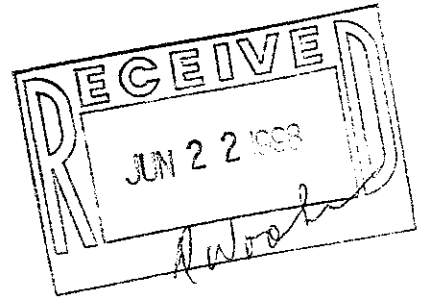




Alaska Sightseeing Cruise West

Proposal for Concession Operation



Pat Phelan, Acting Superintendent
Glacier Bay National Park and Preserve
Attention: Division of Concession Program Management
P. O. Box 140
Gustavus, AK 99826

Dear Ms. Phelan:

We hereby offer to provide cruise ship and services at Glacier Bay National Park and Preserve, in accordance with the terms and conditions as specified in your Prospectus and to execute the draft permit contained in the Prospectus without substantive modification (except as may be required by NPS pursuant to the terms of the Prospectus and/or inclusion of items from the selected offer which are beneficial to the government). We are enclosing the required "APPLICATION" which, by this reference, is made a part hereof. We certify that the information furnished herewith is true to the best of our knowledge and belief. In addition, we agree to complete the execution of the Concession Permit within fifteen working days after it is presented by the National Park Service.

Richard G. West, President/CEO

June 18, 1998
Date

WEST TRAVEL, INC.
dba Alaska Sightseeing/Cruise West (AS/CW)
4th & Battery Building, Suite 700
Seattle, WA 98121

CERTIFICATE OF CORPORATE OFFICER

I, Richard G. West, certify that I am the President/CEO of the corporation named as *Offeror* herein; that I, who signed this proposal on behalf of the *Offeror*, was then President/CEO of said corporation; that said proposal was duly signed for and in behalf of the corporation by authority of its governing body within the scope of its corporate powers.

Richard G. West, President/CEO



"The Leader in Small Ship Cruising"

4th & Battery Bldg., Suite 700, Seattle, WA 98121-1438
(206) 441-8687 • Fax: (206) 441-4757

MEMBER



Integrity in Travel

National Park Service Note

The Following items are not included in this NPS release of: Alaska Sightseeing Cruise West Proposal for Cruise Ship Services 2000-2004

Marked "Trade secrets... exempt from disclosure" by the applicant (these items may be available, pending final determination of releasability):

Cruise Ship Prospectus Application pages 1,2,3,10,24,27,and 28
EXHIBIT 1A.2.1, Financial Information and Records
EXHIBIT 1A.12.2, International Safety Management (ISM) Manual
EXHIBIT 5A.1, AS/CW Shipboard Oil Pollution Emergency Plan

Materials generally available to the public or which repeats information included (available on request):

1998 The Alaska Experience Cruise-Tours & Cruises Brochure (49 pages)
Exhibit 1.A.2.2, A/SCW Public Policy Flyer
International Maritime Organization (IMO) List of the national operational contact points responsible for the receipt, transmission and processing of urgent reports on incidents involving harmful substances, including oil from ships to coastal states. (53 pages).
OSRO Classifications by COTP Zone (42 pages)

7. Are you applying for "most directly affected Native corporation" status, as defined in 36 CFR 13.85? If yes, provide the documentation to support this determination, as described in these regulations.

Yes No

PREFERENCE FOR NEW AND SMALL OPERATORS

8. Do you provide cruise ship services within Glacier Bay National Park under a current limited permit with the National Park Service? ³

Yes No

9. If yes, does the number of cruise ship entries from June 1 to August 31 exceed 19 entries (14 percent of 139 cruise ship entries allocated for Glacier Bay from June 1 - August 31)?

Yes No

10. Do any of the above have operations or interest in other operations in areas adjacent to this national park area or operations in other national parks? If yes, please identify.

Yes No

West Travel, Inc., d.b.a. Alaska Sightseeing/Cruise West does not currently operate in Glacier Bay National Park and Preserve under a cruise ship category concession permit. However, AS/CW has a long-standing concession operation in GBNP as a tour boat category operator. AS/CW currently holds 54 entries for tour boats during the whale period, June 1-August 31. The company's history of Glacier Bay tour boat operations dates back to 1990. Tour boats which have entered GBNP under our tour boat concession permit are the following:

The 98-passenger Spirit of '98, the 107-passenger Spirit of Endeavour, the 78-passenger Spirit of Columbia, the 84-passenger Spirit of Discovery, the 82-passenger Spirit of Alaska, and the 54-passenger Spirit of Glacier Bay.

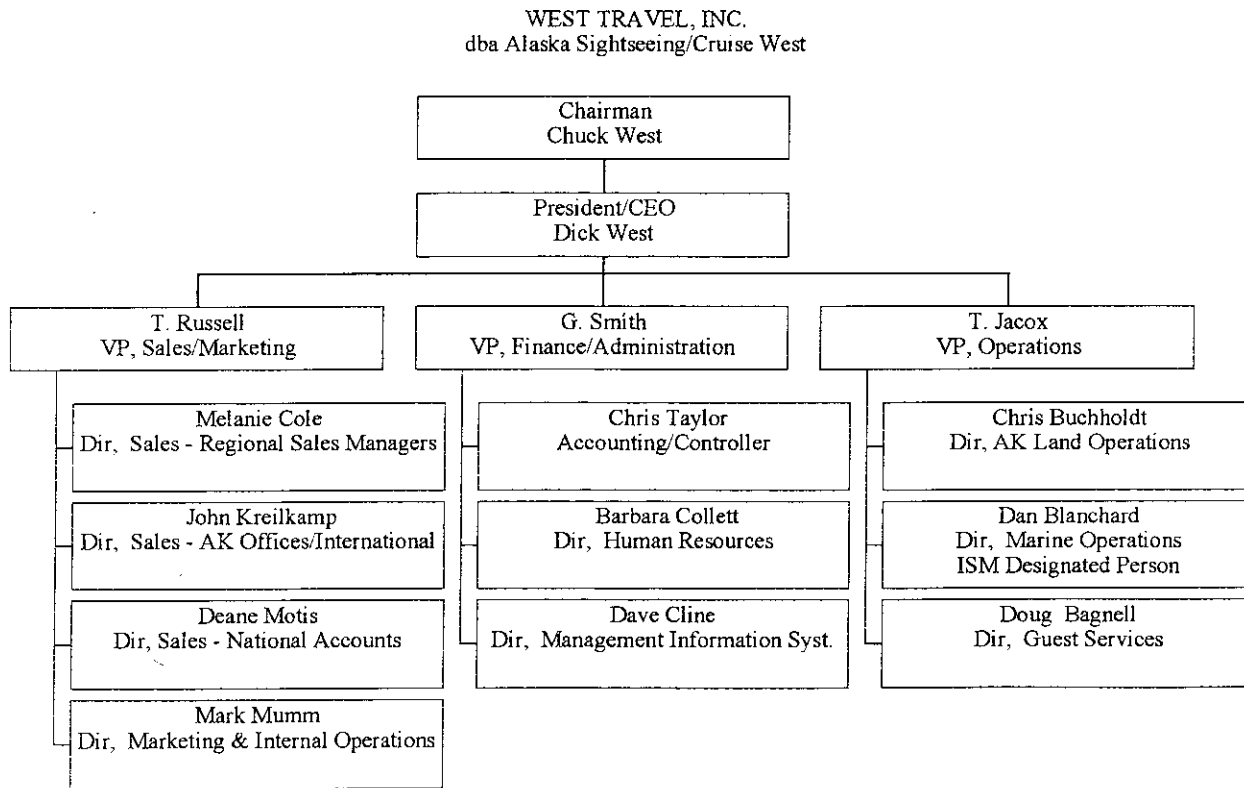
West Travel, Inc., also owns and operates a fleet of eight Prevost le Mirage motorcoaches to/from Denali National Park and Anchorage. AS/CW maintains a seasonal office in Denali National Park staffed by a half dozen employees and four vehicles (vans and buses).

11. The NPS is looking for an ENTITY that has demonstrated experience in managing this type of business activity.

West Travel, Inc. (AS/CW) has owned and operated a package tour business in Alaska since 1973. AS/CW has operated vessels in Alaska starting with a day boat, the M/V Glacier Seas, which began service in Prince William Sound in 1989. Experience in operating a business in Alaska with defined

objectives pre-dates West Travel, Inc. as Charles B. (Chuck) West, Chairman and founder, operated the first sightseeing tours in Alaska in 1947, and is the founder of Westours. He sold Westours to Holland America in 1973, prior to starting West Travel, Inc. with his family.

As a seasonal operator, primarily doing business in Alaska, AS/CW has developed a sophisticated strategic planning process over the years. The company consists of three main departments: Sales/Marketing, Finance/Administration, and Operations. Each of the major departments is led by a Vice President, supported by Directors heading sub-departments. Sales, marketing, and internal operations (reservations, inventory management, and documentation) make up **Sales/Marketing**. **Finance/Administration** includes accounting, human resources, and information systems, as well as the overall finance and general administration responsibilities for the corporation. **Operations** is made up of three sub-departments: Alaska Land Operations with divisions in Anchorage, Fairbanks, Denali Park, Juneau, Ketchikan, and Petersburg; Marine Operations which includes Engineering/Maintenance, vessel safety and pollution control management, all matters related to deck and bridge staff, and regulatory interaction with agencies such as U.S. Coast Guard; and Marine Guest Services with management responsibilities over all hotel areas on board the vessels (food/beverage, sanitation including CDC/FDA inspections, stateroom housekeeping, gift shops, shore excursions, and on board educational programs for passengers, including interpretation and general narrative). The company organization by Department is shown on the chart below:



AS/CW's Strategic Planning Process extends five years into the future. The Strategic Plan is revisited on an annual basis and individual departmental business plans are written for each fiscal year. Budgeting is a highly defined annual process resulting in efficient spending, forecasting, and accurate projection and utilization of cash flow.

The company's business success over the last ten years has largely been a result of establishing a specific mission of acquiring existing overnight small passenger vessels. Each of the six overnight vessels were then completely refurbished before re-entering the marketplace. These vessels allow a highly-personalized experience delivered by an all-American crew, providing an intimate, up close, and educational cruise. AS/CW's stated service objective is to provide passengers with the same service quality whether traveling on land or while on our vessels. We formalized this service ethic into our own unique brand four years ago called "Seamless Service". For example, our motorcoach drivers/guides are trained to interpret the surroundings they carry passengers through rather than just narrate with facts, figures, and stories. Our vessel Guest Programs Interpretative staff provide this training. Also, we provide libraries and binoculars on vessels for individual passengers as well as on our motorcoaches to integrate the experience as equally rewarding and educational.

Recognizing the need for increased education and awareness among travel agents who are the primary distribution network for our cruise/tours, our Sales/Marketing Department created a "Small Ship Partners" program. On request, a sales kit is sent to travel agents which provides them with resources describing the benefits of small ship cruising along with test questions about our segment of the industry, Alaska and other destinations. Agents then return the tests to our office, and subsequently receive a Small Ship Partners certificate. This program is proving to be an extremely efficient and highly productive means of educating travel agents on the relatively unknown small ship segment of the cruise ship industry.

Our company has researched and implemented a number of innovations over the years which have proven to be extremely successful and supportive of visitation to Glacier Bay National Park. Since 1984, we have operated a day boat in Southeast Alaska between Ketchikan and Juneau. Passengers overnight at hotels along the way in the communities of Ketchikan, Petersburg, and Juneau. For a period of six years, approximately 40% of the M/V Sheltered Seas passengers added a trip on our overnight vessel, the M/V Spirit of Glacier Bay or the M/V Spirit of Discovery, to complete one of the most comprehensive Inside Passage itineraries by cruising a full day in Glacier Bay and also making a port call at Sitka. As we acquired additional vessels and capacity, and in following our strategic plan to maximize utilization of Glacier Bay tour boat entries, we now operate four overnight vessels into Glacier Bay as part of 7-night itineraries through the Inside Passage. These examples show how our business planning practices have resulted in a variety of itineraries and experiences that provide great complimentary *and contrasting* attractions to Glacier Bay while maintaining an efficient and profitable operation.

All of our business interactions within the organization are fully computerized. Many of our vendor relationships are supported by computer programming which streamlines all business transactions. Our vessels are all equipped with Point of Sale (POS) programs which makes the functional side of on board purchases much easier for our passengers as well as makes the internal accounting process much simpler, accurate and timely.

12. Describe the business management qualifications and experience of the ENTITY and the NEW CONCESSIONER proposed to manage and operate this business.

West Travel, Inc. has accumulated a true wealth of experience operating as a cruise and land tour operator in Alaska since the mid-1970's. The concentration on Alaska as our primary operating arena

has gained us invaluable insight into optimal means of selling cruises and tours to *The Great Land* and operating with utmost safety in this delicate environment. We have been an active participant in state organizations such as the Alaska Visitors Association, Alaska Tourism Marketing Council, members and advisors to national associations supporting best business practices such as the Passenger Vessel Association (PVA), and have partnered in planning processes of various Public Lands administrators (National Parks, State Parks, Forest Service, Bureau of Land Management, National Marine Fisheries, local governments, etc.)

As a U.S. company, we are able to operate our vessels from U.S. port to U.S. port, which enables us to maximize the Alaska experience for our passengers. For example, operating cruises between Ketchikan and Juneau with shallow draft vessels allows a more in-depth, up-close, educational and interactive soft adventure cruise. This same ultra-exploration can be accomplished on other All-Alaska itineraries such as round-trip Juneau. (See **Exhibit 1A.12.1** for the proposed Inside Passage itinerary for the M/V *Tempress Explorer*.) Our vessels' small group size means that we can provide more of an eco-tour that is difficult to achieve with a larger group.

The years of operating within Glacier Bay National Park with a relatively high number of entries, and having an even longer history of operating in Denali National Park, has resulted in deeper understanding and appreciation of the mission of the National Park Service to ensure our Parks are protected for both current visitors and future generations. Our hiring, training, and operational business practices emphasize safety and education. Our internal safety program comes under the banner of **Absolute Safety!** We train our crew members during pre-season with an average of one week devoted strictly to safety training using professional trainers as well as expert internal safety managers. Each crew member also gets involved with safety on a daily basis during the operating season. Additionally, our third-party vendor safety qualification program is one of the most thorough and demanding programs in Alaska as well as other destinations in which we operate. We audit safety records before signing on any vendors and require annual updates. We also send out safety auditors ourselves to spot-check safety practices of our vendor partners. As of July, 1998, three vessels operated by our company will be required to fully comply with the safety regulations presented in the International Safety Management Code (ISM). Even though this advanced doctrine of safety is legally required only our vessels operating internationally, we will combine ISM with **Absolute Safety!** on all of our vessels to make our business practices in this area consistent and to maximize safety resources everywhere. The initial ISM manual which we are enclosing as **Exhibit 1A.12.2** with this application covers the three vessels operating internationally in 1998: the *Spirit of Endeavour*, *Spirit of '98*, and *Spirit of Columbia*.

13. Does the ENTITY have experience providing services under contract for an agency like NPS, United States Forest Service, Bureau of Land Management, city, state, large corporation, or other organization with significant philosophical and operational constraints? If yes, please identify.

Yes

No

West Travel, Inc. has worked with a variety of government agencies over the years. In addition to our tour boat concession permit with the National Park Service-Glacier Bay, and our motorcoach operation and offices at the east entrance of Denali National Park, we have established business relationships with several other Public Lands entities. We also work with and are governed by a number of different federal, state, and community government agencies. We have had a collective operating agreement with the United States Forest Service for the last fifteen years. Under this agreement, we have operated bus tours to Mendenhall Glacier in Juneau, and have sent many employees over the years to the Forest Service Interpretive Training Program in Juneau, held May

of each year. Forest Service personnel have also acted as walking tour guides for our passengers in Petersburg. We were actively involved with the Tongass National Forest Management Plan in 1996-1997, and are currently represented on the industry planning team for the Chugach National Forest Plan revision. We also were one of only four private-industry Alaska travel companies to send a representative to the Western Public Lands Forum held in Lake Tahoe in the fall of 1996.

We have taken passengers ashore via our vessels' bow landing capability at wilderness sites, one of which is Forest Service land on Prince of Wales Island. We established a permit with the Forest Service to perform these shore visits. We are one of only three companies who has worked with the Forest Service Kayak Ranger Program in Misty Fjords to board kayak rangers on all of our vessels visiting Rudyerd Bay. The kayak rangers provide narrative over the p.a. system once they've boarded the vessel. We also joined with the Forest Service on a similar pilot program in Tracy Arm, even working out an agreement to transport rangers to and from Juneau and Tracy Arm on our vessels.

Outside of Alaska, we negotiated the first agreement of its kind with the Army Corps of Engineers Bay Model in Sausalito, California, to dock our vessel at their site to both embark and disembark passengers and luggage. We also have worked closely with the Army Corps of Engineers as we transit the system of eight locks and dams along the Columbia and Snake Rivers on our cruises round trip from Portland, Oregon, to Lewiston, Idaho. We have engineered one-of-a-kind arrangements with Native groups outside of Alaska such as the Squaxin Tribe near Tacoma, Washington, to visit their Squaxin Island Fish Hatchery. In the Fall of 1998, two of our vessels, the Spirit of '98 and Spirit of Endeavour, will start cruises in Baja, Mexico's Sea of Cortes. Multi-agency/vendor negotiations and interactions have already taken place to prepare for that operation.

We participated in the Tracy Arm Traffic Study this past year organized by the Coast Guard in Juneau. We also were represented at two 1997 meetings held between the cruise ship industry and the communities of Southeast Alaska to identify issues and work together toward common, reasonable solutions. We have pioneered vessel calls into Alaska ports over the years. In the early years of our Sheltered Seas operation, we called at the native community of Angoon on Admiralty Island. In 1998 we brought the first all-passenger vessel into Cordova in Prince William Sound. In 1999, we will be operating the first cruise ship visits into the Native community of Metlakatla, on Annette Island, near Ketchikan. Working with the Native elders and others in the Native communities of Angoon and Metlakatla documents our business belief that Native communities, rural Alaska, hard-to-get-to locations, the wilderness, and cruises to generally inaccessible natural wonders are an integral part of a quality Alaskan experience, especially combined with the unique Native history, wildlife, and glaciers which all make up the contrasting and complimentary experience of Glacier Bay National Park.

Our company has a long history of working with the Department of Transportation (DOT) as the regulator over our motorcoach operations. We also operate under permit at international airports in Juneau, Anchorage, Fairbanks, and Ketchikan using a variety of vehicles (motorcoaches, vans, and tour buses).

In the State of Alaska, we have operated tours under permit to the Chilkoot Trail Head outside of Skagway (which is under the jurisdiction of the Klondike Gold Rush National Historical Park), the Chilkat State Park outside of Haines, Portage Glacier outside of Anchorage, the Chugach National Forest to obtain a bow landing permit for vessels in Prince William Sound, Totem Bight State Historic Park in Ketchikan, Saxman Native Village in Ketchikan, the Sitka National Historical Park, etc.

Through all of these dealings with various government agencies, we have learned that a close and constant working relationship is vital, especially when new regulations or plans are proposed. We commit the manpower and other resources necessary to lend our assistance to the process and voice our concerns at the earliest stage possible.

We also have worked closely with large corporations such as foreign-flag cruise lines, i.e. Holland America, Princess Cruises, Cunard, Sitmar, World Explorer, Royal Viking, RCCL, and Regency. We operated bus shore excursions for these large cruise lines from 1986 until 1992 in the ports of Ketchikan, Juneau, Skagway, Haines, Valdez, and Seward.

14. Use the format on the following page and add to it as necessary, or use your own format as long as it provides all of the requested information. Provide detailed resumes for all current and proposed partners, sole proprietors, and key management employees who will be actively involved in the management of this business and key shipboard personnel who will be operating in Glacier Bay. Identify the specific role the individual is to play and establish that person's ability to play that role.

It is the objective of West Travel, Inc. to ensure that all employees are afforded equal opportunity in employment in support of Title VII of the Civil Rights Act of 1964, as amended. West Travel, Inc. promotes an environment free from discrimination to all individuals, regardless of race, creed, color, religion, national origin, sex, age, marital status or disability. In support of this commitment, West Travel, Inc. defines "employment" and "terms of conditions of employment" to include, but not be limited to:

1. Recruiting, hiring, placing, terminating and promoting or demoting.
2. Compensation, benefits, transfers, layoffs, returns from layoff, company sponsored training, education, tuition assistance, and social and recreation programs.

Diversity in the workplace is a critical part of our recruiting/hiring objectives. The Marine industry in general, and the cruise ship segment specifically, is traditionally a male-dominated work force. West Travel, Inc. (AS/CW) currently employs 78 positions on vessels that are Management level. Of these 78 (Captains, Mates, Hotel Managers, Engineers, Cruise Coordinators, Chefs, Leads and Reliefs for these positions), 29, or 37%, are female. AS/CW vessels have been operated under the leadership of several female Captains, Mates and Engineers over the years. Four licensed Mates positions are presently held by females in the AS/CW fleet, one being a Relief Captain. Coast Guard mariners licenses have also been awarded to three female deckhands. As recently as two years ago, two of the eight full-time Captains employed by AS/CW were female. One of these, Captain Leigh Reinecke, has moved into another area of the company, Sales and Marketing, and now serves as one of the six Regional Sales Managers, lending her expertise as an operating Captain to selling Alaska cruises and Glacier Bay. Ms. Reinecke has completed 75 revenue cruises into Glacier Bay for AS/CW, the majority as Captain.

See Exhibit 1A.14, Individual Experience and Related Background of Key Managers

CRITERION 1B. NONE.

3. Do you agree not to use a substitute ship without the approval of the park superintendent and that any substitute must meet or exceed the standards of the ship approved in the proposal?

Yes No

4. Specify the total number of cruise ship entries into Glacier Bay from June 1 - August 31 for which you are applying.

Number of Entries (maximum is 68)
14

As explained in "Business Opportunity", up to 68 entries are divided into the following six categories. This is necessary in order to give the incumbent concessioners their statutory right of preference in categories "B - F".

5. Do you wish to apply and compete in all categories in order to maximize your opportunity:

Yes No

If "NO", specify the category or categories under which you are applying and the number of entries as follows:

Category	Entries (enter number)
Category A (maximum 38 entries)	
Category B* (maximum 13 entries)	
Category C* (maximum 4 entries)	
Category D* (maximum 7 entries)	
Category E* (maximum 4 entries)	
Category F* (maximum 2 entries)	

The best proposal will be selected in each of the above six categories.

* An incumbent concessioner has a right of preference in renewal for these entries (see "Application of Preference in Renewal", this section - above).

6. Do you intend to utilize all entries authorized throughout the term of the permit? (Unforeseen events or circumstances that intermittently interfere with operations may, with the approval of the superintendent, be excused.)

Yes No

7. Do you agree to notify the NPS of any unused entries that may become available in a timely manner and, if necessary, assist to facilitate the reallocation of the unused entry?

Yes

No

CRITERION 2B. DESCRIBE WHAT ADDITIONAL SERVICES AND/OR FACILITIES WILL BE PROVIDED AND/OR HOW THE COMPANY WILL IMPROVE UPON THE SERVICES OR SCHEDULES REQUIRED BY THIS PROSPECTUS, TO PROVIDE A SUPERIOR PARK EXPERIENCE FOR ITS PASSENGERS.

The National Park Service expects that concessioners will support the NPS in its mission to inform park visitors and concession employees about park resources and values. Some examples of services and facilities which might improve the visitor experience:

- | | | |
|-----------------------|----|--|
| Exhibit 2B.1.2 | a. | Offer Native Alaskan art and handcrafts prominently in shipboard gift shops. |
| | b. | Provide an expanded library of resource materials on Glacier Bay, Alaska, Native Culture including standard references, books, periodicals, videos, maps, etc. |
| | c. | Feature local Alaskan artists and craftspersons in shipboard displays and in gift shops. |
| | d. | Insure that shipboard activities, gift shop items, etc. contribute to visitor understanding of the area (e.g. gift shops offer only stuffed toy animals which are native to the area). |
| Exhibit 4B.4 | e. | Implement corporate and/or shipboard programs related to protection of the (marine) environment. |
| Exhibit 2B.1.3 | f. | Establish minimum standards of knowledge about Glacier Bay and the National Park Service for officers and crew members. |

1. Describe the services and facilities related to the above that you propose to offer.

**ALASKA SIGHTSEEING/ CRUISE WEST
GLACIER BAY NATIONAL PARK
SHIPBOARD GIFT SHOP SALES PLAN**

Alaska Sightseeing/ Cruise West's vessels currently have Gift Cases on board which contain a varied gift/souvenir inventory including both company logo'd sportswear and Alaska themed gifts and crafts. To enhance the overall experience of our passengers, while visiting Alaska, it has always been our philosophy to sell merchandise that has been made in the USA and to provide a selection of authentic jewelry, carvings, and other arts and crafts made by Native Alaskans.

