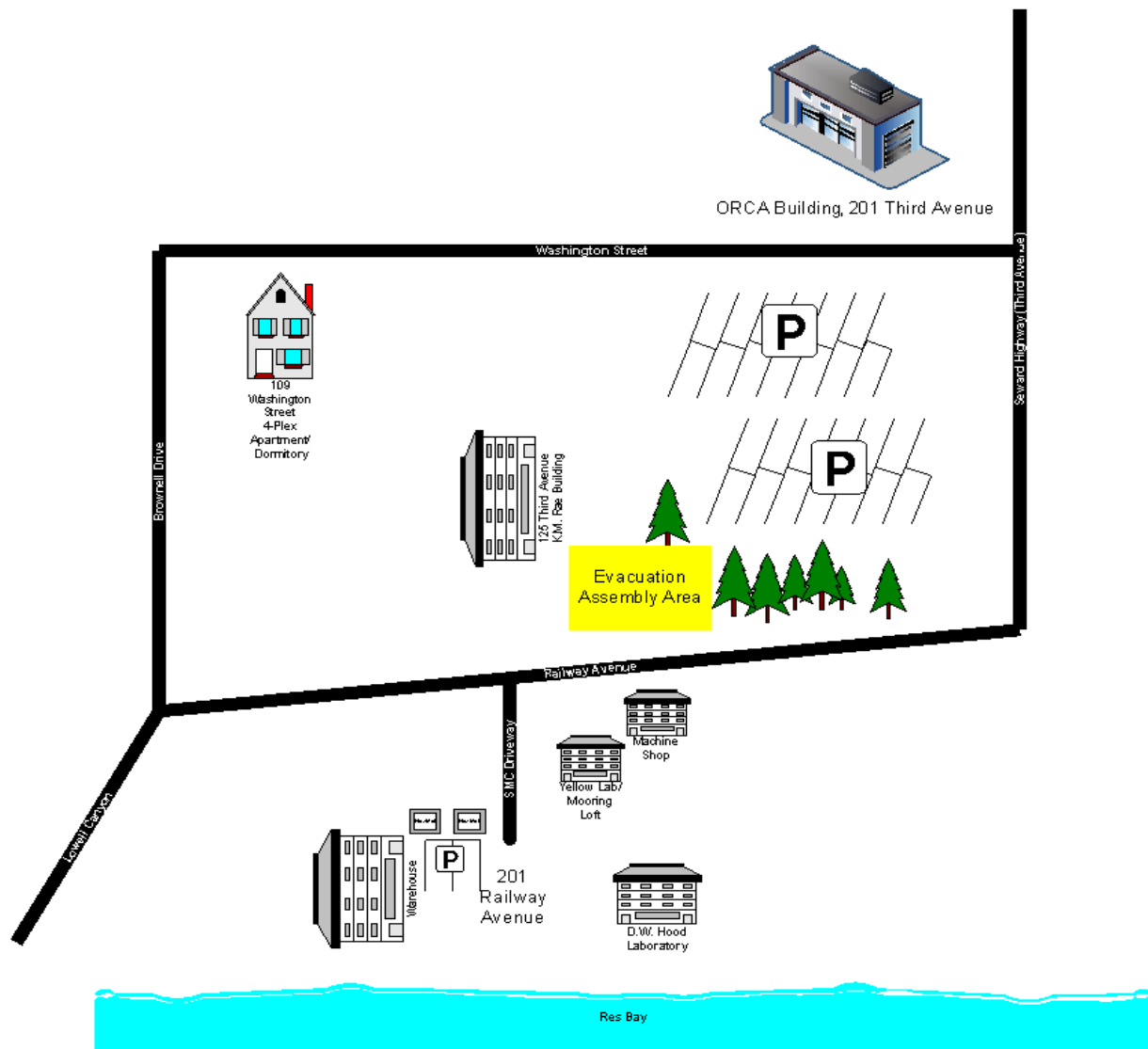
Emily Reiter, Industrial Hygienist, Radiation Safety Officer  
Phone: 907-474-6771; Email: [careiter@alaska.edu](mailto:careiter@alaska.edu)

# Appendix I: City of Seward Map



Seward Marine Center

# Appendix II: Map of Seward Marine Center





# Appendix III: Rental Policy and Procedures

1. User is responsible for cleaning his or her own laboratory space prior to departure. If space is not cleaned, a fee will be charged.
2. User must clean and sterilize all seawater tanks after use.
3. Visitors bringing any chemicals (hazardous and nonhazardous) or radioactive material must contact the Campus Logistics & Science Liaison staff person for appropriate forms and instructions. Users are responsible for disposal of all chemicals and radioactive material used at SMC according to state and federal regulations.
4. User must call SMC prior to the arrival date to finalize equipment and chemical needs.
5. User pays for parts and/or repair of broken equipment.
6. SMC technician time will be charged at the actual rate.
7. Users are responsible for obtaining their own collecting/holding permits for live animals. A copy of the permit must be given to SMC. To obtain a permit or for questions regarding permits contact:

