

GREENLAND GUIDE 2019

CH2M HILL Polar Services

<http://cspolar.com/>

Prepared by Polar Field Services for CH2M HILL (now Jacobs)

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Greenland Guide

The *Greenland Guide* is for researchers planning fieldwork in Greenland. Topics are chronological: planning, travel to Greenland, fieldwork, and return. Please contact your CPS project manager (PM) for further information on any topic.

Greenland, the World's Largest Island

Greenland measures more than 1.3 million square kilometers (roughly 1.5 times the size of Alaska). More than 80% of the land is frozen beneath an ice sheet that reaches a thickness of three kilometers. Greenland's National Park is the largest protected national park in the world and covers roughly one-third of the island in the northeast.

The indigenous people of Greenland are Inuit, whose roots can be traced to the native inhabitants of Canada's Arctic and further back to the people of Alaska. Greenland's coastal regions are sparsely populated with ~56,648 people, 85% of whom are Inuit.

CH2M HILL Polar Services in Greenland

CH2M HILL Polar Services (CPS) operates under a contract with the U.S. National Science Foundation (NSF) to provide logistics support for NSF-sponsored research projects, as well as projects funded by other research agencies. <http://cpspolar.com/>

CPS services in Greenland include:

- ✦ Logistics support (transportation, air support, cargo movement, and facilities management)
- ✦ Field camp management and staffing
- ✦ Military travel, base and area clearances
- ✦ Lodging and arrangements
- ✦ Support coordination with appropriate agencies and contractors in Greenland

During the summer field season, CPS coordinates support from our logistics hub in Kangerlussuaq.

While in Greenland, participants are guests of the Government of Greenland, and work under the auspices of the NSF. This arrangement is facilitated by a cooperative relationship between the NSF and Government of Greenland agencies. In the event of issues, notify CPS for assistance to maintain clear communication with our Greenlandic hosts.

Science Projects

A detailed list of science projects currently supported by CPS is available at: <http://armap.org/>
Navigate to 'Text Search' to run a report based on your desired criteria.

Project Approval/Permits

Science teams planning to work in Greenland must comply with all permitting requirements of the Government of Greenland. An overview can be found on the Ministry of Nature, Environment and Justice website: <http://naalakkersuisut.gl/en/About-government-of-greenland/Travel-activities-in-remote-parts-of-Greenland>

Projects working at Summit Station (or within Summit area allotment boundaries) are included under the Summit group permit, acquired annually by CPS. However, Summit area projects are required to independently submit a sub-permit application.

Project Summaries and Season Plans

When CPS is notified that a scientist has been funded and will require assistance for Greenland research, a project record is created in our database of arctic research information. CPS sends a project summary to the principal investigator (PI) and assigns a Science PM to the project.

As the planning season begins, the PM will work closely with the PI (or designee) to develop a support plan for the field season. This is documented in a season plan provided to the NSF for review prior to Greenland deployment.

Before You Leave for Greenland

Physical Qualification Process

Researchers participating in NSF-sponsored fieldwork at remote field locations for an extended period of time must physically qualify (PQ) annually. Requirements vary based on location and duration of stay. Approval must be received prior to departure.

Your PM will confirm if a PQ is required and gather information to initiate the process. You will receive PQ forms via email. You complete physical and dental examinations, fill out related forms and submit for approval. Allow 6-8 weeks from initial request to PQ determination. All required forms must be received no later than 6 weeks before scheduled departure to field.

Directions for submitting test results and forms will be included with the PQ packet. Keep personal copies in case of questions or delays. <http://cpspolar.com/medical/medical-forms/>

Arctic and Antarctic PQ Compatibility

Exemption from further medical examination may be granted if the candidate physically qualified for the U.S. Antarctic Program during the previous year. The medical contractor will make this determination. For questions regarding PQ process, contact Kim Derry at Kim@polarfield.com

Passports

Participants traveling to Greenland must carry a valid passport. Passports are available through the U.S. State Department and many Post Offices can process initial applications. It takes approximately six weeks. A valid passport is required prior to initiating the travel-clearance process with CPS. **All participants must carry passport, one passport copy, and one other form of picture identification for travel to Greenland.** Passports must be valid for at least ninety days following departure from Greenland, six months of validity is recommended for international travel.