We feature Native American hand-crafted Totems, Bentwood Boxes, Alaskan made Ulu knives and postcards. Our gift inventory also includes William Spear Pins and Taku Graphic Prints from Juneau and Ray Troll postcards from Ketchikan. In addition to these Alaskan made crafts and gifts, the remaining inventory of items offered for sale are made primarily (92%) in the USA. We do not offer extraneous merchandise for sale.

AS/CW's focus in gift shop product for the 1999 season and beyond will be to increase the variety of Alaskan made products through continued efforts to locate, procure, and offer more indigenous handcrafts that further reflect the people, culture, and history of Southeast Alaska.

We supplement the Native gifts and select Alaska local guest speakers hired to give presentations on board with individual biographical sketches and placards identifying the artist/speaker and their technique or style.

See **Exhibit 2B.1.1, "Up Close and Personal"; Exhibit 2B.1.2, "AS/CW 1998 Guest Resource Library"; and Exhibit 2B.1.3, "AS/CW Staff Seminar Outline - Glacier Bay National Park"**.

2. Describe what measures the company will take to implement this policy in your service.

Recruiting of additional Native arts and crafts resources are a continuing part of our Guest Services and Guest Programs Business Plan. Native-escorted walking tours, annual gift shop product review, allocating capital funds to acquire additional native artwork for display on our vessels (pictures, carvings, etc.) and further enhancement to our already-existing Native guest speaker program will be expanded upon each season.

3. Describe other services, facilities, programs, itineraries, etc., your company will implement that will provide a superior park experience for the visitor.

The bulletin boards (2) on the vessel are changed out the evening prior to arriving in Glacier Bay to display a variety of informational placards, maps, photos, stories, etc. to add to the passengers' overall orientation and anticipation. All of these resource materials are prepared by Guest Programs Cruise Coordinator staff prior to the beginning of each season. Also, all narratives are offered in binder form on board for hearing impaired guests.

AS/CW furnishes umbrellas for each passenger as an incentive for them to be on deck during inclement weather. This way they capture Glacier Bay from the best vantage point--outside. We also make the time spent on deck more comfortable by bringing decanters of hot chocolate and coffee on to the bow and other outside spaces.

Itineraries and other programs designed to heighten the Glacier Bay experience are also outlined in **Criterion 4B**.

CRITERION 3A. THE OFFEROR AGREES TO A FEE OF NOT LESS THAN THE AMOUNT DESCRIBED BELOW.

The NPS has determined that the fee described below is the minimum required offer:

\$5.00 per passenger (including both revenue and non-revenue passengers)

Please see the sample permit for specific details of the fee program.

1. Do you agree to this initial level of fees as shown above and in the sample permit?

Yes No

CRITERION 3B. NONE

CRITERION 4A. THE OFFEROR PROPOSES TO PROVIDE THE INTERPRETIVE SERVICES (EITHER THROUGH THE NPS INTERPRETIVE PROGRAM OR THROUGH AN APPROVED CONCESSIONER PROGRAM) WHICH MEETS THE REQUIREMENTS OF THE PROSPECTUS AND PERMIT.

1. Do you agree to provide an interpretive program meeting these minimum criteria?

Yes No

2. Will you participate in the NPS Interpretive Program (including cost-recovery)?

Yes No

CRITERION 4B. THE OFFEROR PROPOSES TO PROVIDE INTERPRETIVE SERVICES BEYOND THE MINIMUM LEVELS LISTED IN CRITERION 4A.

1. Do you propose to operate in accordance with an *optimal itinerary* shown above?

Yes No

2. If NO, provide the proposed itinerary or itineraries, including, at a minimum, all areas to be visited, activities in each area and the times for each activity (one format for this is the table below).

3. If you answer YES to Item 1, but would also like to propose possible alternative itineraries which you feel would provide a superior visitor experience, please do so here.

**ALASKA SIGHTSEEING/CRUISE WEST
GLACIER BAY NATIONAL PARK
CRUISE SHIP INTERPRETIVE SAIL PLAN**

Glacier Bay National Park is incorporated into the Alaska Sightseeing/Cruise West Interpretive Sail Plan at the beginning of every cruise that has the Park included in its itinerary. The time between the beginning of the cruise and our arrival into GBNP may be 1 to 8 days depending on the itinerary. Every cruise has, for its first evening's activity, a Route Talk given by our Cruise Coordinator (AS/CW Naturalist/Narrator) in the lounge after dinner. This talk lasts approximately 30 minutes

and is meant to orient the guests to the trip ahead, with brief schedule information and a description of where and what they can expect to see for the next 7 to 10 days.

For those itineraries that have an arrival into GBNP on the second day of the cruise, a National Park Service Naturalist boards Alaska Sightseeing/Cruise West vessels in Juneau, the day before entering the Park. During the Route Talk given on the first night, the Cruise Coordinator introduces the Park Service Naturalist who then provides a 5 - 10 minute overview of the next day's program in Glacier Bay National Park. We let our guests know that a Park Service Naturalist will be narrating throughout the day, both on deck and in the main (only) lounge, and that it will be a full day in a beautiful place, so get some good sleep!

For those itineraries that have 2 to 8 days between the beginning of the cruise and our arrival into the Park, we hold Glacier Bay specific information until the night before our arrival in order to develop the logistical flow and address guest expectations for the trip. For these cruises, we have a talk entitled, "Introduction to Glacier Bay," in which we describe the aforementioned themes and topics on the night before entering GBNP. During the prior week as the itinerary proceeds and we draw nearer to Glacier Bay, we integrate the natural features of the Inside Passage into a thematic whole, building on the concepts of natural forces like plate tectonics and resultant mountain chains, forest succession, ecological zones of vegetation and biodiversity, and types of wildlife found in different areas. By the time guests reach Glacier Bay they will have heard formal lectures (inside) and deck narration on marine mammals, salmon and other wildlife, lots of local and regional history, geology, native cultures, local flora and plant succession, regional industries, National Park/Forest Service distinctions, resource management issues, and more.

For instance, we often mention if we're cruising in Misty Fjords, LeConte Bay or Tracy Arm that these glacial fjords have both similarities and distinct differences with Glacier Bay, and that there are certain rock formations, topographical features, and/or wildlife (etc) found in one place but not the other. We stress that it is not all the same, and we point out specific features to remember to compare or ponder when experiencing Glacier Bay. AS/CW is able to capitalize on these relevant educational contrasts and comparisons as our vessels are compact and maneuverable enough to visit all three of these glacially carved fjords as well as other up-close viewing areas along the Inside Passage. Our boats operating under the GBNP tour boat category as well as the M/V Tempress Explorer under the cruise ship application category can enter waterways inaccessible to larger vessels.

We also build the human interest themes of where and when different explorers and people like John Muir arrived at different places along the Inside Passage. As our itinerary unfolds, so does the historical journey of the people who came before. The key for our staff is to be aware of what the Park Naturalists will cover during the day in order to complement, not repeat, the information given by the Naturalist. Cruise Coordinators also stress to the guests the importance of getting good rest the night before as they'll want to be ready for an early morning and a full day cruising Glacier Bay. These guests are especially well prepped by the time they enter the Bay.

We have both print and video libraries on board every vessel which are available to guests throughout the trip. Included in these are reference and resource books, works by Muir, copies of Alaska Geographic, magazines like National Geographic and Alaska, videos such as "Glacier Bay, the Grand Design" are included in that library.

Because AS/CW's whole program is naturalist oriented, our entire operation is geared toward supporting programs like what the Park Service provides in Glacier Bay. We have interpretive programs every day. We have encouraged guests in pre-trip documentation to bring warm clothes, rain gear, sturdy shoes and binoculars (we also provide binoculars on board). We have multiple

wildlife and plant identification books in our resource library and we have the Mac's laminated field guides for use on deck. Our bridge officers know that one of their primary functions is to spot wildlife to enhance the naturalist program and they actually compete to see who can out-spot the next person. Our vessel will stop and observe, sometimes up to an hour, when wildlife is available for viewing. Our meal times are often delayed or cut short for wildlife. We always are inviting guests out on deck for the best experience and we provide covered viewing areas and regularly serve hot drinks on deck to enable them to stay out as long as possible. Everything we do is geared toward providing the best up close and respectful educational nature experience possible. From the moment the Park Service Naturalist steps onto the bow with the microphone, everyone from the captain to the chef, from the deck hands to the stewards and including our on board naturalist is geared toward supporting that program.

Once we reach Glacier Bay, there are two **optional** programs for Interpretive Sail Plans that we follow while in the Park. Detailed below, these are listed as "Option A" and "Option B." "Option A" is our preferred Interpretive Sail Plan because it maximizes guests' exposure to and enjoyment of Glacier Bay National Park. This option has us entering GBNP boundary at roughly 0030 and exiting at roughly 2230. "Option B" has us picking up the GBNP Naturalist at 0600 and exiting GBNP boundary at roughly 2230. Because of the arrival time into the Park in "Option A," the GBNP Naturalist would join the vessel in Juneau the day before actually arriving in the Park, overnighing on board, and actually beginning the Interpretive Program the evening before entry into the Bay. AS/CW and GBNP have coordinated this boarding plan under the tour boat concession. AS/CW pays the cost of the Gustavus-Juneau air on the carrier used by GBNP. Both Options are detailed below:

OPTION A, the preferred Interpretive Sail Plan:

On the evening before entering GBNP, Cruise Coordinators introduce the Park Service Naturalist who gives a short "Introduction To Glacier Bay" Talk, and concludes by telling guests that narration will begin in the morning about 15 minutes before reaching the glaciers, to best inform the guests of what they will see. Arrival into GBNP is midnight on the day of arrival. Cruise Coordinators, Captains and vessel staff also prepare guests for a wonderful day in Glacier Bay by talking about waking up in front of the northernmost tidewater glaciers in the West Arm of Glacier Bay National Park.

Once inside the Park, the schedule goes as follows:

Interpretive Sail Plan, Option A

- 0030 Enter Glacier Bay National Park
- 0600 Cruise past Russell Island fan.
- 0630 Guest wake up call. Continental breakfast is available in the lounge.
- 0700 Naturalist greets guests and briefs them on the glaciers. Guests are encouraged to put on appropriate clothing in order to be on deck to experience the Grand Pacific and Margerie Glaciers. Naturalist informs guests there will be no narration while at the face of the glaciers, but that we'll just enjoy the experience and discuss the specifics later (or before arriving if time allows).
- 0730 Grand Pacific and Margerie Glaciers. We'll spend 30-40 minutes floating quietly in front of the glaciers and then cruise by the Kittiwake colony.
- 0830 Depart Grand Pacific and Margerie Glaciers. Breakfast is served in the dining room.

- 0930-1000 Naturalist gives an Orientation/map talk in the lounge
- 1015 Arrive Jaw Point
- *1015-1200 Lamplugh Glacier or Johns Hopkins Inlet (once open). Naturalist provides narration.
- 1230-1300 Reid Inlet/ Ibach Point. Naturalist provides narration.
- 1300-1400 Lunch is served
- 1430 Cruise Gloomy Knob en route to Tidal Inlet. Naturalist provides narration.
- 1500-1530 Slow cruise Tidal Inlet. Naturalist provides narration.

*prior to July 1 we spend 10-15 more minutes at Grand Pacific and Margerie, as well as Lamplugh Glaciers.

- 1700 Slow cruise Sandy Cove. Search for wildlife, intertidal life and birds. Stop for any mammal sightings. Naturalist provides narration.
- 1730 Depart Sandy Cove. Naturalist briefs guests on seabirds and what to expect to see at the Marble Islands. No outside speakers on while at Marble Islands.
- 1800 Marble Islands
- 1830 Depart Marble Islands. Dinner is served
- 2030 Arrive Bartlett Cove. Naturalist disembarks. Depart Bartlett Cove.
- 2230 Depart Glacier Bay National Park

OPTION B:

As noted earlier, our arrival into GBNP is mentioned in the Route Talk on the first evening of the trip, and on the evening before entering the Park, the "Introduction to Glacier Bay" Talk is given.

Once inside the Park, the schedule goes as follows:

Interpretive Sail Plan, Option B

- 0515 Enter Glacier Bay National Park
- 0600 Pick up Naturalist
- 0630 Guest wake-up call, breakfast is available in the lounge and the dining room. The morning is quiet until the Naturalist is introduced and preps the guests for our arrival to the Marble Islands.
- 0730 Naturalist informs guests of what's ahead, the need to be out on deck with binoculars to view the birds and other sights, and that there will be no narrative over the P.A. system while in front of the Islands.
- 0800 Marble Islands, viewing seabirds and possibly Steller's Sea Lions
- 0830 Depart Marble Islands, Naturalist narrates what was seen and prepares guests for Sandy Cove. Depending on timing, Naturalist may do a GBNP Orientation/map talk in the lounge with Park maps. If time doesn't allow, as is most often the case, this orientation is done after departing Sandy Cove.
- 0900 Slow cruise Sandy Cove. Search for wildlife, intertidal life and birds. Stop for any mammal sightings.
- 0930 Depart Sandy Cove. This is the most common time for the Naturalist to provide an Orientation/map talk in the lounge. Concluding remarks often find people donning

- their outdoor wear in preparation for a look at Tidal Inlet.
- 1045 Slow cruise Tidal Inlet. Stop for any mammal sightings. Naturalist provides narration.
- 1100 Depart Tidal Inlet
- 1200 Lunch is served
- 1300 Cruise by "Gloomy Knob." Slow for any wildlife (mountain goats, birds guests haven't seen yet). Open cruising northbound toward east side of Russell Island. If any wildlife is sighted along the shorelines, lunch is interrupted and guests are encouraged to move out on deck.
- 1400 Margerie and Grand Pacific Glaciers. We'll spend between 60 to 75 minutes floating quietly in front of the glaciers and cruising past the Kittiwake colony.
- 1515 Depart Grand Pacific and Margerie Glaciers
- 1630 Jaw Point. View Lamplugh or John's Hopkins Glacier (once open). Naturalist provides narration.
- 1730 Reid Inlet/ Ibach Point. Naturalist provides narration.
- 1750 Depart Reid Inlet and cruise the west side of the west arm, through Finger's Bay and back to Bartlett Cove.
- 1830 Dinner is served
- 2130 Arrive Bartlett Cove. Naturalist disembarks. Depart Bartlett Cove.
- 2300 Depart Glacier Bay National Park

Factors that influence the actual Interpretive Sail Plan within the Park are vessel speed, weather, and area closures (Johns Hopkins Inlet) within Glacier Bay. These schedules are flexible to plus or minus thirty minutes.

The Options as presented above are optional, rather than integral, but do represent the thorough exploration of the Park afforded by ships of a size that are physically able to stop for wildlife viewing and use more of the waterway.

4. Do you propose to meet any or all of the elements shown above? (Applicable only if you will not be participating in the NPS Interpretive Program: the NPS Interpretive Program meets these elements.)

Yes

No

Additional Elements Not Included in the NPS Interpretive Program

**ALASKA SIGHTSEEING/CRUISE WEST
ON BOARD CHILDREN'S PROGRAMMING**

On average, Alaska Sightseeing/Cruise West carries roughly 13,500 to 14,000 guests on its Alaskan itineraries each year with individual vessel passenger counts numbering between 80 and 100. Of those guests, an roughly 50 children under the age of 13 cruise with us to Glacier Bay National Park. Because of these demographics, interpretive programming on board Alaska Sightseeing/Cruise West vessels is geared toward adults. Without a group of peers with which to interact, children act

independently and are treated on an individual basis. Every vessel in the fleet has Children's books, art supplies, props for skits, and games. When children do cruise with us, they are often invited to participate in interpretive lectures given by the Cruise Coordinator. For instance, when lecturing about the bubble-net feeding strategies of humpback whales, Cruise Coordinators will ask children to "be the whale," circling the krill with a bottle of bubbles and "blowing bubbles" to trap their prey. Often times the guests themselves become "krill" for a child to trap with their bubble-net. Another example of our integrating children into our programs: If the Cruise Coordinator leads a Nature Walk on shore, children are challenged to identify "2 kinds of trees that are important to the Tlingit people," or "2 bushes that have berries that bears like to eat." Children are motivated to learn through the encouragement of crew and guests, and the possibility of winning prizes for proper identification. Once plants are identified, children are encouraged to explain to others on the walk what the significance of the trees and plants are/were, all with the coaching of the Cruise Coordinator.

These examples describe the general steps we take to include children in our interpretive programs and activities on board Alaska Sightseeing/Cruise West vessels.

5. Do you propose to meet any or all of the elements shown above? If yes, provide details.

Yes

No

Opportunity for Applicants to Propose Innovative Interpretive Program Elements

Applicants are encouraged to provide details of any additional interpretive services or interpretive program details (not listed above) which they propose to provide and which would result in improved interpretive program.

Alaska Sightseeing/Cruise West not only has a strong interpretive program of its own, but also augments that program with a variety of on board and shoreside programs that involve outside interpreters. We are uniquely suited to working with the Glacier Bay Park Service Naturalists because we have a naturalist orientation to begin with and we incorporate other interpreters in a similar fashion throughout Alaska and our other itineraries.

In Misty Fjords AS/CW is the primary supporter of the National Forest Service Kayak Ranger program, and FS Rangers come on all our vessels which operate in the Rudyerd Bay area (probably 7 vessels/week in 2000). We participated in a Forest Service walking tour program in Wrangell, until it was discontinued for tourists last year. We also used FS Kayak Rangers in Tracy Arm for several years. Also in Alaska we use local native Tlingit interpreters for a walking tour program in Ketchikan and for an onboard Cultural Lecture and song/dance performance. We have commercial fishermen, Forest Service karst experts, a retired biologist from Fish & Game, local songwriters and performers and assorted other unique folks with imaginative and interesting stories to tell who contribute to our program.

Outside of Alaska, when our itineraries have taken us into National Parks, we have worked closely with Park Service interpreters even though it is not required. We simply believe that partnership provides the best program for our guests. For example, in Olympic National Park in Washington, we consulted with the Park Service District Resource Educator in creating our program and then paid a fee to have a Park Service Ranger provide an interpretive program on the coach as we entered and exited the park, and an interpretive walk while there. At Mt. Rainier the Park Service didn't have enough personnel to provide us a Ranger on every visit, but we worked with their Resource

Education Specialist to design our program and he personally trained our interpreters on our first visit. We also work with the Army Corps of Engineers interpretive program at Bonneville Dam and several other Park Service programs along the Columbia and Snake Rivers.

We also emphasize native cultures outside of Alaska as well. We have local native interpreters who provide weekly programs for us from the Nez Perce in Idaho, the Kwakiutl in Alert Bay, B.C., and the Squaxin in South Puget Sound in Washington. As we move into Mexico and other possible southern itineraries, we continue to set up cultural and native programs provided by local interpreters.

See Exhibit 2B.1.1, AS/CW Up Close and Personal

**ALASKA SIGHTSEEING/CRUISE WEST
ON BOARD CRUISE COORDINATOR LECTURE TOPICS**

“Lectures” are defined as the more formal presentations we do in the lounge, as opposed to informal on-deck narration. Lectures are to last between 30 and 45 minutes, with additional time allowed for questions from guests. Lectures require a varying combination of reading, field trips, work experience, study, and assimilation of information that is interpreted and adapted to the average guest on board. Outlines for each talk must be developed or adapted by the Cruise Coordinator, typed, and discussed with the Guest Programs Manager or Guest Programs Lead before being implemented on board, and creative elements such as visual aids and props must accompany every presentation. Generally, we provide 3 lectures on a 7-night cruise in addition to on-deck narration. Further, of the 7 evenings guests spend on board, 4 to 5 evenings include a short program (5-15 minutes) relating to the following day’s destination in order to inform guests of the history and current events relating to the destination. A list of common Lecture topics follows:

Alaska

- | | |
|---------------------------------------|--|
| Route Talk | Russian History |
| Introduction to Alaska | Birds |
| Introduction to Glacier Bay | Geology |
| Whale/Marine Mammal | Gold Rush |
| Navigation/chart talk (by an Officer) | Salmon |
| Native Cultures | Engine Room/mechanical talk (engineer) |
| | Oil Spill (Prince William Sound) |
| | 1964 Earthquake (Prince William Sound) |

6. Do you propose any additional interpretive elements or services? If yes, provide details.

Yes

No

See Exhibit 2B.1.1, AS/CW Up Close & Personal

CRITERION 5A. THE OFFEROR AGREES TO SUBMIT A POLLUTION MINIMIZATION PLAN

1. Do you agree to submit the required *Pollution Minimization Plan* as part of your application and, after approval, implement the plan as approved? If yes, attach the plan (see Criteria 5B for additional elements which may be included).

Yes

No

See Exhibit 5A.1, AS/CW Shipboard Oil Pollution Emergency Plan

CRITERION 5B. THE OFFEROR PROPOSES TO MINIMIZE ENVIRONMENTAL IMPACT IN THE PARK.

Following is a description of the potential environmental impacts cruise ships may have in Glacier Bay National Park. Offerors should address in their proposal measures they would take which go beyond law and regulation to further minimize or eliminate these environmental impacts while operating in the park. (Address each item as an element of the *Pollution Minimization Plan* as required in 5A).

Stack emissions

Discharge into park waters

Underwater noise

Wildlife Protection

Harbor Seals

Sea Birds

Sea Bird Nesting Colonies

Litter

Shipboard noise.

Helicopters

Baseline Data Gathering

**ALASKA SIGHTSEEING/CRUISE WEST
POLLUTION MINIMIZATION PLAN**

Stack Emissions:

The Temptress Explorer is equipped with modern-style EMD-645EA turbocharged diesel engines which are known for their clean burning characteristics. With injector timing ret ed a 20% reduction of NOX can be achieved with a 2% increase in fuel burn, whether running at sea speed or at idle in the front of a glacier. The relative small size of these EMD-645EA diesels does not allow for significant stack emissions or plumes, as often seen from larger cruise ships.

AS/CW is very concerned about emission from our ships. In our two most recent engine replacements we have installed electronically controlled diesel engines. These engines reduce

stack emissions (NOX) 49% over standard mechanical injected engines. We have also installed Air-sep crankcase breather filters which further reduce emissions.

The Temptress Explorer's itinerary in Glacier Bay provides flexibility to avoid being at major viewing areas while other ships are in the vicinity. This helps to reduce the concentration of emissions to popular view points within the Park.

Discharge into park waters:

The Temptress Explorer is designed so that zero discharge of any substance is achievable in Glacier Bay. Black and grey water are held in on board holding tanks during the transit in the Park. No petroleum products are either bunkered or discharged near or around the vicinity.

Underwater noise:

The underwater sound signature of the Temptress Explorer has not yet been identified. If this signature should prove to be excessive, AS/CW would install various sound-dampening devices on the engine mounts as well as on the propeller shaft coupler. These dampeners can reduce the amount of sound emissions from on board equipment. The Temptress Explorer's cruising speed of 12 knots has been shown to reduce underwater sound emissions considerably when compared to higher speed vessels.

Wildlife protection:

AS/CW supports the continued efforts of the National Park Service to protect both marine mammals and sea birds from encroachment by vessels of any type.

Harbor seals: The smaller size of our cruise ships allows for more flexible operations in and about the areas that may be occupied by marine mammals such as harbor seals. In the case of Johns Hopkins Inlet, we can easily alter course to avoid disturbing resting seals. Ship Masters are instructed to avoid altering course towards whales within the Park at any time.

Sea birds: Prior to the season, our staff goes through significant training which includes sessions on Glacier Bay and its unique position. Crews are further informed of Glacier Bay regulations prior to entering Glacier Bay in the early season. Guests are also briefed on aspects of the Bay which concern such things as disposal of cigarette butts, feeding the birds, and noise in the presence of wildlife.

Sea Bird Nesting Colonies: Our vessels regularly observe nesting sea birds at South Marble Island and near Margerie Glacier. When operating vessels in this area, we always maintain a distance of 100 yards or better from the nesting colonies and travel at a speed of less than 2 knots, which provides the best opportunity for viewing sea birds.

