

**NATIONAL SCIENCE FOUNDATION**  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

**PRIVACY NOTICE**

**Medical Examination Records for Service in Polar Regions**

The National Science Foundation's Office of Polar Programs is responsible for ensuring that all personnel traveling to Antarctica under the auspices of the United States Antarctic Program (USAP) meet certain medical standards, as outlined in 45 Code of Federal Regulations Section 675 (62 Fed. Reg. 31521 (June 10, 1997)). This medical screening process requires that certain medical records be generated on each individual participating in the USAP.

The information requested on USAP provided forms is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1870 et seq. It will be used by NSF and its contractors and subcontractors in the medical screening process to determine whether an applicant is qualified for deployment to Antarctica. An individual medical file will include information collected to determine whether one is qualified for Antarctic assignment, as well as clinical files that may be generated if one receives medical treatment in any of the USAP medical clinics in Antarctica or any off-ice treatment facilities arranged by the USAP.

The records are used for three primary purposes: (1) to determine the individual's fitness for Antarctic assignment, including individual waiver requests; (2) to assist in determining an appropriate course of medical/dental treatment should the individual seek medical care with any medical care provider while in Antarctica; and (3) to provide documentation for addressing quality of care issues associated with these medical functions.

Records contained within this system may be released to individuals involved in those three functions. Such individuals include, in addition to designated NSF employees as needed for assigned duties: (a) designated medical care practitioners and their administrative support personnel involved in determining an individual's fitness for Antarctic assignment, including individual waiver requests; (b) medical care providers in NSF-supported stations and field camps in the polar regions where the individual is assigned; and (c) medical experts advising the NSF on quality of medical care issues associated with NSF's polar research programs. In addition to these purposes, information in the medical records may be released to the individual's personal or examining physician or the individual's designated emergency point of contact when disclosure is necessary to determine initial medical clearance or to review treatment options if the individual requires medical attention while on assignment in the Polar Regions. The determination of whether the individual is physically qualified/not physically qualified (PQ/NPQ) may be released to representatives of the individual's sponsoring organization including academic institutions, and investigators on a grant to inform them whether an individual is approved for deployment or not.

If necessary, information may be released to Federal, state, or local agencies, or foreign governments when disclosure is necessary to obtain records in connection with an investigation by or for the NSF; and to another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding if the government is a party, or when NSF determines that the litigation or anticipated litigation or proceeding is likely to affect the Agency.

Submission of the information requested is voluntary. However, if you fail to provide any of the requested information, NSF or its contractor may be unable to process or to approve your application for polar deployment through the USAP.

More detail about how and where these records are maintained in accordance with the Privacy Act, 5 U.S.C. 552a, is contained in the National Science Foundation's System of Records Notice, Medical Examination Records for Service in the Polar Regions, available upon request from the NSF<sup>1</sup>. No disclosure of information contained in your medical file will be made except as described by the NSF's System Notice or as otherwise authorized by law. You may request a copy of your records for review.

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<sup>1</sup> For a copy of the System Notice, please contact the OPP Safety and Occupational Health Manager at NSF at (703) 292-7438, or write to Safety and Occupational Health Manager, Office of Polar Programs, National Science Foundation, 4201 Wilson Blvd., Suite 755, Arlington, VA 22230.

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**OFFICE OF POLAR PROGRAMS**  
4201 WILSON BOULEVARD, SUITE 755-S  
ARLINGTON, VA 22230

**ELECTRONIC SUBMISSION OF MEDICAL FORMS**

**Notice to all participants in the US Antarctic Program**

**PLEASE DO NOT SUBMIT YOUR COMPLETED MEDICAL FORMS OR OTHER DOCUMENTS THAT CONTAIN PERSONALLY IDENTIFIABLE INFORMATION BY EMAIL. YOU MUST PRINT THE FORMS, MANUALLY SIGN THEM AND MAIL OR FAX THEM TO RAYTHEON POLAR SERVICES COMPANY.**

Explanation:

The NSF is bound by the requirements of the Privacy Act of 1974 and its amendments. All information collected for the purpose of determining your physical qualifications for deploying to Antarctica, is considered confidential. The NSF and its contractors that are in receipt of your medical and personal information are required to maintain your confidentiality and secure your information.

For your convenience, the NSF has made the medical forms interactive so that you may, if you choose, fill them out electronically and save a copy on your computer for your personal use. However, the NSF currently has no way to secure the data as it is electronically transmitted and therefore cannot protect your confidentiality if you transmit the data over unsecured lines.

In order to ensure that we do not violate the Privacy Act or any other federal law pertaining to confidential or personally identifiable information, Raytheon Polar Services Company has been instructed not to accept any electronically submitted medical forms. **Any medical forms received by email will be disposed of without action.**

If you have any questions regarding NSF privacy rules or procedures, please contact the NSF Office of the General Counsel at 703-292-8060.