Non-U.S. Passport Holders

The Visa Waiver Program **does not** apply to people using New York Air National Guard (109th NYANG) flights. Anyone without a U.S. or Canadian passport must have a valid **Resident Alien Card** (known as a green card) or **visa** to exit or enter the U.S via ANG. All field team members carrying foreign passports to/from Greenland via the 109th NYANG must provide proof of visa status in addition to a valid passport. Provide visa type and numbers to your PM at least four weeks prior to deployment. Requirements are subject to change: please confirm current status with your PM if you will travel with a foreign passport. Passports must be valid for at least ninety days following departure from Greenland, six months of validity is recommended for international travel.

Military Clearances

Regardless of entry point into Greenland, CPS processes a military clearance for all participants which allows the use of military transportation and facilities if required. CPS requires all participants to submit name, passport number, passport expiration date, citizenship with place of birth, and date of birth at least four weeks before deployment. The PM will work directly with the research team to gather this information. It is the responsibility of the participant to notify the PM if any passport details change prior to deployment.

Money

Currency in Greenland is the Danish Kroner (DKK). U.S. credit/debit cards are accepted. Chip/pin technology is standard and credit cards with magnetic stripe/signature may not be accepted. Options include: chip/pin credit card, debit card with chip eligible for international use, or cash. (Travelers checks are not accepted.)

In Kangerlussuaq, an ATM is available at the airport. The Greenland Airports Accounting Office exchanges money at a fair market rate, billing a transaction against your credit or debit card.

Insurance

Researchers must confirm with their home institution that they have appropriate insurance coverage for the Greenland deployment. For personal travel in or outside of Greenland, additional traveler's insurance coverage is recommended.

Search and Rescue (SAR)

Research parties intending to work in the remote field must carry the following insurance coverage (in addition to the remote travel permit):

Type:	Coverage in DKK	Coverage Unit:
Search and Rescue (SAR)	DKK 1,000,000	Per project
Evacuation (ambulance) transport for expeditions traveling south of latitude 78°	DKK 280,000	Per person
Evacuation (ambulance) transport for expeditions traveling north of latitude 78°	DKK 600,000	Per person

Check conversion rates at <http://www.xe.com/>

NSF will cover SAR costs through U.S. Government self-insurance for NSF-funded scientists who do not have this coverage available through their institution or other policies. NSF submits a list of projects to which this coverage applies to the Government of Greenland.

Researchers are responsible for their own evacuation (ambulance) insurance, which covers transport from the field location to the nearest hospital within Greenland (or possibly Iceland.) Many universities and institutes carry evacuation insurance for their employees. It is the researchers' responsibility to determine with their institution's Risk Management office if their group has appropriate coverage. Researchers should pursue an evacuation insurance policy for their project team, an allowable cost in their NSF grant.

Harassment / Code of Conduct

NSF-supported Arctic Research field sites, camps and stations are managed by CPS using the following guidelines. Professional conduct and acceptable behavior is mandatory for participants during work and non-work hours. Participants are expected and required to work cooperatively, treat others with dignity and respect, follow the site-specific policies and procedures, and contribute to a safe work and living space at all times.

The CPS site manager has the responsibility and authority to address behavior issues and may remove any participant from a field location who is exhibiting unacceptable behavior. This includes but is not limited to harassment, alcohol mis-use, unsafe work behavior and not following the site-specific policies and procedures.

For more information on NSF's harassment policy visit;
<https://www.nsf.gov/pubs/issuances/in144.jsp?org=NSF>

Cold Weather Gear Requirements - What to Pack

Researchers provide their own cold weather clothing, boots, and sleeping bags. Weather conditions vary widely with location and latitude in Greenland. Select suitable cold weather clothing based on the location where research is conducted.

The most important rule for arctic work is to stay dry and warm. See our recommendations here: <http://cpspolar.com/for-researchers/risk-management/clothing-lists/>

Transporting Cargo to Greenland

The cargo system is used to send science project cargo. Participants must meet deadlines to ensure on-time delivery of cargo to the field. Researchers must notify their PM of all cargo shipments, including cargo shipped on commercial airlines. CPS will arrange for the receipt and transportation of cargo to the appropriate location in Greenland.

