Project Instructions Template

\*\*\* Please do not include this page with your formally submitted Project Instructions \*\*\*

All field projects aboard a NOAA ship are described by formal Project Instructions which detail a project’s requirements, responsibilities of the parties involved, and various operational and administrative details. Once signed by officials in OMAO/Marine Operations and the requesting program, the Project Instructions serve as an agreement between these entities. Certain additional forms and procedures are also a necessary part of project preparation and execution. The Chief Scientist retains primary responsibility for preparing and submitting the Project Instructions and related material. Execution of the project as described is the joint responsibility of the Chief Scientist and Commanding Officer of the ship.

This template is intended to guide the Chief Scientist in preparing a Project Instruction. Please send your Draft Project Instructions in Microsoft Word so that ships’ staff and MOC operations personnel can make edits and comments directly (with “track changes” on). All sections are required to be included in the Project Instructions. If a section does not apply, insert a “N/A” beside it. Please number each section and subsection (i.e. I., II., II.A., II.A.1.).

Unless otherwise noted: Forms, policies, and regulations referenced in this template can be retrieved from <https://www.omao.noaa.gov/learn/marine-operations/project-planning>.

NOTE:

* Black text items to be included in the Project Instructions.
* Non-underlined blue text denotes notes to the preparer that should be deleted from the final version with the exception of website and email addresses.
* Where a blue “OR” is stipulated, only one set of the applicable black text is to be included. Delete the other set and the “OR.”
* If a blue “AND/OR” is stipulated, include all of the black text options that apply. Delete the rest.
* All personnel and operations need to be identified prior to final signing of their instructions. “TBD” will not be accepted.
* Highlighted Yellow Items indicate items that are subject to change since the last project instruction revision. Please unhighlight sections when they are acknowledged.

*The signature page is to be printed on organization’s letterhead and on one page.*

**Project Instructions**

**Date Submitted:** Month DD, YYYY (Ex. February 23, 2020)

**Platform:** NOAA Ship *\*\*\*\*\** (Full ship name, 1st letter only capitalized, *all italic*)

**Project Number:** \*\*-\*\*-\*\* (OMAO) (As assigned in the current fleet allocation plan, Ex. SH-20-02*)*  If the program wishes to assign a project ID of their format, do so after the OMAO PN with a comma, the program ID, & label it (*ORG*), Ex. 12-04-SH (SWFSC).

**Project Title:** \*\*\*\*\*

**Project Dates:** Month DD, YYYY to Month DD, YYYY

Must encompass transits to/from project ports as well as the actual project days themselves.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Chief Scientist Name  
Chief Scientist  
Affiliation (Program or Lab)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Program Director Name  
Title  
Affiliation (Program or Lab)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Lab Director Name  
Title  
Affiliation (Program or Lab)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Captain Jeffrey Taylor, NOAA

Commanding Officer

Marine Operations Center – Pacific

**OR**

Captain Nicholas Chrobak, NOAA

Commanding Officer

Marine Operations Center – Atlantic

**I. Overview**

A. Brief Summary and Project Period

B. Days at Sea (DAS)

Of the \_Z\_ DAS scheduled for this project, \_Y\_ DAS are funded by an OMAO allocation, \_X\_ DAS are funded by a Line Office Allocation, \_W\_ DAS are Program Funded, and \_V\_DAS are Other Agency funded. This project will require operations up to 12 OR 24 hrs/day.

Z = V+W+X+Y

* Total DAS = Z (inclusive of departure and arrival days)
* OMAO Allocated DAS = Y, OMAO allocated DAS using OMAO operational funds
* Line Office Allocated DAS = X, Line Office (OAR, NMFS, NOS, NESDIS, NWS) allocated DAS using OMAO operational funds
* Program Funded Days (PFD) = W, One or more of the NOAA line offices are directly funding these DAS
* Other Agency Funded DAS = V, Non-NOAA funded

Funded DAS: The total DAS for the project shall be stated and how each DAS is funded shall be documented according to the funding allocation as dictated in NOAA’s Prioritization, Allocation, and Scheduling System (PASS). Descriptions above which fund 0 DAS can be deleted from the Project Instruction. Please call Chief of Operations for Marine Operations Center-Atlantic, Pacific, or Pacific Islands (as applicable) for additional guidance.