Litter:

Since our Company's interest is more on what is outside the vessel than what is on the vessel itself, we do not employ many of the activities that have led to objects being littered upon the waters and shores of Glacier Bay. The celebrations aboard our ships are those between nature and our guests. There is no use of balloons, confetti, or other party goods on the exterior of the vessels. Guests are encouraged to use re-usable cups and glasses while aboard. We educate the guests early in the voyage as to the danger of depositing cigarette butts, gum, etc. into the water at any time.

Shipboard noise:

Sounds coming from any vessel can be obtrusive at times. We have strived to reduce on board noise by installing more exterior speakers which reduce the zones which each speaker covers, therefore cutting down the total volume considerably. Vessels that have ventilation

systems which create excessive noise have had speed control devices put on the blowers to reduce sound while in sensitive areas.

Helicopters:

Alaska Sightseeing/Cruise West will not employ the use of helicopters for the purpose of advertising or sightseeing from its vessels while in the Park.

Baseline Data Gathering:

See below

See Exhibit 4B.4, AS/CW Adventure Updates

1. Do you offer to provide baseline data from your vessel(s) such as stack emission opacity or noise levels?

Yes

No

AS/CW offers the use of a Fuel Flow Scan System, which logs the fuel burn and engine RPM setting of each engine. This information is then processed through a logistic circuit, computing it into an emission opacity level, or NOX (NO₂, Nitrogen Dioxide). In this application, the NOX numbers are recognized by the State of Alaska as an accurate control for measuring stack emissions.

Our research shows that nothing is available for noise/vibration monitoring at this time.

CRITERION 6A. THE OFFEROR'S PAST RECORD RELATED TO MARINE CASUALTIES, VIOLATION NOTICES AND FOOD SERVICE SANITATION.

1. Has the offeror had any reportable marine casualties (as defined by USCG regulations), including but not limited to grounding, loss of primary propulsion, collision, flooding, capsizing, fire, explosion, loss of life or reportable injury for the period beginning three years prior to the date this prospectus was issued through the present?⁴ *If yes, submit a copy of the official report (U.S. Coast Guard or other), except for injuries (submit a brief summary, including reason for each injury).*

Yes

No

SUMMARY OF CREW INJURIES

Alaska Sightseeing/Cruise West maintains a program of **Absolute Safety!** begun in 1995 with the hiring of a designated Safety Officer, Captain Jim Cushman, and is proud of the results generated from this program. The **Absolute Safety!** program itself contains three parts; safety training, ongoing safety practices and drilling as well as safety performance incentives and recognition.

⁴ Information which comes to the attention of the National Park Service for the period of time after a prospectus is issued but prior to the actual award of a permit will be considered in the selection process.

being scheduled as the alternative (along with Misty Fjords) to deliver a stronger Native cultural presence to this itinerary.

See Exhibit 6A.1.1, Marine Casualties, Coast Guard Reports

2. Has the offeror received citations or notices of violation received from, or criminal information or indictments filed by local, state, or federal authorities in the United States, regardless of the outcome, for the period beginning three years prior to the date this prospectus was issued through the present? *If yes, submit a copy of the citation, indictment, etc., and an explanation of the violation, settlement, penalty (if any), and any corrective actions taken by the offeror.*

Yes

No

3. Has the offeror received any unsatisfactory food service sanitation inspection reports from the U.S. Public Health Service for the period beginning two years prior to the date this prospectus was issued through the present? *If yes, submit the reports for these inspections and a summary of any corrective actions taken by the offeror.*

Yes

No

ALASKA SIGHTSEEING/CRUISE WEST VESSEL SANITATION INSPECTIONS

Alaska Sightseeing/Cruise West has experienced 15 vessel sanitation inspections over the past two years (see below). Of those 15 inspections, two were considered unsatisfactory:

1) The Spirit of Alaska was inspected on May 22, 1997, and received an unsatisfactory score of 82 (see Exhibit 6A.1.2). The primary reason for this unsatisfactory score was that the potable water chlorine analyzer and chart recorder was not operable. In addition, the potable water distribution system was found to provide a free halogen residual of less than .2 ppm. Both of these infractions resulted in 10 points being taken off of the score. The chlorine analyzer and chart recorder was operable within 10 days, as we had been awaiting a part. On July 8, 1997, the Spirit of Alaska was reinspected and received a score of 93, with both of the above infractions having been corrected.

2) The Spirit of Alaska was inspected on August 22, 1996, and received an unsatisfactory score of 84 (see Exhibit 6A.1.2). The primary reason for this unsatisfactory score was that the potable water chlorine analyzer and chart recorder was not operable. In addition, there was no chlorine residual present during the automatic dishwashing machine final sanitizing rinse cycle. Both of these infractions resulted in 9 points being taken off of the score. The chlorine analyzer and chart recorder was repaired and made operable within 10 days. The sanitizing rinse cycle for the dishwashing machine was corrected immediately during the inspection.

VESSEL	SCORE	DATE	AGENCY
Spirit of Glacier Bay	96	July, 1997	FDA
Spirit of Discovery	96.5	July, 1997	FDA
Sheltered Seas	98	July, 1997	FDA
Spirit of Ninety Eight	98	July, 1997	FDA
Spirit of Endeavour	97.5	July, 1997	FDA
Spirit of Alaska	93	July, 1997	CDC
Spirit of Columbia	96.5	August, 1997	FDA
Spirit of Alaska	82	May, 1997	CDC
Spirit of Alaska	84	August, 1996	CDC
Spirit of Discovery	96	July, 1996	CDC
Spirit of Ninety Eight	98.7	June, 1996	FDA
Spirit of Alaska	92	May, 1996	CDC
Spirit of Glacier Bay	95	May, 1996	FDA
Spirit of Columbia	95.5	July, 1996	FDA
Sheltered Seas	99	July, 1996	FDA

As part of our sanitation inspection program, Guest Services Managers use the Operations Internal Observation Form to self-audit vessel sanitation and effectiveness of all hotel-related operations. (See Exhibit 6A.1.3)

CRITERION 6B. NONE

CRITERION 7B. NONE.**SECONDARY FACTOR(S). FRANCHISE FEE OFFERED ABOVE THE MINIMUM****CRITERION 8A. NONE****CRITERION 8B. A FRANCHISE FEE ABOVE THE LEVEL REQUIRED AT CRITERION 3A IS OFFERED.**

A franchise fee offer above the required level will be a secondary factor as explained by the term of PL 89-249 (and Public Law 104-333, Section 704, below⁵). Secondary factors will be used in the evaluation of offers when a selection of the best offer cannot otherwise be made from the results of evaluating the three primary factors. Public Law 89-249, Section 3(d) and 36 CFR Part 51.4b(3) [Both are included in the Appendix] provides guidance as to franchise fees.

1. Do you propose to offer a franchise fee above the level required at Criterion 3A?

Yes

No

2. If yes, state the total franchise fee that you propose. Express this as a per passenger fee.

Year	Per Passenger Fee
2000	\$7.00
2001	\$7.00
2002	\$7.00
2003	\$8.00
2004	\$8.00

⁵ Public Law 104-333, Section 704, states: "Fees paid by certain permittees for the privilege of entering into Glacier Bay shall not exceed \$5 per passenger. For the purposes of this subsection, 'certain permittee' shall mean a permittee which provides overnight accommodations for at least 500 passengers for an itinerary of at least 3 nights". Therefore, the NPS may not be able to accept a higher franchise fee from applicants who fit the definition of 'certain permittee', but may accept such an offer from other applicants.

Alaska Sightseeing/Cruise West - 2000 Cruise Ship Itineraries
M/V TEMPTRESS EXPLORER
Juneau to Juneau
8-Day, 7-Night, Inside Passage Cruise including
Glacier Bay National Park and Preserve

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1, Monday	1700 1800	Juneau, Boarding Juneau, Depart
2, Tuesday	0600 All Day 2030	Glacier Bay, Board NPS Naturalist Glacier Bay-- Grand Pacific & Margerie Glaciers, Marble Islands, etc. Glacier Bay, Depart
3, Wednesday	1230 1730	Petersburg, Anchor and lighter ashore (181 nm) Petersburg, Depart, cruise Wrangell Narrows
4, Thursday	0900 1500 PM	Prince Rupert, Arrive (Canadian Time) 198 nm Prince Rupert, Depart Cruise Portland Inlet and Portland Canal to old Native site at Tongass Inlet
5, Friday	0730 1200 1400 1900	Metlakatla, Annette Island, Arrive Metlakatla, Depart Ketchikan, Arrive Ketchikan, Depart
7, Sunday	AM 1430 2400	Frederick Sound Holkham Bay, Enter, cruise both Tracy and Endicott Arm Holkham Bay, Depart
8, Monday	0900	Juneau, Arrive

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Charles (Chuck) B. West		Employer Alaska Sightseeing/Cruise West	
Address 3220 Point White Drive Bainbridge Island, WA 98110		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-842-3357	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-4757
Position Chairman	Hours/Week Varies	Number of People Supervised One direct report	Employer e-mail (optional) chuckw@cruisewest.com

Duties and Responsibilities

As Chairman of the Board, Chuck oversees major directional decisions and highest level Strategic Planning.

Role in Proposed Business and Estimated Hours Per Week

With over 50 years as the leader of Alaska tourism, Chuck has a great knowledge and affinity for protected lands in Alaska, especially Glacier Bay. This expertise and perspective is a valuable resource for other company executives to consult.

Qualifications for This Role

In 1946 a young Alaska bush pilot--Charles B. West--conceived of and piloted the first flightseeing excursion from Fairbanks to the old mining town Nome and to the Eskimo village Kotzebue on Alaska's Bering and Chukchi sea coasts. The venture filled a twin-engine Boeing 247D, the largest bush plane operating in Alaska at the time.

Its success inspired West and his wife Marguerite to establish a small Fairbanks-based company called Arctic Alaska Tours at sold North Country travel through travel agents in the "Lower 48." The original one-day Arctic excursions evolved into two-day tours, during which guests overnighted at Kotzebue's store-restaurant-hotel.

A half-century has passed since that first Arctic flightseeing excursion and that first Fairbanks sightseeing tour. Chuck West has been sharing the *Great Land* with travelers ever since. As a bush pilot, he flew people, machinery, dog teams, hospital patients. As a professional in Alaska tourism, he has helped tens of thousands of visitors explore the North Country's wonders.

He was the first to introduce other kinds of Alaska services *exclusively for tourist travelers*: hotels and lodges, highway tours, Inside Passage cruises.

His small Fairbanks tour company expanded to become Westours, the largest tour operator in Alaska, which he sold to Holland America Line in 1973. That same year he founded Alaska-Yukon Motorcoaches, which grew to become Alaska Sightseeing/Cruise West (AS/CW).

In 1989 AS/CW acquired a small cruise-ship, the 54-guest *Spirit of Glacier Bay*, and in 1990 began offering a new series of Glacier Bay cruises departing from Juneau.

Since then, AS/CW has acquired vessels at a rate of almost a ship-a-year and now owns a fleet of two cruising motoryachts and six small cruise ships.

After 50 years exploring and sharing the *Great Land*, Chuck West is known in the travel industry as "Mr. Alaska." He was for two years president of the American Society of Travel Agents. Formal awards include:

- the *U.S. Air Force Distinguished Flying Cross and Air Medal* for "meritorious achievement while participating in hazardous flight as a member of the Army Air Force China National Aviation Corporation ATC Group, flying Assam-China air routes ("The Hump") during World War II.

- *American Society of Travel Agents --Travel Hall of Fame.*

- *American Society of Travel Agents - Joseph W. Rosenbluth*

Award, honoring "the travel agent who has made the greatest contribution to the travel industry and whose outstanding influence and professional activity have advanced the status of the travel agency industry."

- *Academy of Achievement -- Golden Plate*, awarded to "American Captains of Achievement."

- *Alaska Business Hall of Fame.*

- *Travel Industry Association of America -- Travel Industry Hall of Leaders Award* for "outstanding and ongoing contribution to worldwide travel and tourism."

- *Alaska Visitors Association North Star Award.*

- *International Federation of Women's Travel Organizations ---Berger-Sullivan Tourism Award* in recognition of "outstanding and ongoing contribution to worldwide travel and tourism."

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Richard G. West		Employer Alaska Sightseeing/Cruise West	
Address 15423 SE 67th Place Bellevue, WA 98006		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 425-7467404	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-4757
Position President/CEO	Hours/Week Full Time (50+)	Number of People Supervised 3 direct reports	Employer e-mail (optional) dickw@cruisewest.com
Duties and Responsibilities As President/CEO, Dick directs the overall planning for strategic, long-term decisions, sits on the Board of Directors, and acts as spokesperson for the company.			
Role in Proposed Business and Estimated Hours Per Week Dick ensures all business practices of the company adhere to our commitment to safe, clean, educational and environmentally conscious operations.			
Qualifications for This Role Richard G. West, president and chief executive officer of Alaska Sightseeing/Cruise West, began his travel industry career as a bellhop in Skagway's Klondike Inn. He was 14. The year was 1967. He continued to work summers in Alaska tourism all through his high school and university years. Jobs ranged from baggage truck driver to hotel desk clerk, deckhand, sightseeing driver, and tour sales agent. He completed a year in graduate school at the University of Central Washington after receiving his B.A. in three years from the University of Pacific at Stockton. In 1975 he became manager of Anchorage operations for Alaska-Yukon Motorcoaches, a division of West Travel. He also served as a sightseeing guide and tour bus driver in Anchorage, Fairbanks and Southeast Alaska communities. In 1984, he moved to Seattle to become executive vice-president of West Travel. In 1989 he became president and chief operations officer, and in 1992 chief executive officer. Richard G. (Dick) West's father is Charles B. (Chuck) West, who co-founded the family-owned company, West Travel, Inc. in 1973. Chuck West also founded Arctic Alaska Tours (in 1946) and (in 1957) Westours---sold to Holland America Line in 1973. His mother (maiden name, Marguerite Lee) is the daughter of a pioneer prospecting and mining family that settled in the Nome area early in the century. Dick West was president of the Pacific Northwest Chapter of the American Society of Travel Agents (ASTA) from 1992-1994. He is also a former president of Anchorage SKAL Club and has served many terms as a director of the Alaska Visitors Association, and was also a director of the Anchorage Convention & Visitors Bureau. He is married to the former Leslie Carpenter and has three sons: Michael, Zachary, and Charlie and a daughter named Lauren.			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Gerry Smith		Employer Alaska Sightseeing/Cruise West	
Address 2128 241st St. SE Bothell, WA 98021		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 425-486-6005	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position VP Finance & Administration/CFO	Hours/Week Full time (50+)	Number of People Supervised 3 direct reports	Employer e-mail (optional) gerrys@cruisewest.com

Duties and Responsibilities

Gerry has responsibility for the accounting, finance, human resource, information systems, insurance and facilities at AS/CW. He is supported by three direct reports that have an average of over five years experience with AS/CW. In addition, they are supported by 26 experienced staff in their various functions.

Role in Proposed Business and Estimated Hours Per Week

Gerry ensures all of the financial tools are in place such as cash flow to run all company functions in the most efficient and profitable way. He also is a key member of the Executive Strategic Planning Team which sets policy on a variety of issues and long-range planning including Glacier Bay as an integral part of the company's Alaska business plan.

Qualifications for This Role

Gerry joined AS/CW in 1997. He has been a CPA for 22 years and has experience in the accounting, legal, insurance and high tech areas. He was with a "Big Six" accounting firm (Arthur Andersen) nearly 8 years and had more than 11 years experience as a Chief Financial Officer of a high growth, high tech firm that, just like AS/CW, was a privately held corporation. That company was also similar to AS/CW in that there was a strong commitment to providing a quality product supported by quality customer service. He is very familiar with the intricacies of financial, tax and management reporting.

Gerry graduated from the University of Washington with a Bachelor of Arts degree in Business Administration. Over the past 20 years, he has taken numerous courses in many business areas, including taxes, accounting, management, negotiations, etc. He is a member of the American Institute of Certified Public Accountants, the Washington Society of CPA's and has been a member of the Software Publishers Association Chief Financial Officers Committee. He has also been on the Boards of Directors of Boys and Girls Clubs and Little League organizations.

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Tim Jacox		Employer Alaska Sightseeing/Cruise West	
Address 1900 Alaskan Way #114 Seattle, WA 98101		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-728-9676	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vice President, Operations	Hours/Week Full time (50+)	Number of People Supervised 5 direct reports	Employer e-mail (optional) timj@cruisewest.com

Duties and Responsibilities

As Vice President of Operations, Tim has been continuous Departmental head over all areas of vessel operations since 1984.

Tim has five direct reports and oversees all marine and land operations with a total of approximately 200 marine and 100 land employees. Internally, Tim is a member of both the Marine Safety Committee and Land Safety Committee. He also oversees the overall Guest Programs area, which includes vessel on board interpretative programs, guest lecturers, shore excursion sales and quality control, resource materials for passengers, and educational programming. Guest Services (food/beverage, gifts, staterooms, etc.) are a very large part of the Operations area of responsibility. Tim also is a key member of the Advance Planning Team for vessel and land operations in the form of itinerary and tour planning for both new destinations and existing product enhancement.

Role in Proposed Business and Estimated Hours Per Week

As one of four top executives setting strategic policy for AS/CW, Tim specifically directs Public Policy (legislative and regulatory) activities. In this capacity, he serves as the company representative for matters related to AS/CW's Glacier Bay tour boat concession permit, including annual coordination with other concessionaires to confirm the tour boat calendar.

Qualifications for This Role

Tim has been with AS/CW for 19 years in various managerial and executive positions. The first three years were spent as seasonal manager of the Fairbanks, Alaska, motorcoach, sightseeing and Sales/Service operation. During the early growth years of the company, Tim also served as Director of Marketing, leading the sales and marketing efforts for a period of eight years as well as operations functions for the company.

Tim sat on the Board of Directors of the Southeast Alaska Tourism Council for a total of three years and was Public Relations Chair for two years. On the national level, he was Chair of the Overnight Cruise Council of the Passenger Vessel Association (PVA) for two years and currently is a member of the Legislative Committee. He holds a Bachelor of Arts degree from the University of Montana in History/International Relations. During his tenure with AS/CW he has attended a variety of educational seminars and programs ranging from customer service to finance and a number of programs specifically targeting marine and vehicle operations (safety, maritime law, Public Lands management, human resources, etc.) He also has been a member of a Seattle-based executive learning organization called Key Executives, a subsidiary of TEC (The Executive Committee) which meets once monthly to listen to resource speakers and to discuss corporate issues.

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Daniel L. Blanchard		Employer Alaska Sightseeing/Cruise West	
Address 2514 Taylor Drive Everett, WA 98203		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 425-347-3722	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Director, Marine Operations	Hours/Week Full time (50+)	Number of People Supervised 3 direct reports	Employer e-mail (optional) danb@cruisewest.com

Duties and Responsibilities

As Director, Marine Operations, Captain Dan Blanchard primarily oversees the regulatory, manning, engineering/maintenance, itinerary/product planning and safety aspects of vessel operations for a current fleet of six overnight passenger vessels and two day boats. Captain Blanchard has an intimate knowledge of Inside Passage waters and communities having served as AS/CW's first Captain of the M/V Sheltered Seas, home-ported in Ketchikan since 1988, and having sailed his own 40' sailboat, the S/V Augusta, through Southeast Alaska along with his wife Diana and two children, Danny (12) and Denee' (10). Dan also worked as a Captain operating day cruises in Glacier Bay prior to joining AS/CW in 1987.

Captain Blanchard is an expert on the unique qualities afforded by small ship cruising--from the pure thrills of seeing wildlife and calving glaciers up close to the educational and economic benefits derived from this more adventuresome style of cruising. Dan grew up on the water in Mukilteo, Washington, owned a yacht import business for six years, and has lived aboard his sailboat for eleven years. He has just recently returned from a two-year sailing sabbatical traveling from Seattle to Australia and points in between with his family. Dan has been instrumental in helping AS/CW create a distinct niche in the small ship market and in becoming the "leader in small ship cruising." Dan directly supervises two Port Captains and Senior Manager, Engineering and Maintenance.

Role in Proposed Business and Estimated Hours Per Week

Captain Blanchard is the Designated Person for AS/CW as required by the International Safety Management Code (ISM). In this role, he ensures that the safest practices are observed in vessel operations and that the highest level of safety training, both pre-season and in-season are achieved. He spends approximately 25 hours per week ensuring safety objectives are met or exceeded. He also oversees the Pollution Minimization Plan with the assistance of two Port Captains and two Port Engineers, who are all fully certified as ISM internal safety auditors. Captain Blanchard schedules itinerary flows, including days leading up to, as well as the day of cruising in Glacier Bay, to maximize the viewing and educational opportunities for passengers and taking into account the optimal itinerary scheduling as developed by NPS.

Qualifications for This Role

Captain Blanchard worked as an operating captain within Glacier Bay aboard the M/V Thunder Bay for one season. His whole life has been spent working around and on boats. He has completed several safety and maintenance courses during his ten years at AS/CW.

