

**THE INSTRUCTIONS IN THIS HANDBOOK APPLY TO THOSE WHO HAVE
RECEIVED PROJECT APPROVAL FROM NERC.**

NERC ARCTIC RESEARCH STATION

SVALBARD

INFORMATION 2011

NATURAL ENVIRONMENT RESEARCH COUNCIL (UK)
www.nerc.ac.uk

SVALBARD 2011
NERC Arctic Research Station

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INTRODUCTION

1

In 1991 the Natural Environment Research Council (NERC) established a research station at Ny-Ålesund (79°N 11°E), Svalbard. That year saw the beginning of an international research community at Ny-Ålesund which today has sixteen stations owned by institutes in Norway, Germany, Japan, Italy, France, India, Netherlands, South Korea, China and UK. The Norwegian Polar Institute, NILU, Statens Kartverk (radio telescope), the German Alfred Wegener Institute station and the Kings Bay marine laboratory are open year round while the others open when required. The NERC station which supports mostly earth and life science projects opens in March and April which has cold spring conditions and for the summer season which lasts June to September. The British Antarctic Survey manages the station.

The NERC station comprises 400m² of laboratory, workshop and storage space plus single bedrooms (additional accommodation can be provided by Kings Bay a/s). Kings Bay a/s (KB) who own Ny-Ålesund provide a service infrastructure including a central power and water supply, dining facility and air link to Longyearbyen.

Ny-Ålesund is situated on the south side of the deep and sheltered Kongsfjord on the west coast of Spitsbergen (The largest island in the Svalbard archipelago). The southern shore alone provides 50 km of tundra and alluvial plane. Glaciers and sea border a plant protection area at the head of the fjord. Access to other shores and islands is possible by a NERC owned boat. Numerous glaciers of various types separate the 500m peaks. Most bird species found in Svalbard are represented in the area with barnacle geese, eider duck, auks, terns and kittiwakes nesting in large numbers. Land mammals include reindeer, fox and the occasional visit by bear. The local fjord is home to ringed, bearded and commons seals, walrus and beluga.

The last remnant of the North Atlantic Drift produces a climate on Spitsbergen's west coast that is milder than normal at that latitude (coldest winter month average = -15°C, warmest summer month average = +5°C). The sun is down October to March and mid-night sun lasts April to August. The location is particularly suitable for ecological research, glacial/periglacial geomorphology, hydrology and atmospheric chemistry.

Applications to NERC should state the full scientific case for research and the detailed programme proposed for Ny-Ålesund. Please see www.arctic.ac.uk /NERC Station/ Announcement of Opportunity/link to application form. Applicants should also indicate any agreed collaborative arrangements. Information on personnel involved, specialised equipment, sources of finance for travel and accommodation and the length of stay are also required. Visitors to the NERC station pay their own travel and transit accommodation costs. Kings Bay charges all visitors to Ny-Ålesund a daily rate for meals. If the NERC station bedrooms have all been taken you will be asked to pay an additional fee for Kings Bay accommodation, please budget with this in mind, a section in this handbook shows costs.

Please see the "Planning" section in this handbook and pay special attention to those items referring to standard health and safety requirements including risk assessments and COSHH assessments. There are some additional obligations that befit the Arctic environment you plan to visit, including firearms training. Groups or individuals leaving the immediate station area must carry a rifle for protection from polar bears

PLANNING

Arrangements you should make are listed below. It is important that you liaise closely with Nick Cox (station manager). Contact addresses :-

Nick Cox, British Antarctic Survey, High Cross, Madingley Road Cambridge CB3 0ET.

nc@bas.ac.uk. Tel:01223 221502 (direct) , 01223 221400 (switchboard), Fax: 01223 362616

NERC Arctic Research Station, 9173 Ny-Ålesund, Svalbard, Norway,

Tel: 00 47 790 27011. Fax: 00 47 790 27022. nc@bas.ac.uk

CHECK LIST FOR PROJECTS APPROVED BY NERC

- 1 Flights from the UK to Longyearbyen.
Book tickets as soon as possible.
NB Check Longyearbyen – Ny-Ålesund flights shown on page 5.
- 2 Send names , exact travel dates and your Research in Svalbard number (see below) to Nick Cox who will book your Longyearbyen - Ny-Ålesund flights and accommodation in Ny-Alesund.
- 3 Please inform Nick Cox of any excess luggage. Longyearbyen – Ny-Ålesund max = 20 kg.
- 4 Accommodation in Longyearbyen and/or Norway. See page 14.
- 5 Sea freight takes at least six weeks to reach Ny-Ålesund from the UK. Send your sea freight to Bring Logistics Ltd. Send me a copy of the manifest, See pages 16 - 21.

