



Field Store (LG E26) User Guide

January 2019

1. Purpose

The School of BEES is a field-based School and much of our existing research and teaching field equipment is stored in the Field Gear Store in Room LG029/30 of Building E26.

This User Guide aims to provide:

1. An overview of the space in the Field Gear Store (Section 2);
2. A quick reference guide to use(s) of this area (Section 2 and 3);
3. A code of practice for all users, outlining the rules of use (Section 4).

Aim 3 is particularly important as the Field Store is presently experiencing challenges, including:

- Unused, rarely used or redundant items taking up space;
- Unused compactus and other shelving space;
- Items that are incompatible in size with existing storing shelving space leading to:
 - Compacta that cannot be locked properly;
 - Items left on the floor;
 - WHS issues (e.g. trip hazard, blocked access and transit).
- Abandoned material and discarded items;
- Unequal space allocations based on actual individual storage needs.

This document therefore highlights rules and strategies to overcome these challenges and issues. As such, it is vital that **all BEES personnel who use the Field Store should familiarise themselves with this document.**

2. General Space Overview

Field Gear Store space was allocated equally amongst academics that conduct fieldwork within BEES. Shelves and compacta were labelled with assigned user names. However, some academics relinquished space to others on an as-needs basis. Post-doctorates and post-graduate students were not allocated space as their space needs were expected to be housed under space assigned to their respective academic supervisor/collaborator. If unsure about space allocation, post-doctorates and post-graduate students should contact their direct supervisor(s) for more detailed information about use of space and locations for equipment storage.

It is in the best interests of the School that any academics not utilising their space be prepared to share with, or provide this space to, others who need it upon request by the BEES Space Management Committee (SMC).

2.1 Storage Types

2.1.1 Compacta

The Field Gear Store contains 41 metal compacta. Each compactus has six shelves (900w x 400d; 900w x 450d; 900w x 600d) (Figure 1) and are configured to lock into eight separate sections. Compacta shelves are adjustable and can be moved up and down, although the overall height of the unit cannot be changed.



Figure 1 – Compacta in LG029/30

Regular audits will be undertaken by the BEES Space Management Committee (SMC) to ensure that compacta space is being used efficiently and if shared space is an option. Note that the compacta will not close properly or lock if items stick out from the space.

2.1.2 Heavy Duty Shelving

There are 21 heavy duty shelving units in total; 10 wooden (1200w x 900d; Figure 2) and 11 metal (1200w x 600d; Figure 3). All shelves in these units are open shelves and are not lockable. They are designed to house small nally bins and smaller items or equipment.



Figure 2 – Heavy duty
'wooden' shelving



Figure 3 – Heavy duty
'metal' shelving

2.1.3 Metal Cages

There are a total of 6 metal cage bays (Figure 4) designed to hold larger items that cannot fit into compacta or on shelves. Bays are made from corrugated metal sheets and can withstand heavy use. This area is shared by all users and is not lockable.



Figure 4 – Metal upright cages

2.2 Other Features

2.2.1 LG030

At the front (street side) of the Field Gear Store is the prep area LG030. The boundary between LG029/30 is marked with a gutter for collecting water. LG030 is classed as a wet area and contains two sinks, prep tables and a hose for cleaning equipment (Figure 5). Please use caution with electricity in the wet area.



Figure 5 – Suspended air hose and sink in LG029/30

Prep area to be left clear of equipment when not in use. Please do not leave or discard equipment in the prep areas.

2.2.2 Plugs

In LG030 plugs are weatherproof power outlets; protected by a plastic, snap shut case to stop entry of water (Figure 6). These plugs need to be turned on using the 'ON/OFF' dial pictured in Figure 6.



Figure 6 – Weatherproof plug sockets

In LG029 there is a battery charging section with 12 general purpose power outlets (Figure 7). These sockets are double dual socket. Please note that they are not backed-up by the generator and will therefore lose all power during an outage.



Figure 7 – General non-essential 10A outlets (non-generator back-up)

There are also multiple power outlets scattered around the rest of LG029 to allow use of electricity from all parts of the Field Gear Store.

