

# Station Rules of the joint German-French Arctic Research Base in Ny-Ålesund

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## 1 General

The joint German-French Arctic research base in Ny-Ålesund consists of the German Koldewey-Station with several station buildings, the French Rabot-Station and the French Corbel-Station with several buildings. The base supports research projects from AWI, IPEV, and other institutes and research groups in Germany and France. The access to the base is jointly coordinated by AWI and by IPEV.

### 1.1 Definitions

In the context of these station rules, the following terms are used:

**Station management:** The group of people organising the use of the base. That includes the Koldewey-Secretariat in Potsdam, the IPEV Arctic logistics Department in Brest, and the base personnel.

**Station personnel:** The staff at the base, i.e. the base leader, the observatory engineer, logistics engineer, and other appointed AWI or IPEV staff on site.

**Station:** Used synonymously with "base" and includes the whole joint French-German base if no specific station is mentioned.

**Station guests:** Scientists or any personnel authorized to use the base, except the station personnel.

**Station members:** Station guests and station personnel, i.e., all persons who are working at the station.

**Koldewey-Station:** The Blue House, the Observatory and other buildings rented by AWI, and all the equipment and installations belonging to this part of the base.

**French station:** The Rabot Station, the Corbel Station and other buildings rented by IPEV, and all equipment and installations belonging to this part of the base.

**Weapon usage:** Carrying a weapon, armed or unarmed.

**Excursion leader:** Head of an excursion as appointed on an excursion note.

**Project leader:** Head of a scientific project which is hosted by the station.

### 1.2 Station personnel

The head of the station personnel is the base leader. The engineers act as deputies for the base leader. All communication between Kings Bay and the base is coordinated by the station personnel, the base leader has to be informed about all orders and requests to Kings Bay.

The station personnel is responsible for maintaining the station and preparing and supporting the stay of station guests. The station members have to follow the instructions by the station personnel with regard to the usage of the station buildings and the station equipment. This applies also to field work and work in other places inside Ny-Ålesund.

### 1.3 Station buildings

The station consists of the following buildings and the equipment installed in these buildings and on the field:

- The "Blue House" with two guest offices, the station leader's office, a living room, a heated storage room and accommodation for up to 8 people in 4 rooms. (AWI)
- The Observatory with several offices, the observatory engineer's office, laboratory space, a workshop and a seminar room. (AWI)
- The balloon launching hall. (AWI)
- Parts of the vaskeriet lab with a chemical laboratory and heated storage room. (AWI)
- The blue garage for outside-temperature storage. (AWI)
- The scooter garage for outside-temperature storage. (AWI)
- The Rabot-Station with several storage and laboratory rooms, the French station personals' office, a living room and accommodation for 8 people in 5 rooms. (IPEV)
- The Corbel-Station, 5 km outside of Ny-Ålesund with 4 buildings as lab-space and accommodation for up to 8 people. (IPEV)
- Any additional building or part of it rented from Kings Bay by AWI, IPEV or guests of the station, if it is not administered directly by Kings Bay.

## **2 Safety**

The base leader or his/her deputy is responsible for installing and controlling all necessary safety measures at the station. All station members have to follow the safety rules and guidelines. All accidents and other safety issues have to be reported to him/her. Safety instructions are given to every station guest upon arrival at the station.

Generally, the base leader decides about the usage of vehicles, boats, weapons, equipment etc. according to these station rules and his/her guidelines.

### **2.1 Fire protection**

Fire protection rules are set up by the landlord, Kings Bay AS, and have to be followed by station members. Due to the high risk of fires in the dry Arctic environment in connection with the wooden structure of all station buildings, special precautions against fire have to be followed. In addition to the rules from Kings Bay AS, the following rules have to be observed in the station:

In all station buildings, smoking is not allowed.

The use of candles is restricted and under the responsibility of the base leader. It is not allowed to burn candles unattended.

Every station user has to make him/herself familiar with the position of fire extinguishers, with the usage of the fire alarm system, and with emergency exits.

### **2.2 Chemicals, radioactive substances, hazardous biological material**

The use of dangerous materials (chemicals, radioactive, or hazardous biological material, etc) has to be announced in the project proposal and to be approved during the review process.

When transporting dangerous materials to and from Ny-Ålesund, the station management has to be informed in advance.

The transport to and from the station and the handling of the dangerous material is under the responsibility of the project leader. He/she and his/her team must follow the official rules for the usage of these substances valid in his/her country and on Svalbard.

Each item of dangerous materials has to be labelled clearly with the substance name, the applicable dangerous goods labels, the name of the responsible person, and the date of stay at the station. It must be stored in the Vaskeriet laboratory, in the marine lab, in the two wet labs of Rabot Station, or at Kings Bay AS in accordance with the official regulations.

Waste, surplus material, and other dangerous goods must be transported back to the home country at the end of the project. The project leader is responsible that the specific equipment needed for this transport is available.

### **2.3 Station equipment**

The equipment of the base is under the responsibility of the base leader, the workshops in the observatory, the Old Hospital and the Rabotstation are under the responsibility of the engineers. Usage of the equipment is only allowed to people with proven competence. This includes, but is not limited to, the workshops and all vehicles (land and water transport).

Any problem during the usage of station equipment has to be reported to the station personnel immediately.

### **2.4 Excursions**

All station users have to report to the base leader when they are leaving Ny-Ålesund. For this report, written forms ("excursion note") have to be filled out and posted at the designated place. On return, this note has to be removed and archived immediately. The excursion leader is named on the excursion note and is responsible for the safety measures of his/her group.

When returning, the excursion leader must report to the station management for any damage or unusual use of the used equipment.

The Ny-Ålesund Safety Guide of the NySMAC contains information about guidelines for excursions. These have to be followed.

For field camps in e.g. huts or tents, special rules and procedures have to be implemented between the station management and the excursion group.

The base leader can interdict any excursion if he/she has justified safety concerns.

### **2.5 Weapons and ammunition**

The official regulations for the usage of firearms, signal pistols, signal pens etc. ("weapons"), which are applicable in Ny-Ålesund, have to be followed. AWI and IPEV have their own rules concerning weapons management which are mentioned into the appendix of this document. This appendix has to be consulted also.

The base leader is responsible for the safe handling of the weapons and the ammunition at the base. All weapons, including those brought or rented by station guests, have to be locked in the designated weapon safes, and are under the control of the station personnel.

At the beginning of every stay at the station, the shooting practice should be refreshed by firing some rounds at the shooting range under supervision by the Kings Bay Skytterlag or the station personnel. A temporary membership in the Skytterlag is required for the usage of the shooting range.

The station personnel is responsible for handing out any weapons. Additional personal can be granted access to the weapon safe for regular field use, only. In this case, a document signed by both Base leader and the guest will be needed.

A log on the weapon usage has to be maintained.

The weapon handling has to be carried out in accordance with the weapon rules of the station. They have to be returned clean and dry. All usage of ammunition has to be justified.

## **2.6 Boats**

The boats of the station can be used, if at least one member of the excursion holds either the German "Sportbootführerschein See", or the French "permis mer". Additionally, special competence to use the boat under Arctic conditions is required.

For boating activities, special safety- and repair equipment has to be used, including a survival suit for every excursion member. The base management provides the obliged equipment, the excursion leader is responsible for this equipment and for the safety measures. This equipment is strictly devoted to the boat usage.

Additional equipment is borrowed to the team when cruising in the West of a virtual line reaching Kvadehuken to Kap Guisnez, or if the excursion is longer than one day.

The use of specific boats can be restricted temporarily or permanently to specific user groups by the station management. In special circumstances, boats can be reserved by the base personnel for rescue or standby use.

## **2.7 Diving activities**

For all diving activities, the diving rules which are applicable for German and French diving activities in Ny-Ålesund, have to be followed.

A diving leader is appointed by the home institutes. The diving leader is responsible for the diving activities.

## **2.8 Usage of snowmobile**

In addition to the official rules for snowmobile use on Svalbard, the following rules apply:

A valid driving licence and sufficient practice with using a snowmobile is required for using snowmobiles. In a group travelling with snowmobiles, at least one of the group must be very experienced with snowmobile usage. Speedlimit for the snowmobiles is set to 50 km/h in normal driving conditions. It is obligate by svalbard law to wear a helmet.

In a group travelling with snowmobiles over longer distances, there must be enough transport capacity to carry the whole group if any of the snowmobiles fails.

For snowmobile activities, special safety- and repair equipment has to be used. The station management provides a list of obliged equipment, the excursion leader is responsible for this equipment and for the safety measures.

## **2.9 Workshops**

The use of the workshops is under the responsibility of the station personnel. The workshop in the observatory, the Old Hospital and the Rabot Station are under control of the engineers.

Tools should not be removed from the workshops. Groups with continuous need for tools are requested to bring these tools in their expedition equipment.

Work which is not suitable for the workshops should be conducted in other places.

# **3 General rules**

## **3.1 Environmental Protection and Waste Management**

All station members have to comply with regulations and rules given by Norwegian authorities and the landlord Kings Bay AS with respect to the protection of the environment and to the handling of waste. Field activities have to be carried out taking into account the protection of the environment and the native flora and fauna, i.e. any impact of field activities has to be minimized.

## **3.2 Access to the station**

Authorization to access the base is obtained through formal application as described on the AWI and the IPEV webpage. Kings Bay AS is instructed not to accept separate bookings.

### **3.3 Registration and payment**

Guests are registered with Kings Bay AS upon arrival. Generally, the payment has to be settled directly with Kings Bay AS. Special arrangements for the payment procedure are available for AWI and IPEV institute members.

### **3.4 Accommodation and meals**

The base offers accommodation for 8 station guests in the Blue House and for 8 station guests in the Rabot-Station. Additional accommodation can be rented from Kings Bay AS. The distribution of the station guests on the different buildings is under the discretion of the station management.

Additionally, the Corbel-Station offers 8 beds outside Ny-Ålesund.

All meals for guests in Ny-Ålesund are served in the Kings Bay mess building at the times announced by Kings Bay AS. Food supply for the Corbel-Station has to be arranged separately by the users.

### **3.5 Housekeeping**

The station guests are responsible for cleaning the sleeping rooms at least once every two weeks and on departure. The common rooms in the Blue House and the whole observatory building are cleaned by Kings Bay AS on a weekly basis. Additional cleaning, e.g. of the Rabot-Station and of the entrance areas, is coordinated by the base personnel.

Waste disposal has to be carried out in accordance with the Kings Bay AS waste management rules. Waste bins have to be emptied when full.

Bed-clothes and towels are provided by the station. On departure, the guests have to prepare the sleeping rooms to be ready for the next station guests.

### **3.6 Noise**

The noise level in the accommodation buildings has to be kept low. Special working times due to experimental requirements should be respected. Generally, the noise level should be minimized between 22:00 and 7:00.

Joint document : weapons rules' [appendix](#).