Transit DAS to the Project’s ports are to be included. If multiple port stops are involved, periods between ports shall be referred to as “legs” and addressed throughout this document as Leg 1, Leg 2, Leg 3, etc. Sailing days in which no scientific operations are conducted or data collected can be referred to as “Transit(s)”.

Operational Tempo Rate (Low, Medium or High) is used for budgetary projections and ship staffing levels and will be completed by the ship or MOC A/P/PI.

C. Operating Area (include map/figure showing op area)

D. Summary of Objectives

E. Participating Institutions

F. Personnel/Science Party: name, title, gender, affiliation, and nationality

Sort the completed table by name (in WORD: Click in the table, select Tab “Layout”, select “Sort” (upper right), select “Date Aboard” and ensure “has header row” is checked .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name (Last, First)** | **Title** | **Date Aboard** | **Date Disembark** | **Gender** | **Affiliation** | **Nationality** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

G. Administrative

1. Points of Contact: *Chief Scientist/alternate, Project Operation Leads, Ops Officer/alternate, agent if needed/selected (name, address, phone number, and email for all)*

2. Diplomatic Clearances

None required.

OR

This project involves Marine Scientific Research in waters under the jurisdiction of *Fill in the foreign countries*. Diplomatic clearance has been requested. Consent has been received from *Fill in the foreign countries*. Consent from *Fill in the names of the missing countries* is pending.

3. Licenses and Permits

None required.

OR

This project will be conducted under the Scientific Research Permit (U.S.) AND/OR Marine Mammal License (U.S.) AND/OR Foreign Fishing Vessel License (Canada) AND/OR Species at Risk Act permit (Canada) issued by \_\_\_\_\_\_\_\_\_\_\_ (U.S. AND/OR foreign agency) on \_\_\_\_\_\_ (date) to \_\_\_\_\_\_\_\_\_\_ *State the name of the license holder--often but not always the Chief Scientist. There could be multiple permits/licenses. The Chief Scientist is responsible for obtaining and listing all permits as well as any identification numbers they contain.*

**II. Operations**

The Chief Scientist is responsible for ensuring the scientific staff are trained in planned operations and are knowledgeable of project objectives and priorities. The Commanding Officer is responsible for ensuring all operations conform to the ship’s accepted practices and procedures.

A. Project Itinerary:

B. Staging and Destaging:

C. Operations to be Conducted:

(Detailed breakdown of each type of proposed operation, i.e. in-situ, station, observing…)

D. Dive Plan

All dives are to be conducted in accordance with the requirements and regulations of the NOAA Diving Program (<http://www.ndc.noaa.gov/dr.html>) and require the approval of the ship’s Commanding Officer. (This statement must remain in all project instructions)

Dives are not planned for this project. OR

The Dive Plans encompassing all legs of ##-##-## are presented in Appendix #*.*

E. Applicable Restrictions

Conditions which preclude normal operations: (List restrictions such as poor weather conditions, equipment failure, safety concerns, unforeseen circumstances, as well as mitigation strategies that might be used).

**III. Equipment (**Hazardous materials are not to be listed here. They should be included in Hazardous Materials Section.)

A. Equipment and Capabilities provided by the ship (itemized)

B. Equipment and Capabilities provided by the scientists (itemized)

**IV. Hazardous Materials**

A. Policy and Compliance

No Hazardous Materials are being brought aboard the ship for this project. (Replaces all below under IV. A-C)

OR

The Chief Scientist is responsible for complying with FEC 07 Hazardous Materials and Hazardous Waste Management Requirements for Visiting Scientific Parties (or the OMAO procedure that supersedes it). By Federal regulations and NOAA Marine and Aviation Operations policy, the ship may not sail without a complete inventory of all hazardous materials by name and quantity, MSDS, appropriate spill cleanup materials (neutralizing agents, buffers, or absorbents) in amounts adequate to address spills of a size equal to the amount of chemical brought aboard, and chemical safety and spill response procedures. Documentation regarding those requirements will be provided by the Chief of Operations, Marine Operations Center, upon request.

