

Santa Rosa Island Research Station (SRIRS)



Instructions for non-CI Group Trips

A. Trip Schedule and Reservations

1. **Trip Objectives and Dates** – After submitting an [online application](#), you will be emailed when your trip is approved and scheduled.
2. **Facilities Use Agreement and Payment:** After your application is approved, you will be emailed to sign the Facilities Use Agreement and complete payment for your trip **no later than 30 days before**.
3. **Island Packers Reservation:**
 - a. Please make your Island Packers reservation well before your trip.
 - b. YOU MUST NOTIFY ISLAND PACKERS YOUR FINAL TRIP COUNT **≥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 and emergency contact phone numbers with you the day of travel. Please notify us of any changes as well.

B. SRIRS Requirements and Information:

1. **SRIRS Liability Waivers:** All non-CSUCI 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.
2. **SRIRS 'What To Bring List':** Please review and distribute to your students.
3. **SRIRS Policies and Rules:** Please review and distribute to your students.
4. **SRIRS Emergency Contact Info:** Please review and distribute to your students. Students should share the contact information with their emergency contact.
5. **SRIRS Departure and Cleaning:** Please review and be prepared for ALL participants to help clean.
6. **Meal Organization** and **Food List:** Please review and adapt to your group size and food needs.
7. **Island Packers Manifest Template:** Please bring a printed and filled out manifest to the harbor with you.
8. **Biosecurity Checklist:** Please review and distribute to students, we will go over in pre-trip meeting.
9. **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.