



THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

Marine Science Colleagues,

As we continue to approve additional research activities at CMS, I wanted to touch base on the ramp-up process and its relationship to the current state of operations at CMS. As described in previous communications, UNCW has established an application portal in InfoReady (UNCW On-Campus Research Continuity Request) through which PIs should be submitting all requests for field and lab work while UNCW continues to operate at reduced capacity due to Covid-19. This application process is the first step in several that is needed to identify researcher needs (access, facilities, instrumentation, boats, trucks, etc), provide appropriate support and staffing to meet those needs, and (finally) permit the requested activity.

You'll note that the process includes both an identification step and a provision step for shared equipment and core facilities. This correctly implies that not all facilities and instrumentation are available and operational. Critically, we're still working on how to make those core facilities safely accessible given available staff, PPE, and other constraints.

Below is the current status, contact person, and guidelines for use of CMS facilities. Please note that specific instructions and SOP for individual facilities will be posted on entry doors. SOPs will be updated according to guidance from state and local officials. **For the health and safety of everyone on the CREST Campus, everyone must follow these guidelines.**

Thank you for your cooperation,

Dr. Christopher Finelli
Interim Executive Director of Marine Science

June 19, 2020 – Current Status and Guidelines for CMS Facilities

Operations Wing:

- Traffic in the operations wing is restricted to faculty/staff with offices or laboratories located in the wing, CMS administration, facilities personnel, housekeeping, and security. Faculty/staff requiring shipping and receiving services are encouraged to use the external door at the west end of the operations wing when practical.
- Access to individual labs, core facilities, shops and offices in the Operations Wing is restricted to designated personnel.
- No one, except operations staff, may enter or exit the operations wing through any external door other than the door located at the west-end of the ops wing hallway. Please do not enter shops or labs through open roll-up doors as these are reserved for use by operations staff only.

Machine Shop-

- The Machine Shop will remain closed to outside users until a permanent shop supervisor is hired.
- For shop needs in the interim, please contact Steve Hall or Jay Styron (halls@uncw.edu, styronj@uncw.edu)

Vessels Small Boat Shop-

- Contact Steve Hall (halls@uncw.edu)
- These guidelines are designed to support State mandates regarding for Covid-19, they do not supersede the safety rules established in the [Guide to Safe Boating Operations](#).
- The RV Cape Fear and RV Seahawk remain unavailable.
- One CMS truck will be available for researcher use. Truck users must adhere to UNCW vehicle use guidelines and must sanitize the truck interior upon return. We will provide cleaning materials (wipes etc.) when they become available. At this time, researchers must provide their own cleaning materials if they wish to use the shared truck. To reserve a CMS truck, contact Dave Wells (wellsd@uncw.edu).
- For the safety of boat operators and marine operations staff, access to the boat shop will be limited to operations staff.
 - The float plan board will be located in the hallway of the CMS main building near the mailboxes.
 - Boat boxes, PFDs, paddles and type IV throwables have been moved to the fuel/oil storage building (MGOB13) across from the boat shop. This building is always unlocked.
 - Boat cleaning supplies are located outside of the boat shop near the hose reels and in the dock box at the north end of the CMS pier.
- **ALL** boats must be reserved prior to use, this includes boats traditionally assigned to a particular lab or user. This allows staff to monitor boat usage and plan for maintenance. Reservation requests should be emailed to halls@uncw.edu. The online reservation calendar can be found at <https://uncw.edu/cms/facilitiesothervessels.html>. If you have reserved days that you no longer intend to use, please notify operations staff to remove those days from the schedule.
- Due to State mandates regulating the number of people in boats, some boats that have traditionally been assigned to a particular lab or user will have to be shared among other labs. This will be particularly important for the larger skiffs.
- Small boat occupancy will be available as follows:
 - 2 people for boats less than 21ft.
 - 3 people for boats 21-27ft.
 - 4 people for boats 27-35ft.

| <u>Boat</u> | <u>Length</u> | <u>Occupant Capacity</u> |
|------------------|---------------|--------------------------|
| Bluefin | 19' | 2 |
| Mako | 19' | 2 |
| Jaguar Shark | 19' | 2 |
| Orca | 22' | 3 |
| Pompano | 22' | 3 |
| Wahoo | 22' | 3 |
| Brittlestar | 20' | 2 |
| Sea Grass Ranger | 20' | 2 |
| Sturgeon | 23' | 3 |
| Tomtate | 25' | 3 |
| Sea Skimmer | 17' | 2 |
| Sea Weed | 17' | 2 |
| Sea Whip | 17' | 2 |
| Seaside Sparrow | 17' | 2 |

- When returning a trailered boat to CMS the following steps should be taken:
 - The boat should be completely refueled. Once refueled, reset the fuel consumption meter on the digital engine monitor. Contact operations staff if you need instruction on this.
 - The boat should be thoroughly washed and disinfected. Pay special attention to the console, engine controls and any other surfaces you may have touched. Cleaning supplies and pump sprayers with a bleach/water solution are available at CMS.
 - Float plans should be closed.
 - Please limit entry into the boat shop. If you need additional supplies not mentioned in guideline #2, please email halls@uncw.edu.
- When using a boat located on a lift at the CMS pier the following steps should be taken:
 - Please contact operations staff if you have not previously used a CMS boat lift for a brief tutorial.
 - We intent to have one 19' boat (capacity 2 people) and one 22' boat (capacity 3 people) located on the lifts.
 - Boat boxes and safety equipment should not be left on the boat when not in use.
 - Boat operators will not be refueling boats at the CMS pier. Operations staff will handle refueling. However, the boat operator **MUST** record the starting and ending fuel levels found on the digital engine monitor. These readings must be recorded on the float plan. Contact operations staff if you need instruction on this.
 - The boat should be thoroughly washed and disinfected. Pay special attention to the console, engine controls and any other surfaces you may have touched. Cleaning supplies and pump sprayers with a bleach/water solution are available at CMS.
 - Float plans should be closed.
- Please limit entry into the boat shop. If you need additional supplies not mentioned in guideline #2, please email halls@uncw.edu.
- Weekend and/or after hours activities, if approved, must file float plans with University Police
- Modified “hurricane” conditions will continue to be followed. Although we will do our best to assist, CMS cannot guarantee assistance in the case of a breakdown. Users must be prepared to use commercial services, at their own expense, for breakdown on the road and on the water. CMS does not have a contract with SeaTow.