Alaska Department of Fish and Game  
Division of Commercial Fisheries  
Box 3-2000  
Juneau, Alaska 99802  
Phone 465-4210

8. If you anticipate arriving after 5:00 PM or on the weekend, call in advance to make arrangements for keys.
9. Prior to departure from apartments place used linen in yellow tubs in storage rooms in the apartment complex hall.
10. Upon departure, place apartment keys in drop box located on the first floor of the apartment complex. Users will be charged \$50.00 for each key not returned.
11. Users will be charged for use of SMC vehicles; availability is not guaranteed.
12. Upon arrival, come to the office for a telephone access code (and brief phone lesson).

If you will arrive in Seward at other than normal office hours, you must make arrangements in advance to get the keys to the apartments. Please check in with our office on the first workday.

Check out time is 11 AM, to monitor the condition of the unit and prepare for new visitors. You are responsible for leaving the apartment clean: clean up, take out the trash, empty the refrigerator and cabinets of any food, vacuum, wash the dishes, clean the kitchen and bathroom, take your linens and towels to the laundry room. Remove all your belongings when you depart.

### **Fees**

The condition you leave the apartment in will have consequences for subsequent reservations.

\*\*There will be a one-time \$320 cleaning fee charged to all long-term (monthly 29 days or more) reservations.

All damages will be identified and billed to you at the cost of repair.

Deliver the key back to the SMC office or drop in interior drop box before you leave. Lost keys will be charged @ \$50 per key.

If you must cancel your reservation, please give SMC 24-hours advance notice.

The following policies apply at the SMC apartment complex:

- Check-in is at 3:00 p.m. and check-out is at 11:00 a.m.
- At the end of your stay, please take your laundry (linens, sheets, towels, pillowcases etc.) to the supply-laundry rooms at the end of the hall, on each floor. Please deposit in yellow bins. Pillows and comforters are not to be deposited into bins upon leaving unless soiled.
- Light custodial service & cleaning is provided on Tuesdays between 8 am and noon. Occupants are responsible for stripping beds & placing linen in yellow bins in supply-laundry room. Please do not place comforters or blankets in yellow bins unless they are soiled.
- Washer and dryers are available on the first floor for occupants. Laundry detergent is not supplied. Please NO NOT place shoes, tents, anything muddy or heavy in the dryers. If you need a commercial dryer, Suds & Swirl Laundry is on Jefferson & Third.
- Please DO NOT SMOKE in the apartment complex.
- Winter months, the parking lot can be very slippery. Be careful when walking or driving. Wear your ice cleats.
- Take out your trash on a daily or semi-daily basis. The dumpster is located outside the building.
- All bicycles are to be stored outside at the bike rack. Please do not bring them into the hallways or the apartments.
- Please do not transfer furnishings such as towels, linens, kitchen utensils, plates and silverware, kitchen pots & pans, or furniture to any of the other apartments.

# Appendix VI: Application for Temporary Berth

University of Alaska Seward Dock		
<b>Application for Temporary Berth</b>		
Applicant Information		
Agency/University Name:		
Agency/University address:		
City:	State:	ZIP Code:
Vessel Point of Contact Information		
Name:		
Title:		
Phone:	E-mail:	Fax:
Cell Phone:		
Vessel Information		
Vessel Owner:		
Vessel Name:	Vessel Length:	
Vessel Draft:		
Is this vessel supporting university, state, or federal work? Y/N		
Arrive Date and Time:		
Departure Date and Time:		

Cargo Detail

Is the vessel carrying dangerous Cargo? Y/N

Amount of cargo: (tons/containers)	Describe or attach detail:
------------------------------------	----------------------------

Billing Information

Name:

Address:

Phone:	E-mail:	Fax:
--------	---------	------

City:	State:	ZIP Code:
-------	--------	-----------

Title:	Fund:	Org.
--------	-------	------

Other port services requested (attached description of what is needed)

Forklift:	Vehicles:	Storage Yard:
-----------	-----------	---------------

Boat Ramp:	Laboratory:	Warehouse Space:
------------	-------------	------------------

Potable water:	Fueling:	Shipping/Receiving:
----------------	----------	---------------------

Other:

To be filled out by Seward Marine Center

Dockage Fees:

Other Fees:

Port Service Fees:

Total Fees:

Signatures

This application must be filed with the Seward Marine Center and accepted by authorized signature below before vessel may tie up to dock. All visitors to Seward Marine Center agree to abide by all SMC and UAF policies.

Signature of Applicant:

Date:

Signature of Port Captain:

Date: