

# **IMPACTS Deployment Guide**

# **Wallops Flight Facility**

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ESPO

Jan - March 2020

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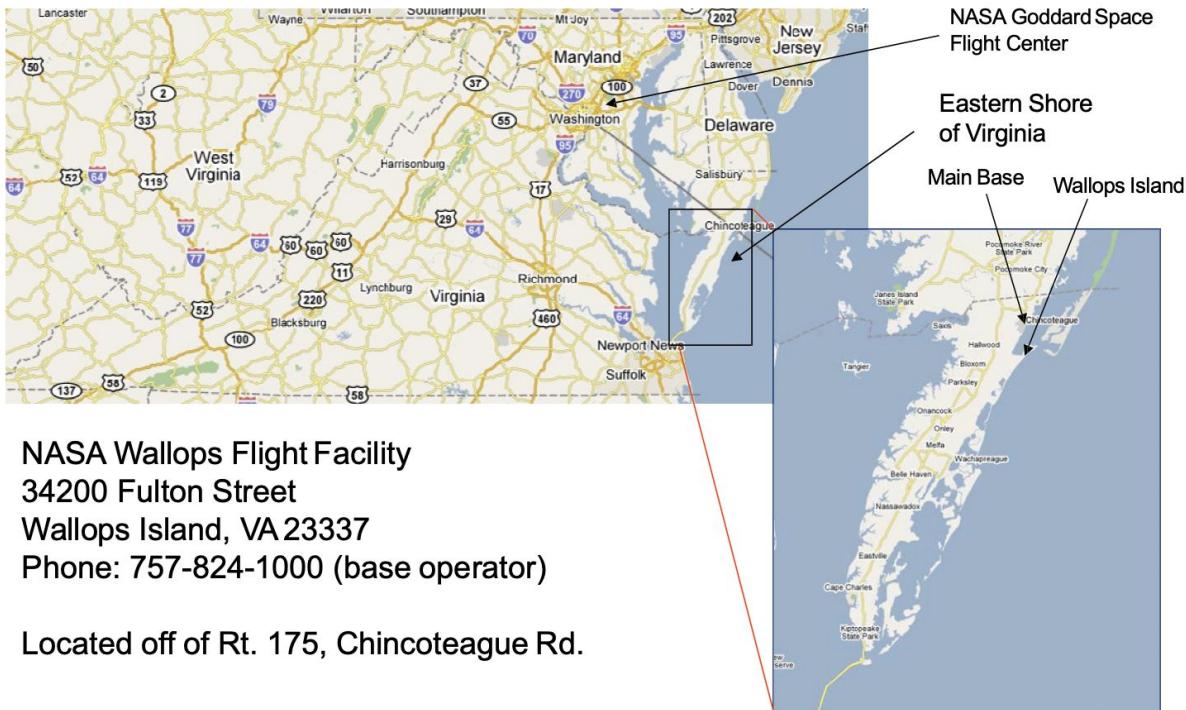
# Introduction

Welcome to Wallops Flight Facility (WFF). This orientation package was created to help you become familiar with the area and to answer some of the questions you may have when you arrive. If you have questions regarding the contents of this package, please do not hesitate to contact a member of the ESPO team.

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## Arrival and Badging Information



### Arrival at WFF

#### Directions: [Fairfield Inn & Suites to N-159](#)

For people entering WFF with a NASA PIV or a CAC card (NOAA, Navy, etc.):

- Every participant coming to WFF for IMPACTS must enter their information on the ESPO database, even if you are a NASA employee with a NASA hard badge. This is the only way we can make sure you have area access.

For non-gov't employees and contractors entering WFF:

- Please bring one government issued photo ID with you (i.e. Driver's license, passport, etc.). The full name you entered in the ESPO database must match the full name on your photo ID.
- Persons without badges need to proceed to the NASA Wallops Main Gate as shown in Appendix A. The badging office (a building with a blue top) is on the right near the end of the road).
- The badging office hours are Mon-Friday from 6am-6pm (excluding holidays).

- Please contact onsite ESPO representative by email to arrange after-hours, weekend or holiday arrivals.
- Foreign nationals with a visa must be escorted outside of regular business hours while on base.
- If you have any difficulty obtaining your badge, contact a member of the ESPO team.

## Visitors

If you have a visitor that would like to visit IMPACTS operations at WFF, please contact Kelly Griffin at 757-894-4985 or via email at [kelly.griffin@nasa.gov](mailto:kelly.griffin@nasa.gov) to see if arrangements can be made.

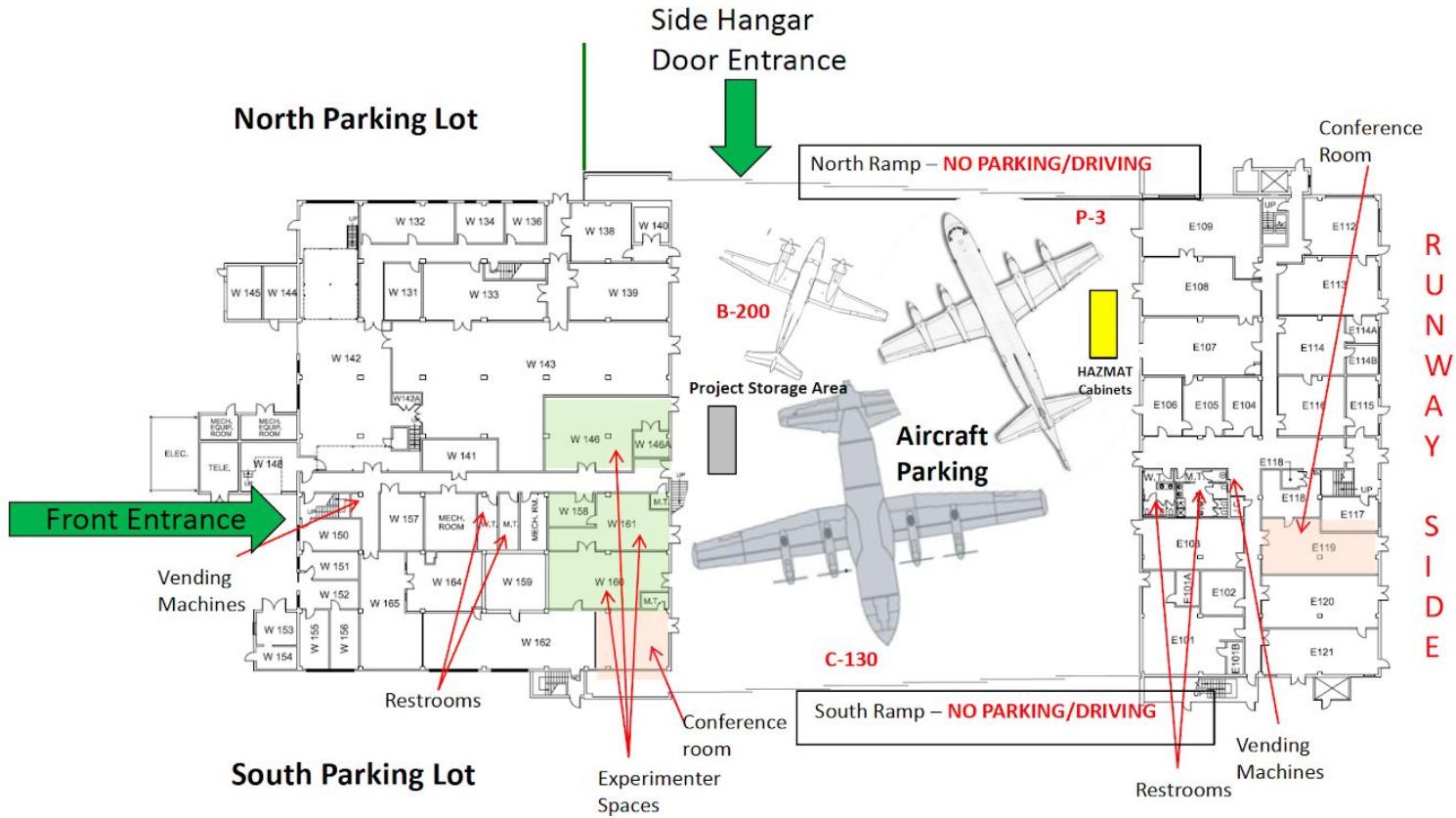
## Information on Lodging

ESPO has set up room blocks at the [Fairfield Inn & Suites in Chincoteague, VA](#), which is about a 15-minute drive East of WFF. The rooms in these blocks are offered at per diem rates. Their number is (757) 336-0043.



Wallops Island: [photo credit](#)

## Operations: Hangar N159, Wallops Flight Facility



The doors that access the hangar floor and lab spaces are locked with either key card readers, keyed locks, or cypher locks. The code is 4-5-3-2-1.

### Network

Wireless Internet services will be available in all labs and offices via the WFF Guest network that requires self-registration but no password. Launch the Client Manager for your device, select “Guest-CNE”, enter the required information and agree to the Terms of Service, enter “WFF” for Organization. If you experience any problems, please ask anyone in the Aircraft Office.

If you already have an internet connection through your NASA home center, you will use the same login information for your time at Wallops.

Bandwidth on all networks is limited and internet usage should be restricted to appropriate use. For example, checking email is fine but no video streaming (Netflix, Hulu, etc.).

## Shipping

### Shipments to Wallops Flight Facility

Instrument Teams are responsible for shipping to/from WFF. **Clearly label each box with "IMPACTS," the instrument name, the PI's name, and a contact phone number.**

