Yeoperson Cookbook

TABLE OF CONTENTS

Core Tracking Sheets
Core and Coleseup Photos
Sediment VDCs
Hardrock VCDs
Structural Geology VCDs
Electronic Data
File Saving Procedures (Hole Summary Files)
Scanning Procedures
Report Preparation Procedures
Corelog and Coring Summaries
AppleCore Barrel Sheets
Smear Slide Descriptions
Hardrock VCDs
Thin Section Descriptions
Figure and Table List
Number of Printouts to Make
File Conversion Procedures
Instructions
Examples

4. Towards End

Port Entry
Final File Copying
Backup
Packing Handcarry Material
Packing Prime Data
Place Shipboard Notebooks in Library
Technicians Report
End of Leg Memo
ODP Stores/Email Bills
Examples

5. Other

Library
Movies
Other
Examples

Introduction

All Yeoperson's shipboard work must be completed prior to docking. The end of the cruise is always hectic. Be prepared to spend very long working hours to finish everything, particularly on those legs when the distance between the last site and the port is short.

Because each leg is slightly different from another in some aspects, it is always challenging to meet often difficult situations. For this reason there is no way to describe everything, but I have attempted to describe as comprehensively as possible what the Yeoperson has to do.

Use the Shipboard Initial Reports (Hole Summary) notebooks in the library for reference.

If you have questions see the Staff Scientist or Marine Computer Specialist. They will be able to help you depending on the type of problem you encounter.

SHIPBOARD COMPUTER ENVIRONMENT

• Computers

Although there are PCs and Macintoshes on the ship, the primary computer is Macintosh (currently OS 10) for the Yeoperson.

There is a Macintosh and a PC computers in the Yeoperson's office. Both computers are connected to one monitor with a toggle switch to go back and forth between the two computers. Beware that there is a mouse for Macintosh and another for the PC because they are not interchangeable.

The devices available to the computer users are:

Local drives
Macintosh and PC
Network disc drives (Volumes)
USERVOL, DATA1, TECH, SCRATCH -- all on JR1 server

YEOP on JR2 for the yeoperson's Hole Summary files

USERVOL, DATA1, and TECH volumes are backed up twice daily by the Computer Group personnel. SCRATCH volume is a temporary storage volume which is not backed up.

The networked servers are accessible to all users, i.e., anyone can create folders and save files in them. It is a great vehicle to make data and other pertinent information available among the scientists.

USERVOL is primarily the volume used by the scientific group for storing their data and reports, although SCRATCH volume is also used to temporarily store large files, or nonessential documents. DATA1 volume is mainly used to store shipboard analytical data acquired from the various labs. TECH volume is where many Technicians keep his/her own files.

• Printers

There are a large number of printers located around the ship. The Yeoperson uses mainly the following printers.

YEOP2 (black and white laser printer): located in the closet across from the Yeoperson's office.

USERROOM_COLOR. Color Laser Printer, HP 4500C: located in the Computer User Room.

USERROOM_WIDE Wide printer (11" X 14"): located in the Computer User Room (can print 11" x 14" paper).

Plotter: located in the Computer User Room. Prints large posters.

Canon Copier: located on the Main Deck near the Yeoperson's office. This copier can also be used as a printer. It is on the network enabling to do the bulk printing.

Accessing network servers and printers

When the Yeoperson's computer is booted, the network connection windows automatically opens. Type in the password for each of them. The default printer is generally "YEOP".

To manually access various servers and printers, click on Apple sign on top left of the screen, select “Chooser”.

When the “Chooser” window opens, select NetWare. Highlight ODP-JR click OPEN, highlight odp click OPEN, highlight ship, click OPEN, highlight JR1, click OPEN. When the LOGIN window opens, type the Username and the Password, click LOG IN.

Highlight the volume you want (USERVOL, TECH, etc..) then click MOUNT. You should then see the NetWare icon on the desktop (screen).

Close the “Chooser” window by clicking the small square on the top left. (You can connect to more than one server.)

To access a printer

From the “Chooser”, select a printer of your choice (e.g., LaserWriter8) from the list displayed on the right side window. A printer icon will be displayed on the desktop. Close the “Chooser” window.

When you chose another printer (e.g., USERROOM_COLOR) a message will appear to warn you that a different printer has been selected. Another printer icon will be displayed on the desktop.

When printing, toggle between different printers (e.g., YEOP and USERROOM_COLOR) in the Printer window (“Printer” on the top right).

• Software

Most of the Yeoperson’s work is done on Macintosh computer. The software essential to the work include:

Microsoft Word
Microsoft Excel
Adobe Photoshop
Adobe Illustrator
KaleidaGraph
FileMaker Pro
Canvas
AppleCore
Netscape

Other software/application may include:

CricketGraph
Adobe Acrobat Reader
OmniPage Pro
Retrospect tape backup utility
4D Client
GeoRef (Stuffit for Mac and WinZip for PC)

Database

JANUS - Database system developed for ODP (works only on PC)

CoreLog
SLIDERS (smear slide)
PALEO (micropaleontology)

Most JANUS data are transferred to Web site and are accessible in Sample/Data Queries.

Email

GroupWise - There is a jr_yeop account to use for official communications. The password is “yeop”.

• Backup devices

Yeoperson’s backup

Dat tape drive (daily backup of Yeoperson’s computer) with Retrospect
DVD-ROM (Initial Report Volume backup for the Publications Department)

Other

Jaz Drive is also available in the Computer User Room, but not connected to the Yeoperson’s computer.on the ship.
CD burner (in Computer User Room)
Zip (100MB and 250MB).
Magneto Optical (MO) drives (280 MB and 2.6 GB per side)

1. IN PORT

Crossover

When the oncoming crew arrives, you begin a crossover.

Print a copy of the Yeoperson's report and hand it over to your opposite. It is important to convey problems you encountered during the leg, procedural changes made, computer related changes made, and any other subject you think would be important.

Discuss problems mentioned in your report and any other matters that need to be included in your discussion.

Work begins...

As soon as you finish your cross-over, and the other crew departs from the ship, your work begins.

I have placed useful computer files in "Essential Files" folder. Subfolders include various files needed for specific tasks.

The file name includes a type of software used: xls= Excel, wp=WordPerfect, ai=Adobe Illustrator. Other software used for different purposes are described in specific sections below.

Bunk Assignment and Technicians shift sheets

Obtain a copy of bunk assignment and technician's shift sheets from the Lab Officer. Make a couple of copies and post one copy on a cork-board next to the door leading to the stairwell, and a copy in front of the TSF Movie Room. Keep a copy handy in the Yeoperson's office.

Check-in notice

•Edit,, print and post a scientist s' check-in notice on a cork-board. (File: Check-in Notice.ai)

Participant information documents

- Obtain a copy of ODP participant information document from the Marine Logistics Coordinator who is attending the port call. This document includes name, passport info, flight number and arrival time.
- Enter as much as possible the pertinent information to "Port Call Info" spreadsheet using the above document. You will complete the missing information such as passport number and flight information later. (PORTCALL INFO.xls)
- Type names of non-ODP personnel (scientists, Schlumberger logging engineer, industry participants, and any other one timers) in "Check-in Time", "Hotel Info", and "Flight Info". (Files: Flight Info.xls, Hotel Reservations.xls, Check-in time.xls). Print a hard copy of Hotel Info and Check-in Time.
- Prepare Scientific Party Crew List (SciPartyCrewList.xls).
- Clip both sheets on a clipboard.
- Prepare ODP Participant list (ODP Participant list.wp). This list has names and positions.

NOTE:[Some of the these documents can be started on shore if you are not an ASPP. It will save much time for you in port if these documents are already started. Janice Muston can give you the leg's participant list. You can create ODP participant list and Scientists' address list in WordPerfect. Borrow participants information sheets from Kathy Bass and enter as much information as possible in all documents you need in port.]

Mail Boxes

• Prepare name tags, remove last leg's tags, and insert new tags in mail boxes. The first three leftmost columns are used for scientists, the fourth column and the last column between the Yeoperson's and Curator's office are used for ODP personnel. The Schlumberger logging engineer's box is usually the bottom box on the rightmost column.

Handouts

• Print, photocopy, and distribute the following documents to mailboxes:

General Shipboard Information (File: Gen shipboard Info.wp)
Cabin deficiencies (Cabin info.wp)
After the forms are collected, update "Bunk/Shift List" (bunk_shift list.xls).
Direct all repair requests to appropriate TSF personnel.
Electrical: electrician; Fixtures, sinks, showers: Engine Room (ECR)
Provide hardhats as needed.
Exchange survival suits with the correct-sized suits.

• Photocopy and distribute the "Cellular Phone Questionnaire". Collect this form from all ODP participants. Make a spreadsheet of cell phone owner information. The original and a copy of the spreadsheet goes to the Radio Operator. A copy of the spreadsheet also goes to Operations Manager and Lab Officer.

• Photocopy and distribute the "E-mail Consent Form". The ODP personnel will have to sign this form only once. Collect the signed forms from scientists and give them to the Marine Computer Specialists. Once the MCS's activate the scientists' e-mail account, they will return the forms to the Yeoperson. File them in the "E-Mail Consent Form" notebook.

When the Scientists arrive

• Record their arrival time on the ship. This information is necessary for the ODP Operations Manager and the Camp Boss. They need to know when the room/meal charges began.

• Collect passport and return flight tickets. Ask them for their hotel reservation status at the end of leg. Many of them might have already requested it through ODP Travel department, but ask them to reconfirm their dates. Photocopy passport page(s) with info and photo. Photocopy airplane tickets.

• Once the check-in process is complete take the scientists to their cabins and give them a brief orientation (e.g., choose a bunk, a cabinet and a drawer below the bunk, explain about laundry bag, galley and meal time, etc.).

• If no meeting is scheduled for the day they can be free to go off the ship. If you have any local brochures/maps it will be very helpful to make them available for everyone.

• Keep all passports until end of leg in the Yeoperson's office or give to Radio Operator after the departure process is finished.

Complete documents when everyone is on board

• When all passports and tickets are collected, complete the following spreadsheets.

Flight Info.xls
Hotel Reservations.xls
PORTCALL INFO.xls
SciPartyCrewList.xls (ODP format or official Crew List of the port country)
Check-in time.xls
TSF participant list.xls
Birthday list.wp

Documents to be distributed/exchanged

• Mate or Radio Operator: Bunk/Shift list and ODP participant list for Life Boat Assignment.
• Radio Operator: Scientific Party Crew list
• Captain, Operations Superintendent, Physician: ODP participant list
• Camp Boss: Check-in-time list, ODP participant list, Bunk/Shift list (when ready), and a birthday list
• Operations Manager: Check-in-time list and ODP participant list
• LO: ODP Participant list, Bunk/Shift List
• Doctor: ODP Participants List, Bunk/Shift List
• Obtain a copy of Transocean Sedco Forex (TSF) crew list from the Radio Operator. This can be done via email as attachment.
• Marine Computer Specialists: ODP participant list to create new participants' email account.
• [This is not related to distribution of list, but ask the MCS to include you in leg's scientist email distribution. It is a good way to keep up with meeting notices and other activities.]

Lifeboat Assignment List

• Obtain safety booklet from a Mate and place them in the new participants' mail box.
• Obtain a copy of the Lifeboat Assignment List and post it on a corkboard near the Yeoperson's office. Station bills are posted in various areas, but posting this list near the office makes it easier for the new participants to know to which lifeboat he/she is to go on the first weekly Boat/Fire drill.

Documents to be carried back to ODP

• Copies of the following documents must be carried back to ODP by the Science Services Representative (Tom Davies or Brad Julson), or by Marine Logistic Coordinator attending the port call. Place documents in separate envelopes and mark the name of addressee.

<u>For Science Services</u> (Brad Julson)
Port Call Info (also email to Brad)
Scientific Party Crew List
TSF Crew List
Photocopy of non-ODP participants' passports (Janice Muston)
Flight information spreadsheet

<u>For ODP Travel department</u> (Kathy Bass)
Hotel reservation requests
Photocopies of plane tickets

Flight information spreadsheet

For Logistics (Robert Mitchell/Larry Obee)
Flight information spreadsheet

2. UNDERWAY

After the ship is underway, begin preparing for Yeoperson's routine activities. The Technicians including the Yeoperson will be assigned designated underway watch. [On occasions, when the transit from the last site to port, is short and the workload is very heavy, ask the Lab Officer if someone else can take your watch stand.]

Office Supplies

• Most of office supplies are kept in the Hold Stores. Bring necessary office supplies such as pens, pencils, note pads, paper clips and any other useful supplies and place them in the closet in front of the Curatorial technician's office. Resupply as needed.

Cloth-bound blue covered notebook is durable and useful for the scientists. Bring about a dozen of them and keep them on a supply shelf.

Many items used in the Paleontology Lab are kept in the Lower Tween store room. Computer-related supplies are also kept here.

Printer paper (xerox paper) are kept in the Hold deck.

Other paper products such as paper towel, Kleenex, Kimwipes are kept in the corner of the Gym on Lower Tween.

Various tapes, rubber bands, glue and mounting media for slides are kept inside the cage in the Hold Reefer.

Ask Storekeeper for the location of items if you cannot find them.

Get the combination for the locks from the ALO or any other technician.

Science Lounge, Top Level Conference Room, Yeoperson's Office, Library

• DVD Movies: Number, label, and place them in the Yeoperson's Office when you receive new movies. Add information to "Movies" folder in "Yeop Stuff" folder on the Yeoperson's computer as numerical and alphabetical files (WordPerfect). (See "Other" chapter)

• Books - Books, Initial Reports, Scientific Results, Prospectus and Preliminary Reports are often received in portcall. Label and distribute (see "Other" chapter).

• Science meetings are held either in the Top Level Conference Room or in the Science Lounge. Set up projectors if necessary. A laptop computer for the projector is kept by the Staff Scientist. Attach the network cable to access USERVOL.

Copiers

• There are two high volume copiers on the ship, one on the main deck near the yeop office and one in the top level conference room. Paper is located in the Hold.

• Contact an ET if there is a problem with the copier.

Participant list to be sent to ODP

• Email "ODP Participant" list to the LO to be forwarded to ODP. (Addressees include Rick McPherson, Kathy Bass, Tom Davies, Brad Julson, and Pat Thompson.)

Corrections to Scientists' addresses

• Copy the leg's participant list from ODP Web site:

Go to ODP's Home Page. Select
"Cruise Info"
"Cruise-Related Publications"
"Scientific Prospectus" for the pertinent leg.

Open "Scientific Participants" under Scientific Report. Highlight and copy only scientists name and address information.

Create a new Word document and paste the list. Save the document as "Sci Addresses.doc".

•Open "Sci Addresses.doc" and "address correction memo.wp" files. Copy address correction memo and paste it at the top of each page of Scientists' address list. (See Example)

•When all changes/corrections are turned in to you, delete the memo at the top of each page, make changes, and save it.

•Distribute the hard copies to the Curatorial Technician and the Storekeeper.

Prepare Computer Files

To create a new folder, simultaneously press "Apple" key and "n".

JR2.YEOP

• Create a folder, "Final Leg xxx Initial Reports", on JR2.YEOP. The files will be READ-ONLY for all other users. (xxx denotes the Leg number)

• Create "Leg xxx" folder on Yeoperson's computer.

Organization of "Final Leg xxx Initial Reports" and "Leg xxx" folders

• "Shipboard Initial Reports":

Leg Summary
Text, Figures and Tables
Explanatory Notes
Text, Figures and Tables
Site Reports
Site xxxx (make a folder for each site)
Text, Figures, Tables
Miscellaneous

Table of Contents, Cover Letter, Participant Lists (ODP and TSF), Scientists' address list
Coring Summaries
AppleCore Barrel Sheets and Smear Slides (Sedimentary Rocks)
AppleCore (make a folder for each site; a subfolder for each hole)
Smear Slide spreadsheet (make a folder for each site)
Hard Rock VCDs and Thin Section Descriptions (Petrology)
Visual Core Descriptions (VCDs) (make a folder for each site; a subfolder for each hole)
Thin Section Descriptions (make a folder for each site; a subfolder for each hole)

- Final Cruise Sampling Plan
- Scanned closeup photographs
- List of Figures and Tables
- Data Files to be included on CD-ROM
  Physical Properties, XRD, Color Reflectance, scanned Structure VCDs, etc.
- Photomicrographs (make a folder for each site)

Examples: You can use the files from previous legs as examples. Backup copies are kept on DVD Ram disks in the cabinet behind your chair.

Passwords

I will give you a list of passwords. (Quake, JANUS, Yeop in GroupWise, etc.) (See "Secret Codes.xls" under Yeop Stuff/Z _Other folder.)

Prepare Report Writing Guide

- Open and modify Report writing guide.wp. You can distribute a hardcopy in scientists' mail boxes, or create a folder (e.g., "Leg xxx Report Writing Guide") on USERVOL and copy the file.

- Copy the contents of the Report Writing Guide to USERVOL including the Bibliography, ODP Ref Info, ODP Ref Sample, Site Report Convention, Site Report Template.

Readying core description area

- Stock office supplies.
- Stock smear slide making supplies including the slide boxes.
- Prepare Sediment Core Description Form

Sediments/Sedimentary Visual Core Description (VCD) (ODP multicopy form, located in Hold Stores). There is also a legal size paper form that includes the entire core that can be used. A copy is located in the files in the cabinet.

- Prepare Smear Slide Form

Copy smear slide form worksheet into a specified folder (e.g., Lithostratigraphy) on USERVOL for sedimentologists and ask them to modify it to suit their need for their leg. Print a copy and make a large number of xeroxed copies. (Note: Make additional copies when the stack gets low. They are used fairly quickly.)

• Prepare Hard Rock Core Description Form (Only for those legs that will recover hard rocks) See the "Hard Rock VCD" section in the "On Site" chapter for additional information.

We use a standard form of Hard Rock Visual Core Description Form in Adobe Illustrator. This form is modified to suit the need of that leg (e.g., addition or deletion of columns such as Alteration, Structure, etc.). Save it as a template. Copy the modified computer file into a specified folder (e.g., Petrology) on USERVOL.

Print the form. For scanning purposes the original print must be used to fill the "Graphic Representation" column. To avoid smears and size change do not use xerox copies.)

Provide drawing pens with fine tips (e.g., Lepidograph pens. Other types of pens make lines too large, or gives "feathers" on lines making it difficult to trace the scanned images.)

Print a text description worksheet and xerox copies. This sheet will be used for every section of core they describe. Xerox additional copies when the stack gets low.

• Prepare Hard Rock Thin Section Description Worksheet (Only for those legs that will recover hard rocks)

Copy the Thin Section Description worksheet into a specified folder on USERVOL for Petrologists. Print a copy and make about 50 xerox copies. Make additional copies as needed.

Shipboard Initial Reports (Hole Summary) notebooks

• Prepare two sets (one for ship's library and one for Staff Scientist) of 2" 3-ring binder report notebooks. See copies in Library for examples.

- Miscellaneous: Insert dividers labeled Table of Contents, Cover Letter, Participant Lists, Explanatory Notes, Final Cruise Sampling Plan, and Leg Summary

Site Reports for each site. Label dividers according to Table of Contents.

Open "HS Notebook labels" folder under Yeop Stuff.

"Divider Label Bk1.ai" and "Divider Labels.ai" are Divided Index Tab inserts. Edit the file, place a Insert sheet comes with the divider in a printer and print the labels.

"NOTEBOOK LABELS1.AI" is the "Hole Summary" notebook labels to be placed on the spine of the notebooks.

"NOTEBOOK LABELS2.AI" is the Staff Scientist's notebook labels.

The "Core/Closeup Photo" labels should be given to the Photographer.

Staff scientist's notebooks

• These notebooks (2-inch, 3-ring binders) are prepared for each Hole. On high-recovery legs, more than one notebook for a Hole may be needed. The Notebook includes

Hole Position sheet (distributed by Underway Geophysics technician)
Coring Summary spreadsheet
Core Tech's drilling data (obtain from Ops Manager or Core Tech)
Core and Closeup Photos, CoreLog Tracking sheets, xerox copy of Sediment VCDs. If the CoreLog is updated replace the old one with a new one.

• Separate them with tabbed dividers. (See also "Document collection" section in the "On Site" chapter).

• Discuss with the Staff Scientist what information they would like to include and how they want it to be organized.

Lab Officer's notebooks

• Two Lab Officer's note books are prepared with 1-inch, 3-ring binders. Print a label, "L.O. NOTEBOOK", with the Label Maker and paste it on the spine of the notebook.

• Insert a set of tabbed index inside the notebook. Print ODP, TSF, and Scientist lists, and add them in the notebook. Bunk and shift list will also be added. If the photographer takes mug shot of the participants, get two copies from the photographer and add them to the notebook.

• Give these notebooks to the L.O.

• Previous leg's LO Notebooks are kept in the LO Office to use as examples.

3. ON SITE

Daily Backup of Shipboard Initial Reports

Media: Dat tape
Software: Retrospect
Create “Leg xxx” folder, and place a few subfolders.
Insert a Dat tape in the drive.
Open Retrospect application inside the “Applications” folder.
See steps described in the “Instructions” section in this chapter.

Document collection

• Hole Position

The Underway Geophysics technician will give you a copy of the position. This is the only data should be used in ALL reports.

The compiled data sheet on web site gives a position converted from a decimal position, which is different from the position given by the Underway Geophysics technician.

Use the correct position in Coring Summary and any other data that include the position.

• CoreLog Tracking Sheets

The curator or core lab technicians will enter core recovery information into JANUS CoreLog database. They will print and distribute copies to various areas. The Yeoperson’s copy will be placed in a metal book shelf near the core receiving area. Collect them a few times a day.

Punch holes and place them in the Staff Scientist’s Notebook.

When a CoreLog sheet is updated, the curator/core lab technician will give you a corrected printout. Put the new sheet in Staff Scientist’s notebook.

• Sediment VCDs

Sediment VCD form should be collected after the sedimentologists complete the form. Often they record the smear slide information on the form.

Discuss a form collection procedure with sedimentologists. Usually, I would provide them with a box where the completed forms can be placed. Sedimentologist often prefer to keep all of the VCDs for a hole together and will turn them in all at once.

The Sediment VCD form is a two-part form. The white copy goes to the Yeoperson and sedimentologists can keep the yellow copy until the end of the leg. Ask them not to punch holes or staple other forms on the white copy. If they use the long form, they can make copies of the form on letter size paper to keep for their use during the leg.

• Hard Rock VCDs

Collect Hard Rock VCD with the “Graphic Representation” column filled out.

Although it is not required for the Yeoperson to complete the electronic VCDs on the ship, it is best to have the forms completed because should there be any questions about VCDs, Petrologists are readily available to answer all questions.

Scan, redraw, and place the drawing into a VCD template, print a copy and give it to the Petrologists. They will use the printout and add necessary information on various columns.

When description of the cores are finished, Petrologists will decide on Lithologic unit boundaries, and whatever information they have on other columns. When all columns are filled out, collect this form to be used to finish the final VCD.

• Structural Geology VCDs

Collect Structural Geology VCDs from the Structural Geologists.

Scan the forms. When scanning the form, use 80% reduction to make the image fit onto one page when printed and also to reduce the file size. If the handwritten image is light, brightness and/or contrast may have to be adjusted.

Save the scanned image in a subholder "Site xxxx" in "Leg xxx" folder on the Yeoperson's computer. When all scanning is done on one site. Copy the entire folder ("Site xxxx) to "Final Shipboard Initial Reports" folder on USERVOL.

•Electronic Data to be included on CD-ROM

These data can be collected at the time each group's site report is completed.

There are tables included in the site reports, but the large-sized tables from Physical Properties group, Petrology group, Color Reflectance table from Core Correlation group, etc., are placed on CD-ROM.

Ask Staff Scientist which tables should be included on the CD-ROM and collect the pertinent tables from each group.

When a co-ordinating scientist for each site submits the site report, they will also tell you which tables should be included in the CD-ROM. If they are not included in their folder ask the scientist in each group the location of these files. Copy them in "Leg xxx" on the Yeoperson's computer, then copy them to the "Final Shipboard Initial Report" folder.

File saving procedures

Maintain the files on the Yeoperson's "Leg xxx" folder and "Final Shipboard Initial Report" folder on JR2:YEOP as closely identical as possible at all times, although files should not be copied on to the JR2:YEOP until the file on "Leg xxx" is complete.

• Leg Summary

Leg Summary chapter will be written by the Co-Chief Scientists and Staff Scientist.

Leg Summary report should be completed on the cruise, however it may not be completed on the ship depending on availability of time at the end of leg. If it is incomplete the Staff Scientist will take a copy on his backup media and complete it on shore postcruise.

If the whole chapter is complete save figures in "Figures" folder, tables in "Tables" folder, and text in the folder. [Since there will be only one text, it is not necessary to create a "text" folder.]

• Explanatory Notes

Explanatory Notes chapter is prepared for each leg explaining what analytical equipment, methods, procedures are used to obtain data. Most labs have pre-established procedures, but often special equipment/apparatus are brought out by scientist(s) for special purposes. In this case, a new section for this experiment will have to be written and included in Explanatory Notes. There are previously written Explanatory Notes on a DVD backup disc that can be used as a starting point for various specialties. These are unedited by ODP Publications. We also keep ODP Proceedings volumes on CD-ROMs, which are kept in the Yeoperson's office. Scientists can check them out and use Explanatory Notes on these CD-ROMs.

Staff scientist will prepare Table of Contents for each leg. Section identifier will be in alphabetical order (e.g., A: Introduction, B: Lithostratigraphy, C: Biostratigraphy, ...)

Create subfolders for text, figures, and tables.

Try to collect a version of Explanatory Notes at the beginning of leg. Final revision will be done toward the end when the lithological information and the analytical procedures are finalized. Co-ordinate with Staff Scientist on revision deadlines.

• Site Reports

Site Reports are written by each group of scientists after drilling at one site is finished.

For sedimentary rocks this chapter typically includes Summary, Lithostratigraphy, [Structural Geology]. Biostratigraphy, [Sedimentation Rates], Microbiology, Organic Geochemistry, Inorganic Geochemistry, Paleomagnetism, Physical Properties, Downhole Measurements.

On legs drilling only in hard rocks, the chapter may include Summary, (Igneous and/or Metamorphic) Petrology, [Alteration], Structural Geology, Geochemistry, Microbiology, Paleomagnetism, Physical Properties, Downhole Measurements.

Create a folder for each site. For each site create three subfolders for text, figures and tables.

When there are more than one figure, create a subfolder for each section in "Figures" folder (e.g., Section B figures, Section D figures, ...)

When there are more than one table, create a subfolder for each section in "Tables" folder (e.g., Section C tables, Section H tables, ...)

• Miscellaneous

Table of Contents: Staff Scientist will prepare and will pass it to you.

Cover Letter: Standard letter.

Create a subfolder "Participants" and include ODP participant list, TSF Participant list, and Scientists' address list.

• Coring Summaries

Create a subfolder for each site. If the recovery is high from each hole create a subfolder for each hole (e.g., folder "Site 1199", subfolders "Hole 1199A", "Hole 1199B", ...)

• AppleCore Barrel Sheets and Smear Slides (Sedimentary Rocks)

Barrel sheet is a summary log of each core. Sedimentologists use AppleCore software and create barrel sheets from the hand-written Visual Core Description and Smear Slide data.

Smear slides are made when sedimentologists want to examine a particular lithology at a specific place in a section/core. A minute portion of sediment picked by a tooth pick is spread on a glass slide, glued, and dried. They examine under a microscope and determine the percentages of components on a slide.

Create a subfolder "AppleCore" for each site; a subfolder for each hole within "Site" folder.

Create s subfolder "Smear Slides" for each site, a subfolder for each hole within "Site" folder.

• Hard Rock VCDs and Thin Section Descriptions (Petrology)

Visual Core Descriptions (VCDs) (make a folder for each site; a subfolder for each hole)

Thin Section Descriptions (make a folder for each site; a subfolder for each hole)

• Final Cruise Sampling Plan

Shipboard and shore-based scientists request samples from the cores recovered on each leg. The curatorial technician compiles from the Janus database a list of samples taken by individual scientists or individual groups.

• Closeup photos

The photographer will distribute core and closeup photos to Co-Chiefs and Staff Scientist. Ask the photographer to give you the staff scientist's copies for his/her notebooks. In addition, the photographer will give you an extra set of closeup photographs to be used in the Initial Reports. The scientists may select a number of them to be included in their reports.

When you receive the closeup photos, scan them and save both in .tiff format and in Adobe Illustrator format. The photographs used in the reports will be scanned at ODP with a much higher resolution scanner, but what we scan will be used only for the shipboard reports. When scanning the photograph, make sure the photograph is in correct orientation. The ruler

maybe placed on either right or left side of the core, but in either case, the top of the photograph is the lower-numbered interval (e.g., 51-62 cm; top of interval: 51 cm and bottom of interval: 62 cm).

Optional: Place a text document with the figure number, type of photo (B/W or Color), leg, site, hole, core, type, section, interval information.

Scanning Procedures

Place an image to be scanned on the top right side of the scanner.

Hard Rock VCD forms
- Open Adobe Photoshop.
- Select Twain Acquire option in "Import" under File menu.
- Choose a resolution
  "300 dpi" and "sharp black and white drawing"
- Save as a PICT (.PCT) file.

Line drawings
- Open Adobe Photoshop.
- Select Twain Acquireoption in "Import" under File menu.
- Choose a resolution
  "300 dpi" and "sharp black and white drawing"
- Reduce the size to 80%.
- Save as a PICT (.PCT) file.

Photographs
- Open Adobe Photoshop.
- Select Twain Acquire option in "Import" under File menu.
- Choose a resolution
  "600 dpi" and "sharp black and white photo"
- Reduce to 75%
- Save as a TIFF (.TIF) file.

Report preparation procedures

• Cover Letter

This is a standard form letter goes in front of the shipboard initial reports. Use the previously prepared letter and modify leg number, the co-chiefs' names and addresses, and print it on an ODP letter head stationery. Get co-chiefs signatures. Make two xerox copies and place them in the Shipboard and Staff Scientist 's notebooks. The original letter will be included in the material Staff Scientist handcarries to ODP. If completed, copy files on USERVOL.