Cargo Tracking System

Your PM will provide the **2019 Cargo Tracking System Bulletin**. CPS uses a web-based program to monitor cargo, the Cargo Tracking System (CTS). All cargo shipped to Greenland must be recorded in CTS, which tracks the progress of cargo from its origin to its Greenland field site destination.

Researchers receiving CPS support have access to CTS. CPS will provide login and password information. <http://cpspolar.com/for-researchers/track-your-cargo-cts/>

For questions on shipping, priorities, flights or cargo, contact the CPS cargo representatives in New York at NYcargo1@Polarfield.com or via telephone at 518-344-2635 (office) or 518-364-6975 (Dino Guthrie cell).

Cargo Shipping Lead Times

Your PM will provide the **2019 ANG Shipping Requirements**, which outlines cargo requirements. The 109th NYANG airlift schedule provides current information regarding Greenland departure dates and is posted on the Cargo Tracking System site.

If your cargo is scheduled to ship to Greenland from a location other than Stratton ANGB, your PM will inform you of shipping address and timelines.

U.S. Customs and Border Protection Requirements

Your PM will provide the **2019 ANG Customs Information Bulletin**. U.S. Customs and Border Protection (CBP) strictly enforces requirements for cargo leaving and entering the United States. **The best way to ensure that southbound cargo is not held by CBP in Scotia is to register it before it leaves the U.S.**

How to Get Answers to Customs Questions

Detailed instructions for preparing the required paperwork can be found on the Cargo Tracking System site at http://www.polar.ch2m.com/cts/CTS_CreateShipment.aspx.

Labeling Cargo

CTS generates standard shipping labels. Attach one label to the side and one to the top of the container. Special handling labeling:

- Stencil "Do Not Freeze" onto the piece of cargo to prevent damage.
- Stencil "Keep Frozen" adjacent to the right side of the CPS shipping label.
- Hazardous Material must be marked in accordance with the applicable regulations as detailed in the Hazardous Cargo section. The border of the CPS label must be marked in red to clearly identify hazardous materials during transport.

To expedite delivery to field sites, all cargo is segregated by type (normal, hazardous, special handling) and destination. Do not mix cargo of different types or destinations in the same container to avoid delay or added expense. Researchers continuing to Summit Station will not have access to their cargo in Kangerlussuaq unless they arrange it prior to the northbound flight. If access is needed, request in advance with your PM.

Packing Slips

CTS generates a cargo packing slip for each container, listing the tracking control number (TCN) and contents including approximate dollar values. Place one copy of the packing slip in an adhesive sleeve and fasten it to the outside of the container. Place additional copies inside the container and keep on file.

Hazardous Cargo

Hazardous cargo must be packed and labeled according to Code of Federal Regulations Title 49 parts 100-199 (CFR-49), Air Force Joint Manual AFMAN 24-204 and International Air Transportation Association (IATA) Dangerous Cargo Regulations. It is the sole responsibility of the individual shipper to ensure hazardous cargo is packaged appropriately and has the proper documentation. If shipping via ground transport to Stratton ANGB your hazardous materials must be packed according to the CFR-49 regulations and be prepared for air transport by the shipper. If shipping via air to Stratton ANGB follow International Air Transportation Association and CFR-49 regulations. If required, military certification is completed at Stratton ANGB or in Greenland by CPS staff.

Obtain five copies of the Safety Data Sheet (available from vendor) for each hazardous material being shipped. Distribute one each:

- inside the container
- included with the shipper's documents
- filed in the CPS Greenland office
- kept on site with the material
- given to a Greenland CPS staff member for use during retrograde shipping

Greenland Import Taxes and Customs Law

All participants are required to abide by Greenland import and customs laws. Review rules regarding importation of alcohol prior to travel. Rules are subject to change.

<http://www.greenland.com/en/plan-your-trip/practical-travel-info/ofte-stillede-spoergsmaal.aspx>

The Greenland government levies special import taxes on some goods brought into the country. Contact the Greenland tax ministry to receive the current import tax information: Greenland Ministry of Finance, Phone: (+299) 34 50 00, Email: tax@nanog.gl

Personal Baggage, Excess Baggage and Skis

Your PM will provide the **2019 ANG Travel Bulletin**, which outlines baggage requirements. Excess baggage requests must be coordinated with the science PM at least one week in advance of deployment. Commercial airline baggage fees may apply for travel to Albany.