Low volume items to 30 kg can be sent by economy mail or airmail. Post information page 16. **USE POST OFFICE PARCELFORCE, AIRMAIL. DO NOT USE A FAST CARRIER.**
- 6 Airfreight instructions, page 16. Please send Nick Cox your Airway Bill numbers.
- 7 Principal Investigators must supply the following information. Please send to Nick Cox at BAS.
 - a) Brief project description for distribution to other stations in Ny-Ålesund.
 - b) Personal details for each member of your team to nc@bas.ac.uk. Nick Cox will send a form.
 - c) Information concerning the field experience and field skills of team members.
 - d) Risk assessments. See page 11.
 - e) COSSH assessments. See page 11.
 - f) Provide information concerning chemicals and/or radioactive isotopes you will introduce to the station and detailed plans for removal of your chemicals from the station at the end of your stay. Please mark your name on all your chemical containers. See page 11.

- 8 **Your project must be entered in the “Research In Svalbard” database** maintained by Svalbard Science Forum in Longyearbyen. Registration details and forms can be found at www.ssf.npolar.no Page 12.
- 9 A science talk of approximately 30 minutes is given by visiting scientists every Tuesday evening. Please take presentation material with you if you can.
- 10 Enrolment on a rifle training course in Ny-Alesund. Contact Nick Cox. Outside the Ny-Ålesund settlement area individuals or groups must carry a rifle for protection from attack by polar bear. At the station managers discretion trained personnel can carry one of the station rifles.
- 11 Since there is no doctor on site, all visitors to Ny-Ålesund should be medically fit. A medical check up before departure from the UK is recommended. Risk assessments should include potential health problems.
- 12 Obtain a European Health Insurance Card (EHIC) certificate. See health care on page 9.
- 13 Check you have a valid first-aid certificate.
- 14 If you take medication, please take an adequate supply.
- 15 Dental check up.
- 16 Spare glasses and/or contact lenses.
- 17 Check you have clothing and equipment (first-aid kit etc) which must be carried in your day rucksack. Please see pages 7 and 8.
- 18 Shoes, slippers or clogs must be worn in the labs.
- 19 KB require a minimum of 7 days notice for Lufttransport flight booking cancellations or alterations. Payment for Lufttransport flights and meals should be made to Kings Bay by credit card. Invoice payment can be arranged.
- 20 Samples returned to the UK may require a DEFRA import licence.

SVALBARD COSTS 2011

LUFTTRANSPORT A/S LONGYEARBYEN

Flight Longyearbyen to Ny-Ålesund. (return)	nok 5,200
Bachelor and masters students	nok 4,000
Baggage allowance 20kg	
Excess baggage	nok 36 per kg
Air cargo	nok 36 per kg

KINGS BAY A/S NY-ÅLESUND

*Ny-Ålesund. Meals.	nok 475 per day
Ny-Ålesund. KB Accommodation. Bachelor and masters students	Nok 535 per night
*Ny-Ålesund. Meals.	nok 300 per day.
Ny-Ålesund. KB Accommodation.	Nok 330 per night.

TRAVEL

Flight U.K. to Longyearbyen (return)	£300 to £1,300 (no restrictions)
Taxi fares in Norway	£ 10
Airport buses	£ 4
Hotels in Norway and Longyearbyen.	£ 70 +

FREIGHT AND POST

Sea freight charges. UK to Ny-Ålesund. (approximate)	£ 4.00 per kilo nb min charge = £104
Postage UK-Ny-Ålesund (NB volume restrictions)	
airmail (30 kg max)	£ 2.70 per kg
Svalbard-UK (20kg max)	nok20 per kg plus nok160

Snowscooter per day	nok 810
Snowscooter per week	nok 5,200
Snowscooter sledge per day	nok 200
Snowscooter sledge per week	nok 1,340

MISCELANEOUS

Rifle training course. Kings Bay	nok 1,920
Petrol per litre	nok 7.20
Outboard motor and skidoo fuel	Approximately £12 per hour
MV Teisten with crew	nok 550 per hour (0830-1630) Nok 900 out of hours and w/e's

*** Those allocated a NERC station bedroom pay for meals only**

FLIGHTS LONGYEARBYEN - NY-ÅLESUND

Lufttransport a/s operates a Dornier air-o-plane with seats for eighteen passengers. Names of passengers booked on the aircraft are on a flight list.

Nick Cox will book Lufttransport flights, do not contact Lufttransport or Kings Bay a/s direct. Please contact Nick Cox if you intend to travel with more than 20 kg of luggage. Kings Bay a/s or Nick will send you a flight confirmation document.