Per OMAO procedure, the scientific party will include with their project instructions and provide to the CO of the respective ship 30 days before departure:

* + - List of chemicals by name with anticipated quantity
    - List of spill response materials, including neutralizing agents, buffers, and absorbents
    - Chemical safety and spill response procedures, such as excerpts of the program’s Chemical Hygiene Plan or SOPs relevant for shipboard laboratories
    - For bulk quantities of chemicals in excess of 50 gallons total or in containers larger than 10 gallons each, notify ship’s Operations Officer regarding quantity, packaging and chemical to verify safe stowage is available as soon as chemical quantities are known.

Upon embarkation and prior to loading hazardous materials aboard the vessel, the scientific party will provide to the CO or their designee:

* An inventory list showing actual amount of hazardous material brought aboard
* An MSDS for each material
* Confirmation that neutralizing agents and spill equipment were brought aboard sufficient to contain and cleanup all of the hazardous material brought aboard by the program
* Confirmation that chemical safety and spill response procedures were brought aboard

Upon departure from the ship, scientific parties will provide the CO or their designee an inventory showing that all chemicals were removed from the vessel. The CO’s designee will maintain a log to track scientific party hazardous materials. MSDS will be made available to the ship’s complement, in compliance with Hazard Communication Laws.

Scientific parties are expected to manage and respond to spills of scientific hazardous materials. Overboard discharge of hazardous materials is not permitted aboard NOAA ships.

B. Inventory

[An example of what an inventory and spill plan can look like]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Common Name of Material** | **Quantity** | **Notes** | **Trained Individual** | **Spill**  **control** |
| Formaldehyde solution (2%) | 1 x 500ml | Alkalinity | First Name Last Name | F |
| Formaldehyde solution (37%) | 1 x 500ml | Alkalinity, Stored in ship chem. lkr | First Name Last Name | F |
| Hydrochloric Acid, 0.1N | 20x500ml | Alkalinity, Stored in ship chem. lkr | First Name Last Name | A |
| Mercuric Chloride | 1 x 10g | Located in Sci Van | First Name Last Name | M |

(OR See attached Appendix #)

C. Chemical safety and spill response procedures

**A: ACID**

* Wear appropriate protective equipment and clothing during clean-up. Keep upwind. Keep out of low areas.
* Ventilate closed spaces before entering them.
* Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible.
* **Large Spills**: Dike far ahead of spill for later disposal. Use a non-combustible material like vermiculite, sand or earth to soak up the product and place into a container for later disposal.
* **Small Spills**: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.
* Never return spills in original containers for re-use.
* Neutralize spill area and washings with soda ash or lime. Collect in a non-combustible container for prompt disposal.
* J. T. Baker NEUTRASORB® acid neutralizers are recommended for spills of this product.

**M: Mercury**

* Spills: Pick up and place in a suitable container for reclamation or disposal in a method that does not generate dust. Sprinkle area with sulfur or calcium polysulfide to suppress mercury. Use Mercury Spill Kit if need be.

**F: Formalin/Formaldehyde**

* Ventilate area of leak or spill. Remove all sources of ignition.
* Wear appropriate personal protective equipment.
* Isolate hazard area. Keep unnecessary and unprotected personnel from entering. Contain and recover liquid when possible.
* Use non-sparking tools and equipment. Collect liquid in an appropriate container or absorb with an inert material (e. g., vermiculite, dry sand, earth), and place in a chemical waste container.
* Do not use combustible materials, such as saw dust.

Inventory of Spill Kit supplies

|  |  |  |  |
| --- | --- | --- | --- |
| Product Name | Amount | Chemicals it is useful against | Amount it can clean up |
|  |  |  |  |
|  |  |  |  |

(OR See attached Appendix #

D. Radioactive Materials

No Radioactive Isotopes are planned for this project. (Replaces all below under IV. D-E) OR

The Chief Scientist is responsible for complying with OMAO 0701-10 Radioactive Material aboard NOAA Ships. Documentation regarding those requirements will be provided by the Chief of Operations, Marine Operations Center, upon request. Use of radioactive isotopes in areas under the jurisdiction of other countries may require additional permits from the host countries. Port calls in other countries while the ship is carrying radioactive isotopes may also require special notification, compliance with host country regulations and consent from the host.

