

# Standard Operating Procedures

## Luggage and Cargo Transportation Permit

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PROCEDURE DESCRIPTIONS	RESPONSIBLES
<p>1. Consider the following regulations prior to boarding the boat in regards to handbags and backpacks:</p> <ul style="list-style-type: none"><li>• (1) Handbag or (1) backpack is allowed in most regular boats, not including Tuesday Seminar Boats and Bambi Boats.</li><li>• Luggage is going to be carried –at discretion of the captain- in the water taxi, if and only if, one size is 15” (381mm) or less (maximum opening at only access point).</li></ul>	Researcher requesting the Service
<p>2. If you need to request cargo or equipment transportation please send the following to <a href="mailto:bambi@si.edu">bambi@si.edu</a> and <a href="mailto:batistar@si.edu">batistar@si.edu</a> (Monday thru Friday from 8:00 a.m.-3:00 p.m.):</p> <ul style="list-style-type: none"><li>• Weight, dimension, and deadline.</li><li>• Special handling instructions</li><li>• Metal bars, wood, PVC, or other objects with sharp and pointy edges should be protected with cushioning protective material.</li><li>• Material Safety Data Sheet for the</li></ul>	Researcher requesting the Service

following chemical substances:  
Abrasives, solvents, gas cylinders,  
liquid nitrogen, and dry ice which  
requires special.

- Containers with liquid nitrogen will only be admitted onboard if the seal is tightly covered. They must be properly labeled with information: “to whom, from whom, and what” sign. No cargo will leave the docks without it.
- Cargo should be at boarding area half hour prior to departure.
- Passenger boats can’t transport: abrasives (such as sand, soil, stone, cement, fertilizers), and solvents (such as ether, acetones, acid, bases, gasoline, alcohols).
- Gas cylinders (such as nitrogen, argon, and compressed air) can be transported on Jacana boat. The boat operator must be notified 24 hours in advance for securing the tank. The scientist will be responsible for monitoring the container throughout the trip.
- No containers will be received nor transported without a custodian.
- All samples carried onboard should be properly packed and comply with all the requirements above-mentioned.
- Construction materials (sand, cement, rocks) or any type of abrasive material (dirt) that could cause damage to the propulsion engines will not be allowed

<p>onboard. Flammable liquids or gases are included as they can overspeed the engines (gasoline, ethers, alcohols, etc...) due to the engine air intakes being located on the boarding platform.</p> <ul style="list-style-type: none"> <li>Any type of luggage should not be placed on the boarding platform in a way that could obstruct the free access to the engine room in the case of an emergency.</li> </ul>	
<p>2. Based on information provided about cargo will decide if space is available depending on present cargo commitments.</p>	<p>Operations, Safety and Logistics Supervisor</p>
<p>3. Inform the Office Clerk 2 about decision.</p>	<p>Researcher requesting the Service</p>
<p>4. Coordinate to include luggage in daily transportation programming</p>	<p>Researcher requesting the Service</p>
<p>5. A confirmation will be sent by email to the researcher confirming approved date for luggage / equipment transportation.</p>	<p>Office Clerk 2</p>

