

II. Vessel Seaworthiness

Vessels considered as being operated and maintained in a seaworthy manner, according to the NAO Section 2, are listed below; select the vessel type that NMFS staff will be aboard (select all that apply):

- Vessel owned, operated, or licensed by federal or state governments
- Vessel owned and operated by the University/National Oceanographic Laboratory Systems and/or private/state universities
- Vessel operated in accordance with U.S. Coast Guard Inspection regulations and manning laws
- Foreign research vessel (state owned and operated).
- Commercial fishing vessel
- Foreign commercial fishing vessel

- Other (describe): _____

III. Safety Plan

The Safety Plan consists of the following three parts.

1 - Safety Training

- Description of the briefing or training furnished to NOAA employees assigned to work aboard non-NOAA vessels:

- First aid and/or CPR Training, if applicable

Name(s)	Training Type(s) and Certifying Organization	Expiration Dates

- Other trainings / certifications, if applicable

Name(s)	Training Type(s)	Relevant Dates

In addition, NMFS staff must provide a completed **Safety Equipment Checklist** (see Appendix B) with each cruise plan (*see next section*) submitted, indicating they are taking all required safety equipment.¹

2 - Cruise Plan

Complete a cruise plan for each trip taken as part of this plan (See Appendix C) and provide to:

Diana Figueroa, NMFS SWR, Sustainable Fisheries Division
562-980-4030, Diana.Figueroa@noaa.gov

3 - Vessel Information and Safety

Determination of the vessel's seaworthiness and capabilities by developing and evaluating information regarding the intended vessel. (If multiple vessels are participating, fill out this section for each one.)

• Vessel Information

- **Vessel Name:** _____
- **Vessel ID: U.S. Coast Guard Documentation # or State documentation #:**

- **Vessel's State Registration information, if any:** _____
- **Captain Name:** _____
Phone #: (work) _____ (cell) _____
Email: _____
- **Crew Names & Contact Information, if known:**

• Vessel seaworthiness

See section II above

• Vessel Type & Specifications

- **Vessel Type** (e.g., commercial – purse seine, long-line, bottom trawl, etc.):

- **Length:** _____ **Tonnage:** _____
- **Is there a head onboard?** No Yes
- **# of bunks, if an overnight trip:** _____
 - Are there enough bunks for everyone who will be on board?
 No Yes

• Level and date of inspection, if any

- **Is vessel USCG "Inspected"?** (See Appendix E for USGC regulations on vessels subject to inspection)
 - Yes. If yes, date of inspection: _____
 - No. If no, explain why no inspection is necessary: _____

¹ This list of safety equipment was taken from the list used by the SWR Observer Program.

- **Vessel has a USCG Safety Decal:**
 Yes No. If no, explain: _____
 Date Issued: _____
 Expiration Date: _____

- **Lifesaving, first-aid, and firefighting gear aboard**

- **Communication equipment**

- **Operator's and crew's license or experience** (if a license is not required by law, please state)

- **History of vessel's operation**

- **Any other pertinent information about the vessel**

IV. Internal NMFS Communications Plan

In case of an emergency, provide the names of all NMFS personnel to be notified and respective roles using the table provided in Appendix D.

V. Approval

Supervisor(s) for each participating staff

Name	Signature	Branch	Date
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Name	Signature	Branch	Date
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Approval of Division/Office Director

Name	Signature	Division/Office	Date
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Name	Signature	Division/Office	Date
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Appendix A – NOAA Administrative Order (NAO) 209-115

NOAA EMPLOYEES ABOARD NON-NOAA VESSELS

Issued 06/10/91; Effective 05/29/91

SECTION 1. PURPOSE.

This Order provides guidance for National Oceanic and Atmospheric Administration (NOAA) managers to ensure the safety of NOAA employees aboard non-NOAA vessels. A non-NOAA vessel is any vessel not owned, operated, or chartered by NOAA.

SECTION 2. GENERAL.

Safety is promoted by the vessel's seaworthiness, operating methods, the vessel operator's skills and experience, and compliance with supervising authorities. Listed below are vessels considered as being operated and maintained in a seaworthy manner:

- a. Vessels owned, operated, or licensed by federal or state governments.
- b. Vessels owned and operated by the University/National Oceanographic Laboratory Systems and/or private/state universities.
- c. Vessels operated in accordance with U.S. Coast Guard Inspection regulations and manning laws.
- d. Foreign research vessels (state owned and operated).
- e. Commercial fishing vessels.
- f. Foreign commercial fishing vessels.