At least three months in advance of a domestic project and eight months in advance of a foreign project start date the Chief Scientist shall submit required documentation to MOC-CO, including:

1. NOAA Form 57-07-02, Request to Use Radioactive Material aboard a NOAA Ship
2. Draft Project Instructions
3. Nuclear Regulatory Commission (NRC) Materials License (NRC Form 374) or a state license for each state the ship will operate in with RAM on board the ship.
4. Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters (NRC Form 241), if only state license(s) are submitted).
5. MSDS
6. Experiment or usage protocols, including spill cleanup procedures.
7. If applicable, copies of any applications submitted AND/OR consent obtained from other countries.

Scientific parties will follow responsibilities as outlined in the procedure, including requirements for storage and use, routine wipe tests, signage, and material disposal as outline in OMAO 0701-10.

All radioisotope work will be conducted by NRC or State licensed investigators only, and copies of these licenses shall be provided per OMAO 0701-10 at least three months prior to the start date of domestic projects and eight months in advance of foreign project start dates.

E. Inventory (itemized) of Radioactive Materials

Sort the completed table by common name (in WORD: Click in the table, select Tab “Layout”, select “Sort” (upper right), select “Common Name” and ensure “has header row” is checked .

|  |  |  |  |
| --- | --- | --- | --- |
| **Common Name Radioactive Material** | **Concentration** | **Amount** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

F. Lithium batteries (beyond everyday household items)

Chief Scientist is responsible to

1. Provide a risk management plan to mitigate lithium battery concerns, including:

a. Packaging. How will system/battery be packaged?

b. Storage facilities. How will system/battery be stored from delivery to disposal?

c. Transportation methods

d. Operational use scenario (Include a complete description of how the system/batteries will be handled and used; what platform(s) will carry or deploy the system; location of recharging operations; recovery operations; number of units anticipated to be used; and, where appropriate, the sequence of events before system use/activation/deployment, etc.).

e. Disposal information

1. Provide scientific party and Ship’s Command with relevant SOPs related to equipment containing lithium batteries.
2. Include Safety Data Sheets and/or Technical Data Sheets in the hazardous materials inventory that is transmitted to the ship.
3. Notify ship’s Command/ECO when equipment arrives on-scene.

**V. Additional Projects**

A. Supplementary (“Piggyback”) Projects

No Supplementary Projects are planned. OR

Description: (Provide a description of each supplementary project)

B. NOAA Fleet Ancillary Projects

No NOAA Fleet Ancillary Projects are planned. OR

Description: (Provide a description of each NOAA Fleet Ancillary project)

**VI. Disposition of Data and Reports**

Disposition of data gathered aboard NOAA ships will conform to NAO 216-101 *Ocean Data Acquisitions* and NAO 212-15 *Management of Environmental Data and Information.* To guide the implementation of these NAOs, NOAA’s Environmental Data Management Committee (EDMC) provides the *NOAA Data Documentation Procedural Directive* (data documentation) and *NOAA Data Management Planning Procedural Directive* (preparation of Data Management Plans). OMAO is developing procedures and allocating resources to manage OMAO data and Programs are encouraged to do the same for their Project data.