• Leg Summary

Leg Summary report should be completed on the ship. However, if it is not because transit time is short the Staff Scientist will take a copy on his backup media and complete it on shore.

A few figures may be prepared by Co-Chiefs/Staff Scientist to be included, but many figures will be extracted from various site reports. The figure numbers are generally preceding by “LS” (e.g., Figure xxx-LS-1, Figure xxx-LS-2, ...).

Similarly, tables will be numbered as Table xxx-LS-1, Table xxx-LS-2, ...).

• Explanatory Notes and Site Reports

Be familiar with the report writing guide.

Create and print a progress chart of reports (see example).

As described in the handout, the scientists will give you a set of their reports. Electronic files maybe kept under their own folder on USERVOL. Get the specific location of their files on USERVOL. Copy all files on the Yeoperson’s computer first and work on our own computer. It is faster and less chance of losing the work if the USERVOL crashes. After the files are completed, copy them to “Final xxx Shipboard Initial Reports” folder on JR2.YEOP.

After initial submission, reviews by co-chiefs/staff scientist, and final editing of their returned report, the site reports will be ready to be handed to the Yeoperson.

Copy the version of report you have worked on to “Final xxx Shipboard Initial Reports” folder on JR2.YEOP.

If the scientists must make changes make sure they use the copy of their report in “Final xxx Shipboard Initial Reports” folder.Since the files in this folder are read-only, they need to copy the file into their own folder, revise, and save it.

When they finish their revisions, copy the revised report on your computer, check, and print. Replace the copies in notebooks and handcarry material.

1. Text

• Word - Text may be submitted to ODP Publications in either MS Word.

• Document Formatting

Format the document according to the report writing instructions.

Check Font (Times Roman)
Check Header
Set to double line space
Check orders of heading (underlined, no underline, indent, etc.),
Do final editing if you find mistakes.
Run “Spell Check”.

Since the reports with same section are prepared for each site, include the site number in the file name (e.g., Lithology.195, Lithology.196, etc. Or 1195 Lithology, 1196 Lithology, etc.) to avoid saving the file in a wrong folder.

2. Figures

• Acceptable software for figures are Adobe Illustrator, Adobe Photoshop, KaleidaGraph, and Canvas. The UNIX-supported applications are also acceptable.

Although KaleidaGraph is preferable, some scientists may insist on using Excel or even Cricket Graph to plot the graphs. If they use Excel or Cricket Graph plots, convert them to Adobe Illustrator, but keep the original graphs in the same folder.

• When saving the figure file, add a 2- or 3-letter extension at the end to help identify the software the document is in.

Adobe Illustrator = xxxxx.ai
Adobe Photoshop = xxxx.phd, or xxxx.TIF (if saved as a TIFF file)
KaleidaGraph = qpc (for a graph; qpd (for data), and qpl (for layout)
Canvas = CV5, CV6, etc. Depending on the version you used.

• Check all figures against figure captions.

• If you find a discrepancy between the caption and figure go back to the scientists and get the correct figure.

• Leave 1" margin on left and right sides. If a figure is too large reduce the size.

To scale the size of image in Adobe Illustrator: highlight the sizing tool, move the cursor to the center of the image to be reduced, and press option key. Select the desired amount for reduction/enlargement and hit return key.

To scale the size of image in Canvas: select all images and" group". Select the sizing option and specify the amount of reduction/enlargement.

• Figure number should be typed at bottom of Figure.

• Do a minor modification to improve appearances (line weight, font size, etc.)
(See Information to Discuss with the Staff Scientist Before the Cruise" prepared by the Publications Department.)

• If closeup photos are used ask the scientists to select the scanned images of the photo, add any notations, and a figure number on it.

If the interval of the closeup photo is not included in figure caption, add this information in figure caption.

Select the original photographs of the above, and send them back to the Art Section of the Publications Department (Debbie Partain).

• If a photograph of the thin section (photomicrograph) is used include the roll and frame number in the figure caption. Send the original photograph to he Art Section of the Publications Department.

• If the digital photomicrographs are used as figures in their report make sure the image and thin section numbers are included in figure captions.

Initially, the photomicrograph images are saved as Adobe Photoshop TIFF files by the scientists.

Any photomicrograph image used in site report as a figure, save the image as an Adobe Illustrator JPEG file with anotations and a figure number.

• KaleidaGraph creates clean appearing plots. The plots could be simple or complicated depending on the need and skill of the scientists.

If multiple plots are laid out on a page save the layout as well as individual figures.

Save each figure beginning with the leftmost figure. (Fig. 2001-I-1A.qpc, Fig. 2001-I-1B.qpc, Fig. 2001-I-2001-I-1C.qpc, 2001-I-1.qpl (layout)).

If the positions of a figure are in correct order when the document is created, the page should show correctly laid out figure when you open all plots and the layout .

If the order of the plots are not correctly laid out you have to select the plots. To do this, select “Select Plot” from Layout menu. Repeat the step until all plots are placed.

To create a new layout file select “New Layout” from File menu. Size the plot. Repeat this as many times as you need it. Highlight a position and select “Select Plot” from Layout menu. Repeat the step. Save the file as xxx-xxxx.qpl.

If the graph looks strange (e.g., negative values are plotted when there should not be any), check the data file. Ask the originator to correct the data and replot the graph if necessary.

• If other software (Excel, Cricket Graph, etc.) are used save the original graphs in Excel or Cricket Graph, but create an Adobe Illustrator file. (See “File Conversion” section below.)

• If a figure is created with UNIX application (GMT), it should be saved as a postscript document. The figure can be opened and worked with Adobe Illustrator.

3. Tables

• The best software for tables is Excel

Table number should be placed at top of Table.

Add an extension .xls for a Microsoft Excel document.

4. References

• All references cited in text must be listed in "References" section of the report.

Check references cited in text against the ones in references section. If you find missing references get them from the author (or a group co-ordinator) of the report. If you find any discrepancies in publication year check ODP Bibliography for the correct citation or go back to the author of the report.

Format references in accordance with ODP convention. The Publication department publishes "Bibliography" that includes references published in DSDP and ODP volumes. This is like a bible. Often, I find the needed references in this document that the scientists missed in their reports.

A printout of the ODP Bibliography notebook is kept in the Yeoperson's office and in the Library. The notebook in Yeoperson's office also includes a journal abbreviation list and DSDP and ODP volume information which include the leg's publication date and the Co-Chiefs/Staff Scientist's names. The last list is useful where previous DSDP or ODP legs are mentioned in their report, but they overlooked to include the citation in References. Update the ODP volume information sheet we have on the Yeoperson's computer.

CoreLog and Coring Summaries

• JANUS Coring database can only be accessed with PC. Open JANUS and select CORE.

• To create a core recovery table, select Core/Section and compile data. Download the JANUS core/section summary to a folder on USERVOL (e.g. Yeop) and save it with .txt extension (e.g., 1155A.txt; data for Hole 1155A).

• Open this text file from Excel. The downloaded file is delimited with semicolons (;). Be sure to select the delimiter as semicolon and hit return.

• Copy data into the Yeoperson's Coring Summary Excel file (CoreSum Template.xls).

• Change the font, format the columns. To format, select "Cells..." from Format menu. Select Number menu.

Select "custom" for time and set format as 0000.

Select "number" for Subbottom top and bottom, Meters Cored, and Percent Recovery and type 1 in "Decimal places" = (0.0).

Select "number" for Meters Recovered, Section Length, Depth top and bottom and type 2 in "Decimal places" = (0.00).