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Doug Bagnell		Employer Alaska Sightseeing/Cruise West	
Address 1420 S. 289th Place Federal Way, WA 98003		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 253-529-4056	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Director, Guest Services	Hours/Week Full time (45+)	Number of People Supervised 5 direct reports	Employer e-mail (optional) doughb@cruisewest.com
<p>Duties and Responsibilities</p> <p>Ensure that all aspects concerning the delivery of the AS/CW product and service experience to all guests is of the highest creativity, efficiency, and quality. Major areas of responsibility include but are not limited to:</p> <ul style="list-style-type: none"> * Cost controls, inventory controls and procedures; * Overall human resources management of all Guest Services staff including training, retention, recruiting, technician aspects of service training; * Continuing development of all hotel related products and services. 			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <ul style="list-style-type: none"> * Overall responsibility for the selection and offering for sale of Native Alaska art and handcrafts, as well as Alaskan artists and crafts persons. * Overall responsibility of all hotel related products and services. 			
<p>Qualifications for This Role</p> <p>15+ years in the hotel/resort/restaurant industry including 2 1/2 years as the General Manager of the Virgin Islands National Park Concession operations and 2 1/2 years as the General Manager, Hospitality Division of UniSea, Inc. in Dutch Harbor, AK (The Grand Aleutian Hotel, The UniSea Inn, UniSea Employee Housing, and the Ballyhoo Restaurant and Bar). Doug also served as a City Councilman for the City of Unalaska for 3 1/2 years. He was an instructor in the Hotel and Restaurant Administration "Hotel Systems" class at Washington State University in 1986/87. Doug holds a Masters Degree in Business Administration and Bachelor of Arts Degree in Hotel and Restaurant Administration.</p>			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name James T. Cushman		Employer Alaska Sightseeing/Cruise West	
Address 6210 147th Pl. SE Everett, WA 98208		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 425-338-0705	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Port Captain Safety & Training Officer	Hours/Week Full time (50+)	Number of People Supervised 4 direct reports	Employer e-mail (optional) jimc@cruisewest.com
Duties and Responsibilities Plan, direct and manage marine operations for four vessels. Will occasionally oversee vessels outside of his specific area when covering for other Port Captain position. Responsible for overall performance of bridge and deck operations. Also responsible for budget management and all safety issues or concerns related to the vessels.			
Role in Proposed Business and Estimated Hours Per Week As one of two Port Captains, occasionally relieves as Master on any company vessel. Additionally, routinely rides company vessels conducting inspections and audits of all procedures, including adherence to federal, state, and local regulations.			
Qualifications for This Role <ul style="list-style-type: none"> • Veteran of thirty years in U.S. Coast Guard, eight years in Alaska, six of which were as Captain of Vessels. Enforced Magnuson Fishery Conservation and Management Act (MFCMA) and Marine Mammals Protection Act (MMPA). • Regularly transit waters of Glacier Bay as either Master of company vessel or inspector/auditor of vessel since 1995. • Master Mariner (unlimited) • HAZWOPER trained in accordance with 29 CFR 1910.120(q) • Instructor for North Pacific Fishing Vessel Owners' Association (NPFVOA) in Seattle, WA teaching courses on navigation, safety, firefighting, emergency drills, etc. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Travis R. Stephens		Employer Alaska Sightseeing/Cruise West	
Address 2442 NW Market St., #546 Seattle, WA 98107		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-789-3195	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Port Captain	Hours/Week Full Time (50+)	Number of People Supervised 4 direct reports	Employer e-mail (optional) travis@cruisewest.com
<p>Duties and Responsibilities Plan, direct and manage marine operations for four vessels. Will occasionally oversee vessels outside of the specific area when covering for other Port Captain position. Responsible for overall performance of bridge and deck operations. Also responsible for budget management and all safety issues or concerns related to the vessels. Establishes and maintains all moorage and fuel contracts.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week Full time management and supervision of four vessels, all of which call at Glacier Bay National Park, plus spot relief as Master of vessels.</p>			
<p>Qualifications for This Role Licensed Master since 1984, have sailed in Glacier Bay at least two hundred times with passengers aboard, including 3 years aboard lodge concession vessels. Have property in Gustavus and lived there 1987-89, enjoying the community and natural beauty that is Glacier Bay National Park.</p>			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Dwight Hutchinson		Employer Alaska Sightseeing/Cruise West	
Address 10714 Phinney Ave. N. Seattle, WA 98133		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-733-5625	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Guest Programs Manager	Hours/Week Full time (40+)	Number of People Supervised 2 direct reports, 31 indirect reports	Employer e-mail (optional) dwithth@cruisewest.com
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Hiring all Cruise Coordinators who serve as the primary on board Interpreters. • Organize entire guest activities program for all itineraries operated by AS/CW • Oversee development, organization and implementation of job training for all Cruise Coordinators. This includes establishing standards for and training for: <ul style="list-style-type: none"> -<u>communication skills</u> with guests, shore excursion vendors, and coworkers, -<u>organizational skills</u> in handling paperwork and scheduling, -<u>interpretive skills</u> with on-board programming (lectures, narration & activities) for guests. Our Interpretive model derives from Freeman Tilden's <i>Interpreting Our Heritage</i>, Sam Ham's <i>Environmental Interpretation, A Practical Guide</i>, as well as from specific interactions and techniques available to our Cruise Coordinators who spend up to 11 days in succession with our guests. • Field evaluation and coaching of all Cruise Coordinators regarding communication, organization and interpretive skills. • Coordinate guest programs with other on board departments (Bridge, Hotel, Dining Room) • Provide interpretive training for driver/guides in the towns where AS/CW offers guided tours. • Contract and oversee outside lecturers to broaden and enhance in-house interpretive program • Contract and oversee all outside shore excursion providers for vessel programs • Create area guides provided to guests, which include: <ul style="list-style-type: none"> -Travel instructions/tips -History/information about local communities -Maps of local communities with services listed & located -Available shore excursions in each port of call 			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <ul style="list-style-type: none"> • Hire, train all on board interpretive staff, i.e. Cruise Coordinators • Coach staff in the field on job skills as described above • Audit and evaluate on board programming: narration, lectures, scheduling, and educational presentations • Arrange, audit lecturers from the local area 			

Qualifications for This Role (Dwight Hutchinson)

- Manager, Guest Programs for 3 years
- BA with High Honors in International Studies from the Jackson School of International Studies at the University of Washington, 1985.
- 12 years of work experience in Natural/Cultural resource interpretation, 9 years with Alaska Sightseeing/ Cruise West, 1 year with Exploration Cruise Lines, 2 years with Grayline of Seattle.
- Extensive travel and familiarity with other cultures, including working, living and studying abroad, on ships and in Alaska (Juneau).
- 2 years as Juneau Manager for AS/CW.
- 2 years working on vessels in SE Alaska and calling in Glacier Bay
- 5 years supervising on board programs for AS/CW including working with Glacier Bay Naturalist program
- Extensive experience setting up cooperative educational programs with other interpreters from the National Park Service (4 parks in addition to GB), National Forest Service (3 programs in SE), Army Corps of Engineers (2 sites) and the private sector.
- Member of National Association of Interpretation

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Sue Rooney		Employer Alaska Sightseeing/Cruise West	
Address P. O. Box 95794 Seattle, WA 98145		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-733-5627	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Guest Programs Lead	Hours/Week Full time (40+)	Number of People Supervised 6 direct reports	Employer e-mail (optional) suer@cruisewest.com
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Assist in hiring all Cruise Coordinators who serve as the primary on board Interpreters. • Develop, organize and implement job training for all Cruise Coordinators. This includes establishing standards for and training for: <ul style="list-style-type: none"> <u>communication skills</u> with guests, shore excursion vendors, and coworkers, <u>organizational skills</u> in handling paperwork and scheduling, <u>interpretive skills</u> with on-board programming (lectures, narration & activities) for guests. Our Interpretive model derives from Freeman Tilden's <u>Interpreting Our Heritage</u>, Sam Ham's <u>Environmental Interpretation, A Practical Guide</u>, and Susan Strauss' <u>The Passionate Fact</u>, as well as from specific interactions and techniques available to our Cruise Coordinators who spend up to 11 days in succession with our guests. • Coach and evaluate all Cruise Coordinators regarding his/her communication, organization and interpretive skills. • Provide interpretive training for driver/guides in the towns where AS/CW offers guided tours. • Research, develop and upgrade all interpretive materials and supplies for Cruise Coordinators. This includes a high quality research library, topical files with articles and research papers, visual aids and narrative manuals to facilitate learning the natural and cultural history, economy, flora, fauna, geology, geography, biology, and human interest stories for each area we travel. • Facilitate, research and/or initiate the inclusion of guest speakers for different cruises. This includes National Forest Wilderness Kayak Rangers (Misty Fjords), local storytellers, authors, specialists, musicians, and "colorful characters." These speakers may become part of the cruise on a regular basis, or may come as a guest for a one-time cruise, depending on the program. I evaluate the effectiveness of these speakers in terms of interpretive skills, i.e., how they communicate what they know, appropriateness and timing of topics covered, interaction with our guests and crew, and overall presentation. 			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <ul style="list-style-type: none"> • Train all on board interpretive staff i.e., Cruise Coordinators • Coach staff in the field on job skills as described above • Audit and evaluate Cruise Coordinators • Audit and evaluate on board programming: narration, lectures, scheduling, and entertainment • All above mentioned areas are ongoing, full time tasks. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Ms. Leigh Reinecke		Employer Alaska Sightseeing/Cruise West	
Address 9351 32nd Ave SW Seattle, WA 98126		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-216-0173	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-4757
Position Regional Sales Manager	Hours/Week Full time (50+)	Number of People Supervised N/A	Employer e-mail (optional) leighr@cruisewest.com
Duties and Responsibilities 1998-Present-Alaska Sightseeing/Cruise West- Regional Sales Manager- Covering 7 states: WA, ID, MT, OR, TX, AZ, NM. Educate travel community and general public on all itineraries through sales presentations, consumer and trade events and advertising.			
Role in Proposed Business and Estimated Hours Per Week Regional Sales Manager selling Glacier Bay through first hand knowledge and experience as a former Captain. Approximately 50 hrs/wk.			
Qualifications for This Role 1986-1990- US Coast Guard- Boatswain's Mate- Newport, OR, Search and Rescue, Public Relations 1991- Special Expeditions- Deckhand, M/V Seabird- Routes included Mexico's Sea of Cortes, Columbia/Snake River, British Columbia 1992-1998- Alaska Sightseeing/Cruise West- Mate (3 yrs.), Capt (3 yrs.)- Routes included Inside Passage, Seattle-Juneau, including approx 75 entries into Glacier Bay. Canada's Inside Passage & San Juan Islands, Columbia/Snake Rivers. 4 yrs as Captain with AS/CW including 75 trips into Glacier Bay Fox Travel Institute Graduate- Thorough understanding of the travel industry US Coast Guard- Full understanding of relationship between Govt agencies and the public sector.			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Jeffrey R. Blohm		Employer Alaska Sightseeing/Cruise West	
Address 704 V Street Port Townsend, WA 98368		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 360-385-6980	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week 6 wks on/2 wks off	Number of People Supervised 4 direct reports 19 indirect reports	Employer e-mail (optional) N/A
<p>Duties and Responsibilities</p> <p>The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <p>Presently Master of M/V Spirit of Columbia and in this capacity, or Master of other AS/CW overnight vessels, operates in Glacier Bay. Currently operates in Glacier Bay one day per week.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 1600T Oceans • More than 3 years experience with AS/CW as either Mate or Master of vessels. Numerous trips through Glacier Bay. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Cabell C. Carr		Employer Alaska Sightseeing/Cruise West	
Address 2100 8th Ave. N. Seattle, WA 98109		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-284-4147	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week 6 wks on/2 wks off	Number of People Supervised 4 direct reports 17 indirect reports	Employer e-mail (optional) N/A
<p>Duties and Responsibilities</p> <p>The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <p>Presently Master of M/V Spirit of Discovery and in this capacity, or Master of other AS/CW overnight vessels, operates in Glacier Bay. Currently operates Glacier Bay one day per week.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 500T Near Coastal • 6 years experience as Master of AS/CW vessels and more than 10 years experience in small passenger vessel industry. 75+ trips through Glacier Bay. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name David L. Kay		Employer Alaska Sightseeing/Cruise West	
Address 39621 NYS Rt. 12 Clayton, NY 13624		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 315-294-7054	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week 8 wks on/4 wks off	Number of People Supervised 4 direct reports 24 direct reports	Employer e-mail (optional) N/A
<p>Duties and Responsibilities</p> <p>The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <p>Presently Master of M/V Spirit of '98 and in this capacity, or Master of other AS/CW overnight vessels, operates in Glacier Bay. Currently operates in Glacier Bay one day per week.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 100T Inland • 6 years experience with AS/CW as Master of vessels, more than 15 years experience in small passenger vessel industry. Weekly trips through Glacier Bay for four of the last six seasons. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Ms. Kim A. Krueger		Employer Alaska Sightseeing/Cruise West	
Address 2046 NW Flanders #22 Portland, OR 97209		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 503-294-7054	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week Various	Number of People Supervised Various	Employer e-mail (optional) N/A
<p>Duties and Responsibilities</p> <p>The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <p>Presently Relief Master of M/V Sheltered Seas, but due to professional credentials and experience, may operate other AS/CW vessels in Glacier Bay.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 1600T Oceans • More than 10 years experience in small passenger vessel industry. Numerous trips through Glacier Bay as a Bridge Officer. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name David L. Landis		Employer Alaska Sightseeing/Cruise West	
Address 5215 Chinook Dr. NE Tacoma, WA 98422		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 253-927-8915	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week 8 wks on/4 wks off	Number of People Supervised 4 direct reports 24 indirect reports	Employer e-mail (optional) N/A
<p>Duties and Responsibilities</p> <p>The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <p>Presently Master of M/V Spirit of Endeavour, and in this capacity or Master of other AS/CW overnight vessels, operates in Glacier Bay. Currently operates in Glacier Bay one day per week.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 1600T Oceans • Twenty year veteran of U.S. Coast Guard, enforced Magnuson Fishery Conservation and Management Act (MFCMA) and Marine Mammals Protection Act (MMPA) • 8 years experience with AS/CW as Master of vessels, more than 15 years experience in small passenger vessel industry. 100+ trips through Glacier Bay. 			

Individual Experience and Related Background of Key Managers

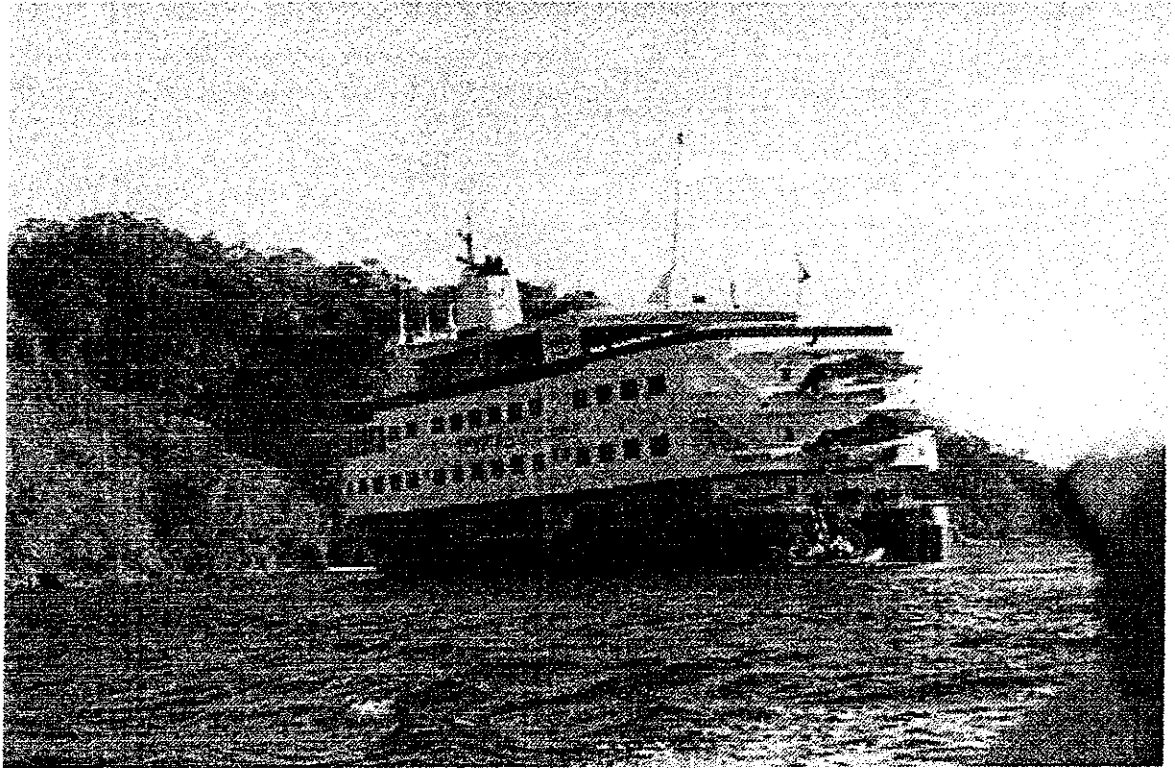
Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Dana P. Lewis		Employer Alaska Sightseeing/Cruise West	
Address 18034 Ninth Ave NE Shoreline, WA 98155		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-364-6927	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week 8 wks on/4 wks off	Number of People Supervised 4 direct reports 24 indirect reports	Employer e-mail (optional) N/A
<p>Duties and Responsibilities</p> <p>The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week</p> <p>Presently Master of M/V Spirit of Endeavour and M/V Spirit of '98, and in this capacity or Master of other AS/CW overnight vessels, operates in Glacier Bay. Currently operates in Glacier Bay one day per week.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 1600T Oceans • Twenty year veteran of U.S. Coast Guard, enforced Magnuson Fishery Conservation and Management Act (MFCMA) and Marine Mammals Protection Act (MMPA) • 8 years experience with AS/CW as either Mate or Master of vessels. 50+ trips through Glacier Bay and was employed a partial season by the previous Glacier Bay Lodge concessionaire as vessel Maintenance Manager on site at Bartlett Cove. 			

Individual Experience and Related Background of Key Managers

Use the following format to detail duties, qualifications, references, and contact information for the offeror and key managers. This information should cover employment history for a minimum of 10 years (if available).

Name Roy Vest		Employer Alaska Sightseeing/Cruise West	
Address 405 96th Ave. SE Everett, WA 98205		Employer Address 4th & Battery Bldg., Suite 700 Seattle, WA 98121	
Employee Phone Number 206-334-6947	Date of Birth or SSN	Employer Phone Number 206-441-8687	Employer Fax Number 206-441-1827
Position Vessel Master	Hours/Week 6 wks on/2 wks off	Number of People Supervised 4 direct reports 12 indirect reports	Employer e-mail (optional) N/A
<p>Duties and Responsibilities The Captain is in charge of the navigation, operation, management, care and safety of the vessel and its equipment. The safety and well-being of the crew as well as overall personnel management and safety and security of all other persons on board are the Captain's responsibility. It is the duty of the Captain to keep him/herself fully informed of, and adhere to, all U.S. and other relevant laws, regulations (Federal and state), and directives affecting the operation of the vessel. In addition, the Captain shall acquaint him/herself fully with the regulations and local requirements of all ports and areas visited. The Captain shall not berth at any port until all laws have been complied with.</p>			
<p>Role in Proposed Business and Estimated Hours Per Week Presently Master of M/V Spirit of Glacier Bay and in this capacity, or Master of other AS/CW overnight vessels, operates in Glacier Bay.</p>			
<p>Qualifications for This Role</p> <ul style="list-style-type: none"> • Professional Masters License for 1600T Oceans • Twenty year veteran of U.S. Coast Guard, enforced Magnuson Fishery Conservation and Management Act (MFCMA) and Marine Mammals Protection Act (MMPA) • 5 years experience with AS/CW as either Mate or Master of vessels. Numerous trips through Glacier Bay. 			



Up Close & Personal

Up Close & Personal is your guide to the diverse and exceptional group of presenters who share their special expertise with our guests. We provide the enhancement of local speakers on all of our longer itineraries. These speakers include Park Service and Forest Service Naturalists, indigenous peoples, local artists and musicians, and longtime residents who live interesting and extraordinary lives with tales to tell. Here's a sample of the onboard presenters our guests experience:



Joe Williams
A life-long resident of Alaska and member of the Tlingit tribe, Joe Williams brings his story to our guests in Ketchikan. Joe

combines his native heritage with his modern-day understanding of culture in Alaska, and hand crafts a presentation that becomes a highlight for many of our Alaska travelers. In October, 1997, Joe and his wife Suzi were unanimously voted "Parents of the Year" by Alaska's 12 Regional Native Corporations.

Syd Wright

Syd's nearly 30 years in Alaska have seen him finagling jobs on ships in the Bering Sea, becoming a school Superintendent *before* becoming a Principal, commercial fishing, standing on City Councils, and raising a family. Making Petersburg his home, Syd educates and entertains our guests with humor and stories that are uniquely "Syd."



Nez Perce Native

On our Columbia & Snake Rivers itinerary guests are joined by a member of the Nez Perce tribe. They share their history and culture through poetry and music in an entertaining and insightful presentation.



Glacier Bay Naturalists
Glacier Bay National Park's 3.2 million acres encompass

many land forms from glacier locked valleys, newly uncovered from thousands of years under ice, to old growth forests with rushing rivers and an abundance of wildlife. Each of our vessels picks up a Park Service Naturalist who spends a full day on board with us, interpreting the Park's natural history.

Steve Hites

Steve Hites is a man who personifies the call, "Ho, for the Klondike!" Taking the rich gold rush history of Skagway, Alaska, Steve



weaves an engaging tale of the days of '98 using the song and lore that have grown from the rough and tumble beginnings of this frontier town.



Leikarring Dancers

Petersburg, Alaska, with its Norwegian heritage still evident throughout the village, is home to the Leikarring Dancers. After a taste of Norwegian-style fare, this group of young people perform several dances for those whose itineraries take them into this quaint community.



Cim McDonald
Cim, a resident of Chemainus in British Columbia, is an award-winning

painter who joins us on our Canada's Inside Passage cruise to share her artistic insights. The town of Chemainus has over 30 outdoor murals and Cim shares with us both the history of the creation of those murals and the processes used by the artists to complete them.

Olympic National Park Ranger

As we board our coaches bound for Hurricane



Ridge in Olympic National Park, we'll be joined by a Park Ranger for our day's journey. You'll have the opportunity to learn first hand about the natural and human histories of the Olympic Peninsula, coastal rainforest, the National Park, its wildlife and its world record sized trees. Weather permitting, you may enjoy a walk along the trails of Hurricane Ridge with the Ranger, or stay inside the Visitor Center and enjoy a view of rugged peaks and gentle forested valleys.

Alaska Sightseeing/ Cruise West 1998 Guest Library

ISBN Title Author

1998 Guest Video Library: EDUCATIONAL

	AK Rainforest	
	Box of Daylight, the	
	Braving Alaska	
	Glacier Bay National Park	
	Glacier Bay: The Grand Design	
	Great Floods, The	
	Great Northwest Gateways	
	Great Whales, The	
	In the Company of Whales	
	Ketchikan Sportfishing	
	Killer Whales	
	Legacy of Faith, Sitka	
	Mt. Roberts Observatory Video	
	Over Washington	
	Petersburg	
	San Juan Islands	
	Seeing Daylight: AK's Tlingit Culture	
	Tongass: AK Rainforest	
	Voices from the Ice	
	White Wolf	
	Wild Alaska	
	Wild Northwest	

1998 Staff Reference Books and Resources **

	Environmental Interpretation, A Practical Guide	Sam Ham
	Interpreting our Heritage	Freeman Tilden
	Tlingit Indians, The	G.T. Emmons
	Glacier Bay Official National Park Handbook	GBNP
	Glacier Bay, The Land and the Silence	Dave Bohn
	Blue Ice In Motion, The Story of Alaska's Glaciers	Sally D. Wiley
	Glaciers of North America, a Field Guide	Sue A. Ferguson
	Nature of Southeast Alaska, The	R. O'Clair, R. Armstrong, R. Carstensen
	Guide to Marine Mammals of Alaska	Kate Wynne
	Field Guide to the Birds of North America	Nat'l Geographic Society
	Plants of the Pacific Northwest Coast	J. Poljar, A. Mackinnon

* Guest Library is available to Cruise Coordinators and vessel staff 12 months a year

PN#	Title	Author
BN#	Title	Author
	Aboriginal B.C.	Coull
918303 13 3	A Raft of Sea Otters	Leon
89886 236 1	Afoot & Afloat: Middle P.S. & Hood Canal	Mueller
89886 149 7	Afoot & Afloat: N. Puget Sound	Mueller
	Afoot & Afloat: San Juan Islands	Mueller
88240 466 0	Alaska Almanac, The (new edition)	
942381 03 0	Alaska Bear Tales, More	
	Alaska Bizarre	Whitekeys
934802041	Alaska Reflections	Rice
912006 38 2	Alaska Science Nuggets	Davis
566610028	Alaska the Great Land	AK Geographic
55868 3070	Alaska's Inside passage	Heacox
32404865	Alaska's Glacier Bay	Jettmar
94539 731 3	Alaska's Ocean Highways	Simpson
88240 302 8	Alaska's Saltwater Fishes	Kessler
56440 363 7	Alaska's Southeast	Eppenbach
8117 1865 4	Alaskans	Strickland
	Anchorage	Visitors Guide
87701 814 6	Ancient Forests	
912365 46 3	Audubon Field Guide to the Bald Eagle	
12365935	Audubon Field Guide to the Humpback	
365 64 1	Audubon Field Guide to the Orca	
912365 37 4	Audubon Field Guide to the Pacific Salmon	
394 73130 1	Audubon: Pacific Coast	
394 73127 1	Audubon: Western Forests	
55110 376 1	Bears	Wood
911797 29 7	Bears of Alaska	Rennicke
671 65989 8	Birder's Handbook, The	
930931 068	Blue Ice in Motion	Wiley
	British Columbia Coast Names	
	British Columbia: An Illustrated History	
88240 1785	British Columbia's Coast	Ak Geo
451 52390 3	Call of the Wild, The	London
	Child's Alaska, A	Mason
	Chinook: A History and Dictionary	Thomas
88240 370 2	Coast of British Columbia, The	Herger
96456 820 9	Coastal Companion, The	Upton
399 15015 3	Collected Poems of Robert Service	
374 52287 1	Coming Into the Country	McPhee
96928 250 8	Crusing Beyond Desolation Sound	Chappell
88240 355 9	Discovering Wild Plants	Schofield
88240 450 4	Emerald Sea, The	Sanders
7910 1311 1	Explorers of Alaska, The	Collins
995 96844 3	Exploring Washington's Past: A Road Guide to History	Kirk & Alexander
2 09806 5	Fiddlehead Cookbook, The	Decherney
930931 15 7	For God & Tsar	Nordlander