The Lufttransport office and hangar are in a building on the side of the airstrip. Go up the outside stairs to a balcony and through the first door on the left. A door on the other side of a small hallway takes you to the hangar where your luggage will be weighed and loaded.

When booking flights from the UK to Longyearbyen it is important to note the days when there are Lufttransport flights between Longyearbyen and Ny-Ålesund.

Please check current and future flight timetables on the Kings Bay a/s website, www.kingsbay.no

LUFTTRANSPORT FLIGHTS. LONGYEARBYEN - NY-ÅLESUND

2 May – 2 October 2011

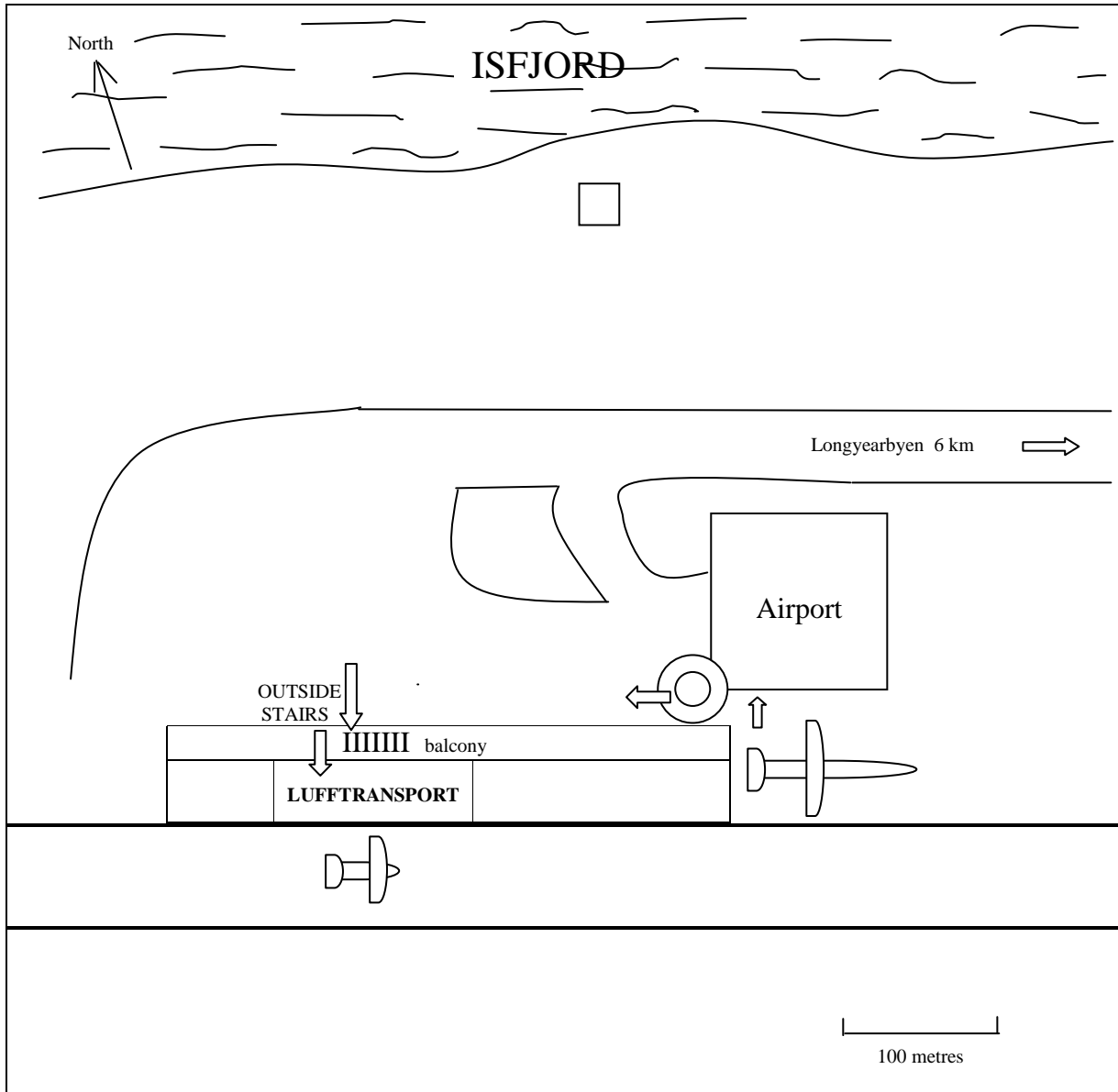
From Longyearbyen	Monday 1100 and 1530
	Thursday 1100 and 1530

The flight time from Longyearbyen to Ny-Ålesund takes approximately thirty minutes. The plane spends up to thirty minutes at Ny-Ålesund before returning to Longyearbyen.