Section is a whole number = 0.

• There are several places to extract comments.

JANUS CoreLog

Data are what entered in the CoreLog

Web Hole/Core and Core/Section data

Data entered in a different field location on database in the Core Lab
Core Tech's (TSF) drilling data sheet
Oriented cores, non-mag shoes used, etc. These data are useful for the paleomagnetists.

• Enter the position from the sheet given to you by the Underway Geophysics technician.

• Enter the water depth (from sea level) extracted from the Operation Manager's spreadsheet "Info.xls". Depending on the Operations Manager, location of this file varies. Ask Operations Manager where to find it. "Info.xls" file contains all information you need to use: Time on site/hole, Water Depths, Position, and Site Summary.

• Check core photos against CoreLog. If the section length is different from the CoreLog ask the curatorial technician to check the core. Section length might be entered incorrectly in JANUS Core Log database.

• When there are voids in the core, add the void interval in Comment column of Coring Summary spreadsheet.

• Check Core Tech's drilling data against ODP CoreLog data. If there is a discrepancy notify the Core Tech.

AppleCore barrel sheets
• The AppleCore manual is located in the Core Lab.

• The sedimentologists prepares barrel sheets, the Staff Scientist reviews and returns them to the sedimentologists. The sedimentologists will then revise them. When they are final, they will print a set of the barrel sheets and handed them to the Yeoperson. Make sure barrel sheets have been checked by the Staff Scientist before copying files to the Yeoperson's computer.

Copy the electronic files on the Yeoperson's computer. Include the AppleCore software, Custom file, and Format file in the AppleCore folder. The sedimentlogists on each leg customize the Custom file to accommodate for that leg. Format file is needed to format the output of barrel sheet such as borders, sizes, etc.

Download shipboard sample data from the Web's Data Queries and print it.

Check the printout the sedimentologists handed to you. Check for proper ODP convention usage in text. Check samples. Mark the necessary changes to be made on the printout.

• AppleCore barrel sheets need AppleCore software, Custom file, and Format file. Open AppleCore application first, then open Custom file created for the leg.

Open the AppleCore and install the Custom file. ["Install Custom File..." under Special menu.]

Files are created for each core. [Sekect “Open Log” under File menu.]

Open the Format file to set the format. [Select “Open Format” under Drafting menu.]

When a whole-round sample is taken, there should be a space on the barrel sheet where the sample was taken. If you are adding the whole-round sample (e.g., IW) to the barrel sheet, make a space in the lithology column where the part of the core was removed.

Steps to add a space to the lithology column and to enter the sample code

Select “Draft the Strip Log” from Drafting menu. This will show the entire barrel sheet page.

Select “Clastic Lithology” from Logging menu. Go down, or up, to the desired Section by clicking the “Downcore” or “Upcore” box.

Click the lithologic symbol page shown on the bottom left until a “Untitled” symbol box shows up. Highlight one of the boxes, place the cursor (+) at top of the interval to be cleared, drag down to the bottom interval while holding the mouse. button The depth in Section is shown in the box next to the box showing Core and Section numbers on the top left side.

Select “Sample” from Logging menu. Position the cursor (hammer-shaped) at the desired position in the graphic lithology displayed on the right side and click to place it. A Sample Type box opens. Select the sample type to be placed. Close the Sample Type box.

Steps to edit the text

Go to the top of the core (Section 1) to find a text symbol (looks like a writing paper with a pencil) on the graphic lithology displayed on the right side. Click it to open the text box. Make changes and save text.

View and print the modified barrel sheet

Select “Draft the Strip Log” from Drafting menu to view the page to check the changes made. Save the file.

Print the barrel sheet after all changes are correctly made.

Smear slide descriptions

• Smear slide description data are entered into Janus SLIDER. Once again, this application only works on PC.

• Generally speaking, the sedimentologists enter the data, but on some busy legs you can help enter the data. Unless it is fixed by the Database group, once you enter the sample code you

cannot delete it by yourself. You have to keep the record of incorrectly entered sample id and have the programmer delete it.

• Comment fields is very limited. There is only enough space to enter lithology name (e.g., Nannofossil- and Radiolarian-bearing clay, etc.). Other comments will have to be added in the Excel spreadsheets.

• To download smear slide data, select the entire hole's data to the screen and "export" the dataset. The downloaded file will be retrievable with Excel. [***I will have to write more detailed explanation on ship since I do not have the SLIDER application on shore.]

Hard rock VCDs (Visual Core Descriptions)

• There are two types of Hard Rock VCDs depending on the rocks recovered.

One type is for fine-grained rocks which include basalts, diabase, and sulfides.

The other type is for coarse-grained rocks including gabbros.

Be sure to use the correct form.

• After collecting the forms with hand-drawn "graphics representation" column of VCD, scan them and save it as a PICT file.

Open the PICT file and save it as an Adobe Illustrator file. Add text to the Adobe Illustrator file.

Optional Method 1 of VCD preparation (If time permits prepare the VCDs as follows.)

• Draw the graphics part with Adobe Illustrator.

To do this, open the scanned image in Adobe Illustrator. This is Layer 1. Select "Show Layers" under Window menu. Open a menu by clicking the triangular-shaped arrow on the top right and select "New Layer...". This creates Layer 2. Click a space next to the eye for Layer 1 to lock it.

Highlight Layer 2 to make this the top layer. Begin tracing the scanned image. Be consistent in choosing the line weight when tracing the image. (e.g.,draw a 0.5 pt line for spacers and 0.8 pt line for images.)

Click the eye for Layer 1 to make this layer invisible. Save the traced document on Layer 2 as an Adobe Illustrator document. [If you just save the document it will be saved as a PICT file with both layers as one image, which will be unusable later.]

Open the VCD template file, add the section top depth, and save it with the Section name (e.g., 1195A1R.ai). Prepare individual files for the entire hole in this manner.

If no core was recovered, make a VCD and mark in the text section "No Recovery" to make clear a VCD is not missing.

Copy the traced image. Open the file you prepared as described above, and paste the scanned image in the proper place.Draw a line at the top of the “graphic representation” frame, and include it when copying the image to position the image exactly at the right position. Save. Print a copy of these files, place them in a manila folder, and give them to the Petrologists as new VCD worksheets.

When the petrologists complete adding information on all columns, they will return them to you. Add necessary information on all columns, and finally add text.The final copy includes graphic representation, orientation, lithologic unit, shipboard samples (thin section sample (TSB), XRD, PP, Pmag, etc.), and Alteration, Structure, if any, and text.

Whenever a piece of rock is longer than about 10 cm, draw an up arrow in the Orientation column.

On some legs, the petrologists opt to use symbols and/or colors for specific columns.

The petrologists will prepare a computer file with symbols and colors for various features that they want placed in certain columns.

Keep this file open while you add column information. Toggle between two files on the screen, cut a symbol/color from the Symbol file, paste it in the VCD, place and size it.

• Add text to the VCD.

Petrologists prepare text in WordPerfect for each section of the core. Copy files on the Yeoperson’s computer. Combine all files to make one file to facilitate editing the text. Check and change text to conform to ODP convention (e.g., capitalizing the piece number - Piece 1A, Pieces 3A through 5B, etc.). Run “Speller”.

Copy the appropriate portion of text, and paste it on to the VCD.

The VCD form has a text box on the right hand side where the text is to be placed. Click and reveal the box, place the cursor at the top of the box and paste the text inside the box. If there are two units in the section of core copy both on the save VCD.

Highlight the text and change the font to 8 point.

When the WordPerfect text is pasted on to an Adobe Illustrator documents, format will be lost. Bold the words as in the WordPerfect document, set [Tab] and align tables (Phenocrysts and Vesicles).

