

## GUIDELINES FOR USERS OF THE MVCO SHORE LAB

*Please remember to be considerate of others in this shared space.*

### **LAB SPACE & CABLING**

1. Your system should be configured to occupy as small a footprint as possible.
2. If you have more than one system, you should plan to *share one monitor*.
3. NO USERS will plug into the system infrastructure, (routers, etc in the 19" rack at the lab). MVCO staff members will do this.
4. Bring plenty of small tie wraps. All of your cables should be neatly bundled together and should run as a group for each system. All bundles should be secured along the underside of the shelves or over the beams.
  - a. If you have more than one system your bundles may be secured to each other.
  - b. Do not secure your cable runs to those of other users.
  - c. Please label your bundles at appropriate intervals.
5. Although the lab is only 16-ft long, it will be necessary to run cables up & down in order to keep them tidy. Therefore you should probably expect to need 25-ft CAT5 cables to reach the router. You will not be allowed to use cables that have strain on the connectors. Bring long cables and neatly coil, label and truss them on the top of the rack.
6. Bring 2 power strips. One will be needed for your CPUs etc that will use the UPS/generator supported circuits, the other for CRTs & non-critical support equipment on the non-generator circuits.

### **STORAGE**

1. There is very limited storage on upper shelves for software backup, manuals and data archiving media. If you need space we will be sure you are assigned some, just ask.
2. There is no storage for computer boxes, shipping cases, etc. Plan to bring them back to WHOI with you.

### **GENERAL ISSUES**

1. NO ORGANIC material should be left in the lab (i.e. lunch scraps)! Take it with you.
2. There is no trash pickup so if you are going to generate a lot of waste (packing materials, etc) either bring it back to WHOI or take it to the dump (it is opposite the main MV Airport on the W. Tisbury road).
3. If you track in a lot of mud please sweep it up. (Broom behind door, dustpan usually under bench.)
4. There are 3 phone lines: 56K, T-1 and analog. All of these lines are used for system infrastructure support and backup. You may use the analog for voice calls or *temporary* remote access. NONE are available for user access. If you need a line one can be installed by the phone company (Verizon). You will need to coordinate with the MVCO manager for access.
5. When working at the shore lab you may be reached on the voice line (508-627-3065).
6. There is no bathroom available nearby when the airport is closed, approximately late October through April. The nearest one is at Edgartown town hall, first floor lobby (8-5 weekdays only).

## **MET MASTS**

1. Access to the beach met mast is via an extension ladder, which can be made available to you. You will need at least two people. You must wear the safety belt (stored under bench). You will need an MVCO staff member to plug you into the electronics bottle.
2. Access to the shore lab met mast is via climbing. Instruments connect directly to the Ethernet router. Coordinate with the MVCO manager for hookup.
  - a. Cable length must be length of arm or mount + height off ground + 35ft.  
(You must run cable down the mast, under/across lab, in stuffing tube & up rack).
  - b. If you are going into a local logger you will need additional cable depending on your assigned position in the lab.
3. Cables must be secured with tie wraps as appropriate along entire run.
4. Mounting auxiliary posts in/on lab vicinity will be handled on a case-by-case basis.