

THE STAFF CAN BE REACHED WITHIN REGULAR WORKING HOURS – Office hours and phone numbers are found in the entrance area of the main buildings.

IN CASE OF EMERGENCY THE STAFF IS AVAILABLE 24/7

STATION RULES

All accommodated guests must register in the protocol (found in the entrance area).

You will receive a key for your room. The key also opens front doors and the workshop. Please remember to return the key before departure.

Before you are departing on field trips, you must register your trip in the field-trip logbook found in the entrance area in the main building, so everyone can see who is away, the purpose of the trip and the expected return time.

The project or course leader is responsible for making sure that the group follows institutional safety rules for activities on land and at sea.

The station cars are only for the station staff. Employees from the University of Copenhagen can under special circumstances use the cars for official purposes.

Use of snowmobiles requires a signed rental agreement, a valid driver's license and an official purpose. Use of helmet is mandatory.

Only the station staff may operate the environmental monitoring equipment (including climate stations and CTD).

Wi-Fi is included in the fee. Please use Eduroam if possible. A guest network is also available. Username and password will be provided upon arrival. Large data transfers must be coordinated with the staff in advance. Such transfers may incur extra charges.

All indoor areas are non-smoking.

Outdoor grilling/barbecue is allowed close to the garage, but must be done with caution to minimize the risk of fire risks.

Alcoholic beverages are only allowed indoor in the main building and never inside any other buildings, on board Porsild or in the smaller boats.

Loud music and parties after 11 PM can, on special occasions, be organized in consultation with the station staff.

Please minimize your power and energy consumption and turn off all light and heating when possible (especially if doors or windows are open).

Please inform the station staff promptly if you observe any malfunctioning equipment and/or facilities in need of repairs.

The Steering committee for Arctic Station

WELCOME



ARCTIC STATION Qeqertarsuaq - Disko

Guide and station rules

The Arctic Station Council and staff wish you a productive and enjoyable stay at Arctic Station. Our research station has remained active and supported polar scientists for more than 100 years.

Upon your arrival, you will receive an introduction to the station by the staff.

THE MAIN BUILDING

This building is the original Arctic Station and dates back to 1906. It has been renovated several times; most recently in 2022-23. We strive to keep it as authentic as possible.

At times, there are many guests at the station. To ensure an enjoyable stay for everyone, we kindly ask you to clean up after yourself and follow the station's rules.

Please take off your outdoor footwear before entering any of the buildings.

Entrance: Here you'll find info-screens (e.g. the actual weather) and our merchandise. Please do not use this room as workspace nor bring in samples or dirty gear.

Laundry room: You are welcome to use the washers and dryers after 3 PM. Please only use the provided detergents. If possible, please dry your clothes on the outdoor drying racks.

Dining room and kitchen: Is available for all guests for cooking and dining. All users are expected to clean up and do the dishes immediately after each meal. Please rinse plates, glasses, cutlery etc. before you place them in the dishwasher. Cupboards, fridges and freezers are shared between guests. Note that there are freezers in the dining room and in the laundry room. Please mark your groceries clearly. The back door is an emergency exit, and may not be blocked. Feel free to use the telescope for whale watching et al.

Living rooms: The living rooms are used for reading and social activities – but please do not use the facilities as workspace. Feel free to bring a cup of coffee or tea, but do not eat your meals in the living room. On the shelves, you will find various arctic research-related literature. Please feel free to read the books, but do not take them out of the living rooms. Feel free to make use of the TV and DVD-player, but please turn them off no later than 11 PM.

Classroom: Primarily used for teaching, presentations, meetings, and other work-related activities. Feel free to use the projector. This is a 'dry and clean' room – so please avoid liquids and moist samples. All equipment must be put away before you leave the room.

Open office space on the 1st floor: Feel free to use this area for work-related activities (no samples!). The combined printer/scanner/copy machine can be used as well – please follow the instructions.

Music: There are Sonos loudspeakers in the two living rooms, in the dining room, and in the laboratory on which can play your own music. Please only play music if everyone in the room agrees. Please turn the music off before 11 PM except on special occasions.

Personal rooms: Upon arrival, the station manager or the daily scientific coordinator will show you to your room. Please do not move to other rooms. You are not allowed to light candles in your room. The key to the room is also used to the workshop, the lab building, and the cold storage room. The staff can introduce you to the locks on the lockers in the room.

THE WORKSHOP and GARAGE BUILDING

This facility is under renovation. Ask the staff if you need tools or a place to fix equipment.

THE LABORATORY AND LIBRARY BUILDING

This building is for research-related activities, including lab work, data processing, writing, and meetings. Please follow common lab rules and instructions from the staff. The front door has to be kept locked after 6 PM and all day during weekends. If you are the last person leaving the building, please turn off all lights and the coffee machine and lock the main door.

Field equipment storage rooms and washing room: Ask the station staff for permission to borrow field equipment. No self-service! The washroom is solely for cleaning marine equipment.

Ground floor labs: Can be used for sample processing, experiments etc. Please coordinate with the daily scientific coordinator before you enter.

Chemical storage room: All chemicals must be stored here. Contact the daily scientific coordinator for storage of your chemicals. Prior to departure, all guests are responsible for disposing of or sending back their leftover and waste chemicals. The door to the chemical storage room must be kept locked. Ask the daily scientific coordinator for a key.

Microscope room: In this room, you will find the station's light- and dissection microscopes. Our guests are welcome to use these microscopes. Please do not change any settings or add/remove any equipment without permission from the daily scientific coordinator.

Second floor hallway: The mini-kitchen is at your disposal. Please make sure that the coffee machine is turned off before you leave the building. Feel free to use the combined printer/scanner/copy machine.

Labs: Please discuss the use of lab space with the daily scientific coordinator. Lab rules are posted in the labs. Please clean up your workspace and wash/store all lab equipment when you are finished for the day. Please respect that the limited lab space is to be shared among all lab users.

Library: This room is a study and workspace for our guests and the daily scientific coordinator's office. You are welcome to use the books and other library resources, but please treat them carefully. You may take a book to the main building if you sign it out in the notebook by the door. Remember to bring the book back before you leave us. Coffee, tea and snacks are allowed in the library.

Temperature-regulated labs: There are two outdoor containers next to lab-library building. Please consult the daily scientific coordinator or the station manager if you wish to rent these facilities. Do not enter without permission from the staff; experiments may be in progress.