

# Santa Rosa Island Research Station (SRIRS)



## Instructions for CI-Funded Trips

### A. Trip Schedule and Reservations

1. **Make sure you have submitted a complete [application](#) to stay at the SRIRS.**
2. **Trip Objectives and Dates** – The SRIRS team will email you once your trip has been approved and scheduled and give you details for next steps.
3. **Island Packers (IPCO) Reservation:**
  - a. SRIRS staff will make your Santa Rosa Island Packers reservation and request CIT number from procurement. They will then forward the reservation confirmations from Island Packers to you and other relevant staff/faculty.
  - b. **IF YOU FORESEE A DRAMATIC (15% OR MORE) DECREASE IN TRIP COUNT WE NEED TO NOTIFY IPCO AT LEAST 2 WEEKS IN ADVANCE TO GET YOUR MONEY BACK**
  - c. YOU MUST NOTIFY US WITH YOUR FINAL TRIP COUNT  $\geq 72$  HOURS PRIOR TO THE TRIP or you **WILL get charged** for any reserved unused seats. **Remember to bring a printed manifest of trip participants, emergency contact phone numbers, and needed parking pass list with you the day of travel.** Remember each boat ticket is \$112.

### B. SRIRS Requirements and Information:

1. **Pre-Trip Meeting/Presentation:** Prior to your scheduled trip the SRIRS team would like to meet with you to further discuss your trip logistics and island activities. Please let us know what days/times during the week you are available to meet. **If you would like us to visit your classroom to talk about the island, please let us know and we'd be happy to arrange a visit.**
2. **[SRIRS Liability Waivers:](#)** All non-Faculty/Staff travelers must submit a signed hard copy of the SRIRS liability waiver. Please upload all signed liability waivers to your [online application](#) as one PDF, at least one week **PRIOR** to your departure.
3. **[SRIRS 'What To Bring List':](#)** Please review and distribute to your students.
4. **[SRIRS Policies and Rules:](#)** Please review and distribute to your students.
5. **[SRIRS Emergency Contact Info:](#)** Please review and distribute to your students. Students should share the contact information with their emergency contact.
6. **[SRIRS Departure and Cleaning:](#)** Please review and be prepared for ALL participants to help clean.
7. **[Meal Organization](#)** and **[Food List:](#)** Please review and adapt to your group size and food needs.
8. **[Island Packers Manifest Template:](#)** Please bring a printed and filled out manifest to the harbor with you.
9. **[Biosecurity Checklist:](#)** Please review and distribute to students, we will go over in pre-trip meeting.
10. **[SRIRS Website:](#)** Please visit our website for additional information regarding the research station and SRI.

### C. Trip Departure Date

1. **Arriving at Island Packers:** Everyone in your group must arrive, ready to go at the Island Packers **1 HOUR PRIOR** to your scheduled departure time. If your boat leaves at 8am, be at the harbor no later than 7am. All Santa Rosa trips depart from Ventura Harbor.
2. **Island Packers Tickets:** Bring your final manifest listing participants' names, emergency contact phone numbers, along with list of people needing parking passes, with you to help confirm all trip participants show up. Once everyone is accounted for, submit your manifest to the Island Packers ticket agent. They will give you the groups' departure, return tickets, and parking passes.

3. **Parking Passes (Free):** Request your group's required number of parking passes from the Island Packers ticket agent. Make sure each vehicle parks in the designated overnight parking area (detailed on parking pass) and clearly displays the parking pass from the rearview mirror. Please encourage carpooling.
  4. **Loading Food/Supplies:** Prepare/weigh all your groups supplies at the top of the loading ramp prior to loading it onto the boat. ALL GEAR MUST SATISFY THE FOLLOWING REQUIREMENTS:
    - a. Plastic bags and cardboard boxes are NOT permitted.
    - b. All coolers and packages must be ≤45 lbs each. (Less than 3 items per person or a freight fee is incurred.)
    - c. Inspect all personal gear (e.g., packs, shoes) and clean off dirt, seeds, and insects before departing.
- D. After Trip**
1. **JET User Fees**
    - a. Robyn Shea will do a JET from your trip funding string to our SRIRS account. **She will charge you for your final trip count, notify us at least 72 HOURS PRIOR TO YOUR TRIP of your final count. If there are no-shows between this time and your trip you will get charged for these as well.** It is important you stress this to your students, to deter last minute no-shows.
  2. Your IPCO invoice will be sent to you, your academic analyst, and/or whoever else will be approving the invoice to get paid at the end of the month your trip occurred in.
  3. If you have any comments, questions, or suggestions about this process please let us know, we are continuously improving our trip process and on-island activities.