Lufttransport flight costs are paid to Kings Bay a/s by credit card or invoice.

LONGYEARBYEN AIRPORT

- 1 Flights from/to Norway.
- 2 Lufftransport. Longyearbyen – Ny-Ålesund flights .



UK – LONGYEARBYEN FLIGHTS

NORTH. Flights from UK to Longyearbyen in time for Lufttransport flight connections involve an overnight stay in Norway or Longyearbyen. There are flights from the UK which connect with flights from Oslo Gardermoen arriving Longyearbyen in the early hours of the following morning. Other travel opportunities include flights from the UK on Sunday evening with an overnight stay near Oslo Gardermoen Airport before flying on Monday from Oslo, arriving Longyearbyen in time for the 1530 flight to Ny-Ålesund.

SOUTH. Morning flights from Ny-Ålesund on Monday or Thursday arrive Longyearbyen in time for the 1450 flight from Longyearbyen to Oslo. There may be connections that same evening to airports in the UK.

PERSONAL CLOTHING AND EQUIPMENT

A safe and productive field season depends heavily on the choice of clothing and equipment. Clothing should be of good quality and unlikely to let the wearer and others down in difficult and harsh conditions.

Some items of specialised clothing and footwear are held on the station for use in the cold spring period. Those planning to visit Svalbard during the spring should contact Nick Cox.

Summer (June - September) conditions in Svalbard are similar to severe British winter conditions. Clothing should include :-

Waterproof/windproof anorak and trousers	Thick woollen pullovers and/or fleeces
2 x hats or balaclavas	Knee length rubber boots
Head-over or scarf	Walking/climbing boots and gaiters
Mitts and gloves (several pairs)	Slippers/clogs MUST BE WORN IN THE LABS
Thick woollen socks	Casual wear for use on the station
Thermal underwear	Smart wear for Saturday evening dinner
Outdoor shirts	Slippers (shoes are not worn indoors).
Outdoor trousers	

- NB**
- The station is equipped with a washing machine and drier.
 - Bed sheets, pillowcases, duvets and bath towels are provided.
 - Wash things and sanitary towels can be purchased in Ny-Ålesund.

FIELD RUCKSACK CONTENTS

Each person must provide their own rucksack containing the following equipment which must be carried in the field.

Map (can be purchased in Ny-Ålesund)	Spare clothing pack (min.hat, mitts, socks)
Compass	Emergency food pack
Medical first-aid pack	Sunglasses and/or goggles
Paper and pencil	Bivvi bag
Penknife	Full outer shell clothing (if not being worn)
Whistle	Thermos flask (optional)

NB. In most circumstances a vhf radio (supplied by the station) will be added to the above list.

Individuals or groups going into the field must carry a rifle. At the station manager's discretion, rifles are allocated to those who have attended a Kings Bay rifle training course in Ny-Ålesund.

Those using the station boat are provided with floatation suits.

CO monitors are provided for those using field huts.

ACCOMMODATION IN NY-ÅLESUND

The NERC station has seven single bedrooms. In addition there are bedrooms in Kings Bay a/s (KB) accommodation blocks which are available to scientists and other visitors. Please see the Kings Bay price list on page 4.

Nick Cox (nc@bas.ac.uk) will book accommodation in Ny-Ålesund and will allocate bedrooms in the NERC research station. Every effort will be made to provide you with one of the seven NERC bedrooms. Priority is given to projects funded by NERC.

Those allocated a bedroom in the NERC station pay for meals only. Meals and KB accommodation can be paid by credit card or invoice at the end of your stay.

Duvets, bed sheets, pillowcases and bath towels are provided.

Meals for all personnel in Ny-Ålesund are provided in the KB dining room. Sandwiches can be made to take into the field. The kitchen staff will provide food for groups of people who plan to live in a field hut for a short period.

COMMUNICATION

Natural Environment Research Council, Arctic Research Station, 9173 Ny-Ålesund, SVALBARD
Norway, Tel: 00 47 790 27011 Fax: 00 47 790 27022

Mail arrives and leaves Ny-Ålesund at least twice each week. The post office in Ny-Ålesund is open 5 days per week. Letter post to and from the UK normally takes 5 to 10 days. **DO NOT USE A FAST CARRIER.**

Two desk top computers have broadband internet connection. There are four LAN ports for personal laptop computers.