1. Data Classifications: *Under Development*
   1. OMAO Data
   2. Program Data
2. Responsibilities: *Under Development*

**VII. Meetings, Vessel Familiarization, and Project Evaluations**

1. Pre-Project Meeting: The Chief Scientist and Commanding Officer will conduct a meeting of pertinent members of the scientific party and ship’s crew to discuss required equipment, planned operations, concerns, and establish mitigation strategies for all concerns. This meeting shall be conducted before the beginning of the project with sufficient time to allow for preparation of the ship and project personnel. The ship’s Operations Officer usually is delegated to assist the Chief Scientist in arranging this meeting.
2. Vessel Familiarization Meeting: The Commanding Officer is responsible for ensuring scientific personnel are familiarized with applicable sections of the standing orders and vessel protocols, e.g., meals, watches, etiquette, drills, etc. A vessel familiarization meeting shall be conducted in the first 24 hours of the project’s start and is normally presented by the ship’s Operations Officer.
3. Post-Project Meeting: The Commanding Officer is responsible for conducted a meeting no earlier than 24 hrs before or 7 days after the completion of a project to discuss the overall success and shortcomings of the project. Concerns regarding safety, efficiency, and suggestions for future improvements shall be discussed and mitigations for future projects will be documented for future use. This meeting shall be attended by the ship’s officers, applicable crew, the Chief Scientist, and members of the scientific party and is normally arranged by the Operations Officer and Chief Scientist.
4. Project Evaluation Report: Within seven days of the completion of the project, a Customer Satisfaction Survey is to be completed by the Chief Scientist or Principal Investigator, as appropriate. The form is available at [https://sites.google.com/a/noaa.gov/omao-intranet-dev/operations/marine/customer-satisfaction-survey](https://docs.google.com/a/noaa.gov/forms/d/1a5hCCkgIwaSII4DmrHPudAehQ9HqhRqY3J_FXqbJp9g/viewform) and provides a “Submit” button at the end of the form. It is also located at <https://docs.google.com/a/noaa.gov/forms/d/1a5hCCkgIwaSII4DmrHPudAehQ9HqhRqY3J_FXqbJp9g/viewform>. Submitted form data is deposited into a spreadsheet used by OMAO management to analyze the information. Though the complete form is not shared with the ships, specific concerns and praises are followed up on while not divulging the identity of the evaluator.

**VIII. Miscellaneous**

A. Meals and Berthing

The ship will provide meals for the scientists listed above. Meals will be served 3 times daily beginning one hour before scheduled departure, extending throughout the project, and ending two hours after the termination of the project. Since the watch schedule is split between day and night, the night watch may often miss daytime meals and will require adequate food and beverages (for example a variety of sandwich items, cheeses, fruit, milk, juices) during what are not typically meal hours. Special dietary requirements for scientific participants will be made available to the ship’s command at least seven days prior to the project.

Berthing requirements, including number and gender of the scientific party, will be provided to the ship by the Chief Scientist. The Chief Scientist and Commanding Officer will work together on a detailed berthing plan to accommodate the gender mix of the scientific party taking into consideration the current makeup of the ship’s complement. The Chief Scientist is responsible for ensuring the scientific berthing spaces are left in the condition in which they were received; for stripping bedding and linen return; and for the return of any room keys which were issued. Unless prior arrangements are made, the science party may move aboard the night before scheduled departure and must move off the ship the day after scheduled arrival (at the end of project). The Chief Scientist/Principal Investigator is also responsible for the cleanliness of the laboratory spaces and the storage areas utilized by the scientific party, both during the project and at its conclusion prior to departing the ship.

All NOAA scientists will have proper travel orders when assigned to any NOAA ship. The Chief Scientist will ensure that all non-NOAA or non-Federal scientists aboard also have proper orders. It is the responsibility of the Chief Scientist or Principal Investigator to ensure that the entire scientific party has a mechanism in place to provide lodging and food and to be reimbursed for these costs in the event that the ship becomes uninhabitable and/or the galley is closed during any part of the scheduled project.

All persons boarding NOAA vessels give implied consent to comply with all safety and security policies and regulations which are administered by the Commanding Officer. All spaces and equipment on the vessel are subject to inspection or search at any time. All personnel must comply with OMAO's Drug and Alcohol Policy dated May 17, 2000, which forbids the possession and/or use of illegal drugs and alcohol aboard NOAA Vessels.

B. Medical Forms and Emergency Contacts

The NOAA Health Services Questionnaire (NHSQ, NF 57-10-01 (3-14)) must be completed in advance by each participating scientist. The NHSQ can be obtained from the Chief Scientist or the NOAA website <http://www.corporateservices.noaa.gov/noaaforms/eforms/nf57-10-01.pdf>.