Alaska Sightseeing/ Cruise West 1998 Guest Library

ISBN	Title	Author
52146787 X	Glaciers	Hambrey/Alean
555910 750	Glaciers of N. America	Ferguson
67176 840 9	Gone Whaling	
679 73485 6	Good Rain, The	Eagan
	Grizzly Years	Peacock
56612009 8	Guide Marine Mammals of Alaska	Wynne
88240 367 2	Guide to the Birds of Alaska	Armstrong
93192 303 4	Gunkholing in Desolation Sound	Cummings
	Haidas, The	Dawson
88240 334 6	Heroes & Heroines	Beck
88240 411 3	Iditarod: The Great Race to Nome	Sherwonit
8061 2113 0	Indians of the Pacific NW	Ruby & Brown
560442891	It Happened in Washington	Crutchfield
88240 366 4	Journeys Through the Inside Passage	Upton
551106337	Kayaking in Paradise	Rasmussen
918303 21 4	Kelp Forest, The	
	Killer Whales of SE Alaska	Dahlheim
316 09218 5	Klondike Quest, The	Burton
968 195504	Klondike Goldrush, The	Centennial
	Klondike Fever	Burton
	Klondike Stampedeers Register	Pennington
	Last New Land	Mergler
88740 054 X	Lighthouse of the Pacific	Schiffer
55017 060 0	Lights of the Inside Passage	
89886 393 7	Mac's Field Guide to Alaskan Wildlife	Mountaineers
89886 212 4	Mac's Field Guides to Coastal Invertebrates	Mountaineers
89886 218 3	Mac's Field Guides to Marine Mammals of the Northwest	Mountaineers
89886213 2	Mac's Field Guides to NW Coast Water Birds	Mountaineers
89886 391 0	Mac's Field Guide to PNW Trees	Mountaineer
87106 660 2	Marine Wildlife	
	More Than Gold: Nuggets of Haines History	Hns. C&VBureau
	Mr. Alaska	West
8109 3611 9	Mt. McKinley	
	Names on the Chart	DeArmond
	National Forests 1891-1991	
936425 08 3	Native People of Alaska, The	Langdon
88240 419 9	Nature of Southeast Alaska, The	O'Clair
	New Zealand	Wilson
88240 201 3	Nome	Alaska Geographic
8117 0954 X	Northern Lights	Lowry
8323 0390 9	Northwest Conifers	Bauer
916890 50 3	Northwest Trees	Hammerly
995 95187 7	One Man's Gold Rush	Morgan
	One Woman's Gold Rush	Driscoll
	Oregon Rediscovered	Bianco

Alaska Sightseeing/ Cruise West 1998 Guest Library

SRN	Title	Author
175 00 X	Orcas, Eagles and Kings	Yates
875137 00 9	Over Washington	Morgan and Sund
912550 10 4	Pacific Intertidal Life	Russo & Olhausen
	Pacific Salmon	
395 31662 6	Pacific State's Wildflowers	Niehaus
	People of the Totem	Bancroft
45397364	Painted Ladies	Lavalee
520 06498	Pinnipeds, The	Riedman
55105 040 4	Plants of the Pacific Northwest	Pojar & MacKinnon
91830316 8	Pod of Killer Whales, A	
88240 440 7	Potlach	Beck
88240 464 4	Presence of Whales, The	Stewart
	Prince William Sound	AK Geograph.
929521 31 5	Queen City of the North	Cohen
88240 334 6	Reaching Home: Pacific Salmon, Pacific People	Forbes
	Rivers of North America	Vasey
553 3486 2	River Why, The	
87842 213 7	Roadside Geology of Alaska	Conner
87842 160	Roadside Geology of Washington	Alt
89471 813 4	Robert Service, The Best of	Service
67944 134 4	Schoolteacher in old Alaska: the Story of Hannah Breece	Breece
395 60291 2	Seabirds	Harrison
	Sea Chest, The	
3303 15 X	Seals and Sea Lions	Leon
DC# 58 11860	Search for the Northwest Passage	McDonald
	Seattle Now & Then	Darpat
88240 406 7	Shamans and Kushtakas	Beck
566610001	Skagway, a legacy of gold	AK Geographic
	Skagway Police Blotter	
88240 330 3	Skagway Story, The	Clifford
870004 215 7	Snake River Country	Gulick
	Soapy Smith	Miller
	Spirit Bear	
	Stalking the Side-hill Salmon	Haughton
930588 487	Stickeen	Muir
933126 03 4	Streets Were Paved with Gold, The	Cohen
	Susan Butcher & the Iditarod Trail	Dolan
	Tales of the Yukon	Oppel
918303176	Tidepools/Bright World of Ro	
	Tourbook: Oregon & Wash.	AAA
	Tourbook: W. Canada & Alaska	AAA
88240 374 5	Travelers of the Cold	
87156 783 0	Travels in Alaska	Muir
889963003	Two Years in the Klondike & AK Gold Field	Haskell
29597 191 6	Vancouver's Voyage: 1791-1795	Fisher
5954981	Washington Place Names	Phillips
376 06847 7	Washington Travel Guide	Sunset

Alaska Sightseeing/ Cruise West 1998 Guest Library

BN	Title	Author
	West Coast Birds	Fisher
39551424 X	Western Birds	Peterson
916122980	Whales, Dolphins & Porpoise	
9648 70401	Whale Tales	Fromm
88536901 8	Where Eagles Soar	Heini
88240 394 X	Where the Sea Breaks Its Back	Ford
933126 08 5	White Pass and Yukon Route, The	Cohen
771060556	White Pass: Gateway to the Klondike	Minter
	Winterdance	Paulsen
55110 375 3	Women of the Klondike	Backhouse
	Working the North	Morrison
11236551X	Workboats	Sutterfield

Alaska Sightseeing/cruise West
Staff Seminar
Glacier Bay National Park

(MINIMUM STANDARD OF KNOWLEDGE)

I. Introduction

The seminar outline detailed below is designed to educate all concerned office and vessel staff about our activities and experience in Glacier Bay:

A. Itinerary overview

1. Daily route of each particular itinerary, flow of the trip
 - a. Timing, distances, speed of vessel, tides and currents
 - b. On board activities: wake up calls, meal times, social activities, educational opportunities, lectures
 - c. Description of sites to highlight for thematic narrative development and estimated times of arrival. Plan for inclement weather activities and programs.

B. Glacier Bay National Park

1. Brief History of Glacier Bay National Park
 - a. Geologic History of the Southeastern Alaska Panhandle
 - b. Ice Ages and their impact on mountain chains
 - c. Glaciers defined
 - d. Native History as it relates to GBNP
 - e. European Exploration
 - f. John Muir
 - g. Establishment of Glacier Bay National Park and its mission
 - g. What we can expect to see, and to show guests
2. Route and Activities
 - a. Describe route as shown in "Interpretive Sail Plan"
 - b. Describe timing for activities, lectures, and meals as shown in "Interpretive Sail Plan"
3. Glacier Bay National Park Regulations for in-park activities
 - a. Dates and guidelines for area closures (ie. Johns Hopkins Inlet)
 - b. Dates and guidelines for "whale waters," maximum speeds
 - c. Guidelines for use of microphone and outside speakers
 - d. Guidelines for distances to be kept while viewing birds and wildlife
 - e. Guidelines for pollution and litter control
 - f. Guidelines for communicating with guests regarding proper wilderness etiquette.

II. Conclusion

All vessel staff and concerned office staff who visit Glacier Bay National Park and provide services to guests who visit the Park will attend this seminar one time each year.

Adventure Update

The Daily Newsletter

Wednesday, May 14, 1997 • No. 10

Nature's Wonder - Glacier Bay

Itinerary

6:00am Early Riser continental style
breakfast available in the lounge

Marble Islands

8:00am Breakfast is served

Sandy Cove and Tidal Inlet

9:30am Park Naturalist Orientation
"Welcome to Glacier Bay"

12:30pm Lunch is served

Tarr Inlet

afternoon Grand Pacific and Margerie
Glaciers

6:30pm Captain's Dinner

8:15pm Evening Program

Early this morning we will arrive in Glacier Bay, one of the United States' most spectacular National Parks. Throughout the day -- rain or shine -- you'll want to spend a lot of time out on deck observing the Bay's majestic and varying scenery, so dress in layers and have binoculars, hats and gloves handy. One last note concerning the rich and abundant food supplies of the birds and animals along the Inside Passage: please remember not to feed the animals as they're quite well fed already!

After picking up a Naturalist from the Park Service who will spend the day on deck with you interpreting our visit in Glacier Bay, we'll first stop at the Marble Islands for a close-up view of a sea bird rookery and a sea lion haul out. Then we'll cruise on to remote stretches of this vast wilderness viewing glaciers and wildlife along the way. Mountain goats, harbor seals, brown and black bears, wolves, and whales all make Glacier Bay their home.

After lunch we'll pause at the face Margerie and Grand Pacific Glaciers in the deepest part of the wilderness to enjoy the sights and sounds of these mighty rivers of ice. Time and weather permitting, we'll visit other tidewater glaciers as we make our way out of the Bay.



SPIRIT OF COLUMBIA
CIP 8-Day, 7-Night

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Saturday	1500 1600	Pier 69, Boarding Pier 69, Depart
2 Sunday	1030 1300 P.M.	Powell River/Westview, customs Powell River/Westview, depart Cruise Desolation Sound and North
3 Monday	All Day	Cruise Kingcome Inlet, Village Island group - call at Alert Bay's U'Mista Cultural Center
4 Tuesday	All Day	Princess Louisa, Malibu Club (ashore), bow landing
5 Wednesday	Early A.M. 1100	Gulf Islands Victoria, Arrive
6 Thursday	0200 Early A.M. 0700 0730 1030 1430	Victoria, Depart Chemainus Pt., Anchor Chemainus Pt., Underway Chemainus, Secure Chemainus, Depart Vancouver, Arrive
7 Friday	0200 0745 1300 1900 2400	Vancouver, Depart Friday Harbor, Secure, Customs Friday Harbor, Depart, Cruise San Juans Rosario Resort, Arrive Rosario Resort, Depart
8 Saturday	0700 0830	Bremerton, Ships Pier 69, Disembarkation

SPIRIT OF COLUMBIA
11 Day, 10 Night - Seattle to Juneau (Northbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Monday	1500 1530	Seattle, Boarding Seattle, Depart
2 Tuesday	1130 2030	Stuart Island or Discovery passage Alert Bay, (Blackney Pass, possibly cruise Thomas Bay, etc.)
3 Wednesday	1030 1430	Klemtu Butedale
4 Thursday	0600 0845 1300 2100	Rudyerd Bay, Enter Rudyerd Bay, Depart Ketchikan, Arrive Ketchikan, Depart
5 Friday	Open	El Capitan, Sea Otter Sound, Explore, Bow land near El Capitan
6 Saturday	0745 1230 1715 1730	Wrangell, Arrive Wrangell, Depart Petersburg - Pass Cruise Frederick Sound (whales, possible cruise Thomas Bay, etc.)
7 Sunday	1230 1800	Sitka, Arrive Sitka, Depart
8 Monday	Open	Cruise Day - Stephens Pass, Frederick Sound, Tracy Arm
9 Tuesday	0745 1300 1430 1900	Skagway, Arrive Skagway, Depart Haines, Arrive Haines, Depart
10 Wednesday	0600 0715 1315 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie or Johns Hopkins Glacier Bartlett Cove, Drop off naturalist; Nature walk, Ranger Lecture
11 Thursday	0900	Juneau, Arrive

SPIRIT OF COLUMBIA
10 Day, 9 Night - Juneau to Seattle (Southbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Thursday	1700 1800	Juneau, Boarding Juneau, Depart
2 Friday	0745 1300 1430 1900	Skagway, Arrive Skagway, Depart Haines, Arrive Haines, Depart
3 Saturday	0600 0730 1315 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie or Johns Hopkins Glacier Bartlett Cove, Drop off Naturalist; Nature walk, lecture
4 Sunday	Open	Cruise Day - Tracy Arm, Frederick Sound, Stephens Passage
5 Monday	0745 1330	Sitka, Arrive Sitka, Depart - Explore area, Salisbury Sound, St. Lazaria Island (weather permitting)
6 Tuesday	0830 1230 1730	Wrangell Narrows, Enter Wrangell, Arrive Wrangell, Depart
7 Wednesday	0600 0830 1230 1700	Rudyerd Bay, Arrive Rudyerd Bay, Depart Ketchikan, Arrive Ketchikan, Depart
8 Thursday	1000 1330	Butedale Klemtu
9 Friday	1000	Stuart Island
10 Saturday	0745	Seattle, Arrive

SPIRIT OF COLUMBIA
8 Day, 7 Night - Ketchikan to Juneau (Northbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Thursday	1700 1800	Ketchikan, Boarding Ketchikan, Depart
2 Friday	Open	El Capitan, Sea Otter Sound, Explore, Bow landing near El Capitan
3 Saturday	0830 1330 1500 1900	Petersburg, Arrive Petersburg, Depart LeConte Bar, Enter LeConte Bay LeConte Bay, Depart
4 Sunday	1230 1800	Sitka, Arrive Sitka, Depart Explore area if daylight allows. Salisbury Sound, St. Lazaria (weather permitting)
5 Monday	Open	Cruise Day - Stephens Passage, Frederick Sound, Tracy Arm
6 Tuesday*	0745 1300 1430 1900	Skagway, Arrive Skagway, Depart Haines, Arrive Haines, Depart
7 Wednesday	0600 0730 1315 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie or Johns Hopkins Glacier Bartlett Cove, Drop off Naturalist; Nature walk, lecture
8 Thursday	0900	Juneau, Arrive

* Glacier Bay and Skagway/Haines flip-flop on June 23, July 21, August 4, August 18.

SPIRIT OF COLUMBIA
8 Day, 7 Night - Juneau to Ketchikan (Southbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Thursday	1700 1800	Juneau, Boarding Juneau, Depart
2 Friday*	0745 1300 1430 1900	Skagway, Arrive Skagway, Depart Haines, Arrive Haines, Depart
3 Saturday	0600 0730 1315 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie or Johns Hopkins Glacier Bartlett Cove, Drop off Naturalist; Nature walk, lecture
4 Sunday	Open	Cruise day, Tracy Arm, Frederick Sound, Stephens Passage
5 Monday	0745 1330	Sitka, Arrive Sitka, Depart - Explore area, Salisbury Sound, St. Lazaria Island (weather permitting)
6 Tuesday	0745 1330 1500 1930	Petersburg, Arrive Petersburg, Depart LeConte Bar, Enter LeConte Bay LeConte Bay, Depart
7 Wednesday	Open	El Capitan, Sea Otter Sound, Explore, Bow landing near El Capitan
8 Thursday	0845	Ketchikan, Arrive

* Skagway/Haines and Glacier Bay Flip-Flop on July 10-July 11 (SGY/HNS 7/11; GB 7/10)



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

CERTIFICATION DATE : 21MAR96

EXPIRATION DATE : 21MAR99

Certificate of Inspection

NEW SHOREHAM II

NAME T OF COLUMBIA	OFFICIAL NUMBER D614006	CALL SIGN WCM2054	SERVICE PASSENGER		
PORT VESSEL DOC CTR.	HULL MATERIAL STEEL	HORSEPOWER 680	PROPULSION DIESEL REDUCTION		
BUILT EN RI	DATE BUILT 09NOV79	GROSS TONS 95	NET TONS 65	DWT	LENGTH 122.20
TRAVEL INC 4 BATTERY BLVD. E 700 TLE, WA 98121		OPERATOR ALASKA SIGHTSEEING/CRUISE WEST 4TH & BATTERY BLDG, SUITE 700 SEATTLE, WA 98121			

VESSEL MUST BE MANNED WITH THE FOLLOWING LICENSED AND UNLICENSED PERSONNEL, INCLUDED IN
THERE MUST BE 0 CERTIFICATED LIFEBOATMEN AND 0 CERTIFICATED TANKERMAN.

MASTER	___ MASTER & 1ST CLASS PILOT	___ ABLE SEAMEN	___ CHIEF ENGINEER	___ FIREMEN-WATERTENDERS
1ST MATE	___ CLASS PILOT	___ ORDINARY SEAMEN	___ 1ST ASST. ENGINEER	___ OILERS
2ND MATE	___ RADIO OFFICER(S)	<u>8</u> DECKHANDS	___ 2ND ASST. ENGINEER	___
3RD MATE	___ OPERATOR(S)	___	___ ENG'RS.	___

ADDITION, THIS VESSEL MAY CARRY 80 PASSENGERS, 12 OTHER PERSONS IN CREW, 0 PERSONS IN ADDITION TO CREW, AND
TOTAL PERSONS ALLOWED: 102

PERMITTED AND CONDITIONS OF OPERATION:

AREAS: COLUMBIA, WILLAMETTE, SNAKE RIVERS, AND NAVIGABLE TRIBUTARIES
OF.

WHEN THE VESSEL IS AWAY FROM THE DOCK, OR PASSENGERS ARE ON BOARD OR HAVE
ACCESS TO THE VESSEL FOR A PERIOD LESS THAN 12 HOURS IN ANY 24 HOUR PERIOD,
THE VESSEL'S CREW MAY BE REDUCED TO 1 MASTER, 1 MATE AND 4 DECKHANDS,
EXCEPT THAT WHEN ONE OF THE DECKHANDS HAS BEEN DESIGNATED BY LETTER AS A
FIRST OR DECKHAND AS PROVIDED IN NVIC 1-91, THE MATE NEED NOT BE CARRIED. THE
NUMBER OF PASSENGERS MAY BE INCREASED ACCORDINGLY PROVIDED THE TOTAL
PERSONS ON BOARD DOES NOT EXCEED 102.

AT ALL TIMES WHEN PASSENGERS ARE IN STATEROOMS, A DESIGNATED PATROLMAN IS
REQUIRED FOR THESE AREAS.

A FIVE YEAR ALLOWED FIVE YEAR DRYDOCKING INTERVAL IS BASED ON THE VESSEL OPERATING
IN SALT WATER LESS THAN A TOTAL OF THREE MONTHS IN ANY TWELVE MONTH PERIOD
SINCE IT WAS LAST DRYDOCKED. THE COGNIZANT OCMI MUST BE NOTIFIED IF THE

*** SEE NEXT PAGE FOR ADDITIONAL CERTIFICATE INFORMATION ***

THIS INSPECTION HAVING BEEN COMPLETED AT SEATTLE, WASHINGTON ON 21MAR96, THIS VESSEL IS
CERTIFIED BY THE OFFICER IN CHARGE, MARINE INSPECTION, PUGET SOUND,
TO BE IN ALL RESPECTS IN CONFORMITY
WITH THE APPLICABLE VESSEL INSPECTION LAWS AND THE RULES AND REGULATIONS PRESCRIBED THEREUNDER.

PERIODIC REINSPECTIONS			THIS CERTIFICATE ISSUED BY:	
DATE	ZONE	SIGNATURE	 RICHARD K. SOFTYE, CAPT, USCG OFFICER IN CHARGE, MARINE INSPECTION PUGET SOUND INSPECTION ZONE	



Certificate of Inspection

OF COLUMBIA

PAGE 2

CERTIFICATION DATE: 21MAR96

--- ROUTE PERMITTED AND CONDITIONS OF OPERATION, CONTINUED ---
SEL'S OPERATION IN SALT WATER EXCEEDS THIS AMOUNT.

	---UNFIRED PRESSURE VESSELS---		
- SERVICE ---	NEXT EXAM	LAST EXAM	PRIOR EXAM
AIR RECEIVERS	17 MAR 98	17 MAR 95	17 MAR 93

	--- ITC TONNAGES ---	
GROSS/	514	NET/ 154

	--- HULL EXAMS ---		
-EXAM TYPE-	-NEXT EXAM-	-LAST EXAM-	-PRIOR EXAM-
DRYDOCK	13FEB01	13FEB96	17MAR95

	--- STABILITY ---	
LETTER	APPROVAL DATE/ 16MAR95	OFFICE/ GMSC

--- INSPECTION STATUS ---

PRESSURE VESSELS

TYPE	LOCATION	LAST	NEXT
AIR RECEIVER	ENGINE ROOM	17MAR95	17MAR98
AIR RECEIVER	ENGINE ROOM	17MAR95	17MAR98

LIFESAVING

IFEBOAT/RAFT	SERVICED/	WEIGHT	FALLS	FALLS
IDENTIFICATION	REFURBISHED	TEST	RENEWED	END/END
25 PERSON INFL	15FEB96			
ING 25 PERSON	21FEB96			
ING 25 PERSON	21FEB96			
ING 25 PERSON	21FEB96			
10 PERSON INFL	15FEB96			
10 PERSON INFL	15FEB96			

*** SEE NEXT PAGE PLEASE ***



Certificate of Inspection

OF COLUMBIA

PAGE 3

CERTIFICATION DATE: 21MAR96

--- LIFESAVING EQUIPMENT ---

		NUMBER PERSONS		REQUIRED
TOTAL EQUIPMENT FOR		102	LIFE PRESERVERS (ADULT)...	104
LIFEBOATS (TOTAL).....			LIFE PRESERVERS (CHILD)...	11
LIFEBOATS (PORT)*.....			RING BUOYS (TOTAL).....	8
LIFEBOATS (STARBD)*...			WITH LIGHTS*.....	2
MOTOR LIFEBOATS*.....			WITH LINE ATTACHED*....	2
LIFEBOATS W/RADIO*....			OTHER*.....	4
RESCUE BOATS/PLATFORMS.			IMMERSION SUITS.....	
INFLATABLE RAFTS.....	6	120	PORTABLE LIFEBOAT RADIOS.	
LIFE FLOATS/BUOYANT APP			EQUIPPED WITH EPIRB?.....	YES
WORKBOATS (NOT REQUIRED)			(* INCLUDED IN TOTALS)	

--- FIRE FIGHTING EQUIPMENT ---

TOTAL HOSE LENGTH/	450	NUMBER OF FIRE AXES/	2	NUMBER OF FIRE PUMPS/	2
--------------------	-----	----------------------	---	-----------------------	---

FIXED EXTINGUISHING SYSTEMS

SPACE PROTECTED	AGENT	CAPACITY
ENGINE ROOM	CO2	300
EMERGENCY GENERATOR	CO2	20
GALLEY RANGE	DRY CHEM	20

FIRE EXTINGUISHERS - HAND PORTABLE AND SEMI-PORTABLE

A-II	1 B-I	11 B-II	B-III
B-IV	B-V	C-I	C-II

*** END ***

Oil Transfer Procedures Manual

for the cruise vessel

M/V Spirit of Columbia

Official Number D614006

Vessel operated by:

Alaska Sightseeing/Cruise West

4th & Battery Bldg.

Suite 700

Seattle, WA 98121-1438

(206) 441-8687

This Oil Transfer Procedures Manual
was prepared by:

Paulsen and Associates, Inc.

Seattle, WA 98107

(206) 783-0730

INTRODUCTION

The **M/V SPIRIT OF COLUMBIA** (Official Number D614006) is a steel-hulled passenger vessel. The vessel carries petroleum products grade "D" and lower for its own consumption.

The **M/V SPIRIT OF COLUMBIA** carries in excess of 89 barrels of petroleum product and follows the guidelines of the oil pollution prevention regulations in Title 33 of the Code of Federal Regulations (CFR).

This oil transfer procedures manual has been prepared in accordance with 33 CFR, Part 155, Subpart C. Copies of this manual will be maintained on the **M/V SPIRIT OF COLUMBIA** and be readily available for examination by the USCG and Washington State Office of Marine Safety and for the designated Person In Charge to conduct oil transfer operations.

It is the responsibility of Master and Chief Engineer of the **M/V SPIRIT OF COLUMBIA** to insure the adherence to procedures in this manual, and that vessel equipment and operations are within strict compliance of 33 CFR Parts 154, 155 and 156, Washington State requirements.

