

ICE DRILLING PROGRAM OFFICE
ICE DRILLING DESIGN AND OPERATIONS
POLICY FOR ICE DRILLING FOR ORGANIZATIONS OTHER THAN NSF

Background

IDPO and IDDO are sometimes approached by investigators from federal agencies other than NSF, as well as by science investigators from other institutions and by private parties, to borrow ice drilling equipment or to do ice drilling on their behalf.

IDPO and IDDO supply a unique service and see their mission as providing ice drilling services for the science community and at the same time are interested in finding funding sources outside of NSF to further the development of ice drilling science and technology.

Drilling in ice poses a real risk that equipment will be lost or damaged during the project. In addition, there is the normal wear and loss of “expendables” during the drilling operation. The equipment used by IDDO is owned by NSF; NSF and its constituent science community should not suffer any loss of resources from projects undertaken for non-NSF sponsored projects. Planning and coordination are essential preludes to a successful drilling program. The following policy would allow IDDO-IDPO to achieve the dual goals of providing support for the broader science community and accessing additional funding, through an additional Depreciation Charge, to further the science and technology of ice drilling by providing ice drilling equipment or services to those with funding sources outside of NSF.

Policy

1. Projects sponsored by NSF have the highest priority for the ice drilling support of IDDO-IDPO. Equipment will be assigned to projects approved by NSF and provisionally assigned to projects proposed to NSF for funding.
2. If equipment is available after assignments to NSF-approved projects have been made, it may be used for non-NSF funded projects if the non-NSF request can be fulfilled and the equipment returned and repaired before the equipment could be needed for a planned or proposed NSF funded project.
3. If an agreement or purchase order for drilling services for a non-NSF funded project is issued and accepted, it will not be cancelled in the event that an NSF-funded project requiring the same equipment is subsequently approved.
4. At least one IDDO driller, either a University of Wisconsin (UW) employee or a contract driller engaged by UW, will be assigned to do the field work on each non-NSF project except, possibly, one requiring only hand augers and related equipment.
5. Payment for the costs of a non-NSF project (see paragraph 7) will be made to IDDO and will include appropriate charges for management time as well as that of engineers and drillers.
6. IDDO will arrange for an Open Purchase Order (P.O.) agreement with the institution requesting use of equipment or services. An agreement will be made between the two parties that the requesting institution will cover expenditures associated with the equipment rental or services rendered and will insure the NSF equipment in case of damage or loss during the conduct of the non-NSF project. For smaller projects, insurance will be handled through the P.O. agreement. For larger projects, IDDO will insure against financial loss due to the loss of, or damage to, NSF equipment during the conduct of a non-NSF funded project by ensuring the requesting institution secures a separate insurance contract for the equipment (e.g. through Lloyds of London).

7. Cost estimates for non-NSF funded projects will include the following items:
 - a. UW labor including management costs This will include costs for project planning, coordination, preparation of equipment, reporting, repairs, and any other efforts made by IDDO personnel on behalf of the project.
 - b. Travel, including travel by UW or contract personnel to the project site as well as to Madison or other locations for preparatory work, packing and unpacking of equipment, debriefing sessions, and repair work on the equipment after use.
 - c. Materials
 - i. All supplies relating directly to the drilling process, including any hand tools, etc. but specifically excluding core boxes, core tubes, lay-flat tubing, and core processing tools (see item 8.d).
 - ii. Repair materials – equipment components expected to wear out during the course of a project – usually cutters and similar items. These would be purchased and placed in inventory even if the components can be refurbished and used again.
 - iii. Materials needed to update the drill equipment to ready it for use on the particular non-NSF project.
 - d. Services – Primarily costs for the services of contract drillers, who would help prepare and pack the equipment, do the field work, and unpack and help repair the equipment at the end of the project. Other contract driller services would include the preparation of a project report and discussion of the project with IDDO personnel after its completion (debriefing). Services of machine shops, etc. needed to prepare or repair the equipment would also be included.
 - e. Shipping – Specifically the freight costs incurred to get the equipment to/from the project site.
 - f. Depreciation Charge – a charge for the wear and tear on the equipment; this charge will be established based on the investment made in the drill system and the estimated life of the system using the straight-line depreciation method.
 - g. Insurance costs (see paragraph 6)
 - h. Medical exams needed to qualify for work in polar regions.
8. The non-NSF P.I. and/or other funding agency will have the following responsibilities:
 - a. to download the request-for-support form from the Icedrill.org web site, fill it out, and submit it as indicated on the web site;
 - b. to consult the Icedrill.org web site about the End of Season Field Report, fill one out, and submit it as indicated on the web site within one month after the end of the field season;
 - c. to provide the funding for the project to IDDO at least 3 months in advance of the date for shipping equipment to the field.
 - d. to supply core boxes, core tubes, lay-flat tubing and core processing tools, as needed;
 - e. to provide all supplies not directly related to the drilling process including, but not limited to, vehicles, tents, sleds, field safety equipment (e.g. radios, fire extinguishers, ropes, crampons, and other glacier travel gear), and so on.