



Toolik Field Station Support

Toolik Field Station is happy to help you with questions about TFS support for your upcoming fieldwork. **We can best support you when we know in advance what type of assistance you'll need.** Please refer to the following guide and contact list to initiate your support request and to direct any remaining questions to the appropriate personnel by phone, email, or Slack. Further explanations of services offered by TFS are found on [our website](#), under the menu option “TFS Handbook”.

Requesting Support

For what services should I submit a support request via myToolik's Support Request System (SRS)?

- Sending samples from TFS to Fairbanks
- Requesting a fuel account
- Chemical requests from Fairbanks, like dry ice, or liquid nitrogen
- Need a prepaid item picked up in Fairbanks.
- Need help building a tool to support your research
- Selecting study sites
- Spatial data collection and analysis
- Loading waypoints onto a GPS unit
- Need a map with coordinates
- Remote access request for data or sample collection
- Field assistance
- Reserve general use field and lab equipment
- Dry ice at the station
- Station warm and cold storage

How do I submit a support request in SRS?

Log on to your myToolik account. In the upper right corner, click on the “Support” menu option. A dropdown list will appear. Select one of the following options:

- “mySupport” to view your previous and ongoing support requests
- “Request Support” to start a new support request form
- “Reserve Equipment” to reserve general use equipment managed by TFS

A full tutorial on the myToolik Support Request System (SRS) can be found [here](#).

When should I submit a support request?

ASAP! The sooner we know you'll need help, the better we can prepare to fulfill your request. Please do not wait until you are at the station to request support.

When should I expect to hear back on my support request?

Some support requests will take a few days to respond to. We will get back to you, but our response may not be instant. If your request is time sensitive, please state so in your request.

How can I request lab space or additional work space at the station?

Request space through your project profile/information on myToolik. Contact SEDC Manager Amanda Young with questions.

I want to conduct research at study sites near TFS but not stay at the station. Is that allowed?

Yes, though we do not provide transportation or services for projects not staying at Toolik Field Station, unless by prior arrangement. We ask that you contact TFS to ensure that your study sites do not overlap with other researchers' projects and that proper permitting is in place.

Still have questions?

Help! I have a question about...

- Vaccination requirements & exemptions
- In-station COVID-19 mitigation
- Hazmat disposal
- Boat, snowmachine, or bear safety
- Medical accommodations

- Transportation to & from the station
- Shipping (including hazardous chemicals)
- Expediting
- Temporary temperature sensitive storage on UAF campus

- Fuel account
- Billing information

- Reservations
- Room assignments
- Fueling
- Storage

Please contact:

Safety Coordinator

Scott Filippone
smfilippone@alaska.edu
UAF tel: 907-474-2457
TFS tel: 907-455-2516
Slack: @Scott Filippone

Fairbanks Logistics Department

uaf-toolik-logistics@alaska.edu
UAF tel: 907-474-5159
Slack:@fai_logistics

Toolik Business Office

uaf-toolik-business@alaska.edu
UAF tel:907-474-7837

Station Supervisor, Assistant Managers, & Operations

uaf-toolik-manager@alaska.edu
TFS tel: 907-455-2511
Slack: @tfs_operations

- Remote access
- Field assistance
- Field & lab equipment reservations
- Lab space
- Research permits
- Field & lab-based technical support
- Baseline data

*Spatial & Environmental Data Center
Manager*

Amanda Young
ayoung55@alaska.edu
 UAF tel: 907-474-2457
 TFS tel: 907-455-2541
 Slack: @Amanda Young

Environmental Data Center
uaf-toolik-edc@alaska.edu
 TFS tel: 907-455-2541
 Slack: @edc_staff

- GIS support
- Spatial data collection or analysis
- Site selection
- Research permits
- Maps
- Drones, kites, any other aerial platforms

ToolikGIS
uaf-tfs-gis@alaska.edu
 UAF tel: 907-474-5310
 TFS tel: 907-455-2512
 Slack: @gis_staff

- Field & station-based technical support
- Gear & equipment repairs
- Research tool fabrication and design

Maintenance, Equipment, & Fabrication
uaf-iab-tfs-maintenance@alaska.edu
 TFS tel: 907-455-2523
 @tfs_maintenance

- Science communication support
- Field courses
- Items for quarterly newsletter
- Outreach
- Code of Conduct/Title IX policy
- Diversity, equity, & inclusion initiatives

Communication & DEI Manager
 Haley Dunleavy
hdunleavy@alaska.edu
 UAF tel: 907-474-6407
 Slack: @tfs-communications-dei

- Letters of support for grant proposals
- Other inquiries regarding TFS mission & operations

TFS Management Team
 Donie Bret-Harte, Brian Barnes,
 Amanda Young, Mike Reynolds,
 Marin Kuizenga, Haley Dunleavy
uaf-iab-tfs@alaska.edu