Some section of the core may have more than two units within the section. If all units descriptions cannot fit on one page create a continuation text page with only the Section Id and text.

Type “Continued on next page” on the bottom the first page, and “Continued from previous page” at the top on the second page.

Optional Method 2 of VCD Preparation (Again, if time permits)

• Optionally, the graphics of the hard rocks could be drawn in Adobe Illustrator from the digital images created from the Geotek Digital Imaging System (DIS). The digital images can be imported into Illustrator, scaled to the correct size to fit the VCD template then the graphics drawn from the actual rocks. This option would need to be discussed with the staff scientist, co-chiefs and petrologists.

• See the instructions for making digital core photos on how to transfer image files to folders and how to use Geotek Image Tools to change SID files to JPEG, TIFF or any other file format.

• Once you have image files, Open the VCD template, import the section image into Illustrator then scale the image using the Scale Tool so that the ruler on the image matches the ruler on the template. Once you have determined the scaling factor it will be the same for every section.

• From this point you can follow the steps above on drawing the image.

Note: It is important that when the sections are imaged on DIS that the cut face of the rocks are all facing upward as much as possible.

Thin section descriptions

• Thin section descriptions are done by Petrologists and sometimes by Structural Geologists as well. The form is in Excel.

• Check the format and make appropriate changes (capitalization, placement of a period, etc.).

• Check percentage of all minerals to add up to ~100%. If the total is way off ask them to recheck the thin section.

• All thin section samples taken and made into thin sections will have to be described.

Download the shipboard Thin Section samples [TSB] from the Web. Print a copy and use it as a check sheet. Write down the thin section number on side and check off samples that the Thin Section Descriptions were done. If any are missing ask Petrologists to describe them.

If for some reason the technician was unable to make thin sections, make a Thin Section Description sheet, add the sample information, and add “Poor sample. Unable to make thin section”, or similar phrase, in Comment section. Again, this is to make clear that a description is not missing.

Figure and Table List

• Complete this list. This list is very useful for the Publications Department. Type the Site number on the first column, the figure or table number on the second column, type of software used on the third column, and any comments on the fourth column.

• Include the comments if there is a special instructions needed for the Publications Department personnel. For example, the original is a closeup photos, but the figure in Site Report is an Adobe Illustrator document. Another example is the originals are KaleidaGraph multiplot graphs converted to an Adobe Illustrator figure. Save the original KaleidaGraph plots and state that the original plots are saved in the "Originals" folder.

• If the figure in Site Report is a temporary figure (e.g., xerox copy) and the scientists are intending to produce the final version on shore, note it in the comment column.

Number of printout to make

• Cover Letter 1 copy for handcarry
(2 photocopies for shipboard and staff scientist's notebooks)

• Text of Reports 2 copies (one for Shipboard notebook, one for Staff Scientist's notebook)
(Text will be printed at ODP. No hard copy for handcarry.)

• Participant list 3 copies (shipboard and staff scientist notebooks, and one handcarry)

• Figures, Tables, Barrel sheets, Smear Slide spreadsheets, Barrel Sheets, Hard Rock VCDs, Thin Section Descriptions, and Cruise Sampling Plan
3 copies (shipboard and staff scientist notebooks, and one handcarry)

• Figure and Table List - include in the Staff Scientist's hand carry material
1 copy for the Art Section of the Publications Department
1 copy for the Staff Scientist

Note: Place 3rd copy of tables, figures and any other hand carry material in folders as you go along. See "Packing Handcarry Material" in the "Towards End" chapter to see what's to come.

File Conversion Procedures

<u>Excel to Adobe Illustrator</u>

• Open the Excel graph. Select "Print" from File menu and select "Destination" as file instead of Printer. It will enable you to save the graph as a postscript file (.ps).

Open the postscript(.ps) file from Adobe Illustrator and save it as an Adobe Illustrator document. Edit if necessary and add a figure number.

<u>KaleidaGraph to PICT file</u>

• KaleidaGraph allows maximum of (8?) plots on layout. When the number of individual plots exceeds the limit, the plot may have to be exported as a PICT file and then incorporated into an Adobe Illustrator file.

To create a PICT file, select “Export” under File menu, save it with .PCT extension.

Open Adobe Illustrator, open the PICT file and place the figure one at a time. Use “landscape” orientation and place them in proper order.

If the sizes are not equal you may have to reduce or enlarge to make all plots equal height, then align all plots. Save it as an Adobe Illustrator file.

Add a figure number.

Keep original KaleidaGraph figures in a folder “Original files” where the converted document is saved.

4. TOWARD END OF LEG

Port Entry

• Prepare Immigration/Customs forms for entry into the end port.

• If there is no specific customs form for the arriving country, use a (Group) customs declaration form we created with Adobe Illustrator. Add participant names and position, print a copy and have everyone sign it.

Unfortunately, the preparation of the documents happens when you are getting busiest. The easiest way to have everyone complete the forms quickly is to place the forms, printout of passport information (name, passport number, expiration date), and instructions (provide as detailed instruction as you can on how to fill out forms) on the coffee table in Science Lounge. This system has worked well. If the instruction is well prepared fewer people will come and ask questions about the forms. There are always a few who will have to ask you questions!

Send email to all ODP participants notifying them to complete the forms placed in the Science Lounge. Include the instructions you prepared in your email.

Insert individual form in individual passport when done.

• If the ship arrives earlier than the scheduled date, post a check-out sheet on the door of the cabin occupied by scientists. Collect changed flight information if they have changed to an earlier flight than the originally scheduled flight. This information should be given to the oncoming Yeoperson to aid her in preparation of “Port Call Info” spreadsheet. Time of departure from the ship should also be given to the Camp Boss.

Final File Copying

• When all reports are complete, copy computer files to “Final Leg xxx Initial Reports” folder on USERVOL.

• Compare contents of all folders with the ones on the Yeoperson’s computer to ensure files are completely copied.

• Make sure data files are also completely copied.

• Delete all unnecessary files from the Yeoperson’s computer.

• Copy completed “Figure and Table List” in “Final .....” folder on USERVOL.

Backup

Scientists’ CD

• The scientist will backup shipboard reports on a CD. When all files are copied in “Final....” folder, notify Staff Scientist that they are ready for backup.

• If any scientists can not access WordPerfect in their institution make RTF formatted text files.

• To save the document in RTF format, use .doc extension. Otherwise they will not be able to open the document.

DVD-RAM for the ODP Publications Department

• Shipboard Initial Reports will be backed on a DVD-RAM disc, for the Staff Scientist to handcarry back to ODP.

Copying files to a DVD disc is much easier and faster than copying files to a DAT tape, but it still takes a long time to copy all files.

Insert a blank disc in the DVD-RAM drive, drag the folder or file on the Yeoperson's computer to the disc to copy them.

Get the blank discs from a Marine Computer Specialist.

Make two backup discs, and give both of them to the Staff Scientist. One is sufficient, but in case the first one is found to be damaged they can use the second disc at ODP. Make a third backup disc to be kept in the Yeoperson's office. Place this disc in the third drawer of the 4-drawer cabinet.

Packing handcarry material for staff scientist

•The ODP Publications would prefer that the Staff Scientists handcarry all material by himself/herself. Some scientists opt to send the material by DHL. In this case make sure you inform the Storekeeper which material must be sent by DHL.

Shipboard Initial Reports material to pack:

Table of contents, cover letter, participant lists, scientists' addresses, Figures, Tables, barrel sheets, smear slide spreadsheets, Hard Rock VCDs, Thin Section Descriptions, Final Cruise Sampling plan, and original closeup photos.