Include properly bagged and labelled skis in the cargo shipment delivered to Stratton ANGB, or hand-carry as you travel.

Travel to Greenland

All participants travel to Greenland by air on either military or commercial aircraft. The quickest mode of transport from the U.S. is via the New York Air National Guard (109th NYANG) from Stratton ANGB in Scotia, New York. Commercial flights are available with varying schedules:

- Copenhagen > Kangerlussuaq via Air Greenland (<http://airgreenland.com>)
- Reykjavik > Ilulissat, Nuuk, and Kangerlussuaq via Air Iceland (<http://www.airiceland.is/>).
- U.S. > Reykjavik via Iceland Air. (<http://www.icelandair.us/>).

Participants destined for Thule, Greenland, will depart from Baltimore/Washington International Airport in Maryland. For specifics on these flights, contact Jessy Jenkins (jessy@polarfield.com) or Kyli Cosper (kyli@polarfield.com).

Preparing for the New York Air National Guard Flights

Your PM will provide the **2019 ANG Travel Bulletin**, with instructions on travel arrangements and day of flight information. Plan to fly into Albany International Airport (ALB), New York the day prior to your 109th NYANG flight to Kangerlussuaq.

The Flight North

Passengers must bring passport and another form of picture identification (i.e. driver's license.)

The flight to Greenland is on an LC-130 aircraft out of Stratton ANGB in Scotia, New York. Passengers will check in with the Small Air Terminal representative who will check ID and any other applicable forms (form I-94 for participants who are not U.S. citizens; SEVIS forms for those who are students or family members of students). You will receive a pre-flight briefing.

Arriving in Kangerlussuaq, Greenland

Researchers will be met by a CPS representative for transportation to CPS facilities. Local police meet the ANG aircraft to stamp passenger passports. Dinner will be provided during your arrival briefing on the day you arrive on the ANG.

Your Stay in Kangerlussuaq

CPS operations offices are located at the Kangerlussuaq International Science Support (KISS) facility (Rm 110). CPS warehouses are in buildings 415 and 416 (offices, field gear, comms equipment, and cargo services.) The CPS Greenland Science Operations Manager is your point-of-contact and liaison with vendors and local/national government agencies.

Support Services

CPS provides a variety of services in Kangerlussuaq, including:

- ✦ Lodging and meals for transiting personnel.
- ✦ Office and administrative services: scan/copy/fax, secure storage for documents and baggage, and mail forwarding.
- ✦ Communications: emergency and business-related phone calls, Internet, and HF radio.
- ✦ Remote-camp support: daily telephone, email, radio contact to remote sites, flight scheduling, passenger and cargo movement, and weather information.
- ✦ In-country travel arrangements: bookings for commercial domestic flights, arranging special fixed-wing or helicopter charters, truck rentals and hotel information. These requirements must be identified with CPS during the planning phase before arrival.
- ✦ Warehouse facilities: indoor/outdoor storage, limited freezer/keep chilled storage.
- ✦ Shipping and receiving: packaging and labeling materials, freight forwarding, and receiving.
- ✦ Flight staging areas and cargo handling: cargo transport between aircraft and warehouse, heated space for building pallets and storage, and airport ramp access.
- ✦ Shop facilities: equipment for woodworking, vehicle maintenance, plumbing. Access to local fabrication and repair shops. These facilities are limited, and all fabrication or tool requirements should be identified with CPS before arrival. Use of any shop equipment requires a safety orientation prior to use.
- ✦ Fuel: access to local bulk fuels. Requirements are identified with CPS during the planning process.

Transportation

Options in Kangerlussuaq include walking, bicycles, CPS vehicles, local bus and taxis. CPS maintains a vehicle fleet and driver training is required/provided.

Room and Board

Researchers are housed in the KISS facility. KISS has two-person dorm-style rooms. KISS bills per person, not by room, so all researchers can expect to have a roommate. Please be respectful of colleagues and their research. Room check-out time is posted. Other local accommodations are available at participant's expense.