## MEDICAL AND DENTAL - INSTRUCTION GUIDE – Long Form

	DESCRIPTION OF FORM	ACTION
Checklist Form ME-DT-D-112	Completed by RPSC Medical for each candidate, based upon age, gender, family history (if available), previous deployment history, and seasonal deployment needs. <b>Additional tests/exams may be required based on information received.</b>	Call your Doctor/Dentist: request appointment to include any/all tests indicated on checklist. Take the checklist with you to appointments, along with the "Dear Doctor" letter (ME-DT-D-102).  <b><i>Falsifying and/or non-disclosure of information may result in permanent disqualification from the United States Antarctic Program.</i></b>
Release Form NSF Form 1421	"Medical Risks for NSF-Sponsored Personnel Traveling to Antarctica" release.	Read, sign and date. Return to RPSC Medical. Participants <b>WILL NOT</b> be cleared for deployment until RPSC Medical receives this form.
Medical History NSF Form 1422	Eight page medical history (long form).	Long form - Complete and take with you to your Doctor's appointment. Return to RPSC Medical.
Polar Physical Examination NSF Form 1423	Two page examination form.	This is for your Doctor to complete during your appointment. This completes the medical history form. Return to RPSC Medical.
Lab Work Required <b>Raytheon and NANA Employees Only</b>  LabCorp Requisition or LabCorp Lab Kit	LabCorp is a nationwide chain that will send the results to, and direct-bill, the RPSC Medical Department. For LabCorp locations in New York and California, you may be asked to provide full or partial payment at time of service. You will be reimbursed.  Please follow the instructions on your checklist.  If you do not have a LabCorp location near you, please notify RPSC Medical and we will mail you a LabCorp Lab Kit.	Visit <a href="http://www.labcorp.com">www.labcorp.com</a> to find the closest LabCorp patient draw site to your location. Bring with you the <b>LabCorp Requisition</b> sent to you via email from the RPSC Medical Department.  If a LabCorp is not available, contact RPSC Medical and request a LabCorp Lab Kit be mailed to your attention. Your doctor's office or other laboratory facility can follow the Lab Kit instructions. It is your responsibility to make sure that the laboratory specimens are mailed on the day they were collected.  Lab results will be directly faxed to the RPSC Medical Department.  <b>Labs must be done within 6 months of deployment. You must fast for 10-12 hours prior to the blood draw.</b>
Lab Work Required <b>Non-Raytheon Participants</b>  Required Labs Form ME-DT-A-109	Provides a list of required laboratory tests.  Please follow the instructions on your checklist.	Take this form with you to your doctor's appointment.  All lab results should be faxed to the RPSC Medical Department.  <b>Labs must be done within 6 months of deployment. You must fast for 10-12 hours prior to the blood draw.</b>
HIV Consent NSF Form 1424	Explains the walking blood bank procedure and the need for HIV testing.	Read, sign and date this form. Take it with you to your Doctor's appointment and have it returned with the medical forms.
Dental NSF Form 1425	Radiographs become the property of USAP and will not be returned to you or your Dentist. Instructions for digital radiographs can be found in the "Dear Dentist" letter (ME-DT-D-106).	Complete the top portion of the Dental Examination form BEFORE your appointment. Take the "Dear Dentist" letter to your Dentist. The exam form and ORIGINAL radiographs are to be sent to RPSC Medical.
Reimbursement Form ME-A-103	Form used by Raytheon employees for out-of-pocket reimbursable fees only. Use this form only if you are not currently working for RPSC.	Read and follow instructions on the Reimbursement form. Mail to RPSC Medical.
Eyewear Policy for Antarctica Form ME-A-119	Sunglasses are a requirement in Antarctica. This form details all requirements.	RPSC employees are eligible to be reimbursed every other year for one (1) pair of prescription sunglasses. Additionally, if required of your job position, reimbursement for one (1) pair of prescription safety glasses. You will be reimbursed up to \$175.00 for each pair. <b>You must be Physically Qualified to obtain reimbursement.</b>
Medications Form ME-A-121	<b>Participants taking prescription or over-the-counter medications are required to bring an adequate supply for the deployment duration.</b> USAP does not provide motion sickness medication.	If you need physician-prescribed medications of any kind during your deployment, please consult your physician. <b>You will need to obtain a prescription for the length of your deployment.</b> Be sure to bring enough medication to allow for travel and extended time on Ice. See letter included in packet.
Immunizations	Current Tetanus immunization -USAP required. Influenza Vaccination – USAP required. Hepatitis A & B vaccines are strongly recommended for certain positions. See checklist.	Consult the Centers for Disease Control and Prevention International Traveler's Hotline re: immunization for international travel at <a href="http://wwwn.cdc.gov/travel/default.aspx">http://wwwn.cdc.gov/travel/default.aspx</a>
Psychological Screening - Winter Over Participants	Required for candidates deploying to either McMurdo or the South Pole during the austral winter (March-October).	Call RPSC Medical at 800-688-8606, option 3, to arrange an appointment. Nicoletti-Flater Associates are located in Denver, CO, and will perform all psychological evaluations in Colorado.