• Keep each section of report figures and tables separately. Fold a letter size paper in half and place hardcopies inside, and write the site number and the section name (e.g., Site 2001, Section F) on the folded paper for identification. DO NOT use paper clips or any other type of clips.

• Place each site's tables and figures in a separate manila folder. Place another manila folder from the opposite side to overlap the first one to protect all documents. Mark the manila folder (e.g., Site 2001 Tables and Figures). Hold the manila folders with rubber bands.

• Pack Table of Contents, Cover Letter, and participant lists in similar way.

• Pack barrel sheets and smear slide spreadsheets in similar way.

• Pack Hard Rock VCDs and thin section descriptions in similar way.

• Write the figure number on a sheet of Post-it notebook and paste it on each original closeup photograph used as report figures. Group the photo by site. Pack them in similar way.

• Print “Figures and Tables List” for Staff Scientist and include it with the handcarry material..

Packing Prime Data

Prime data

• Toward the end of leg, notify the Storekeeper how many boxes of data will be sent to ODP. This includes paper form of Prime Data and any data to be shipped to the Staff Scientist.

Since most data are saved electronically, there are only a few paper forms we have to collect and send back to ODP Database group. Place forms in a manila folder by Site (or on high-recovery leg, by Hole). Send white copies to ODP, and keep yellow copies on ship. Box ship’s copies and keep them in the Hold stores. They can be discarded as soon as the white copies are received at ODP.

Sediment VCDs: ODP form white copy (sedimentologists)
Downhole Tools: heat flow temperature data (Downhole technicians)
Logging Journal: Excel spreadsheet (Schlumberger logging engineer)
Underway Geophysics Log Sheets

Place them in boxes (personal, or empty xerox paper) and label to whom the boxes should go. The Xerox paper box is a suitable box to use. Include a “Forms Inventory” form in the box.

Prime Data are sent to the Data Librarian. Mark the addressee as “Database Librarian”.

Data collected in the Description Area in Core Lab such as Smear Slide Worksheets, VCD worksheets, etc., can be sent to Staff Scientist at ODP. Check with the Staff Scientist to see if he/she wants to keep them.

• Hand the boxes to the Storekeeper.

Place Shipboard Notebooks in the Library

• Place Shipboard Report Notebooks to the Library. Shipboard Initial Reports are kept in the third cabinet on your right as you go into the library.

• Place Core/Closeup Photograph notebooks in the second cabinet.

Technicians reports

• Make a folder ”Leg xxx Tech Reports” on “TECH” drive. Place a copy of Tech Report template in the folder and ask all technicians to use it by email. There will be a few who will not follow the instructions, but if the technician follow the instruction it will be easier for you to format and print them.

• Prepare Table of Contents.

• After all reports are copied into the folder, format individual file by adding a header, change font/font size, if necessary, making every report as uniform in appearance as possible. Make all necessary modifications at this stage.

• Combine all individual reports. To do this make a new WordPerfect document, select “File...” under Insert menu, and insert the first file. Name the file “All Reports.wp” (or use a similar filename) and save it with “SAVE AS” option. If you just use “SAVE” option you will have saved all files you have inserted under the first document filename. Keep the header for each file you insert.

• Lab Officer will write the “LO’s report” section. Format this in similar way as for the Technicians’ report and print two copies.

• Print two copies of Technicians’ reports.

• Add page numbers to Table of Contents and print two copies.

• Copy all three files (Table of Contents, LO Report, and Technicians’ reports) on a floppy.

• Place one set of report (Table of Contents, LO report, and Technicians’ reports) in an Acco press binder. Clip the second copy.

• Hand in two copies of reports and the floppy disc to the LO.

End of Leg Memo

• The Lab Officer will write an End of Leg Memo about two weeks before the end of leg. There are informations the Lab Officer needs from the Yeoperson (e.g., deadline for returning books to library, deadline for prime data submission, etc.).

ODP Stores/Email bill collection

• Help the Storekeeper with collecting ODP Stores/Email bill.

The Storekeeper will prepare a spreadsheet after totaling the ODP purchases and email bill. Co-ordinate with the Storekeeper to determine how you share this duty with him/her.

5. OTHER DUTIES

Library

There is no budget for new books for the ship's library at ODP. New addition to the ship's library is by a scientist who wants to donate a book (or books) to the library. Process as described below.

The CD-ROM version of Initial Reports and Scientific Result volumes sent to the ship should be placed in a cloth holder in the Yeoperson's office. Update the computer file of CDs in the holder.

• Place Shipboard Initial Reports and Core/Closeup photo notebooks in proper cabinets.

• Place Library label on top part of the spine along with "Library Set 1" label to ODP Initial Reports and Scientific Results volumes sent from ODP. Place them in appropriate cabinets.

• When the published Initial Reports volume is received on the ship, discard the Shipboard Initial Reports (Hole Summaries) and Core/Closeup photographs kept in the cabinet.

• Process new books (donated by the participating scientist, or send from ODP). Paste an ODP Library label on top and Call Number on the lower part of the spine. Laminate it to protect the book. Shelve it.

Laminate the book before placing it in the Library.

• Add book info to the database (FileMaker Pro). Call number maybe found inside the book cover, but otherwise it will have to be obtained on shore.

• Print check-out sheets, cut and place in the check-out box located on top of the map case.

• Reshelve books.

• File Prospectus and Preliminary Report sent from ODP in the notebooks in Library cabinet.

• If the participating scientists leave reprints for the ship's library, they need to be filed in the 4-drawer cabinet.

Other

• When posting notices, place a copy on the cork board on the main deck near the Yeoperson's office, on the cork boards in the stairwell, galley, and/or any places where the traffic is heavy.

• If a problems in the cabin or in the lab space are reported contact the appropriate TSF (Sedco) personnel.

For electrical problems including circuits, lighting, replacement of light bulb, contact the Electrician (phone 137).

For drain, leaks, and shower problems contact ECR (phone 113).

• Organize, or assist with, the special activities such as equator crossing ceremonies, kite flying contests, and various festivities.

• The Equator Crossing Certificates, Arctic Circle, Antarctic Circle Certificates are kept in the 2nd drawer of the 4-drawer cabinet in the Yeoperson's Office. Print both wall-size and wallet-size Certificates after the crossing the equator/Arctic circle/Antarctic Circle, and distribute them to the newly crossed people.

Whenever any of the legs where the crossing is expected, check our supply of certificates, and, if needed, order them through the Marine Logistics Co-ordinator.

•Leg's Logo

Every leg has its own leg's logo made on board.

About three weeks before the end of leg post a sign soliciting for the leg's logo in various places. Talk with the photographer and decide on the deadline.

Collect the logo entries after the deadline, number them, and post the logo entries and a ballot box in the galley. Print the voting instructions and the deadline, and paste it on the box. Print Ballot sheet, cut and place them in a small box and also attached it to the ballot box.

Count the ballots with another person (photographer, staff scientist, etc.) Post the selected logo design in the galley.

Place two large boxes in the Science Lounge for dropping the t-shirts. Mark one for dark color ink and the other for light color ink.

Place a masking tape and a couple of markers near the box for writing name and attaching it to the shirt.

Ask the photographer and the technicians for the logo printing date. Post a sign with logo printing date/time.

Group Photos

• Three types of group photos are taken on each leg. The one with members from ODP, TSF, and Catermar is taken toward the end of the leg. The Scientific group photo is often taken at the same time as the all-member group photo. Technicians' group photo is also taken toward the end.

The notice can be posted by the photographer or the Yeoperson. Co-ordinate with the photographer.

Lab Status Report

• Lab Status Report is sent to shore by the L.O. The usage of 4D is straight forward, but ask Lab Officer or a Marine Computer Specialist to get you started.

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