NSF policy for any field location where NSF funds cover lodging:

NSF only pays for KISS lodging when researchers are working on their funded science project, with the understanding that the team will take a few days off **during** the field season. If a team member is on personal leave or departs Kangerlussuaq for another Greenland destination, NSF will not pay

for the room. CPS can store gear temporarily to allow research team members to vacate their rooms. Personal travel expenses, including accommodations at KISS, are not included in the CPS support budget. Any exceptions require NSF approval: provide the details of your request and a justification to your project manager to request a departure from this payment policy.

Meals are paid out of pocket by researchers. Your PM will outline the process prior to your deployment. There is a grocery store in Kangerlussuaq. Restaurant options include the Airport Cafeteria and the Grill House / Pizzeria. Vegetarian options are limited. A list of local options and hours of operations is posted.

KISS communal areas include: two lavatory/shower suites, two kitchens, a lounge, a meeting room and research workspaces. Research work spaces are shared and coordinated through the KISS Manager (not CPS.) They have a few items to assist in lab work: fume hood, running water, centrifuge, and refrigeration or freezer space. KISS has 120v @ 60Hz Type A plugs (North American style). There are also 230v @ 50Hz Shuco plugs available (Danish style).

Computer/Internet/E-mail

Wireless Internet is available for CPS-supported participants staying in the KISS building. Internet service in Greenland is typically below the standard of Internet provided in the U.S. and Europe and bandwidth is limited. Information will be provided on how you can limit usage by disabling auto updates. Downloading/streaming of music/videos and use of video skype is not supported. If you anticipate science outreach while in Kangerlussuaq, please notify the Ops Office in advance to coordinate.

Telephone

Official project-related and/or emergency calls can be made via CPS commercial telephone service. International calls are monitored carefully to manage expenses. Personal long-distance calls are not permitted, though calls utilizing Skype and voice-over-IP services may be used. Email is the primary international communication method.

Recreation and Shopping

A gym building near the KISS facility offers activities including swimming, weight lifting, and other sporting activities. There is a nominal fee.

Retail in Kangerlussuaq includes the Pilersuisoq, which offers a limited amount of Danish food, clothing, sporting goods, housewares, liquor, beer, and wine. There are also several gift shops.

Weather

Weather in the Kangerlussuaq area is often cold through May, and snow is always a possibility. June, July, and August are normally temperate, ranging from 40°F to 70°F. Cool rain is common in summer months, so layer clothing for a wide range of temperatures. Arctic mosquitoes infest the coast during June and July. Mosquito nets and insect repellent are necessary. Sunscreen is also recommended.

Traveling within Greenland

CPS arranges transportation to and from remote camps for groups continuing to field sites. The NYANG provides heavy-lift services with ski-equipped Hercules LC-130 aircraft. CPS also arranges air support as required using ski-equipped Twin Otters or helicopters. Flight requirements must be communicated to the project manager during the planning process.

The following sections provide an overview of three permanent locations that researchers visit: Thule Air Base, Camp Raven, and Summit Station. Participants visiting other remote sites work closely with CPS to determine requirements for structures, fuel, equipment, gear, etc.

Thule Air Base

CPS routinely supports researchers working out of Thule Air Base, an active U.S. Air Force Base. Clearances are required for entry to the facility. CPS obtains the clearances. Thule can be reached by weekly Air Mobility Command (AMC) flights, scheduled 109th NYANG flights, or commercial flights through Copenhagen and Kangerlussuaq. Passengers traveling on any of these flights require clearance.

Participants stay at the North Star Inn and eat meals in the base dining facility. Researchers are required to pay for meals. Please review the *Thule Guide*. For questions regarding Thule, contact Jessy Jenkins at Jessy@polarfield.com or Kyli Cosper at Kyli@polarfield.com.

Raven Camp

Raven Camp is a prepared skiway and alternate landing area located at 66° 29' North by 46° 17' West, at just under 7,000 feet elevation. Raven is located close to the “equilibrium zone” on the ice sheet, where snow melting and ablation are roughly equal to accumulation. The camp is used for NYANG training and can provide limited support for science research projects. This facility is staffed only during the boreal summer months. For questions regarding Raven, contact Tracy Sheeley at Sheeley@polarfield.com.