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**Medical Risks for NSF-Sponsored Personnel Traveling to Antarctica**

Travel to Antarctica imparts certain risks to the traveler, because of harsh environmental conditions encountered, limitations in the medical care available in Antarctica, and difficulties, in emergencies, of providing timely evacuation to tertiary medical care facilities in New Zealand, South America, or in the United States. United States Antarctic Program (USAP) participants should consider these risks before deciding to deploy to Antarctica.

With no indigenous support infrastructure in Antarctica, virtually all medical care to USAP participants is provided through the USAP medical care system. This includes medical clinic operations at all three year-round stations (McMurdo, South Pole, and Palmer Stations), dispensary operations on the two oceanographic research vessels, and first-aid/first responder support in the larger seasonal remote field camps. The three clinics are comparable to a small community hospital emergency room and ambulatory care facility, but without secondary or tertiary care facilities nearby for patient referral or specialist support. Radiography (X-rays) and selected laboratory tests are available in the clinics, but more sophisticated imaging procedures and diagnostic tests are not. Typical operating room surgical suites are not available at the stations, although each clinic has a triage/trauma room. The USAP does not maintain a frozen blood supply at each station, relying instead on a "walking blood bank" concept (where individual donors could provide fresh blood if transfusions were needed and blood types matched). The evacuation of critically ill or injured patients from Antarctic sites to sophisticated medical care off the continent (to New Zealand, South America, or the United States) is difficult during the austral summer and may be impossible during the austral winter (February through August).

It is important that USAP participants recognize these limitations in medical care while they are in Antarctica. It is, in part, because of these limitations, that the NSF requires medical and dental screening of personnel prior to deployment to Antarctica. These medical screening examinations are necessary to determine the presence of medical conditions that could threaten the health or safety of the individual while in Antarctica. They are also necessary to determine whether medical conditions exist that cannot be effectively treated while the individual is in Antarctica. Persons who fail to meet these medical/dental screening criteria will be notified of the specific reason(s) for their disqualification. Disqualified individuals may request reconsideration by completing a waiver request package (obtained from the NSF's support contractor).

Pre-deployment screening can identify existing medical conditions that may be difficult or impossible to treat effectively in Antarctica. USAP participants should realize that serious accidents or injuries might challenge the medical care system in Antarctica as well. Therefore, individuals should recognize the limitations in the medical care system in Antarctica before they engage in any risk-taking behaviors (whether on-the-job or during recreational pursuits) that may result in accidents or injuries.

Data collected as a result of this medical screening requirement are maintained in accordance with the Privacy Act (5 USC 552a) and protected against unauthorized release, as described in the appended Privacy Notice. The collection of this information must display a currently valid OMB control number. You are not required to respond to the collection of this information unless it displays a currently valid OMB control number.

I have read and understand this information sheet.

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Print Name

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Signature and Date

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**OFFICE OF POLAR PROGRAMS**

**IMPORTANT NOTICE FOR PARTICIPANTS IN THE UNITED STATES ANTARCTIC PROGRAM**

Participants in the United States Antarctic Program are expected to present themselves in such a manner that their activities and demeanor reflect credit on themselves and their sponsoring organizations. The special circumstances and conditions prevailing in Antarctica require some high standards of conduct.

The potential for mishap in Antarctica is a constant threat. Your ability to deal effectively with a mishap is reduced if you are under the influence of alcohol or other drugs. The National Science Foundation will not condone abuse of alcohol or controlled substances in Antarctica. Unauthorized use or use in excess of such substances will not be tolerated.

The laws of the United States prohibit the possession, shipping or mailing of illegal drugs. In addition, governments in New Zealand and South American countries have strict laws forbidding the possession or transportation through their country of firearms, knives, pornographic materials, marijuana or nonprescription dangerous drugs. These laws are strictly enforced and penalties for violation are severe. For example, in New Zealand the importation of illegal drugs, including marijuana, is punishable by up to fourteen years imprisonment. Letter mail, parcels, and cargo being sent to Antarctica are subject to examination and opening by United States and foreign authorities. For example, all incoming and outgoing mail for McMurdo station transits New Zealand and is subject to interdiction by New Zealand Customs Service through the use of narcotics detection dogs and other direct inspection procedures. Like any traveler, you must abide by local foreign law. If you are found in violation thereof, you are subject to prosecution in the courts of that country. Association with the United States Antarctic Program affords neither preferential treatment nor immunity from prosecution. The New Zealand and Chilean Governments have expressly stated their intention to vigorously prosecute violators.

Conviction for any criminal action under the laws of the United States, or foreign countries may result in your removal from the United States Antarctic Program.

I have read and understand this information sheet.

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Print Name

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Signature and Date