Invoices for use of the station telephone, fax and web link are prepared at the end of each individuals stay. There are some card operated telephones in Ny-Ålesund for personal calls. Mobile telephones do not work in Ny-Ålesund, they can be used in Longyearbyen.

TIME

Svalbard time = GMT + 1 hour

MONEY

Norwegian krone will be required during your journey and for items such as postage, personal telephone calls, map, wash powder, post cards and beverages.

Cash can be purchased by credit card from Kings Bay a/s in Ny-Ålesund .

HEALTH CARE

Ny-Ålesund has a small surgery. There is no permanent doctor or nurse on site. A doctor from Longyearbyen will visit the community periodically. Anyone suffering serious illness or injury can be flown, weather permitting, to a hospital in Longyearbyen.

All visitors to Ny-Ålesund should be medically fit. A medical check up before departure from the UK is recommended. Risk assessments should include potential health problems

Although Norway is not a member of the EU it is within the European Economic Area (EEA). Reciprocal health care arrangements exist between all EEA countries. Reduced cost emergency care is available to UK visitors to Norway, however, individuals should have travel insurance.

Travellers with a valid European Health Insurance Card (EHIC) receive state treatment on the same terms as Norwegian nationals. The EHIC does not include repatriation costs. Application forms for an EHIC can be found at www.ehic.org.uk or telephone 0845 606 2030.

INSURANCE

It is important that each individual makes his or her own insurance arrangements including travel insurance.

SAFETY

All who visit the research station must adhere to the BAS/NERC "Code of Conduct and Safety Policy". A general safety briefing is provided at Ny-Ålesund.

- 1 We advise you have a valid first-aid certificate
- 2 Close attention must be given to clothing and equipment. Please see the sections "Personal Clothing and Equipment" and "Contents of Rucksack" on pages 7 and 8.
- 3 NERC requires assurance that each individual has sufficient field skills and experience to carry out their planned research.
- 4 Those planning to travel on mountains and/or glaciers should have past experience. Mountain and glacier training and briefing sessions are provided at Ny-Ålesund. Snow scooter training is also provided. Employing a suitably skilled "field assistant" is strongly advised.
- 5 Those planning to live in field huts should also consider employment of a suitably skilled "field assistant". Please contact Nick Cox to discuss, equipment, food, communication etc.
- 6 For protection from attack by polar bear each individual or group must carry a NERC owned or approved rifle outside the immediate station area. At the station manager's discretion, rifles are allocated to those who have attended a Kings Bay rifle training course in Ny-Ålesund.
- 7 Slippers or clogs must be worn in the laboratories. Outdoor shoes are not worn indoors.
- 8 Laboratory protective clothing including coats, face masks, gloves and goggles are provided.
- 9 Chemicals must be labelled. Each chemical container must also bear the name of the owner.
- 10 Arrangements should be made for the safe use and storage of chemicals and their return to the UK at the end of your stay in Ny-Ålesund. Chemicals and waste chemicals can be sent to Norway for disposal by Kings Bay. Please contact Nick Cox to discuss costs.
- 11 Those intending to use chemicals must provide NERC with completed COSHH forms.
- 12 You must provide NERC with a detailed general risk assessment, please see the following section.

RISK ASSESSMENTS

Before departure for Svalbard principle investigators should prepare a risk assessment including a list of personnel. The risk assessment should also include all field and base activity (including lab work) and any risks due to Svalbards remote location. Please state actions to minimise each risk.

The risk assessment should be signed and dated by the individuals concerned and by their employer. Please send copies to Nick Cox at the British Antarctic Survey (address on page 2). Some generic risk assessments are available please contact Nick Cox (nc@bas.ac.uk).

LABORATORIES

The station has a large general lab, and three smaller labs with bench and cupboard space for the stations own limited stock of lab equipment. Lab coats, goggles, face masks and gloves are available. Lab equipment is listed in the "station and station equipment" section.

CHEMICALS

COSHH forms must be completed and forwarded to the station manager well in advance of departure for Svalbard.

All proposals to use radioactive isotopes require the approval of the British Antarctic Survey (BAS) Radioactive Isotope Advisory Committee. Proposals must be submitted with the authorised risk assessment and must include details of the isotope, its activity, its use, handling, storage, and disposal.

Individuals are responsible for the import and export of chemicals to and from the station. Chemicals must be returned to the UK at the end of your visit.

Chemicals must have clear labels, must be packed and stored correctly and must bear the name of the owner on each container.

Chemicals can be purchased in Norway and sent there for disposal. Please contact Nick Cox for details.