2.2.3 Lights

Lights in the store are not automatic and need to be switched on at entry. Lights can be switched on at both entrances (Figure 8). Although not automatic, lights do have a turn off feature and after a certain amount of time will power off. However, when leaving the Field Gear Store, please turn the lights off to save energy if they are still on.



Figure 8 – Light switch in LG029/30

2.2.4 Ice Maker

In the Field Gear Store there is a single large Brema, flat flaked-ice maker. The machine is fitted with a start-up delayer and the ice is potable. This means that it will take around 10 minutes for the machine to start up once turned on. Never turn off the water supply taps when the appliance is working. Please note that the ice is for cold storage purposes and not for consumption.

2.2.5 Sediment Trap

The Field Gear Store is fitted with a sediment trap. If the trap is full and needs to be emptied please notify Suzy Evans, or Estate Management (details in Section 6).

2.2.6 Safety Shower and eyewash station

The safety shower and eyewash station is located in the front of the Field Gear Store (LG030). This area should be free of equipment, kept clear and accessible at all times.

2.2.7 Ladders

There is an industrial ladder available to access high-up items. This ladder is labelled 'BEES Field Gear Store' and must not be removed from LG029/30. In order to obtain swipe access to the Field Gear Store, you must first log in to SafeSys to read and 'declare as read' the UNSW safe work procedure [UNSW-UNSW-SWP-3484 Working with a ladder](#).

3. Access Control

Please contact BEES Technical Officer Suzy Evans for all access related enquiries (s.evans@unsw.edu.au).

3.1 Access and Exiting the Field Gear Store

There are two entrances to LG029/30 (Figure 7). Both require a UNSW swipe card to open. The front entrance allows access from outside (Botany Street, Gate 11) and is a double doorway to allow for larger items to pass in and out of the store.

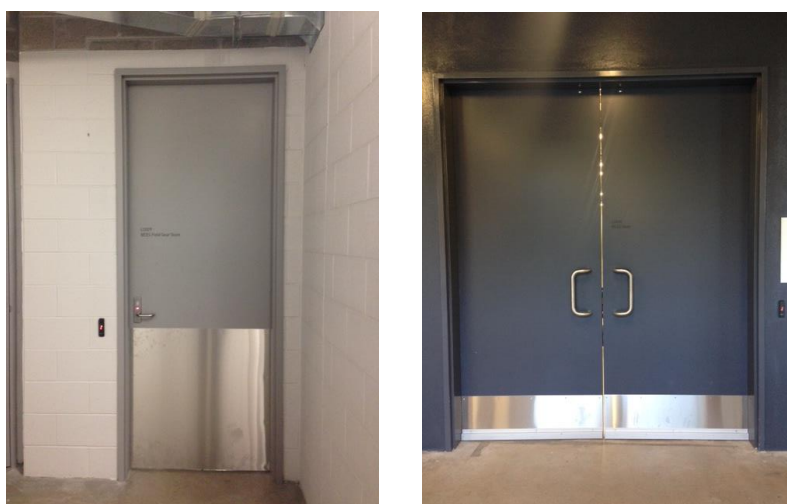


Figure 9 – Back and front entrance to LG029/30 E26 respectively

To exit the front of Field Gear Store you need to press the green door release button before the door will open.

3.2 Parking and Loading

There are five parking spaces situated outside the front entrance accessible from Botany Street (Gate 11) reserved for use of the field gear and dive store (Figure 10). Parking in spaces is limited to 15 minutes, Mon-Fri, 9-6pm. These spaces are not permitted for any use other than to load or unload into the Field Gear Store.