SECTION 3. RESPONSIBILITIES.

.01 Program Managers have the responsibility for preparing a safety plan for employees working on non-NOAA vessels. The safety plan should include:

- a. a description of the briefing or training furnished NOAA employees assigned to work aboard non-NOAA vessels;
- b. the development of a cruise plan for cruises of more than one day or following the cruise plan of the Chief Scientist; and
- c. a determination of the vessel's seaworthiness and capabilities by developing and evaluating information regarding the intended vessel including but not limited to:
 1. vessel seaworthiness;
 2. level and date of inspection, if any;
 3. lifesaving and firefighting gear aboard;
 4. communication equipment;
 5. operator's and crew's license or experience; and
 6. the history of vessel's operation.

SECTION 4. PROCEDURES.

.01 A Program Manager's or Chief Scientist's cruise plan should be developed for non-NOAA vessels operating overnight or in remote areas. Each cruise plan is forwarded to the appropriate monitoring NOAA employee ashore. It can also be used as guidance to NOAA participating employees.

.02 The recommendations listed below should be considered when developing a cruise plan:

- a. Provide an itinerary with the estimated time of departure (ETD) and the estimated time of arrival (ETA).
- b. Furnish a NOAA personnel roster for the intended cruise.
- c. Set up a method to report significant changes or updates to the appropriate officials ashore.
- d. Supply emergency position indicator radio beacons with necessary operating instructions for operations of more than one day and for operations in remote areas.
- e. Establish tracking and checking procedures for the intended cruise.

SECTION 5. EFFECT ON OTHER ISSUANCES.

This Order supersedes NOAA Directives Manual (NDM) 17-15, dated August 22, 1980.

SIGNED,

Acting Director, Office of Administration

Office of Primary Interest: Office of NOAA Corps Operations

Resource Management Staff (NCx4)

http://www.corporateservices.noaa.gov/ames/NAOs/Chap_209/naos_209_115.html

Appendix B – Safety Equipment Checklist

For each trip to sea, each person must submit a completed & signed checklist, along with a cruise plan, to Diana Figueroa, NMFS SWR, Sustainable Fisheries Division, 562-980-4030, Diana.Figueroa@noaa.gov

Name: _____

Date: _____

Safety Equipment Carried by each NOAA Personnel ²	Quantity	Yes, I have these and they are in proper working condition (☑)
Foul Weather Gear	1	<input type="checkbox"/>
Xtra Tuff Boots	1 pair	<input type="checkbox"/>
Immersion Suit	1	<input type="checkbox"/>
Personal Flootation Device (PFD) (type V inflatable)	1	<input type="checkbox"/>
Firefly Strobe Light (1 attached to Immersion suit, 1 to PFD)	2	<input type="checkbox"/>
EPIRB (attached to Immersion Suit)	1	<input type="checkbox"/>
Mirror (1 attached to Immersion suit, 1 to PFD)	2	<input type="checkbox"/>
Whistle (1 attached to Immersion suit, 1 to PFD)	2	<input type="checkbox"/>
PML (Personal Marker Light) (1 attached to Immersion suit, 1 to PFD)	2	<input type="checkbox"/>

I have all the required equipment in the required quantities, as listed above, all in proper working condition, and understand that it must be onboard with me.

Signature _____

Date _____

² This list of safety equipment was taken from the list used by the SWR Observer Program

Appendix C – Cruise Plan for NMFS Staff

For each trip to sea, submit a cruise plan, along with a signed safety checklist, to Diana Figueroa, NMFS SWR, SFD

Project Name / Purpose: _____

Vessel Information

Vessel Name: _____ Captain's Name: _____
 Vessel's U.S. Coast Guard Documentation #: _____

Departure & Arrival Information

- Departure
 Date: _____ Port Name: _____ Estimated Time: _____
- Return/Arrival
 Date: _____ Port Name: _____ Estimated Time: _____
- Area of Operation
 Identify general area of operation and any specific areas known: _____

NMFS Staff Onboard

Name	Cell Phone #	Emergency Contact Information (Name, relationship, ph #s)

Communication Plan

Staff within cell phone coverage throughout the trip: No Yes Partial: _____
 VHF Radio available: No Yes
 Other/Comments: _____

*****Shore-side Contact Procedure*****

Staff must call the contact below (leave a voicemail at BOTH #s if there is no answer) stating the following: 1) call to confirm your departure time & location upon departure; 2) call to confirm your arrival time & location upon arrival, and 3) any changes in the cruise plan for any of the times, locations, or other pertinent information.