WASTE DISPOSAL

With the exception of grey water and sanitary waste, all waste is removed from Ny-Ålesund. Everyone takes an active part in waste management. Ny-Ålesund has a central waste management room with a compost machine for food matter and bins and compactors for other categories of waste. Please avoid polystyrene packing chips for items sent by post or freight. Remove as much retail packaging as possible before shipping or posting. You must make arrangements for removal of any hazardous waste from Ny-Ålesund.

FIELD SAFETY EQUIPMENT

- Rifles For protection from attack by polar bear individuals or groups must carry a NERC owned or approved rifle outside the immediate station area. At the station manager's discretion, rifles are allocated to those who have attended a Kings Bay rifle training course in Ny-Ålesund.
- VHF Radios Hand held vhf radios are available for communication between party members in the field and with the NERC station. The radios can provide communication over distances up to 15 km.
- Satellite Telephones The station has Iridium satellite telephones and an iridium base station telephone.
- Search & Rescue Search and rescue equipment is held on the station. Field stretchers and medical equipment provided by Kings Bay a/s are available. A Puma helicopter equipped with a rescue winch is stationed in Longyearbyen.
- Clothing & Equipment Outer shell cold weather clothing and boots are held on station. Mountaineering and limited camp equipment is also available. There are some cross-country skis with 3 point or cable bindings. Provision of your own skis and boots is recommended.
- Floatation Suits Helly Hansen floatation suits are provided for boating and skidoo travel on sea ice.
- CO monitors The station owns carbon monoxide monitors which must be used in field huts and tents.

“RESEARCH IN SVALBARD” BULLETIN

The Sysselmann (Governor) of Svalbard has made it obligatory to register research projects in the “Research In Svalbard” database maintained by Svalbard Science Forum, Longyearbyen. Registration details and forms can be found at www.ssf.npolar.no / RiS Database / Project and Data Set Registration. You will be provided with a RiS number.

PLEASE SEND YOUR RiS NUMBER TO NICK COX nc@bas.ac.uk.

STATION AND STATION EQUIPMENT

The NERC Arctic Research Station has a total floor area of 400m². The facility comprises general lab, balance lab, sorting lab, microscope lab, freezer/store room, office, computer room, workshop, garage, three store rooms, sitting room, kitchen and seven bed rooms.

The labs have benches, electric sockets (240v) and 3 sinks. Equipment includes :-

- ❖ Chest freezers (minus 18°C).
- ❖ Lab/Domestic cabinet fridge and freezer.Tri MCC.
- ❖ Spark free fridge
- ❖ Microscopes. Meiji binocular dissecting. Magnification 4.5.
Eye piece x 10 with cold light source.
“Wild” standard compound microscope.
- ❖ pH/mV/Temperature meter. Hydrus 500
ATC temperature probe.
- ❖ Centrifuge5702. Eppendorf.
Swing bucket rotar, A-4-38, 4 x 85ml buckets.
Adapter for 2 x 15ml Falcon tubes for 85ml bucket.
Adapter for 50ml Falcon tubes for 85ml bucket.
- ❖ Centrifuge micro refrigerated 5415R. Eppendorf.
Fixed angle rotor F-45-24-11, 24 x 1.5/2ml with polypropelene lid.
Fixed angle rotor, F-45-36-8, 36 x 0.5ml with aluminium lid.
- ❖ Centrifuge. NE 010G. Nickel Electro. 4 x 10ml test tubes.
- ❖ Mixer vortexer, SA8 Stuart. Variable speed.
- ❖ Spectrophotometer. Visible. Helios Epsilon. 325 – 1,100 nm. 8nm bandwidth.
Tungston lamp.
Vision Lite software. Windows based software for Helios Epsilon
Spectrophotometer.
- ❖ Drying oven. Heraeus Function Line series 6000. Model UT6120 with air circulation.
- ❖ Water Purification System. Purite Select Analyst 40.
40 litres per day. 1 – 10 MΩcm quality water.
- ❖ Labcaire Aura 25E fume cupboard. Closed system.
- ❖ Extractor system. Nederman 2000. Carbon filter. Portable.
- ❖ Water bath (Grant) x 2
- ❖ Water bath stirrer and heater (Gallenkamp) x 2
- ❖ Hot plate stirrer. Type B212.

- ❖ Sartorius balance. Analytical AC 210 S. Four decimal places.
- ❖ Sartorius balance. B3100P. Two decimal places.

- ❖ Shaker. Multipurpose. B&T MK11. Harvard LTE.

- ❖ Desiccators.

