

The staff is always available for enquiries within regular working hours. In special cases and in case of emergency you may ask for assistance at ANY TIME. Office hours and phone numbers are found in the entrance area of both the main and laboratory buildings

STATION RULES

All guests must register in the visitor book found in the dining room in the main building.

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

Before departing on field trips, guests must register in the field-trip book found in the dining room (main building).

The project or course leader is responsible for their group to follow institutional safety rules on land and at sea.

The station car is only for the staff at the station but employees from University of Copenhagen may in special circumstances get permission from the station leader or station manager to use.

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

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

WIFI is included in the fee. Username and password will be provide upon arrival. Large data-transfers can be permitted by prior agreement with the scientific leader. This may imply extra charges.

All buildings are non-smoking areas.

Outdoor grill/barbecue must be used with caution due to fire risks and only in the area close to the garage.

Alcoholic beverages are only allowed indoor in the main building and not outside or inside any other buildings, on board Porsild or in the smaller boats.

Music and parties after 23:00 (11 PM) can on special occasions be permitted by the station manager.

Please pay attention to your power and energy use by turning off all unnecessary light and heating when not needed (especially when doors and windows are open).

Please inform the station staff promptly if you observe any malfunctions regarding equipment and/or facilities.

The Steering committee for Arctic Station June 2022

WELCOME



ARCTIC STATION DISKO

Guide and station rules

The Arctic Station Council and the 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 station leader and/or technical manager.

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

THE MAIN BUILDING

This building is the original Arctic Station. It dates back to 1906, and although it has been modernized over the years (latest in 2022), it has been high priority to keeping the original appearance.

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 rules.

Entrance: Here you info-screens (e.g. the actual weather) and a display of the merchandise items sold by the station manager. Please do not use this room as workspace and do not bring in samples or dirty gear.

Laundry room: You are welcome to use the washers and dryers. Please only use the provided detergents. It is preferable that you dry your clothes on the outdoor drying racks.

Dining room and kitchen: All guests share responsibility for cleaning up immediately after each meal. Please rinse plates, glasses and cutlery before putting them in the dishwasher. Cupboards and fridges are shared between guests. Please restrict the space you use and mark your stuff clearly. The telescope can be used for whale watching.

Additional food storage: Extra fridges are found in the laundry room. Please note that the back door is a fire exit and do not block it. Food items, not stored in the kitchen or laundry room can be stored in the food containers just outside the back door.

Living rooms: The living rooms are used for reading, conversation and other social activities – but please do not use it as workspace. Feel free to bring a cup of coffee or tea, but use the dining room for meals. 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's, but please turn them off no later than 23:00 (11 PM).

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

Office space: An open office space is situated on first floor. Feel free to use the combined printer/scanner/photocopy machine – there is a description of how to use the printer at the printer.

Music: There are Sones loudspeakers in two living rooms, the canteen and the laboratory in which can play your own music. You should be considerate and only play music if everyone in the room agrees that it is OK. Turn music off before 23:00 except on special occasions.

Personal quarters: Upon arrival, the technical manager will show you to your room. Please do not light candles in your room.

Workshop: This facility in the garage building is available for all guests. All tools at display can be used and if needed brought into the field. However, please register loan of equipment in the notebook.

THE LABORATORY AND LIBRARY BUILDING

This newer building is for research related activities, incl. lab work, data processing, writing, and meetings. Please read the lab rules displayed in the labs before working in the labs. You can use the key for your room to open the lab building. The door must be kept locked after 18:00 and all day during weekends. If you are the last person leaving the lab building, please turn off all lights and lock the main door.

Field equipment storage rooms and washing room: There are two field equipment rooms with various equipment that may be borrowed after agreement with the station leader or technical manager. The washroom is for rinsing/washing of equipment after use and before it is stored.

Ground floor labs: Can be used for sample processing, experiments etc. Please consult the station leader prior to use.

Chemical storage room: Please store all chemicals here. Prior to departure, all guests are responsible for disposing of or sending back their leftover chemicals – no chemicals can be left at the station. The door to the chemical storage room must be kept locked. Ask the station manager for a key.

Microscope room: In this room, you will find light and dissection microscopes belonging to the station. The microscopes can be used by all guests. Please do not change settings nor add/remove any optional equipment without permission from the scientific leader.

Second floor hallway: The kitchen is at your disposal – but keep in mind that food or drinks are not allowed in the labs. Please make sure that the coffee maker has been turned off before you leave the building. Feel free to use combined printer/scanner/photocopy machine.

Labs: Please consult the scientific leader prior to working in the labs. Lab rules are in the labs. Please clean up your workspace and wash/store all lab equipment, when you have finished for the day. Please respect that the limited lab space is to be shared among all lab users.

The library: The room functions as study- and workspace for our guests AND as office space for the station leader. Show respect. You are welcome to use the books and other library resources – but please treat them cautiously. If you wish to bring a book to the main building, it is mandatory that you register it in the notebook by the door. Remember to bring back the book prior to departure. Various maps of the island are found in the large metal cupboard towards the back of the second floor hallway. Feel free to use the maps but please be careful when handling them. You are not allowed to take maps out of the building. Food is not allowed in the library.

Temperature regulated labs: Situated in the two containers outside the lab and library building. Please consult the scientific leader, if you wish to rent this facility. Access is not allowed without prior agreement with the station staff.