- CMS cannot provide boat operators at this time. Researchers should make arrangements with approved boat operators for shared trips.

Seawater Support Shop:

- To contact seawater support personnel, consult the posted Seawater System On-Call schedule for contact information and to schedule an appointment. Please text and call to ensure message is received. A copy of the On-Call schedule will be posted on the float plan board next to the CMS mailboxes.

Dive Shop:

- Contact Ken Johns via email or phone before visiting the shop johnsk@uncw.edu to obtain or return gear.
- No more than three personnel inside at a time
- All borrowed diving equipment meant for personal use will be disinfected in a 10% bleach solution for 30 minutes upon its return from the field

Oceanographic Instrumentation Shop:

- Contact David Wells, wellsd@uncw.edu, office (910) 962-2315, Cell (910) 231-2919
- Lab use must be scheduled in advance.
- Social distancing (>6 feet) is required at all times.
- Doors to interior hallways must remain closed at all times while in the lab.
- All common areas should be wiped down with disinfecting wipes upon completion of lab tasks.
- Electronics/Clean Room – restricted to 1 individual at a time
- Main Lab – restricted to a maximum of 2 individuals at a time
- Access to moveable equipment will be granted on a case-by-case basis based on what is submitted through the InfoReady portal.

Isotope Ratio Mass Spec Core (IRMS):

- Contact Chad Lane (lanec@uncw.edu) or Kim Rosov (duernbergerk@uncw.edu)
- Currently inactive and undergoing ramp up planning. Slated to begin activity no earlier than June 29.
- When open, only 1 student and 1 staff member at a time in room(s) 1348 (IRMS lab), 1347 (sample prep lab), or 1354 (weigh room). Anyone needing access must be approved by Chad Lane or Kim Rosov prior to entry and alert both Lane and Rosov if they plan to occupy these rooms for more than 30 minutes.
- Staff and students will both wash hands prior and after any interaction, masks and gloves should be worn when operating the equipment (including the computers); and distances of 6 feet maintained at all times between individuals;
- To minimize traffic in the facility, Kim Rosov will conduct analyses on reasonable numbers of prepped samples *in the short term*, at the discretion of Rosov and supervisor (Chad Lane), and return data in a timely fashion;
- Students who have already been trained on the IRMS will be allowed to analyze their own samples if already approved for access to CMS and if approved by Rosov and Lane.

DNA Analysis Core Facility:

- Contact Wilson Freshwater (freshwaterw@uncw.edu) or Robin Varney (varneyr@uncw.edu)
- In operation for trained and approved users.
- Mask and gloves required when working in core spaces (rm 2355; 2354)
- Only 2 people at a time in room 2355, maintaining as much space between individuals as possible.
- All use of ABI 3500 and Real-Time PCR must be scheduled on the calendars adjacent to instruments.

Nutrient Core:

- Contact Robert Whitehead (whiteheadrf@uncw.edu)

- Nutrient core has continued to operate using adjusted rules of use given below.
- Lab is limited to one person at a time with approval and scheduling by Dr. Whitehead
- Students, faculty and staff wishing to use the facility must provide Dr. Whitehead with a signed COVID SOP and follow all recommendations within the SOP. A copy of the Nutrient lab COVID SOP will be forwarded to anyone upon request.
- If approved for entry to CMS, anyone previously trained and approved to run samples may do so under the 1 person in the lab schedule.
- For users who require training but have samples to run can have their samples run by Dr. Whitehead upon request (priority is given to funded research projects and students with defined time lines).

Sediment Analysis Core:

- Contact Lynn Leonard (lynnl@uncw.edu)
- Instrumentation in the Sediment Analysis Core, specifically the Beckmann-Coulter LS200 and Camsizer, must be evaluated and tested before they are released for operation. We anticipate this will occur by July 1st;
- Once cleared for use, the Beckmann-Coulter LS200 and Camsizer instruments may only be operated by trained faculty, staff, and students with approval by Dr. Leonard.
- Shared-use drying ovens and balances are available for immediate use by faculty/staff/students already approved for access to CMS.
- Staff and students will both wash hands prior and after any interaction, masks and gloves should be worn when operating the equipment (including the computers); and distances of 6 feet maintained at all times between individuals;
- No more than 2 individuals should work in the facility at one time.
- All samples should be removed from countertops when the room is unoccupied and counters, glassware, etc. should be cleaned after each use.

NMR / Mass Spec Core:

- Contact Thomas Williamson (williamsonr@uncw.edu)
- Currently open with normal scheduling protocols in place.
- Occupants should follow the guidelines described in the Standard Operating Procedure for CDME Research Activities During COVID-19 Pandemic
- (SOP-Research-Activities-COVID-19-ver.2.0)