- ❖ Telephone and Fax
- ❖ Computers . 2 x Viglen Pentium Four, 3Ghz. DVD writer. Multicard reader (photo). 19" TFT screens. MS Office (word, excel, powerpoint, access), Corel Draw, Winzip, Adobe Acrobat probe (version seven).
- ❖ 4 x LAN ports for personal laptop computers
- ❖ 3 x Printers. Epson EPL-N2050. HP Laserjet 1320 and 1100A
- ❖ Photocopier

- ❖ Rifles
- ❖ Iridium telephones
- ❖ VHF radios
- ❖ Mountaineering equipment
- ❖ Field rescue equipment
- ❖ Skis (check boot sizes and type of binding)
- ❖ Pulk sledges
- ❖ Boat, outboard motors and survival suits
- ❖ Snow scooter and sledge and survival suits
- ❖ Bicycles
- ❖ Tools

ACCOMMODATION IN LONGYEARBYEN

A bus or taxi will take you from Longyearbyen airport to your hotel. If you telephone for a taxi, please note that coin boxes take a minimum of 4 krone. If you have a lot of luggage ask for the maxi taxi. Be at the roadside at the appointed time, taxi drivers will not go indoors to find you.

Listed in order of cost. The Radisson SAS is the most expensive hotel in Longyearbyen.

1 Radisson SAS

Tel: (00 47) 7902 3450

Fax: (00 47) 7902 3451

sales.longyearbyen@radissonsas.com

2 Spitsbergen Hotel

Tel: (00 47) 7902 6200

Fax: (00 47) 7902 6201

spitsbergen.hotel@spitsbergentravel.no

3 Nybyen Guesthouse

Tel: (00 47) 7902 6300

Fax: (00 47) 7902 1425

nybyn@online.no

4 Mary-Ann's Polarrigg

Tel: (00 47) 7902 3702

info@polarriggen.com

HOTEL ACCOMMODATION IN NORWAY

Listed below are some hotels at Oslo Gardermoen Airport and Tromsø.
Outside Norway dial 00 47.

OSLO

The most reasonable price.

Gardermoen Airport Hotel (was Gardermoen Gjestegard) 4 km from the airport.

Tel: (00 47) 6394 0800 Fax: (00 47) 6394 0801 booking@gardermoen-airporthotel.no

The bus or mini bus (marked DALEN TRANSPORT) picks up passengers outside the Gardermoen Airport departure area which is on the upper floor of the airport. The bus pick up point is on the concrete island between the two traffic lanes. The nok 40 for your bus journey is added to your hotel bill.

Quality Hotel (6km from Oslo Gardermoen Airport)

Tel: 639 7304

Fax: 639 73727

Radisson SAS Hotel (At Gardermoen Airport)

Tel: 639 33000

Fax: 639 33030

Reservations.airport.oslo@radissonsas.com

Tromsø

Some examples shown below. It might be worth searching for hotels on the web.

Polar Hotel

Gronnegate 45

Tromsø

Tel: 776 86 480

Scandic Hotel

Heilovein 23

Tromsø

Tel: 776 73 400

Viking Hotel

Gronnegate 18-20

Tromsø

Tel: 776 57 622

AIR FREIGHT

A freight forwarder will arrange for air freight to be sent by commercial airlines to Longyearbyen. It is important that your consignment is addressed to you or a colleague at the NERC station at Ny-Ålesund via Longyearbyen. Prepare a manifest showing weight, volume, value and contents of each case or package. Prepare a letter describing the consignment "for scientific use etc" and state the equipment will be reimported to the UK. Give copies of the letter and manifest to the forwarder. Copies should also be sent to Nick Cox who will arrange for the freight to be flown from Longyearbyen to Ny-Ålesund. **Please send Nick Cox your freight Airway Bill number** which can be obtained from your forwarder .

ACCOMPANIED EXCESS LUGGAGE

Accompanied excess luggage should be documented. Prepare a detailed list of the contents of each case or package and record their total weight and volume. In addition, a European Community C88 form must be completed. **British Customs at your departure airport must stamp your C88 form.** C88 forms can be obtained from a freight forwarder or a chamber of commerce. Documentation of excess luggage by a freight forwarder is recommended.

FROZEN CARGO. NY-ÅLESUND TO UK

Frozen samples may require a DEFRA licence. Arrangements can be made to send samples frozen or cold stow from Ny-Ålesund to Norway. Bring Logistics Ltd will ship frozen or cold stow cargo to Grimsby where it will be held in the port freezer or cold room until it has cleared customs and DEFRA inspection. The consignor must make arrangements for collection at Grimsby. It is important that the case and documents specify clearly the temperature at which the samples should be stowed. Small items can be taken in a cool box as accompanied luggage.