NHSQs must be submitted every 2 years for individuals under the age of 50 and every 1 year for ages 50 and above. NHSQs must be accompanied by [NOAA Form (NF) 57-10-02](http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf57-10-02.pdf) - Tuberculosis Screening Document in compliance with [OMAO Policy 1008](http://www.omao.noaa.gov/find/media/documents/omao-1008-tuberculosis-protection-program) (Tuberculosis Protection Program, which requires a yearly PPD or TB exam).

The completed forms should be sent to Marine Health Services at the applicable Marine Operations Center. The NHSQ and Tuberculosis Screening Document should reach the Health Services Office no later than 4 weeks prior to the start of the project to allow time for the participant to obtain and submit additional information should health services require it, before clearance to sail can be granted. Please contact MOC Health Services with any questions regarding eligibility or completion of either form. Ensure to fully complete each form and indicate the ship or ships the participant will be sailing on. The participant will receive an email notice when medically cleared to sail if a legible email address is provided on the NHSQ.

The participant can mail, fax, or email the forms to the contact information below. Participants should take precautions to protect their Personally Identifiable Information (PII) and medical information and ensure all correspondence adheres to DOC guidance (<http://ocio.os.doc.gov/ITPolicyandPrograms/IT_Privacy/PROD01_008240>).

The only secure submission process approved by NOAA is [kiteworks](https://sfc.doc.gov/) by Accellion Secure File Transfer, which requires the sender to set up an account using a valid NOAA email address and password. User accounts may expire after 30 days of inactivity. Simply re-register to send and receive files.

Persons without a NOAA email account must fax or mail their forms.

Contact information: Include only the Pacific OR Atlantic Office as applicable.

|  |  |
| --- | --- |
| Marine Health Services  Marine Operations Center – Atlantic  439 W. York Street  Norfolk, VA 23510  Telephone 757-441-6320  Fax 757-441-3760  Email [MOA.Health.Services@noaa.gov](mailto:MOA.Health.Services@noaa.gov) | Marine Health Services  Marine Operations Center – Pacific  2002 SE Marine Science Dr.  Newport, OR 97365  Telephone 541-867-8822  Fax 541-867-8856  Email [MOP.Health-Services@noaa.gov](mailto:MOP.Health-Services@noaa.gov) |

Prior to departure, the Chief Scientist must provide an electronic listing of emergency contacts to the Executive Officer for all members of the scientific party, with the following information: contact name, address, relationship to member, and telephone number.

C. Shipboard Safety

All personnel who embark are to fully support and comply with NOAA Administrative Order 202-1106: NOAA Sexual Assault and Sexual Harassment Prevention and Response Policy.  The at-sea working/living environment is particularly sensitive and it is incumbent upon all personnel to uphold a positive and professional workplace dynamic in order to successfully accomplish cruise objectives.

Surge protectors, power strips and Uninterrupted Power Sources (UPS) must be approved for marine/shipboard use, removed from service if hot to the touch, regularly inspected for damage or wear, limited to one surge protector per duplex receptacle (i.e., “outlet”), and never daisy chained. The equipment must meet MIL Performance Specification MIL-PZRF-32167A, which incorporates ASTM F1507 (Standard Specifications for Surge Suppressors for Shipboard Use) and UL 1449 (Safety

Standards for Surge Protective Devices).

Hard hats are required when working with suspended loads.  Work vests are required when working near open railings and during small boat launch and recovery operations.  Hard hats and work vests will be provided by the ship when required.

Wearing open-toed footwear or shoes that do not completely enclose the foot (such as sandals or clogs) outside of private berthing areas is not permitted.  At the discretion of the ship CO, safety shoes (i.e. steel or composite toe protection) may be required to participate in any work dealing with suspended loads, including CTD deployment and recovery.  The ship does not provide safety-toed shoes/boots.  The ship’s Operations Officer should be consulted by the Chief Scientist to ensure members of the scientific party report aboard with the proper attire.

