



## Orpheus Island Research Station (OIRS) Researcher Booking Reservation Form

**Postal Address:** PO Box 4, Halifax, Qld, 4850.  
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**This form is to be completed by users wishing to undertake fieldtrips at Orpheus Island Research Station.**

### **PLEASE NOTE:**

1. The Project Leader is **fully responsible** for obtaining and supplying to OIRS, required paperwork and permits prior to arrival as listed below:

#### **JCU Users**

1. Approved FTT number (including risk assesment submitted via “Riskware”)
2. Approved Dive/Snorkel Plan (<https://boatndive.jcu.edu.au/>)
3. Copy of GBRMPA and/or Fisheries Permits
4. SDS of any chemicals being brought onto OIRS
5. Details on proposed handling of contaminated seawater discharge (if applicable)
6. Details of any electrical equipment to be used in wet areas and an experimental design detailing how it will be used.

#### **Non-JCU Users**

1. Risk assesment
  2. Approved Snorkel Plan (<https://boatndive.jcu.edu.au/>) which must include the list of all students and staff with the respective ‘declaration of medical circumstances and snorkel waiver form’
  3. All applicable staff certificates and licenses logged into the Boating & Diving website <https://boatndive.jcu.edu.au/> (eg. boat licences, first aid, cpr, O<sub>2</sub>, dive certificates, current dive medical, etc)
  4. Copy of GBRMPA and/or Fisheries Permits
  5. SDS of any chemicals being brought onto OIRS
  6. Details on proposed handling of contaminated seawater discharge (if applicable)
  7. Details of any electrical equipment to be used in wet areas and an experimental design detailing how it will be used
2. **If you are doing multiple research projects on your trip we require information regarding each project.** Please complete a “Project Description” and “Project Specification” section for each research project being undertaken.
  3. The Group Leader is **fully responsible** for operation and daily running of their system including water quality (if individual system).
  4. OIRS staff will do our best to minimise effects of any equipment failures that may occur, however events may be outside of our control. Therefore researchers are advised to have contingency plans in place where necessary.
  5. Please also read JCU’s Work Health Safety policy before commencing work at OIRS;  
[http://www.jcu.edu.au/policy/safety/JCUPRD\\_051837.html](http://www.jcu.edu.au/policy/safety/JCUPRD_051837.html)

Please return this form to Orpheus Island Research Station via [jcu.orpheus@jcu.edu.au](mailto:jcu.orpheus@jcu.edu.au)

Please submit forms **well in advance** to avoid disappointment as certain times of the year can be fully booked.

**Failure to supply required information prior to arrival may result in booking being cancelled.**

Name of Researcher / Project Leader:

(Person who will be in charge of the project during field work at OIRS.)

Position: (i.e. Staff, PhD, Masters, Honours)

Institution/Department: (i.e. ARC, AIMS@JCU)

Phone Number

Mobile: (Must be supplied)

Email:

## JCU Bookings

Project account number:

Project Account Name:

## Non-JCU Bookings

Company Name:

Person to Contact:

Address:

### **Project Leader Declaration**

I have read and fully understood Orpheus Island Research Station's "User Protocols" and I will provided all aproved paperwork prior the start of my fieldtrip

Researcher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Supervisor's Declaration**

I confirm that the Project Leader and party are undertaking a field trip and that funds are available to cover costs associated with their work at Orpheus Island Research Station. The risk assessment adequately covers all aspects of their intend activities.

Supervisor Name: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

**Details of Group**

Approximate weight (kg) of cargo being brought to OIRS

Total Number in Group

| Name |  | Arrival Date | Departure Date |
|------|--|--------------|----------------|
|      |  |              |                |
|      |  |              |                |
|      |  |              |                |
|      |  |              |                |
|      |  |              |                |
|      |  |              |                |
|      |  |              |                |

**Vessels Required:**

|  | Dates Required | Number Required |
|--|----------------|-----------------|
| Research 1,2,3,4 – (4.9m Dinghy)<br>(Recreational Shipmaster Licence required) |                |                 |
| Research 5 – (5.8m Southwind)<br>(Recreational Shipmaster Licence required)    |                |                 |
| Pioneer 1 – (7.2m Barge)<br>(Coxswain ticket required)                         |                |                 |

**Charters Required:**

|   | Dates Required | Destination |
|---|----------------|-------------|
| Challenger III<br>(Within 50nm of mainland) |                |             |
| Pioneer 1 – (7.2m Barge)                    |                |             |

| Facilities/Equipment Required:                                      | Dates Required | Number Required |
|---|----------------|-----------------|
| Havannah House<br>(Dormitory style rooms of 8 rooms of 6 beds)      |                |                 |
| **Pelorus House<br>(3 rooms of 3 beds)                              |                |                 |
| Wet Lab Space<br>(indicate metres of bench space)                   |                |                 |
| Dry Lab<br>(indicate metres of bench space)                         |                |                 |
| Temperature Control Laboratories                                    |                |                 |
| Raceways<br>(6 in total)  |                |                 |
| SCUBA Tanks<br>(indicate number required per day)                   |                |                 |
| Lecture Theatre<br>(Please indicate specific times required)        |                |                 |
| Other scientific/analytical equipment,<br>including microscopes etc |                |                 |

\*\*Due to limited space, room type is on request basis only. Allocation is at discretion of OIRS.