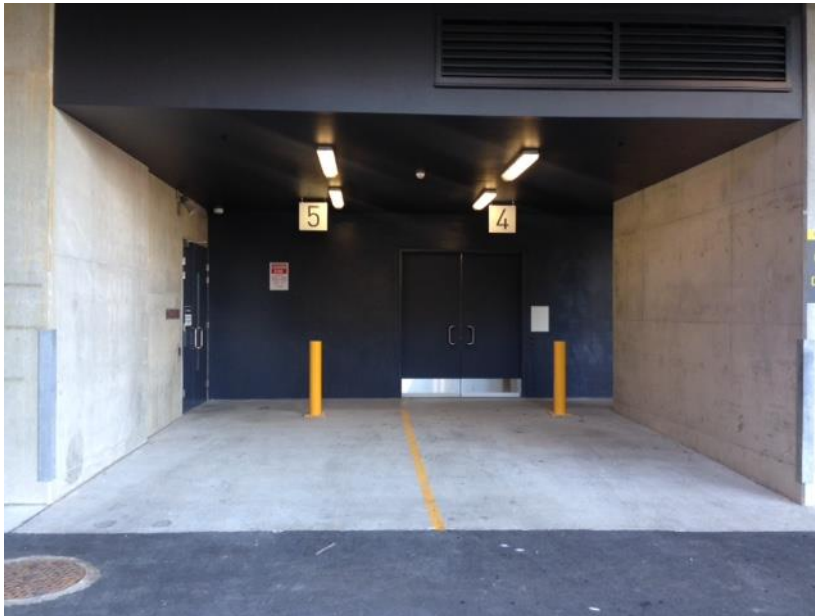


Figure 10 – Parking spaces outside LG029/30 front entrance

4. Code of Practice, Rules and Procedures

4.1 Permitted Items

The Field Gear Store is meant to house only equipment used for research and teaching. Hazardous goods or chemicals are not permitted to be stored in this area and should be housed appropriately elsewhere. This rule also extends to field samples. Samples are not to be housed in the Field Gear Store but instead in your respective lab or designated sample storage area.

NOTE: Please take note that if you are storing items that are sharp or that could cause harm, that they are stored in a way that reduces the risk of injury to others (guards on, wrapped or covered).

4.2 Storing Equipment

To ensure the Field Gear Store is maintained, kept tidy and safe for all users, please ensure the following:

1. All equipment must be safely stored on shelves, in the compacta or upright cages;
2. Equipment is not allowed to be stored in general walkways or outside of designated assigned areas;
3. All temporary equipment (that is not stored on a labelled shelf or compactus) must be labelled detailing owners name (full name). Spare labels can be found on the hook near the ice machine.
4. Prep tables, sinks and workbenches should be kept clear at all times.

Please be conscious that the Field Gear Store is a shared space and therefore safety is of paramount importance.

4.3 Miscellaneous Equipment

To reduce the build-up of clutter, particularly on the floor, equipment that is not labelled or claimed may be disposed of. To ensure that none of your equipment is thrown out, please make sure everything is labelled with the name of the user and the date it was placed there. Monthly inspections will be undertaken and owners contacted. If no action is undertaken before the next inspection, the items may be disposed of.

4.4 Borrowing Equipment

Equipment in the Field Gear Store that is not yours is not to be taken without permission. If there is something that you would like to borrow or request to use, please contact the respective owner and seek permission before taking.

NOTE: If an item is taken without permission the person who took the item will be issued a warning. Access to the Field Gear Store will be revoked for repeat offenders.

5. CCTV & Security

Cameras have been installed inside and outside the Field Gear Store to monitor activity in this area.

NOTE: Doors to the Field Gear Store, especially those opening out onto the road should not be left open unless necessary. Under NO circumstances should a door be left open and the Field Gear Store left unattended. Please also ensure that doors are locked when you leave.

NOTE: Although the Field Gear Store is monitored by CCTV and has controlled access, we advise that any expensive equipment is locked in compacta sections to reduce the incidence of damage or theft.

5.1 Locked Compacta

As stated in Section 2.1.1, compacta have been configured to lock into 8 sections. These sections require key access to open. Only users of each section have access. If you require access, please contact the person in charge of locked space. A spare key is kept in the school safe (D26, Room 241). For emergencies please contact Suzy Evans/Frank Hemmings.

NOTE: Locking the compacta is the responsibility of its users. As many sections are shared by multiple users it is extremely important that everyone makes sure they lock the compacta after use to ensure the security of both their and other users equipment.

6. Reporting a Problem

The contact person for BEES in reporting issues with the Field Gear Store is Suzy Evans (s.evans@unsw.edu.au). Alternatively, contact the Technical Laboratory Manager Frank Hemmings (f.hemmings@unsw.edu.au).

If issues cannot be solved directly by Suzy Evans, they will be considered by the BEES Space Management Committee (SMC).