D. Communications

A progress report on operations prepared by the Chief Scientist may be relayed to the program office. Sometimes it is necessary for the Chief Scientist to communicate with another vessel, aircraft, or shore facility. Through various means of communications, the ship can usually accommodate the Chief Scientist. Special radio voice communications requirements should be listed in the project instructions. The ship’s primary means of communication with the Marine Operations Center is via email and the Very Small Aperture Terminal (VSAT) link. Standard VSAT bandwidth has increased, on average per ship, to 768 kbs and is shared by all vessel’s staff and the science team at no charge to sailing personnel. Increased bandwidth in 7 day increments is available on the VSAT systems at increased cost to the scientific party. If increased bandwidth is being considered, program accounting is required and it must be arranged through the ship’s Commanding Officer at least 30 days in advance.

1. IT Security

The applicable sections below are required prior to boarding the ship.

1. **Guest Scientist Access to Ship Science Systems**
2. IT Security Awareness Training:
   1. It is recommended that guests complete the course 3 days before embarking, but must be completed prior to use of or accessing any NOAA ship science computer or network resources guest scientists must complete NOAA’s IT Security Awareness Course.
3. Guest scientists must review and sign the Rules of Behaviour (ROB)
4. For Foreign Nationals see section 8.F.

**b. Connecting Guest Scientist Computer Systems to NOAA Ships Science Network**

1. Any computer that will be hooked into the ship's network must comply with the *OMAO Fleet IT Security Policy* 1.1 (November 4, 2005) prior to establishing a direct connection to the NOAA WAN. Requirements include, but are not limited to:
2. Installation of the latest virus definition (.DAT) file on all systems and performance of a virus scan on each system.
3. Installation of the latest critical operating system security patches.
4. No external public Internet Service Provider (ISP) connections.
5. No Kaspersky products are allowed
6. Computer Operating Systems that the support vendor has identified as reaching “End of Life” for support will not be allowed on the shipboard network. Examples include Microsoft Windows XP and Vista as well as Windows Server 2003, Windows 7, Server 2003, and Server 2008.

**c. Guest Personal Devices, use of Public WiFi**

At any time, NOAA OMAO may monitor and/or audit user activity and/or network traffic. In addition, NOAA OMAO may access your system and disclose information obtained through audits to third parties, including law enforcement authorities.

1. Guests must review and sign the Rules of Behaviour
2. No Kaspersky products are allowed

**References:** *OMAO Fleet IT Security Policy* 1.1 (November 4, 2005), NOAA220 Rules of Behaviour for Public Wifi, NOAA220 Rules of Behaviour for LAN.

F. Foreign National Guests Access to OMAO Facilities and Platforms

Foreign National access to the NOAA ship or Federal Facilities is not required for this project. (Replaces all below under VIII. F)

OR

All foreign national access to the vessel shall be in accordance with NAO 207-12 and RADM De Bow’s March 16, 2006, memo (<http://deemedexports.noaa.gov>). All Line Office personnel will use the Foreign National Registration System (FNRS) to submit requests for access to NOAA facilities and ships. FNRS does not route through OMAO for access to OMAO facilities and platforms or for access to OMAO Information Technology systems. Therefore OMAO also requires an additional form “Request for Foreign National Access to OMAO Facilities and Platforms” attached to RADM Silah’s Memo for NOAA Departmental Sponsors dated OCT 04 2019. The Departmental Sponsor/NOAA (DSN) is responsible for obtaining clearances and export licenses and for providing escorts required by the NAO. DSNs should consult with their Line Office Controlled Technology Coordinators to assist with the process.

Foreign National access must be sought not only for access to the ship involved in the project but also for any Federal Facility access (NOAA Marine Operations Centers, NOAA port offices, USCG Bases) that foreign nationals might have to traverse to gain access to and from the ship. The following are basic requirements.

Full compliance with NAO 207-12 is required.