### Chemicals/ Hazardous Substances being brought onto OIRS:

| Name of Chemical | Quantity | Storage Type<br>(Flammable, Corrosive, Oxidising ect.) | Please specify any compatibility<br>Issues |
|------------------|----------|--|--|
|                  |          |  |  |

### Project Description

Please provide a brief paragraph describing your project and full details on your methodology including type of lab and field work practices being carried out.

Project Title:

Project Description

**Areas of Operation for Field Work:**

Notes: If your existing/proposed sites are within Pioneer/Little Pioneer Bay, please review the “*Environmental Management Plan for the Orpheus Island Scientific Research Zone*”. For all existing sampling/field sites, located in and/or out of the Orpheus Island Scientific Research Zone, please provide GPS points and a map showing their location. For all new, proposed sites please provide a brief description (if known).

Do you have a current permit/s to conduct this proposed research?

**Note. Please attach a copy of current permit/s authorising the proposed research activities. Full copy must be carried on OIRS vessels when research activities underway**

|                                      |  |
|--------------------------------------|--|
| GBRMPA Permit /Authority No’s:       |  |
| Animal Ethics Permit/Authority No’s: |  |
| Fisheries Permit/ Authority No’s:    |  |

Are you intending to leave experiment running, on station in between visits? If yes please provide details below:

**Research Project Specifications**

| Project Specifications   | Temperature Control Room | Raceway | Wet Laboratory |
|--|--------------------------|---------|----------------|
| <b>Volume of seawater</b><br>(Specify requirements per 24hr period<br>i.e. LPH or exchange per day)  |                          |         |                |
| <b>System Type:</b><br><ul style="list-style-type: none"> <li>• Closed system</li> <li>• Open System</li> </ul>  |                          |         |                |
| <b>Type of water required:</b><br><ul style="list-style-type: none"> <li>• <b>Unfiltered</b></li> <li>• <b>Filtered</b></li> </ul> (Specify filtration level required and if UV is required)<br><ul style="list-style-type: none"> <li>• <b>Temp Controlled</b> – TCR’s only</li> </ul> (Please specify temp required) |                          |         |                |

|  |  |  |  |
|--|--|--|--|
| <p><b>Used seawater</b></p> <ul style="list-style-type: none"> <li>• Clean to return to sea</li> <li>• *Contaminated and need collecting (e.g. organic matter, nutrients, bacteria, virus, diseased matter, drugs, chemicals, specimens/species foreign to Palm Island water or other pollutants)</li> </ul> |  |  |  |
| <p><b>Air temperature</b> – TCR’s only<br/>(Specify any changes required during experiment and min/max acceptable variance range)</p>  |  |  |  |
| <p><b>Number of Lights required</b></p> <ul style="list-style-type: none"> <li>• Sylvania Oracle Wide Beam</li> <li>• Fluorescent</li> </ul>   |  |  |  |
| <p><b>CO<sub>2</sub></b> – Please specify if you intend to do research involving CO<sub>2</sub> and confirm this has been included in your risk assessment. Note: CO<sub>2</sub> work can only be carried out in the wet lab area.</p>   |  |  |  |

**Notes on the use of electrical equipment in wet areas at OIRS:**

- Only equipment that is of an industrial standard is to be used in wet areas at OIRS. No equipment from home, e.g. desk lamps or white domestic power boards are not to be used.
- Any new electrical equipment brought into OIRS for use in wet areas must have either:
  - An Australian Standard number
  - An Australian Safety Approval Number
  - Been manufactured in Australia
- All electrical equipment used inside OIRS wet areas must have a minimum IP rating of 56 and/or be appropriately installed or modified to mitigate risk as per the Australian Electrical Standard, AS3000.
- Any IP rated appliance without an IP rated plug must have one installed by a licensed electrician before arrival at OIRS
- OIRS staff can give you guidance when selecting equipment for purchase and installing the equipment in wet areas
- **All electrical equipment must have a current test tag to be used in wet areas at OIRS. This is not negotiable and must be completed before bringing equipment to OIRS. JCU Estate Office can provide this service for you.**

If any of the electrical equipment you intend to use in wet areas at OIRS does not meet all of these criteria, please be sure to advise OIRS staff as soon as possible as alternative arrangements will have to be made.