Summit Station

Summit Station is a year-round science support facility, located at the apex of the Greenland ice sheet inside the southern boundary of the North-East Greenland National Park. The elevation is 10,500 feet and the effective pressure altitude ranges from 11,000 to 12,000 feet. Weather conditions range from -108° F in the winter to approximately 32°F in the summer. Winds in the summer are generally mild but can exceed 40 knots during storm events. Major storms can occur in winter, with wind speeds recorded more than 70 knots.

Please review the *Summit Station Users' Guide*, available at <http://www.cpspolar.com>. For questions regarding Summit, contact Sam Dorsi at Sam@polarfield.com

Leaving Greenland

Participants departing Greenland typically transit through Kangerlussuaq. CPS staff assists with cargo and will provide updates on onward travel home and related requirements for checked baggage, ANG passport verification and departure stamps on the day of travel.

Items Banned in the United States

Many items routinely found for sale in Greenland are illegal to import into the U.S. <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>

Accompanied Cargo and U.S. Customs

Participants returning to the U.S. via the 109th NYANG will fill out a form for accompanying cargo that was generated in the U.S. and is worth less than \$2,000 U.S. per item. This form will be distributed on the aircraft during the flight.

Passengers with cargo that was not registered prior to being sent to Greenland (i.e., equipment that was used in Greenland before registration became a mandatory part of the outbound-cargo process), must list this cargo on the form. Any cargo repaired or altered in any way while abroad is subject to duty on the repairs or alterations.

Customs officials will meet the aircraft at Stratton ANGB. *For more information, refer to the U.S. Customs and Border Protection website at <http://www.cbp.gov>.*

Unaccompanied Return Cargo

All cargo, except for personal baggage, is returned from Greenland to the U.S. when space is available on NYANG flights. CPS arranges retrograde shipments from Stratton ANGB to the researcher's home university in a timely manner. Researchers are responsible for payment for cargo shipment charges from Stratton ANGB to the home institution. Contact the CPS cargo representatives by email at NYcargo1@Polarfield.com or by phone at 518-344-2635 (office) or 518-364-6975 (Dino Guthrie cell) to discuss shipping details and priorities.

Registered Retrograde Cargo

Cargo registered prior to shipment to Greenland will have paperwork already generated for reentry to the U.S. Two forms need to ship with unaccompanied cargo:

- 1) Completed Certificate of Registration Form 4455.
- 2) Detailed, **signed packing list including a statement as follows:**
The above articles were exported from the United States on _____, by _____ (actual shipper address). Said articles were exported solely for temporary scientific purposes and for no other use abroad than for exhibition, examination, or experimentation, and they are being returned without having been changed in condition in any manner.

For participants departing from Kangerlussuaq to the U.S. via the NYANG, onsite CPS staff can assist with preparing unaccompanied cargo and forms.

Unregistered Retrograde Cargo

Unaccompanied cargo shipments to the U.S. that were not registered prior to being sent to Greenland (for example, equipment used in Greenland before registration became a mandatory part of the outbound-cargo process), require an **Entry and Manifest of Merchandise Free of Duty, Carriers Certificate and Release** (Customs **Form 7523**). Download this form from the CBP website at <http://www.cbp.gov>.

CPS Help with Customs Declarations

CPS can provide Customs declarations overview information and refer participants to other sources for answers to more detailed questions. Contacts are as follows:

Kangerlussuaq: Tracy Sheeley at cpskangerops@polarfield.com

Stratton ANGB: CPS NY Cargo at NYcargo1@Polarfield.com

Homeward from Stratton Air National Guard Base

Participants are advised to book flights from Albany departing no earlier than 5:00 P.M. The 109th NYANG flights generally land at Stratton ANGB around 12:00 PM. However, winds, mechanical problems and unforeseen events can cause delays. After aircraft arrival you must clear customs, reclaim baggage, and travel about 30 minutes to the Albany airport.

CPS representatives at Stratton will arrange taxis to the Albany airport. Passengers are responsible for fares.