Diana Figueroa, NMFS SWR, SFD, 562-980-4030 (office); 323-449-7763 (cell)

I understand the shore-side contact procedure explained above and agree to follow it.

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

Supervisor(s) Approval

Name	Signature	Branch/Division/Office	Date
Name	Signature	Branch/Division/Office	Date

Appendix E – U.S. Coast Guard Regulations Excerpts

Title 46 U.S. Code - USCG Shipping Regulations, Subtitle II - Vessels and Seamen

<http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=BROWSE&TITLE=46USCSII&PDFS=YES>

§ 3301. Vessels subject to inspection

The following categories of vessels are subject to inspection under this part:

- | | | |
|------------------------------|-------------------------------------|---------------------------------|
| (1) freight vessels | (2) nautical school vessels | (3) offshore supply vessels |
| (4) passenger vessels | (5) sailing school vessels | (6) seagoing barges |
| (7) seagoing motor vessels | (8) small passenger vessels | (9) steam vessels |
| (10) tank vessels | (11) fish processing vessels | (12) fish tender vessels |
| (13) Great Lakes barges | (14) oil spill response vessels | (15) towing vessels |

§ 2101. General definitions

(11) “**fish**” means finfish, mollusks, crustaceans, and all other forms of marine animal and plant life, except marine mammals and birds.

(11a) “**fishing vessel**” means a vessel that commercially engages in the catching, taking, or harvesting of fish or an activity that can reasonably be expected to result in the catching, taking, or harvesting of fish.

(11b) “**fish processing vessel**” means a vessel that commercially prepares fish or fish products other than by gutting, decapitating, gilling, skinning, shucking, icing, freezing, or brine chilling.

(11c) “**fish tender vessel**” means a vessel that commercially supplies, stores, refrigerates, or transports fish, fish products, or materials directly related to fishing or the preparation of fish to or from a fishing, fish processing, or fish tender vessel or a fish processing facility.

(21) “**passenger**”—

(A) means an individual carried on the vessel except—

(i) the owner or an individual representative of the owner or, in the case of a vessel under charter, an individual charterer or individual representative of the charterer;

(ii) the master; or

(iii) a member of the crew engaged in the business of the vessel who has not contributed consideration for carriage and who is paid for on board services;

[...]

(C) on a fishing vessel, fish processing vessel, or fish tender vessel, means an individual carried on the vessel except—

(i) an individual included in clause (i), (ii), or (iii) of subparagraph (A) of this paragraph;

(ii) a managing operator;

(iii) an employee of the owner, or of a subcontractor to the owner, engaged in the business of the owner;

(iv) an employee of the charterer, or of a subcontractor to the charterer, engaged in the business of the charterer; or

(v) an observer or sea sampler on board the vessel pursuant to a requirement of State or Federal law; or

[...]

(22) “**passenger vessel**” means a vessel of at least 100 gross tons as measured under section 14502 of this title, or an alternate tonnage measured under section 14302 of this title as prescribed by the Secretary under section 14104 of this title—

(A) carrying more than 12 passengers, including at least one passenger for hire;

(B) that is chartered and carrying more than 12 passengers;

(C) that is a submersible vessel carrying at least one passenger for hire; or

(D) that is a ferry carrying a passenger.

(25) “**recreational vessel**” means a vessel—

(A) being manufactured or operated primarily for pleasure; or

(B) leased, rented, or chartered to another for the latter’s pleasure.

- (42) **“uninspected passenger vessel”** means an uninspected vessel—
- (A) of at least 100 gross tons as measured under section 14502 of this title, or an alternate tonnage measured under section 14302 of this title as prescribed by the Secretary under section 14104 of this title—
 - (i) carrying not more than 12 passengers, including at least one passenger for hire; or
 - (ii) that is chartered with the crew provided or specified by the owner or the owner’s representative and carrying not more than 12 passengers; and
 - (B) of less than 100 gross tons as measured under section 14502 of this title, or an alternate tonnage measured under section 14302 of this title as prescribed by the Secretary under section 14104 of this title—
 - (i) carrying not more than 6 passengers, including at least one passenger for hire; or
 - (ii) that is chartered with the crew provided or specified by the owner or the owner’s representative and carrying not more than 6 passengers.
- (43) **“uninspected vessel”** means a vessel not subject to inspection under section 3301 of this title that is not a recreational vessel.