Inquires regarding the operations of the M/V Spirit of Columbia should be directed to:

Mr. Bryce Brockway, Senior Manager Engineering
Alaska Sightseeing/Cruise West
Office (206) 441-8687
Cell (206) 409-1992

CRUISE VESSEL - M/V SPIRIT OF COLUMBIA

U.S. COAST GUARD OIL TRANSFER PROCEDURES MANUAL

INDEX to 33 CFR 155.720(a) / Cross-reference Index Page

<u>SECTION</u>	<u>PAGE</u>
<u>33 CFR 155.750(1)</u> A list of each product transferred to or from the vessel, including the following information;	5
(i) Generic or chemical name;	5(i)
(ii) Product information as described in Part 154.310(a)(5);	5(ii)
(iii) Applicability of oil transfer procedures;	6(iii)
<u>33 CFR 155.750(2)</u> A description of the oil transfer system on the vessel including but not limited to the following:	7B
(i) A diagram of the vessel's oil transfer piping, including the location control device, vent and overflow;	
(ii) The location of the shutoff valve or other isolation device that separates any bilge or ballast system from the oil transfer system;	7C
(iii) A description of and procedures for emptying the discharge containment system required by Parts 155.310 and 155.320;	8D
<u>33 CFR 155.750(3)</u> The number of persons required to be on duty during oil transfer operations;	8G
<u>33 CFR 155.750(4)</u> The duties by title of each officer, person in charge, rover, deckhand, and any other person required for each oil transfer operation;	9H

<u>33 CFR 155.750(5)</u> Procedures and duty assignments for tending the vessel's moorings during the transfer of oil;	10I
<u>33 CFR 155.750(6)</u> Procedures for operating the emergency shutdown and communications means required by Parts 155.780 and 155.785, respectively;	10J
<u>33 CFR 155.750(7)</u> Procedures for topping off tanks;	11K
<u>33 CFR 155.750(8)</u> Procedures for ensuring that all valves used during the oil transfer operations are closed upon completion of transfer;	11L
<u>33 CFR 155.750(9)</u> Procedures for reporting oil discharges into the water	11M
<u>33 CFR 155.750(10)</u> Procedures for closing and opening the vessel openings in Part 155.815;	11N

APPENDIX - Training Log

APPENDIX - Pre loading Plan

APPENDIX - Declaration of Inspection/ Pre-Transfer Conference

APPENDIX - M/V SPIRIT OF COLUMBIA - Drawings

APPENDIX - Standard Operating Policy M/V SPIRIT OF COLUMBIA

APPENDIX - Material Safety Data Sheets

USCG/OMS Oil Transfer Procedures

33 CFR 155.750(1) A list of each product transferred to or from the vessel, including the following information;

(i) Generic or chemical name:

Diesel Fuel

Lube Oil

Hydraulic Oil

Material Safety Data Sheets (MSDS) for each product are provided in the Appendix.

(ii) Product information as described in Part 154.310(a)(5)(ii):

(a) Name of product as listed in under appendix II of annex II of MARPOL 73/78, Table 30.25-1 of 46 CFR 30.25-1, or 46 CFR 151.05-1, or Table 1 of 46 CFR part 153.

Diesel Fuel = Oil, Fuel, No. 2

(Lube Oil and Hydraulic Oil are not combustible and are not listed)

(b) Appearance of the cargo;

These petroleum products are:

- Diesel: Red in color
- Hydraulic Oil: Yellow- Brown in color
- Lube Oil: Yellow - Dark Brown in color

(c) Odor of the cargo;

A petroleum / hydrocarbon smell.

(d) The hazards of handling the cargo;

Petroleum products are:

- combustible.
- irritating to skin and eyes.
- harmful if swallowed.

(e) Instructions for safe handling;

Strict security will be maintained on the vessel. During transfers, there will be No Visitors, No Smoking, and No Open Lights on the vessel.

- (f) The procedures to be followed if the cargo spills or leaks, or if a person is exposed to the cargo;

In the event of a spill, all transfer operations will be stopped immediately. Transfer operations will not resume until the source/cause of the spill has been determined and repaired.

Protective gear, including hard hats, rain gear, (or other impermeable clothing), rubber boots, and impermeable gloves will be worn by all workers in the spill zone.

In the event of personnel exposed to oil: Remove contaminated clothing and shoes. Flush affected areas with plenty of water. If in eyes, hold eyelid open, flush with plenty of water. If swallowed and victim is conscious, have victim drink water or milk, **do not induce vomiting.** Call for medical aid.

- (g) A list of fire fighting procedures and extinguishing agents effective with fires involving cargo;

- On Deck: Extinguish with Dry Chemical, Foam, Carbon Dioxide
- In Engine Room: Extinguish with fixed fire fighting system.

(iii) Applicability of oil transfer procedures;

The oil transfer procedures described in this manual are applicable to all petroleum carried aboard the **M/V SPIRIT OF COLUMBIA**. This Manual will be revised if changes occur in operating equipment or products carried.

DECLARATION OF INSPECTION: Under No circumstances will a fuel transfer commence to or from the vessel until the vessel and shoreside person-in-charge have conducted a Pre-Transfer Conference and signed a Declaration of Inspection (DOI). A sample DOI is found in the Appendix of this manual. Pre-transfer conference requirements are detailed in the Appendix.

33 CFR 155.750(2) - A description of the transfer system on the vessel.

- A. Drawings of the vessel's oil transfer piping including valves, pumps, vent system, overflow basins, etc. are in the Appendix.
- B. The fuel oil piping system on the **M/V SPIRIT OF COLUMBIA** consists of a 2" port and starboard fuel filling and discharge line. The fuel transfer manifold and piping is 1-1/4". Centerline tanks are filled through the port and starboard wing tanks.

The port and starboard fuel stations are located on the main deck aft. Discharge is through the fuel fill as necessary for maintenance only. Pump shutoff and manifold valves are controlled locally by the licensed engineer on duty at the fuel oil transfer station in the engine room.

The fuel oil transfer system consists of 1-1/4" distributive piping from a manifold located in the engine room. The fuel system manifold is connected and feeds the main and auxiliary engines by gravity. The manifold allows tank to tank transfers by gravity only.

This vessel has a port and stbd vent line that connects the port and stbd wing and centerline fuel tanks. These four tanks are sounded and controlled manually.

- C. Bilge/Ballast System - The **M/V SPIRIT OF COLUMBIA** ballast system is separate from the fuel system. The bilge system includes an engine room bilge suction used for emergency de-watering. This vessel also has a Nelson Bilge Boy (25 gpm) Oil Water Separator which is USCG approved. Waste in oil is stored in a 90 gal. waste oil tank located centerline in the engine room.
- D. Containment - Required by 33 CFR 155.310 and 155.320. Product which accumulates within the on deck containments will be removed by means of a portable pump and/or sorbent pads. Recovered liquid will be placed in the vessel's waste oil tank; sorbents in

the vessel's oily waste barrels. Plugs must be installed in all catchment drains and vessel scuppers prior to commencing any transfer operations. The fuel oil station has full containment.

E. To Load – A 2” fueling hose is connected to the fuel fill on the port or stbd side main deck, aft. Prior to loading assure valves are lined up so fuel will enter the desired tank or tanks.

F. To Discharge From Tanks – A portable pump and hose are used. Ask personnel at receiving end if they are "ready". If so, engage the portable transfer pump at a reduced rate and then check hose at the receiving header/valve to ensure no leaks or problems are present and that receiving party is receiving product at a steady flow. Pumping rate can then be increase to the desired rates.

Transfer - Open the suction valves. Line up the piping to take suction on the desired tank. All fuel is transferred by gravity.

G. 33 CFR 155.750(3) - Number of Persons Required

Fueling Operations - During all loading or discharging (off the vessel) operations, there will be a minimum of 4 personnel on duty.

Duties of personnel by title:

Person in Charge: Monitor fueling from fuel station located on the main deck, aft adjacent to the engine room access.

Maintain radio contact with, wheel house, hose watch person and Deck Rover.

Bridge Officer: Officer in wheel house at all times to monitor communication between fueling stations, will also keep watch on vessel mooring lines.

Hose Watch Person: Responsible person stationed at hose connection with radio contact to Chief Engineer. Watch for any leaks, hose crimping, or spills of any kind. Pay particular attention to vents (for overflow).

Deck Rover: Maintain radio contact with fueling team. Visually inspect tank vents and waters adjacent to the vessel.

Prior to any loading or discharge, the facility (or other vessel) will designate a Person-in-Charge for the dock (or other vessel) and personnel as required in their oil transfer procedures.

On-Board Transfer Operations - All internal tank transfers are done strictly by gravity.

Duties of personnel by title:

- Person in Charge:** Monitor fueling from control room tank monitoring system screen. Regulate tank valves as needed.
Maintain radio contact with wheel house, and deck watch person.
- Bridge Officer:** Officer in wheel house at all times to monitor communication between fueling stations.
- Deck Rover:** Responsible person stationed on deck with radio contact to Chief Engineer and the Officer of the Deck. Pay particular attention to vents (for overflow), and waters adjacent to the vessel.

H. 33 CFR 155.750(4) - Duties of Designated "Person in Charge"

The Duties of the Designated "Person in Charge", see page 8.

I. 33 CFR 155.750(5) - Moorage Responsibilities

The Captain is responsible for docking the vessel. The Captain may then designate a crewman to tend mooring lines as directed by the Person-in-Charge in order to keep the vessel in the proper alignment with the shoreside cargo header during the entire transfer.

Fuel transfers will not commence until the vessel mooring lines are adequate to accommodate all expected conditions in surge, current, weather and tide; as well as any

changes in draft as the petroleum transfer takes place. No strain may be placed on the transfer hose as the vessel moves through the limits of its moorings.

J. 33 CFR 155.750(6), Parts 155.780 and 155.785 - Emergency Shutdown and Communications.

1. The response to any emergency during a transfer operation is **STOP THE FLOW OF PRODUCT**. This is accomplished by closing the loading/discharge header stop valve.

For loading operations, the transferring facility (or vessel) must stop the flow of oil. It is unadvisable to close the header stop valve under pressure.

2. Communication will be maintained during all transfer operations by means of at least three intrinsically safe VHF portable radios.

K. 33 CFR 155.750(7) - Topping Off Tank

The shoreside Person-in-Charge will be given notice when the vessels tanks are 85% full. Tanks will be topped off in an agreed upon sequence. Tanks will be topped off (95% capacity) one at a time at a reduced flow rate of approx. 60 GPM. The oil flow will be stopped by securing the loading manifold valve. This valve and tank will continue to be checked to be sure there is no change in the level of the tank.

L. 33 CFR 155.750(8) - Valve Closure Upon Completion of Transfer

Upon completion of topping off operations, the Person-in-Charge shall verify that all valves used during the transfer are secured.

M. 33 CFR 155.750(9) - Reporting Procedures

Any spills will be immediately reported to the Captain and/or Chief Engineer. The Captain will notify the **ALASKA SIGHTSEEING/CRUISE WEST Operations**

Manager. The Operation Manager is responsible to ensure that all spills are reported to the required state and federal agencies. Direct contact must be made with the agencies.

N. 33 CFR 155.750(10) - Closure of Openings

Prior to the vessel's getting underway, the Person-in-Charge and the Captain of the vessel will inspect and insure all sounding tubes, fill lines, valves, manholes and other openings, which could release oil, are properly closed and secure. If operations require such openings to be opened while underway or at anchor, such openings must be authorized and supervised by both the Captain of the vessel and its designated Person-in-Charge.

Washington State (WAC 317-40)

- 1) All communications regarding fueling will take place in English.
- 2) 48 hours prior to the fueling operation the PIC will conduct training. This will include:
 - Pre Loading Plan
 - Civil/Criminal Penalties and Liabilities
 - Hand signals
 - Emergency Shutdown Procedures
- 3) Prepare a Pre Loading Plan
 - I.D. tanks to receive what capacity of oil.
 - Level of each tank prior to transfer(type of fuel).
 - Planned tank level @ 95%.
 - Sequence of tanks to be filled.
 - Procedure to monitor all tank levels and valves.
- 4) Pre Transfer Conference - To be logged by Master in Bridge Log
- 5) Record Keeping
 - Date/Time of Training Session.

- Names/ Rates of persons in attendance.
- Log Book entry by Master at Pre Transfer Conference.
- Preloading and DOI for past 30 days.
- Work hours records available

Spill Reporting

By Alaska and Washington state law, marine spills must be reported "as soon as the person in charge has knowledge of the discharge. Federal law requires that EVERY MARINE SPILL be reported to the U.S. Coast Guard. Failure to report an oil spill is a criminal penalty, punishable by a \$250,000 fine and/or five years imprisonment. When reporting a spill, record the information asked for on page 13.

REPORT SPILLS TO:

U.S. Coast Guard National Response Center: 800 424 -8802
(202) 267-2675

Alaska:

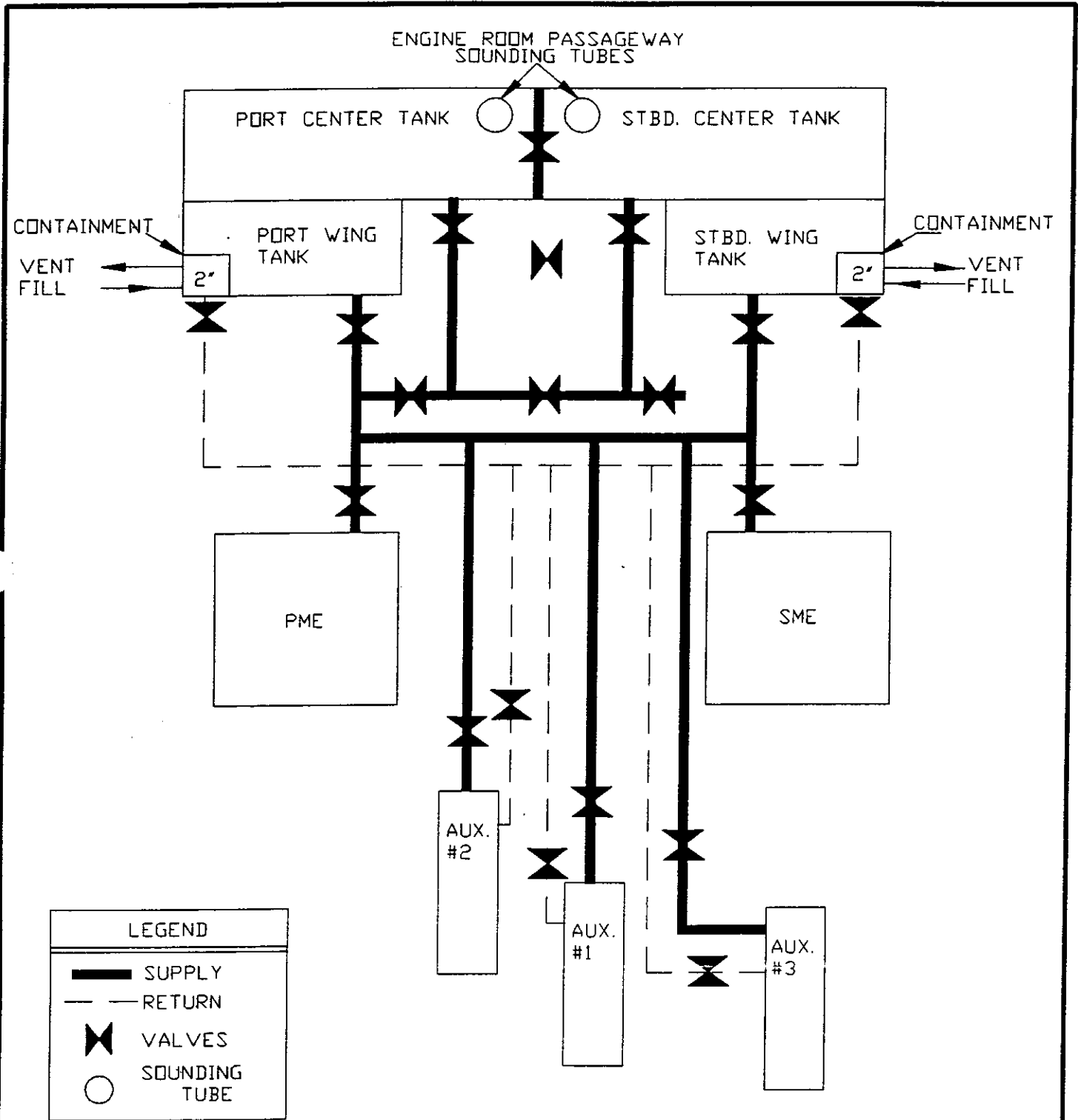
Alaska Department of Environmental Conservation (ADEC)
- Southcentral Region/Western District Office - Anchorage (907) 349-7755
FAX: (907) 349-9836
- After Hours call State Trooper dispatch: 1-800-478-9300

Washington:

Washington Division of Emergency Management (206) 753-5990
1-800-258-5990

British Columbia

Canadian Coast Guard	Vancouver	(604) 666-6011
	Victoria	(604) 380-2333
Rescue Coordinator		(604) 666-7008
Environment Canada		(604) 666-6100
Port of Vancouver		(604) 666-3131
Provincial Emergency Program (PEP)		(604) 387-5956
U.S. Coast Guard (Vessel Traffic Service)		1-800-663-3456



AFTech PRODUCTS
 SEATTLE, WASHINGTON
 (206) 783-0730, FAX (206) 783-0434

ALASKA SIGHTSEEING CW
 SPIRIT OF COLUMBIA

DRAWN:
 S. FAGAN

SCALE:
 NONE

APPROVED:

DRAWING No.
 COLUMBIA

DATE:
 04/02/98

REV.
 A

SHT. 1 OF 1

SPIRIT OF '98
11 Day, 10 Night - Seattle to Juneau (Northbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Wednesday	1600 1700	Seattle, Boarding Seattle, Depart
2 Thursday	1000 2100	Stuart Island or Discovery Passage Alert Bay
3 Friday	1000 1430	Klemtu Butedale
4 Saturday	0600 0900 1300 2100	Rudyard Bay, Enter Rudyard Bay, Depart Ketchikan, Arrive Ketchikan, Depart
5 Sunday	Open	El Capitan, Sea Otter Sound, <i>Explore</i>
6 Monday	0745 1230 1715	Wrangell, Arrive Wrangell, Depart Petersburg, Pass
7 Tuesday	1230 1800	Sitka, Arrive Sitka, Depart
8 Wednesday	Open	Cruise Day - Stephens Passage, Frederick Sound, Tracy Arm
9 Thursday	0745 1300 1430 1900	Skagway, Arrive Skagway, Depart Haines, Arrive Haines, Depart
10 Friday	0600 0715 1200 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie or Johns Hopkins Glacier Bartlett Cove, Drop off Naturalist; Nature walk/lecture
11 Saturday	0900	Juneau, Arrive

SPIRIT OF '98
11 Day, 10 Night - Juneau to Seattle (Southbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Saturday	1700 1800	Juneau, Boarding Juneau, Depart
2 Sunday	0030 0600 2030	Glacier Bay, Enter Margorie or John Hopkins Glaciers Bartlett Cove, Drop off Naturalist; Nature walk/lecture
3 Monday	0745 1300 1430 1900	Skagway, Arrive Skagway, Depart Haines, Arrive Haines, Depart
4 Tuesday	Open	Cruise Day - Tracy Arm, Frederick Sound, Stephens Passage
5 Wednesday	0745 1330	Sitka, Arrive Sitka, Depart - Explore area, Salisbury Sound, St. Lazaria Island (weather permitting)
6 Thursday	0830 1230 1730	Wrangell Narrows, Enter Wrangell, Arrive Wrangell, Depart
7 Friday	Open	El Capitan, Sea Otter Sound - <i>Explore</i>
8 Saturday	0745 1300 1800 2130	Ketchikan, Arrive Ketchikan, Depart Rudyerd Bay, Arrive Rudyerd Bay, Depart
9 Sunday	1000 1330	Butedale Klemtu
10 Monday	1000	Stuart Island
11 Tuesday	0745	Seattle, Arrive

SPiRiT OF '98
8 Day, 7 Night - Seattle to Juneau (Northbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Saturday	1600 1700	Seattle, Boarding Seattle, Depart
2 Sunday	B.C. Coast	Desolation Sound via Yucultas/Stuart Island when tides are favorable
3 Monday	B.C. Coast	Cruise Upper B.C.
4 Tuesday	0800 1300	Ketchikan, Arrive Ketchikan, Depart
5 Wednesday	1400 1830	Sitka, Arrive Sitka, Depart
6 Thursday	1100 1700 1830	Skagway, Secure Skagway, Depart Haines (pick up shore-ex passengers only)
7 Friday	0600 0715 1200 1900 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie Glacier Bartlett Cove, Drop off Naturalist Point Adolphus, whale watching
8 Saturday	0745	Juneau, Arrive

SPIRIT OF '98
8 Day, 7 Night - Juneau to Seattle (Southbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>	<u>NM</u>
1 Saturday	1700 1800 2000	Juneau, Boarding Juneau, Depart Stephen's Pass, Whale watching	
2 Sunday	0030 0700 2030	Glacier Bay, Enter Grand Pacific Glacier Bartlett Cove, Drop off Naturalist	85
3 Monday	0745 1500 1630	Skagway, Arrive Skagway, Depart Haines (only to pick up shore-ex passengers)	120
4 Tuesday	0800 1300	Sitka, Arrive Sitka, Depart	175
5 Wednesday	1300 1800	Ketchikan, Arrive Ketchikan, Depart	270
6 Thursday	B.C. Coast	Cruise Upper B.C.	
7 Friday	B.C. Coast	Desolation Sound via Yucultas/Stuart Island when tides are favorable	
8 Saturday	0745	Seattle, Arrive	

* Skagway/Haines and Glacier Bay Flip-Flop on May 31/June 1 (SGY/HNS 5/31; GB 6/1)

SPIRIT OF '98
8 Day, 7 Night - Juneau to Seattle (Southbound)
Including Glacier Bay June 1 call

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Saturday	1700	Juneau, Boarding
	1800	Juneau, Depart
	2000	Stephens Passage, Whale watching
2 Sunday	0745	Skagway, Arrive
	1430	Skagway, Depart
	1600	Haines (pick up shore-ex passengers only)
3 Monday	0600	Glacier Bay, Pick up Naturalist
	1100	Grand Pacific Glacier
	2000	Bartlett Cove, Drop off Naturalist
	2030	Bartlett Cove, Depart
4 Tuesday	0745	Sitka, Arrive
	1300	Sitka, Depart
5 Wed.	1230	Ketchikan, Arrive
	1730	Ketchikan, Depart
	2000	Cruise Boca de Quadra/Lower Misty Fjords
6 Thursday	B.C. Coast	Cruise Upper B.C.
7 Friday	B.C. Coast	Telegraph Cove - Desolation Sound
8 Saturday	0745	Seattle, Arrive

SPIRIT OF '98
4 Night & 3 Night - CA Wine Country, San Francisco

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1&4 Monday	0845 1600 1700 2300 or Earlier	San Francisco, Secure (tide dependent) San Francisco, Boarding San Francisco, Depart (tide dependent) Napa, Secure
2 Tuesday	Early A.M. 0830 1830	Napa, Secure Winery tours depart: Schramsberg, Merryvale, Cakebread (lunch at Merryvale) Napa, Underway
3 Wednesday	0500 1000 1830	Underway, Cruise Old Sacramento River Sacramento, Secure Sacramento, Depart, Cruise Old Sacramento
4 Thursday	Early A.M. 0830 1300 1400 1730	Napa, Secure Shuttle departs for Sonoma Lunch On board Winery Tours, Domaine Carneros, Carneros Alambic Napa, Underway, Captain's Dinner
5 & 1 Friday	0845 1600 1700 2400	San Francisco, Secure (tide dependent) San Francisco, Boarding San Francisco, Depart (tide dependent) Rio Vista Bridge, Anchor out
2 Saturday	0500 1000 1830	Underway, Cruise Old Sacramento River Sacramento, Arrive Sacramento, Depart
3 Sunday	0300/Early A.M. 0830 1830	Napa, Secure Winery tours depart: Schramsberg, Clos Pegase - Lunch, Carneros Alambic Napa, Underway, Captain's Dinner



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

CERTIFICATION DATE : 11MAR96

EXPIRATION DATE : 11MAR99

Certificate of Inspection

NAME T OF '98		OFFICIAL NUMBER D677464	CALL SIGN WBR4896	SERVICE PASSENGER	
PORT VESSEL DOC CTR		HULL MATERIAL STEEL	HORSEPOWER 2100	PROPULSION DIESEL REDUCTION	
BUILT E AL	DATE BUILT 28NOV84	GROSS TONS 96	NET TONS 65	DWT	LENGTH 174.10
TRAVEL INC & BATTERY BLVD. E 700 TLE, WA 98121		OPERATOR ALASKA SIGHTSEEING TOURS 4TH & BATTERY BLDG. SUITE 700 SEATTLE, WA 98121			

VESSEL MUST BE MANNED WITH THE FOLLOWING LICENSED AND UNLICENSED PERSONNEL, INCLUDED IN
THERE MUST BE 0 CERTIFICATED LIFEBOATMEN AND 0 CERTIFICATED TANKERMAN.

MASTER	___ MASTER & 1ST CLASS PILOT	___ ABLE SEAMEN	___ CHIEF ENGINEER	___ FIREMEN-WATERTENDERS
DECKMATE	___ CLASS PILOT	___ ORDINARY SEAMEN	___ 1ST ASST. ENGINEER	___ OILERS
ENGINEER MATE	___ RADIO OFFICER(S)	<u>8</u> DECKHANDS	___ 2ND ASST. ENGINEER	___
ENGINEER MATES	___ OPERATOR(S)	___	___ ENG'RS.	___

OPERATION, THIS VESSEL MAY CARRY 101 PASSENGERS, 13 OTHER PERSONS IN CREW, _____ PERSONS IN ADDITION TO CREW, AND
TOTAL PERSONS ALLOWED: 124

PERMITTED AND CONDITIONS OF OPERATION:
S, BAYS, AND SOUNDS: THE SHELTERED WATERS OF THE WEST COAST OF NORTH
CA, AS DEFINED IN 46 CFR 42.03-35.