Responsibilities of the Chief Scientist:

1. Provide the Commanding Officer with the email generated by the Servicing Security Office granting approval for the foreign national guest’s visit. This email will identify the guest’s DSN and Designated Escorts (if any) and will serve as evidence that the requirements of NAO 207-12 have been complied with.
2. Escorts – The Chief Scientist is responsible to provide escorts to comply with NAO 207-12 Section 5.10, or as required by the vessel’s DOC/OSY Regional Security Officer.
3. Ensure all non-foreign national members of the scientific party receive the briefing on Espionage Indicators (NAO 207-12 Appendix A) at least annually or as required by the Servicing Security Office.
4. Export Control - Ensure that approved controls are in place for any technologies subject to Export Administration Regulations (EAR) that will be brought aboard the ship.

The Commanding Officer and the Chief Scientist will keep each other informed of controlled technologies belonging to the ship and to the scientific party and will work together to implement any access controls necessary to ensure no unlicensed export occurs.

Responsibilities of the Commanding Officer:

1. Ensure only those foreign nationals with DOC/OSY clearance are granted access.
2. Deny access to OMAO platforms and facilities by foreign nationals from countries controlled for anti-terrorism (AT) reasons and individuals from Cuba or Iran without written approval from the Director of the Office of Marine and Aviation Operations and compliance with export and sanction regulations.
3. Ensure foreign national access is permitted only if unlicensed deemed export is not likely to occur.
4. Ensure receipt from the Chief Scientist or the DSN of the Servicing Security Office email granting approval for the foreign national guest’s visit. OMAO CTC will email the CO when access to the platform and IT assets has been approved.
5. Ensure Foreign Port Officials, e.g., Pilots, immigration officials, receive escorted access in accordance with maritime custom to facilitate the vessel’s visit to foreign ports.
6. Ensure all OMAO personnel onboard receive the briefing on Espionage Indicators (NAO 207-12 Appendix A) at least annually or as required by the Servicing Security Office.

Responsibilities of the Departmental Sponsor:

1. Export Control - The DSN is responsible for obtaining any required export licenses and complying with any conditions of those licenses prior to the foreign national being provided access to the controlled technology onboard regardless of the technology’s ownership.
2. The DSN, if not sailing for the project, shall assign an on-board Program individual, who will be responsible for the foreign national while on board. The identified individual must be a U.S. citizen and a NOAA or DOC employee. According to DOC/OSY, this requirement cannot be altered.
3. Ensure completion and submission of NAO 207-12 Appendix C (Certification of Conditions and Responsibilities for a Foreign National) within three days of the FN’s arrival onboard the ship.

**IX. COVID-19 Contingency Plan for Scientific Party (\*\*DRAFT\*\*)**

In the event of a non-negative test result for any member of the scientific party, or the identification of recent close contact with a positive COVID-19 case through contact tracing:

* the member will not be cleared to board the ship, and lodging will be provided at **(hotel name & address)** at **(program or partner)**expense for up to **(?)**days.
* The Chief Scientist will be notified of any mission personnel who are not cleared to sail.
* The Chief Scientist will determine, in consultation with the ship's command and appropriate parties, whether the mission will continue without the uncleared personnel.
* Subsequent testing will be sought using**(program's IDIQ contract, local commercial testing facility, or whatever other option programs may want to use)**.
* [insert any further program specific protocols that dictate next steps]

In the event a member of the scientific party develops symptoms of possible COVID-19 while underway, [OMAO protocols](https://drive.google.com/drive/folders/1R-_yLaBfGrOS2teXBxGeRUqUIrD94vU0?usp=sharing) will be followed.

* Once ashore, all logistics and support for the affected scientist(s) will be coordinated through shoreside Point of Contact:

**Name**

**Title & organization**

**24/7 phone**

**Email**

**Location/Time Zone**

* Duties of the shoreside support person/team include coordination of:
  + further testing
  + daily well-being check-in & symptom screening
  + travel
  + lodging
  + medical support
  + on site support as needed
  + notify**[program/partner chain of comms here with name, title, org, phone & email]**

If the affected scientist is in a foreign port, the shoreside POC shall contact **the U.S. Embassy (or consulate, or appropriate Dept. of State entity)** to request help and if necessary, translation support.

**DOS contact information by port for this expedition:**

**X. Appendices** (all that apply)

1. Figures, maps, tables, images, etc.

2. Station/Waypoint List (coordinates in Latitude, Longitude: degree-minutes)