Before you ship your items to Wallops, please email **Brent Williams and Kelly Griffin** with the arrival date and the amount of equipment you plan ship. Also inform them of any hazardous material.

#### Shipping Point of Contact (POC) Info:

ESPO: Brent Williams [brent.a.williams@nasa.gov](mailto:brent.a.williams@nasa.gov) (831) 247-8242

P-3/Wallops: Kelly Griffin [kelly.griffin@nasa.gov](mailto:kelly.griffin@nasa.gov) (757) 894-4985

#### Shipping Address:

NASA Wallops Flight Facility  
Hangar N-159, Hangar Floor  
c/o Kelly Griffin (757-894-4985)  
Wallops Island, VA 23337  
ATTN: IMPACTS

## Safety

There will be a mandatory IMPACTS All Hands Meeting when PI teams arrive. Details will be provided by email. If you cannot attend, see ESPO upon arrival for a recorded briefing.

## Lab, Hangar, & Ramp Safety

- Closed-toe shoes are required in the hangar and on the ramp. No high heels, sandals, or open-toed shoes allowed.
- Long pants are required when aboard the aircraft.
- No IMPACTS personnel are allowed on the ramp. See ESPO regarding requests for ramp access.
- Never approach any aircraft in the hangar without permission. Please coordinate all such requests for aircraft, or on-aircraft instrument access with the mission manager.

- No smoking allowed in any Wallops building. Smoking is only allowed in outside areas where designated. Be aware that there are fuels, liquid oxygen, and other hazards nearby.
- Boxes of hearing protection plugs can be found in the lab area.
- If you bring hazardous materials into the hangar, you need to provide **someone** with a copy of the MSDS in advance. Also, provide notice if a hazardous materials cabinet will be needed. All hazardous materials will need to be stored in designated lockers
- Use proper protective clothing when you are handling hazardous products/materials or performing tasks that would require additional protection (like LN2 refilling)
- Be aware of a loud bell that rings while hangar doors are being opened or closed.
- Always make sure someone in your group knows your whereabouts in case of emergency.
- 24/7 access - last one out must turn off the lights. See ESPO if you are unsure how to do this.