PARCEL POST UK TO NY-ÅLESUND

Normal airmail is the most reliable way of mailing to Svalbard. International Parcel Force is the fastest mail service. UK to Ny-Ålesund takes five to ten days. A parcel weighing 30 kg costs less per kilo than sea freight.

Parcel post SURFACE MAIL. Max wt = 30 kg. Max dimensions: length=1.5m, girth=no limit, l + g = 3.0m.

Companies who provide fast delivery services often experience difficulties in Norway where parcels or letters often end up stranded in a depot before being returned to the UK.

The maximum parcel weight from Svalbard is 20 kg.

SEA FREIGHT COSTS

The current sea freight charge from the UK to Ny-Ålesund is approximately £4.00 per kilo. There may be additional charges such as road transport to the forwarders, port handling charges and documentation and customs fees. Sea freight insurance costs 0.5% of the total value.

SEA FREIGHT INSTRUCTIONS

Sea freight required in June should be at the forwarders, Bring Logistics (formerly Nor-Cargo Ltd), for **mid- April**. Freight takes approximately six weeks to reach Ny-Ålesund. A cargo ship normally visits Ny-Ålesund once every month during the summer season, June to September. A list of shipping dates can be found on page 21. Please contact Nick Cox if you have any queries about the freight you would like to send. Special attention must be paid to any hazardous cargo such as chemicals, gases and batteries.

It is important that the consigner uses strong cardboard or wooden cases. Where possible the forwarders will pack the cargo on pallets. Please discuss any items too large for a pallet with the forwarders. Please do not use polystyrene packing chips.

CONTACT BRING LOGISTICS AT THE ADDRESS BELOW. DISCUSS YOUR FREIGHT DETAILS. SEND FREIGHT DOCUMENTS.

BRING LOGISTICS (Formerly Nor-Cargo)
SUITE 1, HAVANA HOUSE,
CUBA INDUSTRIAL ESTATE,
BOLTON ROAD NORTH, RAMSBOTTOM
LANCASHIRE, BLO 0NE
TEL: 01706 283600 FAX: 01706 827123

WITH THE CONSENT OF BRING LOGISTICS SEND YOUR FREIGHT AND COPIES OF ALL DOCUMENTATION TO

CHORLTON EXPORT TRANSPORT
UNIT B3A
BROADLANDS
HEYWOOD DISTRIBUTION PARK
PILSWORTH ROAD
HEYWOOD OL10 2TS
TEL: 0161 7052326

Mark each case clearly with the following information:-

- 1 Consignee name
- 2 NERC, Ny-Ålesund, Svalbard, Norway
VIA 1 Bring Logistics
C/O
CHORLTON EXPORT TRANSPORT
UNIT B3A, BROADLANDS
HEYWOOD DISTRIBUTION PARK
PILSWORTH ROAD, HEYWOOD OL10 2TS
TEL: 0161 7052326
Open 0800-1800 hours

VIA 2 TROMSØ, NORWAY
VIA 3 KINGS BAY A/S, NY-ÅLESUND, SVALBARD
- 3 Size of case (centimetres)
Weight of case (kilograms)

- 4 Senders address (small print)
- 5 Case identification number.
Please show your name or name of your institution.
Each consigner should start a number sequence at number 1.
Example: NERC / ABN 1 /N/ 10
(NERC / Aberdeen case 1 / North/ 2010)
- 6 Cargo Manifest. A detailed list of cargo must be prepared for customs and insurance purposes. The manifest makes a useful check list in Ny-Ålesund.
A blank manifest sheet (page 19) can be copied.

Please type or write in block capitals.
Where possible enter invoice numbers.

PREPARE 3 COPIES OF THE MANIFEST.

Send 1 x copy to Bring Logistics Ltd

Send 1 x copy to Nick Cox

Keep one copy

SEA FREIGHT SUMMARY, TOTAL FIGURES

Copy sheets shown on page 19.

Attach this sheet to the front of your sea freight manifest.

SENDER NAME ADDRESS			
TO NERC ARCTIC RESEARCH STATION, 9173 NY-ÅLESUND, SVALBARD, NORWAY TEL: (00) (47) 790 27011 FAX: (00) (47) 790 27022			
VIA 1 BRING LOGISTICS LTD, GRIMSBY 2 BRING LOGISTICS LTD, TROMSØ 3 KINGS BAY A/S NY-ÅLESUND			
TOTAL NUMBER OF ITEMS, PALLETS OR CASES	TOTAL WEIGHT KG	TOTAL VOLUME M ³	TOTAL VALUE £