Other Topics

How to Reach You in Greenland

Location	Telephone	Email
PFS Denver Headquarters	Voice: 303.984.1450 Fax 303.984.1445 Emergency: 720.320.6155	cpscontacts@ch2m.com
Kangerlussuaq	Voice: +299.84.15.98 Emergency: +299.52.42.18	Participant email or message to above email.
Summit Station	Voice: 321.953.9650	Participant email or message to above email.

Letter Mail

Letter mail from the U.S. for a Greenland program participant can be sent to CPS Denver Headquarters or to CPS Kangerlussuaq for forwarding:

CPS Denver Mailing Address

CH2M HILL Polar Services
 Attn: *Participant's Name*
 8100 Shaffer Parkway, #100
 Littleton, Colorado 80127-4268 USA

CPS Kangerlussuaq Mailing Address

CH2M HILL Polar Services
 Attn.: *Participant's Name*
 Postboks 1015
 DK-3910 Kangerlussuaq GREENLAND

Letter mail from Greenland to the U.S. can be provided to CPS staff with proper postage for forwarding. This mail will be posted by CPS staff in Scotia, New York. Use the Greenland postage system for all other outgoing mail.

Package Mail

Your PM will provide the **2019 Cargo Tracking Systems (CTS) Bulletin**. Use CTS to send package mail to Greenland via to New York. Package mail can be sent to the U.S. from Greenland on the 109th ANG flights. Participants can send accompanied or unaccompanied packaged mail directly to the U.S. Proper customs forms must be completed and sent with the package(s). Researchers who intend to ship freight commercially through Copenhagen to the U.S. must develop a shipping plan prior to the trip to Greenland.

Recreational Travel

Participants are responsible for food, lodging and transportation arrangements if staying in Greenland for personal reasons following fieldwork. Participants are not covered under program insurance while on personal travel. Participants must notify their CPS Project Manager prior to deployment if post season travel is anticipated.

Protection from Wildlife

Some animals in Greenland can be dangerous when provoked. Polar bears are present in coastal areas and may roam inland. Walrus have been known to attack small boats, and musk oxen and caribou will charge if approached too closely. Most authorities agree that human/animal interactions are often largely in the control of the person. By practicing appropriate behavior and being prepared, the chance of having a negative experience can be minimized: [Bear Information | CH2M HILL Polar Services](#)

Participants working in polar bear ranges areas may wish to carry firearms. Contact your PM for information on resources and NSF expectations when groups intend to carry a firearm.

An application to transport firearms in Greenland may be required for filing with the Chief of Police. <http://cpspolar.com/wp-content/uploads/2013/09/GreenlandBearandFirearmSafety.pdf>

Environmental Protection and Conservation

Principles of Conduct

Much of the Greenland coast is populated. As a guest in these communities, researchers are often seen as emissaries of *all* researchers or scientists. Researchers must take care to respect private land and subsistence users. It is the responsibility of the researchers to know in advance whose land is being used for research, usage rules, and permits requirements.

Refer to the [National Science Foundation Office of Polar Programs](#) website for more information on the principles of conduct for arctic research. The arctic environment is very sensitive to pollution. Researchers must conscientiously obey Government of Greenland legislation pertaining to research projects. Current and updated information on legislation is available at the [Government of Greenland website](#).

Program participants must not disturb archaeological relics and/or ruins. Special regulations are in force for the North-East Greenland National Park and other designated areas. Refuse dumping is prohibited. Expeditions may not camp near actual or potential breeding sites for birds of prey.

Although no environmental impact statement is required for science projects, Greenland authorities scrutinize all project data forms for potential harm to the environment. Projects can be rejected or restricted based upon adverse environmental impact. Researchers should obtain advice on local conservation regulations from the police authorities in the proposed study area. NSF participants are expected to follow all applicable regulations, and to carry out field research with minimal environmental impact.

Collecting Samples

Any type of sampling activity must be approved by the appropriate agency before the project's start. Regulations for specific types of samples are listed below. See the Government of Greenland site > [Procedures and Forms](#) for links to sampling forms.

Hunting and Fishing

Hunting/fishing licenses and information on season dates is available from the local Post Office.

Suggestions for Improvement

The *Greenland Guide* is edited annually. Please note any inaccuracies, omissions, or invalid links, and send them to jessy@polarfield.com