## Emergency Services

- 24-hour emergency medical, fire, rescue, and security services provided by NASA on base.
- Fire and Ambulance Services: Dial 911 from any landline (emergency online)
  - If using a cell phone, dial (757) 824-1333
  - Main Base Fire Department (non-emergency) ext. 1300
- Security Services: Dial x1111 from any landline

## Other Important Contacts

- Health Unit - non-emergency ext. 1266 (located on the south end of building F-161, physician and RN present during normal duty hours). Available to all employees and visitors for any medical situation. Available M-F 8am-4:30pm. Closed from 11-12 for lunch.
- Hospitals --Peninsula Regional Medical Center in Salisbury, MD (65 minutes away); Riverside Memorial Hospital in Nassawadox, VA.
- Cafeteria ext. 2424 for recorded menu; building E-2, hours M-F 7:00am-9:00am (breakfast); 11:00am-1:00pm (lunch)
- Rocket Club Bar - Bldg. F-3; 4:30pm to 11pm

## Traffic Safety & Security

- Speed limit 35 mph unless otherwise posted (parking lots 15 mph)
- Always wear your badge
- All vehicles are subject to search

# Mission Information

## Mission Schedule

A daily plan of the day will be posted on the IMPACTS website under Mission Planning → [Daily Schedule](#). An email will be sent out on the IMPACTS listserv and via WhatsApp messages.

## Reporting & Archiving

Flight plans should be posted to Mission Tools Suite (<http://mts.nasa.gov>) in a timely manner. Aircraft Flight Reports and Mission Science reports will be submitted through the Airborne Science Website. MTS does have chat capability (although the Pilot chat is only for pilots).

## P-3 Medical Clearance

All individuals who plan on flying on the P-3 must be medically cleared prior to flight and entered into the Johnson Space Center (JSC) Qualified Non Crew Member (QNC) Flight Medical Clearance database.

If you anticipate supporting any flights aboard the P-3, please contact Kelly Griffin ([kelly.griffin@nasa.gov](mailto:kelly.griffin@nasa.gov)) with your legal name, gender, and your month of birth (actual day not required). You will receive an email from the system with a link to the questionnaire and a PIN so you can set up your account and answer all the questions.

Once the Flight Doctor has reviewed your information, you will either receive email notification that you have been cleared (or not cleared) or the doctor will contact you directly with any questions or clarification required.

If you have been cleared through this online system before for any previous missions, you can use the link you were sent back then as a “returning user” and just update your information for re-submission.

## Appendix

### Appendix A: Aircraft Contact Information

Gerrit Everson Aircraft Office Chief / Pilot 757-824-1529 <a href="mailto:gerrit.a.everson@nasa.gov">gerrit.a.everson@nasa.gov</a>	Kelly Griffin P-3 Project Manager 757-854-7623 <a href="mailto:kelly.griffin@nasa.gov">kelly.griffin@nasa.gov</a>
Mike Cropper Operations Manager 757-824-2140 <a href="mailto:michael.c.cropper@nasa.gov">michael.c.cropper@nasa.gov</a>	Rich Rogers Aircraft Office Assistant Chief 757-824-1403 <a href="mailto:rich.rogers@nasa.gov">rich.rogers@nasa.gov</a>
Monica Chance Operations Engineer 757-824-2161 <a href="mailto:monica.a.chance@nasa.gov">monica.a.chance@nasa.gov</a>	Alan Barringer Aviation Safety Officer / Pilot 757-824-2419 <a href="mailto:alan.l.barringer@nasa.gov">alan.l.barringer@nasa.gov</a>
Mike Terrell Contract Maintenance Site Lead 757-824-1563 <a href="mailto:michael.g.terrell@nasa.gov">michael.g.terrell@nasa.gov</a>	Dan Whealton NASA Maintenance Manager 757-824-2002 <a href="mailto:daniel.whealton@nasa.gov">daniel.whealton@nasa.gov</a>

### Appendix B: Wallops Flight Facility Map



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## Appendix C: N-159 Aircraft Hangar



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