

## **REGULATIONS**

### **for accepting or storing equipment and gear for temporary storage in the Deposit Warehouse at the Polish Polar Station Hornsund**

#### **§ 1. General provisions**

1. Accepting of equipment or gear for temporary storage in the Deposit Warehouse at the Polish Polar Station Hornsund (hereinafter: "Deposit Warehouse") may only be carried out with the knowledge and consent of the Station Leader.
2. The person responsible for accepting equipment or gear for temporary storage in the Deposit Warehouse is the current Expedition Leader of IGF PAS (hereinafter "Expedition Leader").
3. The Expedition Leader may refuse to accept equipment or gear into storage if it is not properly prepared for storage or poses a direct or real risk of chemical contamination.
4. Liquid chemical substances may be accepted into storage provided that they are non-flammable, non-oxidizing, in sealed, original commercial packaging and bearing a legible label.
5. The Expedition Leader may refuse to accept equipment or gear into storage if, in their assessment, there is no appropriate space for the stored equipment or gear.
6. A condition for acceptance into the Deposit Warehouse is the presentation by the depositor of a complete list (specification, Annex No. 1) of the stored equipment or gear together with a written statement declaring that the stored equipment or gear does not pose a risk of fire, explosion, or chemical contamination.
7. The list of stored equipment or gear must include the full name and contact details of the depositor, full contact details of the person responsible for preparing the deposit, the date of deposit, and the date of collection or shipping to the home country. The list must be signed by the person responsible for preparing the deposit (legible signature, name and last name, phone number). The documents should also be provided in electronic form.
8. The list of stored equipment or gear must be prepared in at least four identical copies. One copy must be affixed to the package of the deposited equipment, the second to the deposit box where it is stored, the third must be handed over to the Expedition Leader, and the fourth is kept by the depositor.
9. The person authorized to collect the deposit is the one authorized by the depositor. This person confirms receipt of the deposit on the document kept by the Expedition Leader. The Expedition Leader is obliged to update deposit documentation on the deposit box.
10. Unauthorized collection of deposits without the Expedition Leader's consent is prohibited.

11. Retrieving individual items from the deposit package requires the preparation of new documentation.
12. If the Expedition Leader finds that the documentation is outdated, the stored equipment or gear is not labeled, or is improperly secured (e.g., open or damaged packaging), the equipment or gear will be considered as stored without permission.
13. If the Expedition Leader changes during the storage period, the deposit lists are officially handed over to the next Expedition Leader.
14. If the equipment or gear is stored in a separate deposit box, locking it is only permitted on the condition that one set of keys to the deposit box is handed over in a sealed envelope or another closed container to the Expedition Leader.
15. Equipment or gear not accepted for storage or deposited without permission in the Deposit Warehouse must be removed from the Station premises by the Depositor. If this requirement is not met, the Station Leader may decide to remove or dispose of the equipment or gear at the depositor's expense.
16. The Depositor is responsible for damages caused by the equipment or gear stored in the Deposit Warehouse.
17. The deposit of equipment or gear is made at the risk and responsibility of the depositor. IGF PAS is not responsible for damage to the equipment or gear during its storage at the Station.
18. For equipment or gear deposited for storage that is not collected by the planned date, additional fees of 30 PLN gross/day will be charged, and the equipment or gear will be sent back to the home country with the next available transport at the expense of the depositor or the institution they represent.

## **§ 2. Equipment or gear excluded from deposit storage**

The following equipment, gear, or materials may not be accepted for temporary storage in the Deposit Warehouse:

- 1) equipment, gear, or materials classified as fire hazardous materials under § 2 section 1 item 1 of the Regulation of the Minister of Internal Affairs and Administration of 7 June 2010 on fire protection of buildings, other building structures, and areas (Journal of Laws of 2023, item 822, as amended)\*;
- 2) cylinders or containers with flammable technical gases or cylinders with liquefied, flammable gases intended for household or laboratory use;
- 3) vehicles or equipment equipped with gasoline or diesel internal combustion engines, or gasoline or diesel engines that have not been properly emptied of fuel and had their batteries removed;
- 4) armament or other flammable personal protective equipment, as well as signaling equipment and external emergency lighting equipment with an open flame source;
- 5) pyrotechnic or entertainment-pyrotechnic equipment;

- 6) flammable aerosols.

### **§ 3. Storage rules for equipment or gear in the deposit boxes of the Deposit Warehouse**

1. At the floor level of the deposit box (1st storage level), equipment or gear containing liquids and fluids, and containers with liquids or liquid substances or liquids that constitute non-flammable and non-oxidizing laboratory reagents or control-measuring apparatus should be stored.
2. At levels I and II, equipment or gear or flammable solid materials classified for deposit storage may be stored.

### **§ 4. Rules for accepting cylinders with flammable technical gases, cylinders with liquefied flammable gases, or batteries into deposit**

1. Cylinders with flammable technical gases or cylinders with liquefied flammable gases intended for household or laboratory use may be accepted into deposit and stored only in the containerized Flammable Gases Technical Warehouse located on the Station premises.
2. Batteries may be accepted into deposit and stored only at the battery storage point located on the Station premises.

\*”§ 2 section 1 item 1. Where the regulation refers to fire hazardous materials – this shall mean:

- a) flammable gases,
- b) flammable liquids with a flash point below 328.15 K (55° C),
- c) materials that generate flammable gases on contact with water,
- d) materials that self-ignite in air,
- e) explosives and pyrotechnic products,
- f) materials that decompose or polymerize spontaneously,
- g) materials prone to self-ignition,
- h) materials other than those listed in items a–g, if the method of their storage, processing, or other use may cause a fire.”

## **DEPOSIT SPECIFICATION**

No.	Detailed description/ characteristics of the deposit item (package dimensions, type of packaging, weight, contents)	Depositor (legible first and last name, phone number)	Date of deposit	Planned date of deposit collection	Characteristics of the deposit	Remarks