THE VESSEL IS AWAY FROM A SHORESIDE DOCK, OR HAS PASSENGERS ON BOARD,
OTHER, FOR NOT MORE THAN 12 HOURS IN ANY 24 HOUR PERIOD, THE VESSEL MAY
OPERATED WITH: 1 MASTER, 4 DECKHANDS, 18 OTHER PERSONS IN CREW, AND 101
PASSENGERS.

ALL TIMES WHEN PASSENGERS ARE IN STATEROOMS, A DESIGNATED PATROLMAN IS
REQUIRED FOR THESE AREAS.

*** SEE NEXT PAGE FOR ADDITIONAL CERTIFICATE INFORMATION ***

THIS INSPECTION HAVING BEEN COMPLETED AT SEATTLE, WASHINGTON
ISSUED BY THE OFFICER IN CHARGE, MARINE INSPECTION, PUGET SOUND
IN ACCORDANCE WITH THE APPLICABLE VESSEL INSPECTION LAWS AND THE RULES AND REGULATIONS PRESCRIBED THEREUNDER.

ON 11MAR96, THIS VESSEL IS
TO BE IN ALL RESPECTS IN CONFORMITY

PERIODIC REINSPECTIONS			THIS CERTIFICATE ISSUED BY:
DATE	ZONE	SIGNATURE	
1997	Puget Sound	[Signature]	 RICHARD K. SOFTYE, CAPT, USCG OFFICER IN CHARGE, MARINE INSPECTION PUGET SOUND INSPECTION ZONE



Certificate of Inspection

RIT OF '98

PAGE 3

CERTIFICATION DATE: 11MAR96

--- LIFESAVING EQUIPMENT ---			REQUIRED
	NUMBER PERSONS		
AL EQUIPMENT FOR	124	LIFE PRESERVERS (ADULT)...	130
LIFEBOATS (TOTAL).....		LIFE PRESERVERS (CHILD)...	13
LIFEBOATS (PORT)*.....		RING BUOYS (TOTAL).....	8
LIFEBOATS (STARBD)*...		WITH LIGHTS*.....	6
MOTOR LIFEBOATS*.....		WITH LINE ATTACHED*....	2
LIFEBOATS W/RADIO*...		OTHER*.....	0
ESCUER BOATS/PLATFORMS.	1	IMMERSION SUITS.....	
INFLATABLE RAFTS.....	6	PORTABLE LIFEBOAT RADIOS.	
LIFE FLOATS/BUOYANT APP		EQUIPPED WITH EPIRB?.....	YES
DRYDOCKBOATS (NOT REQUIRED)		(* INCLUDED IN TOTALS)	

--- FIRE FIGHTING EQUIPMENT ---			
AL HOSE LENGTH/	900	NUMBER OF FIRE AXES/	2
		NUMBER OF FIRE PUMPS/	2

FIXED EXTINGUISHING SYSTEMS		
SPACE PROTECTED	AGENT	CAPACITY
ENGINE ROOM	HALON	304
PAINT LOCKER	CO2	15

FIRE EXTINGUISHERS - HAND PORTABLE AND SEMI-PORTABLE			
6 A-II	B-I	5 B-II	B-III
B-IV	B-V	C-I	C-II

*** END ***

PASSENGER SHIP SAFETY CERTIFICATE

This Certificate shall be supplemented by a Record of Equipment (Form P)

For: a short International Voyage.

Issued under the provisions of the

INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

under the authority of the Government of

THE UNITED STATES OF AMERICA

by the UNITED STATES COAST GUARD



Particulars of Ship

Name of Ship	Distinctive Number or Letters	Port of Registry	Gross Tonnage
SPIRIT OF 98	677464	SEATTLE WASHINGTON	96
Sea areas in which ship is certified to operate (regulation IV/2)	IMO Number (Note 1)	Date on which keel was laid (Note 2)	
A3		28 NOVEMBER 1984	

THIS IS TO CERTIFY:

That the ship has been surveyed in accordance with the requirements of regulation I/7 of the Convention.

That the survey showed that:

- 1 the ship complied with the requirements of the Convention as regards;
 - 1.1 the structure, main and auxiliary machinery, boilers and other pressure vessels;
 - 1.2 the watertight subdivision arrangements and details;

Notes

In accordance with resolution A.600(15):IMO Ship Identification Number Scheme, this information may be included voluntarily.

Date on which keel was laid or ship was at a similar stage of construction or, where applicable, date on which work for a conversion or an alteration or modification of a major character was commenced.

The Coast Guard estimates that the average burden for this report is 5 minutes. You may submit any comments concerning the accuracy of this estimate or any suggestions for reducing the burden to: Commandant (G-MVI), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (2115-0056), Washington DC 20503.

DEPT. OF TRANSP., USCG, CG-968 (Rev. 6-93)

PREVIOUS EDITIONS ARE OBSOLETE

PASSENGER SHIP SAFETY CERTIFICATE

1.5 the following subdivision load lines;

Subdivision loadlines assigned and marked on the ship's side at amidships (regulation II-1/13)	Freeboard	To apply when the spaces in which passengers are carried include the following alternative spaces.
C.1	<u>EXEMPT</u>	---
C.2	---	---
C.3	---	---

2 the ship complied with the requirements of the Convention as regards structural fire protection, fire safety systems and appliances and fire control plans;

3 the life-saving appliances and the equipment of the lifeboats, liferafts and rescue boats were provided in accordance with the requirements of the Convention;

4 the ship was provided with a line-throwing appliance and radio installations used in life-saving appliances in accordance with the requirements of the Convention;

5 the ship complied with the requirements of the Convention as regards radio installations;

6 the functioning of the radio installations used in life-saving appliances complied with the requirements of the Convention;

the ship complied with the requirements of the Convention as regards shipborne navigational equipment, means of embarkation for pilots and nautical publications;

8 the ship was provided with lights, shapes, means of making sound signals and distress signals, in accordance with the requirements of the Convention and the International Regulations for Preventing Collisions at Sea in force;

9 in all other respects the ship complied with the relevant requirements of the Convention.

10 That an Exemption Certificate has been issued.

This certificate is valid until: MARCH 1997

Issued at: SEATTLE, WASHINGTON

MARCH 1996
Date of Issue

Place of issue of certificate

[Signature]
RICHARD K. SOBATE, CAPTAIN
Officer in Charge, Marine Inspection, U.S. Coast Guard



RECORD OF EQUIPMENT FOR THE PASSENGER SHIP SAFETY CERTIFICATE

(Form P)

*This record shall be permanently attached to the
Passenger Ship Safety Certificate*



RECORD OF EQUIPMENT FOR COMPLIANCE WITH THE

INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended in 1988

Particulars of Ship

Name of Ship	Distinctive Number or Letters	Number of Passengers for which certified	Minimum number of persons with required qualifications to operate the radio installations
RIT OF '98	677464	101	1

Details of life-saving appliances:

Total number of persons for which life-saving appliances are provided: -----	<u>124</u>	
Total number of lifeboats: ----- Total number of person accommodated by them: ----- Number of partially enclosed lifeboats (regulation III/42): ----- Number of self-righting partially enclosed lifeboats (regulation III/43): ----- Number of totally enclosed lifeboats (regulation III/44): ----- Other lifeboats: ----- 5.1 Number: ----- 5.2 Type: -----	Port Side	Starboard Side
	NONE	NONE
	-	-
	-	-
	-	-
	-	-

Coast Guard estimates that the average burden for this report is 5 minutes. You may submit any comments concerning the accuracy of this report or any suggestions for reducing the burden to: Commandant (G-MVT), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (2115-0056), Washington DC 20503.

RECORD OF EQUIPMENT FOR THE PASSENGER SHIP SAFETY CERTIFICATE

Details of life-saving appliances (continued)

	Number of motor lifeboats (included in the total lifeboats shown above):	-
1	Number of lifeboats fitted with searchlights:	-
	Number of rescue boats:	-
1	Number of boats which are included in the total lifeboats shown above:	6
	Liferafts:	-
1	Those for which approved launching appliances are required:	-
1.1	Number of liferafts:	-
1.2	Number of persons accommodated by them:	6
2	Those for which approved launching appliances are not required:	6
2.1	Number of liferafts:	135
2.2	Number of persons accommodated by them:	-
	Buoyant apparatus:	-
1	Number of apparatus:	-
2	Number of persons capable of being supported:	8
	Number of lifebuoys:	166
	Number of lifejackets:	-
	Immersion suits:	-
1	Total number:	-
2	Number of suits complying with the requirements for lifejackets:	-
0.	Number of thermal protective aids (note 1):	-
1.	Radio installations used in lifesaving appliances:	-
1.1	Number of radar transponders:	4
1.2	Number of two-way VHF radiotelephone apparatus:	-

Details of radio facilities:

	Item	Actual Provision
	Primary systems:	3
1	VHF radio installation:	2
1.1	DSC encoder:	-
1.2	DSC watch receiver:	2
1.3	Radiotelephony:	-
2	MF radio installation:	-
2.1	DSC encoder:	-
2.2	DSC watch receiver:	-
2.3	Radiotelephony:	1
3	MF/HF radio installation:	-
3.1	DSC encoder:	-
3.2	DSC watch receiver:	1
3.3	Radiotelephony:	-
3.4	Direct-printing radiotelegraphy:	-
4	INMARSAT ship earth station:	1
2.	Secondary means of alerting:	1
3.	Facilities for reception of maritime safety information:	1
3.1	NAVTEX receiver:	-
3.2	EGC receiver:	-
3.3	HF direct printing radiotelegraph receiver:	1
4.	Satellite EPIRB:	1
1	COSPAS-SARSAT:	-
	INMARSAT:	-

Notes:

1. Excluding those required by regulations III/38.5.1.24, III/41.8.31 and III/47.2.2.13.

RECORD OF EQUIPMENT FOR THE PASSENGER SHIP SAFETY CERTIFICATE

Details of radio facilities (continued)

HF EPIRB:	1
Ship's radar transponder:	-
Radiotelephone distress frequency watch receiver on 2182kHz (note 1):	-
Device for generating the radiotelephone alarm signal on 2182kHz (note 2):	-

Methods used to insure availability of radio facilities (regulations IV/15.6 and 15.7)

Duplication of equipment:	PROVIDED
Shore-based maintenance:	PROVIDED
At-sea maintenance capability:	NOT PROVIDED

Ships constructed before 1 February 1995 which do not comply with all the applicable requirements of chapter IV of the Convention as amended in 1988 (note 2):

	Requirements of regulations	Actual Provision
Hours of listening by operator:	CONTINUOUS	CONTINUOUS
Number of operators:	AT LEAST ONE	ONE
Whether auto alarm fitted:	NOT REQUIRED	NOT PROVIDED
Whether main installation fitted:	REQUIRED	PROVIDED
Whether reserve installation fitted:	NOT REQUIRED	NOT PROVIDED
Whether main and reserve transmitters electrically separated or combined:	---	---

Ships constructed before 1 February 1992 which do not fully comply with the applicable requirements of chapter III of the Convention as amended in 1988 (note 3):


	Actual Provision
Radiotelegraph installation for lifeboat:	-
Portable radio apparatus for survival craft:	-
Survival craft EPIRB (121.5 MHz and 243.0 MHz):	-
Two-way radiotelephone apparatus:	-

THIS IS TO CERTIFY that this Record is correct in all respects.

Issued at: SEATTLE, WASHINGTON

Place of issue of the Record

MARCH 1996
Date of issue


RICHARD K. SOE FYE, CAPTAIN
Office in Charge, Marine Inspection, U.S. Coast Guard



Notes:
 Unless another date is determined by the Maritime Safety Committee, this item need not be reproduced on the record attached to certificates issued after 1 February 1999.
 This item need not be reproduced on the record attached to certificates issued after 1 February 1999.
 This section need not be reproduced on the record attached to certificates issued after 1 February 1995.

EXEMPTION CERTIFICATE

Issued under the provisions of the

INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, as amended

under the authority of the Government of

THE UNITED STATES OF AMERICA

by the UNITED STATES COAST GUARD



Particulars of Ship

Name of Ship	Distinctive Number or Letters	Port of Registry
SPIRIT OF '98	677464	SEATTLE, WASHINGTON
Gross Tonnage	IMO Number (Note 1)	
96		

THIS IS TO CERTIFY:

That this ship is, under the authority conferred by regulation II-1/1.4, II-2/1.4.1, III/2, IV/3
of the Convention, exempted from the requirements of: SOLAS 74/78 THRU 81 AMENDMENTS: CHAP
II-1/10.3, 10.6, 12, 20.1, 20.2, 20.4, 21.2.3, 21.2.6, 21.2.11, 30.2, 37, 42.4, 45.11.
II-2/4.2, 4.3.5, 4.4.1, 12, 24.2, 26, 36.
III/13.1.2, 17, 20
IV/7-11 AS AMENDED THRU 91 AMENDMENTS of the Convention.

Notes

In accordance with resolution A.600(15)-IMO Ship Identification Number Scheme, this information may be included voluntarily.

The Coast Guard estimates that the average burden for this report is 5 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (G-MVI), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (2115-0056), Washington DC 20503.

U.S. Department
of Transportation

United States
Coast Guard



Commanding Officer
U.S. Coast Guard
Marine Safety Center

400 7th Street, S.W.
Washington, DC 20590-0001
Staff Symbol: G-MS-1
Phone: (202) 366-6485

16710/BEND 140
Ser H1-20586
19 May 1992

Master, VICTORIAN EMPRESS

Subj: VICTORIAN EMPRESS, (Ex. COLONIAL EXPLORER), O.N. 677464
Bender Shipbuilding & Repair Hull 140
174.1' x 40' x 12.3' Small Passenger Vessel (T-L)
Partially Protected Waters, 101 Passengers
Stability Letter

You are responsible for maintaining this vessel in a satisfactory stability condition at all times and for following the instructions and precautions listed below.

A stability test witnessed by the U. S. Coast Guard was performed on the VICTORIAN EMPRESS, (Ex. COLONIAL EXPLORER), O.N. 677464, at Mobile, Alabama, on 20 November 1984. On the basis of this test, stability calculations have been performed. Results indicate that the stability of the VICTORIAN EMPRESS as presently outfitted and equipped is satisfactory for operation on Partially Protected Waters, provided that the following restrictions are observed.

SUBDIVISION

When operated as indicated below, calculations indicate this vessel will remain afloat with any one major compartment flooded (one-compartment subdivision). A major compartment is the total space between any two adjacent Main Transverse Watertight Bulkheads (MTWB). For this vessel, these MTWB's are located at frames 8, 16, 24, 32, 48, 60, 72, 80, and 88.

DAMAGE SURVIVAL

Calculations indicate this vessel will stay upright (no more than 7 degrees of list under ideal conditions) after side damage when the side damage is limited to any one major compartment and not more than 8 feet inboard from the side of the hull.

To maintain the vessel upright after flooding (damage), the heeling forces imposed by wind, wave and passenger movements must be minimized. The calculations do not specifically account for high winds, heavy seas or the movement of many passengers to one side.

OPERATING RESTRICTIONS

1. ROUTE: Operation on Partially Protected Waters may be permitted. Since the route is based on other considerations in addition to stability, you are cautioned that the route may be further limited to that specified on the Certificate of Inspection.

16710/BEND 140
Ser. HL-20586
19 May 1992

Subj: VICTORIAN EMPRESS, (Ex. COLONIAL EXPLORER), O.N. 677464;
STABILITY LETTER

2. PERSONNEL: A maximum of 124 persons may be carried on this 4 deck vessel of which 101 may be passengers. A maximum of 90 persons may be carried on the uppermost passenger deck. Since the personnel capacity is based upon other considerations in addition to stability, you are cautioned that the number of persons carried may be further limited to that specified on the Certificate of Inspection.

3. FREEBOARD AND DRAFT: A maximum draft of 9 feet 4-3/4 inches aft (draft marks), 8 feet 2-3/4 inches forward (draft marks) is permitted.

4. WATERTIGHT DOORS AND BULKHEADS:

a. There are no watertight doors in any MTWB.

b. No watertight bulkheads shall be removed or altered without the authorization and supervision of the cognizant Officer in Charge, Marine Inspection (OCMI).

5. HULL OPENINGS: Any openings that could allow water to enter into the hull or deckhouse should be kept closed when rough weather or sea conditions exist or are anticipated.

6. TANKS: Any cross-connections between port and starboard tank pairs shall be kept closed at all times when underway.

7. WEIGHT CHANGES: No fixed weights shall be added, removed, altered and/or relocated without the authorization and supervision of the cognizant OCMI. The vessel is not fitted with permanent ballast.

8. BILGES: The vessel's bilges and voids shall be kept pumped to minimum content at all times consistent with pollution prevention requirements.

9. FREEING PORTS: Deck freeing ports shall be maintained operable and completely unobstructed at all times.

10. LIST: You should make every effort to determine the cause of any list of the vessel before taking corrective action.

This stability letter shall be posted under glass or other suitable transparent material in the pilothouse of the vessel so that all pages are visible. It supersedes any stability information previously issued to the vessel.

J. E. Lindak

J. E. LINDAK
Captain, U. S. Coast Guard
Commanding Officer

Oil Transfer Procedures Manual

for the cruise vessel

M/V Spirit of Ninety Eight

Official Number D677464

Vessel operated by:

Alaska Sightseeing/Cruise West

4th & Battery Bldg.

Suite 700

Seattle, WA 98121-1438

(206) 441-8687

**This Oil Transfer Procedures Manual
was prepared by:**

Paulsen and Associates, Inc.

Seattle, WA 98107

(206) 783-0730

April 1998

M/V Spirit of Ninety Eight - OTP

INTRODUCTION

The **M/V SPIRIT OF NINETY-EIGHT** (Official Number D677464) is a steel-hulled passenger vessel. The vessel carries petroleum products grade "D" and lower for its own consumption.

The **M/V SPIRIT OF NINETY-EIGHT** carries in excess of 250 barrels of petroleum product and is subject to the oil pollution prevention regulations in Title 33 of the Code of Federal Regulations (CFR).

This oil transfer procedures manual has been prepared in accordance with 33 CFR, Part 155, Subpart C. Copies of this manual will be maintained on the **M/V SPIRIT OF NINETY-EIGHT** and be readily available for examination by the USCG and Washington State Office of Marine Safety and for the designated Person In Charge to conduct oil transfer operations.

It is the responsibility of Master and Chief Engineer of the **M/V SPIRIT OF NINETY-EIGHT** to insure the adherence to procedures in this manual, and that vessel equipment and operations are within strict compliance of 33 CFR Parts 154, 155 and 156, Washington State requirements.

Inquires regarding the operations of the **M/V Spirit of Ninety Eight** should be directed to:

Bryce Brockway, Senior Manager Engineering
Alaska Sightseeing/Cruise West
(206) 441-8687

CRUISE VESSEL - M/V SPIRIT OF NINETY EIGHT

U.S. COAST GUARD OIL TRANSFER PROCEDURES MANUAL

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(ii) Product information as described in Part 154.310(a)(5);	5(ii)
(iii) Applicability of oil transfer procedures;	6(iii)
<u>33 CFR 155.750(2)</u> A description of the oil transfer system on the vessel including but not limited to the following:	7B
i) A diagram of the vessel's oil transfer piping, including the location of each valve, pump, control device, vent and overflow;	Appendix
(ii) The location of the shutoff valve or other isolation device that separates any bilge or ballast system from the oil transfer system;	
(iii) A description of and procedures for emptying the discharge containment system required by Parts 155.310 and 155.320;	8D
<u>33 CFR 155.750(3)</u> The number of persons required to be on duty during oil transfer operations;	8G
<u>33 CFR 155.750(4)</u> The duties by title of each officer, person in charge, tankerman, deckhand, and any other person required for each oil transfer operation;	9H

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<u>33 CFR 155.750(6)</u> Procedures for operating the emergency shutdown and communications means required by Parts 155.780 and 155.785, respectively;	10J
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APPENDIX - Training Log

APPENDIX - Pre loading Plan

APPENDIX - Declaration of Inspection/ Pre-Transfer Conference

APPENDIX - M/V SPIRIT OF NINETY EIGHT - Drawings

APPENDIX - Standard Operating Policy M/V SPIRIT OF NINETY EIGHT

APPENDIX - Material Safety Data Sheets

USCG/OMS Oil Transfer Procedures

33 CFR 155.750(1) A list of each product transferred to or from the vessel, including the following information;

(i) Generic or chemical name:

Diesel Fuel

Lube Oil

Hydraulic Oil

Material Safety Data Sheets (MSDS) for each product are provided in the Appendix.

(ii) Product information as described in Part 154.310(a)(5)(ii):

(a) Name of product as listed in under appendix II of annex II of MARPOL 73/78, Table 30.25-1 of 46 CFR 30.25-1, or 46 CFR 151.05-1, or Table 1 of 46 CFR part 153.

Diesel Fuel = Oil, Fuel, No. 1 or 2

(Lube Oil and Hydraulic Oil are not combustible and are not listed)

(b) Appearance of the cargo;

These petroleum products are:

- Diesel: Red in color
- Hydraulic Oil: Yellow- Brown in color
- Lube Oil: Yellow - Dark Brown in color

(c) Odor of the cargo;

A petroleum / hydrocarbon smell.

(d) The hazards of handling the cargo;

Petroleum products are:

- combustible.
- irritating to skin and eyes.
- harmful if swallowed.

(e) Instructions for safe handling;

Strict security will be maintained on the vessel. During transfers, there will be No Smoking and No Open Lights on the vessel.

An announcement will be made at base once an hour to passengers regarding same

- (f) The procedures to be followed if the cargo spills or leaks, or if a person is exposed to the cargo;

In the event of a spill, all transfer operations will be stopped immediately. Transfer operations will not resume until the source/cause of the spill has been determined and repaired.

Protective gear, including hard hats, rain gear, (or other impermeable clothing), rubber boots, and impermeable gloves will be worn by all workers in the spill zone.

In the event of personnel exposed to oil: Remove contaminated clothing and shoes. Flush affected areas with plenty of water. If in eyes, hold eyelid open, flush with plenty of water. If swallowed and victim is conscious, have victim drink water or milk, **do not induce vomiting.** Call for medical aid.

- (g) A list of fire fighting procedures and extinguishing agents effective with fires involving cargo;
- On Deck: Extinguish with Dry Chemical, Foam, Carbon Dioxide
 - In Engine Room: Extinguish with fixed fire fighting system.

(iii) Applicability of oil transfer procedures;

The oil transfer procedures described in this manual are applicable to all petroleum carried aboard the M/V SPIRIT OF NINETY EIGHT. This Manual will be revised if changes occur in operating equipment or products carried.

DECLARATION OF INSPECTION: Under No circumstances will a fuel transfer commence to or from the vessel until the vessel and shoreside person-in-charge have conducted a Pre-Transfer Conference and signed a Declaration of Inspection (DOI). A sample DOI is found in this manual. Pre-transfer conference requirements are detailed in this manual.

33 CFR 155.750(2) - A description of the transfer system on the vessel.

- A. Drawings of the vessel's oil transfer piping including valves, pumps, vent system, overflow basins, etc. are in the Appendix.
- B. The fuel oil piping system on the **M/V SPIRIT OF NINETY EIGHT** consists of a 2" fuel filling and a 2" drop to the engine room. The fuel transfer manifold and piping is 2".

The fuel station is located on the fantail both stbd and port sides. The entire fuel system is a gravity system.

The fuel oil transfer system consists of 2" fill piping from a fuel station located on the fantail port and stbd. The manifold is connected to two 2" fuel oil circulating pump and a Alfa Laval centrifuge.

The 2" fuel supply piping goes to the engine room. From the engine room they supply the 4 engines and a transfer pump which pumps fuel up to the emergency generator.

