

Standard Operating Procedures - PHOTO LAB

Dec. 2003

I. PORTCALL (on coming)

Onboard ship:

- Find off going Marine Lab Specialist's, Photo Lab and begin X-over.

Cross over

- Read lab reports from previous leg.
- Discuss with off going marine specialist any changes in equipment status, software or procedures.
- Check supply levels in photo lab and hold refer. You are responsible for this inventory. Estimate amount of film, paper and chemistry needed for each particular type of leg. If you do not feel you have enough supplies necessary (after checking oncoming shipments), notify LO to purchase film/paper/chemistry in port.
- You are responsible for knowing the status of ALL equipment in your lab by the end of the x-over. If you need additional days to complete your x-over, notify the LO ASAP so that arrangements can be made.

Other:

- Assist with loading/unloading freight and other tasks as directed by LO/ALO.
- Attend security, safety and introduction meetings (usually held at the same time)
- All Marine Specialists' must be aboard ship by the time posted at the ship's gangway.

II. SITE PREPARATION (or in PORTCALL if time permits):

- Move over to your assigned shift (check with the L.O.).
- Shoot Mug shots of scientists and marine specialists, usually after one of the first meetings. Distribute mug shot contact sheets.
- Give the photo policy talk to scientists, this covers current core and close up photography policy.
- Meet with microscope users and find out how they would like the microscopes configured. Designate someone to be photomicrograph librarian.
- Give class in use of the close up copy stand to scientists who may wish to take their own close ups with personal cameras.
- Mix chemistry for B&W and color processors.
- Calibrate core and close-up cameras for exposure and color balance. Load 4x5 film holders, and then place in core lab photo drawers.
- Talk with Shipboard Physician about the handling of medical X-rays so you are on the same page.

III. ON SITE / Daily Requirements

- Go to core lab; pick up close-up request sheet from photo area.
- In photo lab make labels for request using Seagull Bar Tender.
- Pull and photograph each requested core and interval. A maximum of 16 cores can be photographed each day.
- Remove all exposed film from film drawers in core lab photo area that have collected in the past 24 hours. Take all core photos and close-ups to photo lab.
- Process all color & black and white film for the day.
- Print all required black and white core and close-up photos. Distribute as necessary.
- Mix any needed chemistry for black and white or color processing.
- Check in with paleo scientist occasionally to make sure all microscopes are functioning correctly.

VI. DURING THE CRUISE

- Photograph any needed PR or engineering photographs as requested.
- Perform all necessary cleaning and maintenance on machinery and equipment.
- Maintain inventory for both labs.

V. END-OF-LEG:

- Shoot Group, Tech and Science group photographs at appropriate time (usually shot after abandon ship drill - work with Captain on timing). Print and Distribute to all shipboard members. Can be done mid-leg.
- Create silkscreen for t-shirt printing.
- Clean lab (and other areas as assigned) and remove all trash. Run Systems Cleaner on Kreonite print processor.
- Pack up the negatives and photographs being returned. The core photo and close-up slides and negatives are to be hand carried. All else is given to the storekeeper for shipment.
- Pack up equipment being returned for repair. The storekeeper will need the following information:
ODP inventory number, value, weight, serial number, model number, vendor's name, vendor's return authorization number (if available) and country of manufacture. Also, make sure to include a note with the equipment explaining the problem and what is to be done (i.e. return to vendor, to be repaired by ET's on shore, etc.).
- Provide return to work date to LO three weeks before end of leg.
- Write end-of-cruise lab report. Turn in a RTF format copy to the LO, then burn one copy onto CD for Photography Supervisor on shore along with all other data collected (close-up spreadsheet, inventory, microscope inventory, etc...).
NOTE: Your lab report should contain (if applicable):

- 1) Introduction paragraph that summarizes lab activities for the leg.
 - 2) The number of samples or data points collected.
 - 3) Specific problems encountered and how they were overcome.
 - 4) Current equipment, software and database status.
 - 5) List of equipment returned for repairs.
 - 6) Notes about any changes made to manuals
- Give port purchase lists to LO (if any).

VI. PORTCALL (off going):

- See the LO about transportation arrangements to the Hotel.
- Find the oncoming marine specialist and begin x-over. Have a copy of your report ready so that they can read it immediately. Make sure that the marine specialist(s), who is replacing you, is aware of any changes made to the lab, procedures, current equipment status, and if port purchases are necessary.
- When the oncoming marine specialist is satisfied that the cross-over is complete, check with the on-coming LO before leaving the ship.
- Check into hotel.

NOTE: You must check into the hotel appointed by ODP travel as soon as possible after departing the ship and must remain checked in until released from official duty which is based on departure time for the ideal “trip”.