- C. Bilge System - The **M/V SPIRIT OF NINETY EIGHT** bilge system is separate from the fuel system. The bilge system includes an engine room bilge suction used for emergency de-watering. This vessel also has a Heli Sep 100 Oil Water Separator with an approved sensor. Waste in oil is stored in 5 gal. buckets and off-loaded to shore facility.
- D. Containment - Required by 33 CFR 155.310 and 155.320. Product which accumulates within the on deck containments will be removed by means of a portable pump and/or sorbent pads. Recovered liquid will be placed in the vessel's waste oil tank; sorbents in the vessel's oily waste barrels. Plugs must be installed in all catchment drains and vessel

scuppers prior to commencing any transfer operations. The fuel oil station has full containment.

E. To Load - A 2" fueling hose is connected to the fuel fill on the stbd or portside fantail transfer headers. Prior to loading assure valves are lined up so fuel will enter the desired tank or tanks.

F. To Discharge From Tanks - Commercial company would be contracted to pimp out tanks with pump truck.

Transfer - Open the suction and discharge valves to the transfer pump to transfer to the emergency generator only.

G. 33 CFR 155.750(3) - Number of Persons Required

Fueling Operations - During all loading or discharging (off the vessel) operations, there will be a minimum of 4 personnel on duty.

Duties of personnel by title:

Person in Charge: Monitor fueling from the port or stbd. fuel station. Tanks port or stbd are sounded after taking aboard 5,000 gals. Tanks are resounded before continuing to fuel..and monitor Maintain radio contact with, wheel house person and Deck Rover via VHF radio and/or sound powered telephones.

Bridge Officer: Officer in wheel house at all times to monitor communication between fueling stations, will also keep watch on vessel mooring lines.

Hose Watch Person: The responsible person stationed at the hose connection with radio contact to Chief Engineer. Watch for any leaks, hose crimping, or spills of any kind. Pay particular attention to vents port or stbd. which have containment.

Deck Rover: Maintain radio contact with fueling team. Visually inspect tank vents and waters adjacent to the vessel.

Prior to any loading or discharge, the facility (or other vessel) will designate a Person--in-Charge for the dock (or other vessel) and personnel as required in their oil transfer procedures.

On-Board Transfer Operations - Internal tank transfer operations are for emergency transfers only. there will be a minimum of 3 personnel on duty.

Duties of personnel by title:

Person in Charge: Monitor fueling from control room tank monitoring system screen. Regulate tank valves as needed.
Maintain radio contact with wheel house, and deck watch person.

Bridge Officer: Officer in wheel house at all times to monitor communication between fueling stations.

Deck Rover: Responsible person stationed on deck with radio contact to Chief Engineer and the Officer of the Deck. Pay particular attention to vents (for overflow), and waters adjacent to the vessel.

H. 33 CFR 155.750(4) - Duties of Designated "Person in Charge"

The Duties of the Designated "Person in Charge" are in the Appendix.

33 CFR 155.750(5) - Moorage Responsibilities

The Captain is responsible for docking the vessel. The Captain may then designate a crewman to tend mooring lines as directed by the Person-in-Charge in order to keep the vessel in the proper alignment with the shoreside cargo header during the entire transfer.

Fuel transfers will not commence until the vessel mooring lines are adequate to accommodate all expected conditions in surge, current, weather and tide; as well as any changes in draft as the petroleum transfer takes place. No strain may be placed on the transfer hose as the vessel moves through the limits of its moorings.

J. 33 CFR 155.750(6), Parts 155.780 and 155.785 - Emergency Shutdown and Communications.

1. The response to any emergency during a transfer operation is STOP THE FLOW OF PRODUCT. This is accomplished by stopping the transfer pumps or closing the loading/discharge header stop valve.

For loading operations, the transferring facility (or vessel) must stop the flow of oil. It is unadvisable to close the header stop valve under pressure.

2. Communication will be maintained during all transfer operations by means of at least one intrinsically safe VHF portable radio. Sound powered telephones are located at both port and stbd fuel stations, bridge and engine room.

K. 33 CFR 155.750(7) - Topping Off Tank

The shoreside Person-in-Charge will be given notice when the vessels tanks are 50% full and again at 85% full. Tanks will be topped off as agreed. Tanks will be topped off (95% capacity) one at a time at a reduced flow rate of approx. 85 GPM. The oil flow will be stopped by securing the individual tank manifold valve. This valve and tank will continue to be checked to be sure there is no change in the level of the tank.

L. 33 CFR 155.750(8) - Valve Closure Upon Completion of Transfer

Upon completion of topping off operations, the Person-in-Charge shall verify that all valves used during the transfer are secured.

M. 33 CFR 155.750(9) - Reporting Procedures

Any spills will be immediately reported to the Captain and/or Chief Engineer. The Captain will notify the ALASKA SIGHTSEEING/CRUISE WEST Operations

Manager. The Operation Manager is responsible to ensure that all spills are reported to the required state and federal agencies. Direct contact must be made with the agencies.

N. 33 CFR 155.750(10) - Closure of Openings

Prior to the vessel's getting underway, the Person-in-Charge and the Captain of the vessel will inspect and insure all sounding tubes, fill lines, valves, manholes and other openings, which could release oil, are properly closed and secure. If operations require such openings to be opened while underway or at anchor, such openings must be authorized and supervised by both the Captain of the vessel and its designated Person-in-Charge.

Washington State (WAC 317-40)

- 1) All communications regarding fueling will take place in English.
- 2) 48 hours prior to the fueling operation the PIC will conduct training. This will include:
 - Pre Loading Plan
 - Civil/Criminal Penalties and Liabilities
 - Hand signals
 - Emergency Shutdown Procedures
- 3) Prepare a Pre Loading Plan
 - I.D. tanks to receive what capacity of oil.
 - Level of each tank prior to transfer(type of fuel).
 - Planned tank level @ 95%.
 - Sequence of tanks to be filled.
 - Procedure to monitor all tank levels and valves.
- 4) Pre Transfer Conference - To be logged by Master in Bridge Log
- 5) Record Keeping
 - Date/Time of Training Session.

- Names/ Rates of persons in attendance.
- Log Book entry by Master at Pre Transfer Conference.
- Preloading and DOI for past 30 days.
- Work hours records available

Spill Reporting

By Alaska and Washington state law, marine spills must be reported "as soon as the person in charge has knowledge of the discharge. Federal law requires that EVERY MARINE SPILL be reported to the U.S. Coast Guard. Failure to report an oil spill is a criminal penalty, punishable by a \$250,000 fine and/or five years imprisonment. When reporting a spill, record the information asked for on page 13.

REPORT SPILLS TO:

U.S. Coast Guard National Response Center: 800 424 -8802
(202) 267-2675

Alaska:

Alaska Department of Environmental Conservation (ADEC)
 - Southcentral Region/Western District Office - Anchorage (907) 349-7755
 FAX: (907) 349-9836
 - After Hours call State Trooper dispatch: 1-800-478-9300

Washington:

Washington Division of Emergency Management (206) 753-5990
1-800-258-5990

Oregon:

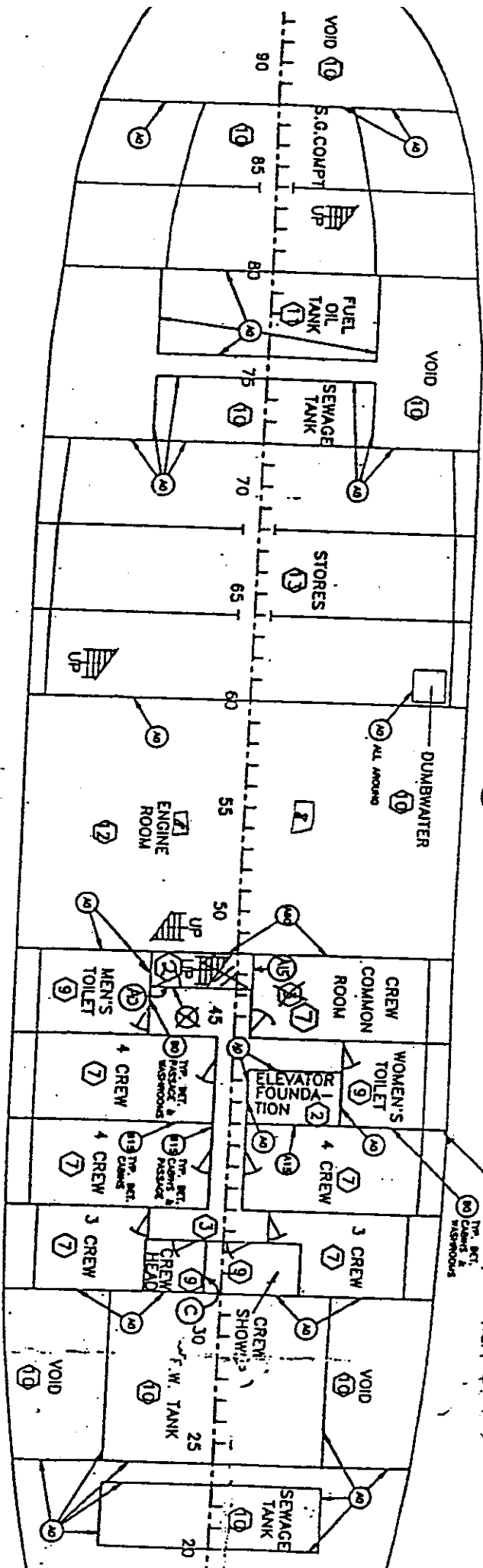
Oregon Emergency Response System (503) 378-6377
1-800-452-0311

California:

California Department of Fish and Game (916) 445-9338

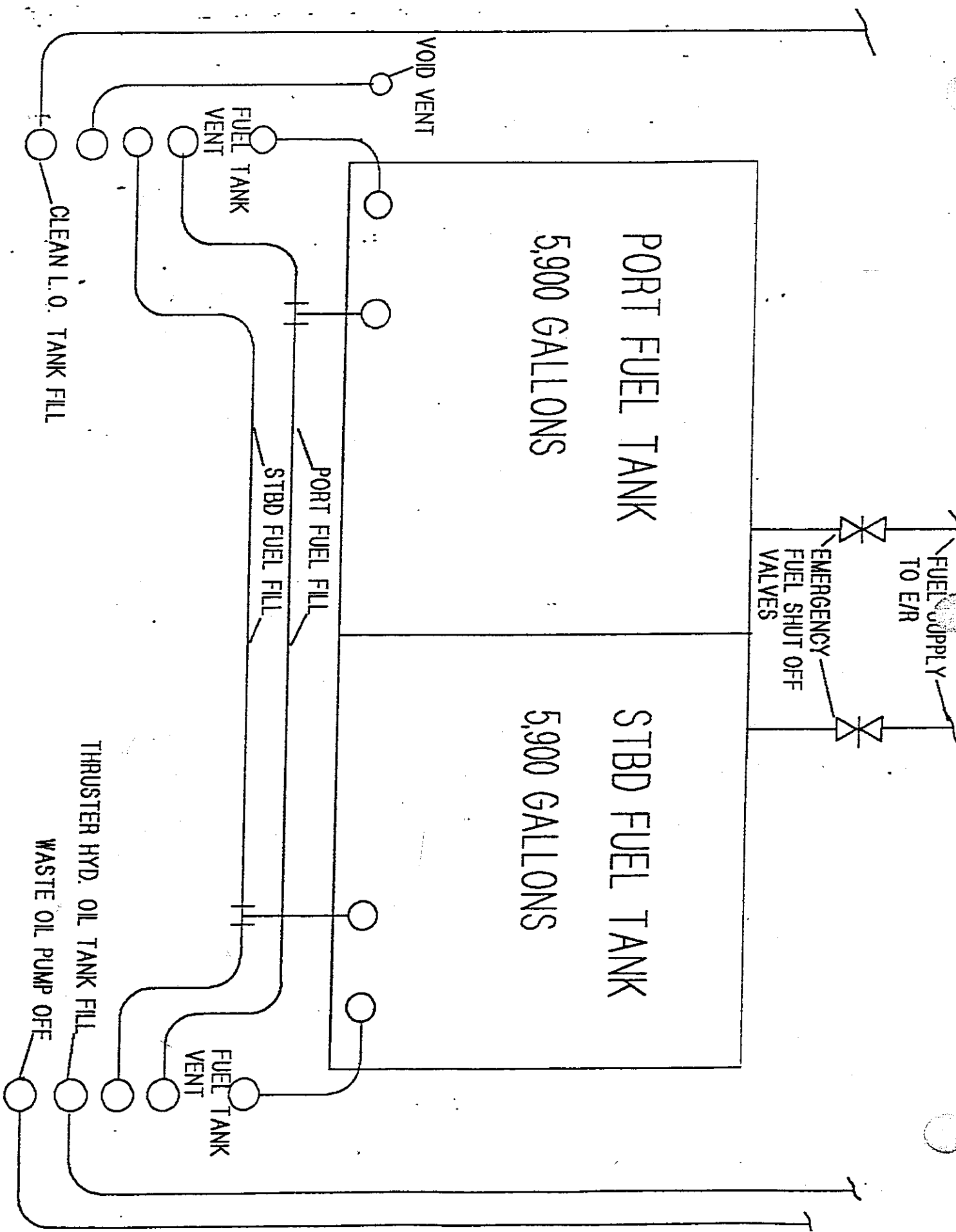
Mexico

Secretary of the Marina +52 5 684 8188 (Ext. 3444)
 April 1998
 M/V Spirit of Ninety Eight - OTP



KEY FOR SYMBOLS:

- ⑦ COMPARTMENT RISK CATEGORY
- Ⓜ BULKHEAD RATING
- ◇ OR □ A0 DECK
- ▨ A15 DECK
- ▩ A30 DECK
- ▧ A60 DECK



SPIRIT OF ENDEAVOUR
8 Day, 7 Night - Seattle to Juneau (Northbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Saturday	1600 1700	Seattle, Boarding Seattle, Depart
2 Sunday	B.C. Coast	Desolation Sound via Yucultas/Stuart Island when tides are favorable
3 Monday	B.C. Coast	Cruise Upper B.C.
4 Tuesday	0800 1300	Ketchikan, Arrive Ketchikan, Depart
5 Wednesday	1400 1830	Sitka, Arrive Sitka, Depart
6 Thursday	1100 1700 1830	Skagway, Secure Skagway, Depart Haines (pick up shore-ex passengers only)
7 Friday	0600 0715 1200 1900 2030	Bartlett Cove, Pick up Naturalist Marble Islands Margorie Glacier Bartlett Cove, Drop off Naturalist Point Adolphus, whale watching
8 Saturday	0745	Juneau, Arrive

SPIRIT OF ENDEAVOUR
8 Day, 7 Night - Juneau to Seattle (Southbound)

<u>Day</u>	<u>Time</u>	<u>Activity</u>	<u>NM</u>
1 Saturday	1700 1800 2000	Juneau, Boarding Juneau, Depart Stephen's Pass, Whale watching	
2 Sunday	0030 0700 2030	Glacier Bay, Enter Grand Pacific Glacier Bartlett Cove, Drop off Naturalist	85
3 Monday	0745 1500 1630	Skagway, Arrive Skagway, Depart Haines (only to pick up shore-ex passengers)	120
4 Tuesday	0800 1300	Sitka, Arrive Sitka, Depart	175
5 Wednesday	1300 1800	Ketchikan, Arrive Ketchikan, Depart	270
6 Thursday	B.C. Coast	Cruise Upper B.C.	
7 Friday	B.C. Coast	Desolation Sound via Yucultas/Stuart Island when tides are favorable	
8 Saturday	0745	Seattle, Arrive	

SPIRIT OF ENDEAVOUR
4 Night & 3 Night - CA Wine Country, San Francisco

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1&4 Tuesday	0845 1600 1700 2300 or Earlier	San Francisco, Secure (tide dependent) San Francisco, Boarding San Francisco, Depart (tide dependent) Napa, Secure
2 Wednesday	Early A.M. 0830 1830	Napa, Secure Winery tours depart: Schramsberg, Merryvale, Cakebread (lunch at Merryvale) Napa, Underway
3 Thursday	0500 1000 1830	Underway, Cruise Old Sacramento River Sacramento, Secure Sacramento, Depart, Cruise Old Sacramento
4 Friday	Early A.M. 0830 1300 1400 1730	Napa, Secure Shuttle departs for Sonoma Lunch On board Winery Tours, Domaine Carneros, Carneros Alambic Napa, Underway, Captain's Dinner
5 & 1 Saturday	0845 1600 1700 2400	San Francisco, Secure (tide dependent) San Francisco, Boarding San Francisco, Depart (tide dependent) Rio Vista Bridge, Anchor out
2 Sunday	0500 1000 1830	Underway, Cruise Old Sacramento River Sacramento, Arrive Sacramento, Depart
3 Monday	0300/Early A.M. 0830 1830	Napa, Secure Winery tours depart: Schramsberg, Clos Pegase - Lunch, Carneros Alambic Napa, Underway, Captain's Dinner

Alaska Sightseeing/Cruise West - 1998-99 Itineraries

SPIRIT OF ENDEAVOUR

**Cabo San Lucas to Cabo San Lucas
8 Day, 7 Night - Mexico - Sea of Cortes**

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Saturday	1700	Cabo San Lucas, Boarding. Vessel overnights in port.
2 Sunday	0200 1030 1430	Cabo San Lucas, Depart Anchor in Bahia de los Muertos for snorkeling, swimming, hiking Depart Bahia de los Muertos, cruise E. side of Isla Espiritu Santo
3 Monday	0700 1100 1230 2000	Anchor Puerto Ballandra, Isla Carmen for swimming, snorkeling, beach hikes Puerto Ballandra, Depart; Cruise by Isla Coronado Loreto, Arrive, passengers ashore via tender Loreto, Depart
4 Tuesday	0600-1145 1245-1400 1300-1500 1500-1630 1630-1830 1900 2000	Cruise Bahia Concepcion (Bahia Coyote area-cruise by Playa Santispac, etc.; Isla Bargo or Isla Coyote beach landing, swimming, snorkeling; transfers via launches to nearby reefs) Vessel disembarks passengers via tender at Mulege for Mulege River Oasis cruise <i>Pig roast/Mexican Fiesta</i> Mulege, <i>Mission overlook and highway tour via ContacTours motorcoaches (coaches staggered)</i> Santa Rosalia, <i>City tour by ContacTours</i> Santa Rosalia, vessel embarks passengers Vessel sails
5 Wednesday	0800 1730 2350	Puerto Escondido, Arrive; <i>ContacTours motorcoaches to Puerto Lopez Mateos for included whale watching tour and lunch (coaches staggered); optional golfing at Nopolo Campo de Golf or optional fishing from Puerto Escondido</i> Puerto Escondido, Depart Anchor Isla San Francisco
6 Thursday	0600-1000 1300-1415 1500-1730 1800-1900	Isla San Francisco for swimming, snorkeling, etc. Los Islotes to view sea lions Anchor Isla Partida (Puerto Ballena) for swimming, snorkeling, etc. Cruise Isla Espiritu Santo
7 Friday	0800 1500 1600	La Paz, Arrive (vessel takes on provisions, fuel) La Paz, Depart Sunset cruise of Baja shoreline
8 Saturday	0900	Cabo San Lucas, Arrive

Alaska Sightseeing/Cruise West - 1998-99 Itineraries
SPIRIT OF ENDEAVOUR
Cabo San Lucas to Cabo San Lucas
6 Day, 5 Night - Baja California Sur, Mexico VIP Cruise
December 7-12, 1998

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Monday	1700	Cabo San Lucas, Boarding. Vessel overnights in port.
2 Tuesday	0200 1030 1430	Cabo San Lucas, Depart Anchor in Bahia de los Muertos for snorkeling, swimming, hiking Depart Bahia de los Muertos, cruise E. side of Isla Espiritu Santo
3 Wednesday	0700 1100 1230 2030	Anchor Puerto Ballandra, Isla Carmen for swimming, snorkeling, beach hikes Isla Coronado, Underway Loreto, Arrive, passengers ashore via tender Loreto, Depart, Cruise E. side of Isla Coronado
4 Thursday	0600-1145 1230-1400 1345-1530	Cruise Bahia Concepcion (Bahia Coyote area-cruise by Playa Santispac, etc.; Isla Bargo or Isla Coyote beach landing, swimming, snorkeling; transfers via launches to nearby reefs) Vessel disembarks passengers via tender at Mulege for Mulege River Oasis cruise Pig roast\Mexican fiesta
5 Friday	0830-1000 1300 1900	Los Islotes to view sea lions La Paz, Arrive La Paz, Depart
6 Saturday	0900	Cabo San Lucas, Arrive

Alaska Sightseeing/Cruise West - 1998-99 Itineraries
SPIRIT OF '98

Cabo San Lucas to Cabo San Lucas
8 Day, 7 Night - Mexico - Sea of Cortes

<u>Day</u>	<u>Time</u>	<u>Activity</u>
1 Sunday	1700	Cabo San Lucas, Boarding. Vessel overnights in port.
2 Monday	0200 1030 1430	Cabo San Lucas, Depart Anchor in Bahia de los Muertos for snorkeling, swimming, hiking Depart Bahia de los Muertos, cruise E. side of Isla Espiritu Santo,
3 Tuesday	0600 1100 1230 2000	Anchor Puerto Ballandra, Isla Carmen for swimming, snorkeling, beach hikes Puerto Ballandra, Depart; Cruise by Isla Coronado Loreto, Arrive, passengers ashore via tender Loreto, Depart, cruise Point Lobos, Isla Carmen
4 Wednesday	0700-1100 1330-1530 1345-1700	Anchor Isla San Francisco for swimming, beach walk, etc. Los Islotes to view sea lions Cruise W. Side of Isla Del Espiritu Santo, anchor Isla Partida (Caleta Partida or SE Isla Espiritu Santo between Punta Lobos and Punta Bonanza) for swimming, beach activities
5 Thursday	0800 1730 1830	Puerto Escondido; <i>ContactTours motorcoaches to Puerto Lopez Mateos for included whale watching tour and lunch (coaches staggered); optional golfing at Nopolo Campo de Golf or optional fishing from Puerto Escondido</i> Puerto Escondido, Depart Cruise by Isla Danzante
6 Friday	0700 0745-0945 0945-1045 1045-1245 1200-1330 1430-2000	Santa Rosalia, vessel disembarks passengers Santa Rosalia, <i>City tour by ContactTours (coaches staggered)</i> <i>Highway tour via ContactTours motorcoaches to Mulege, Mission overlook</i> <i>Pig roast/Mexican fiesta</i> Vessel embarks passengers via tender at Mulege for Mulege River Oasis cruise and return to <i>Spirit of '98</i> Cruise Bahia Concepcion (Bahia Coyote area-cruise by Playa Santispac, etc.; Isla Bargo or Isla Coyote beach landing, swimming, snorkeling; transfers via launches to nearby reefs)
7 Saturday	1300 2200	La Paz, Arrive,(vessel takes on provisions and fuel) La Paz, Depart
8 Sunday	0930	Cabo San Lucas, Disembark.



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

CERTIFICATION DATE 06 FEB 97
EXPIRATION DATE 06 FEB 00

Certificate of Inspection

VESSEL NAME IRIT OF ENDEAVOUR	OFFICIAL NUMBER D661485	CALL SIGN WCW8883	SERVICE PASSENGER
HOME PORT TL VESSEL DOC CTR	HULL MATERIAL STEEL	HORSEPOWER 912	PROPULSION DIESEL REDUCTION
PLACE BUILT PERSONVILLE IN	DATE BUILT 12 SEP 83	GROSS TONS 95	NET TONS 65
			DWT 184.30
OWNER WEST TRAVEL 4 & BATTERY BLDG SUITE 700 SEATTLE, WA 98122	OPERATOR WEST TRAVEL 4TH & BATTERY BLDG SUITE 700 SEATTLE, WA 98122		

THIS VESSEL MUST BE MANNED WITH THE FOLLOWING LICENSED AND UNLICENSED PERSONNEL, INCLUDED IN CREW LIST. THERE MUST BE 0 CERTIFICATED LIFEBOATMEN AND 0 CERTIFICATED TANKERMAN.

MASTER	___ MASTER & 1ST CLASS PILOT	___ ABLE SEAMEN	___ CHIEF ENGINEER	___ FIREMEN-WATERTENDERS
CHIEF MATE	___ CLASS PILOT	___ ORDINARY SEAMEN	___ 1ST ASST. ENGINEER	___ OILERS
2ND MATE	___ RADIO OFFICER(S)	<u>6</u> DECKHANDS	___ 2ND ASST. ENGINEER	___
LIC MATES	___ OPERATOR(S)	___	___ ENG'RS.	___

ADDITION, THIS VESSEL MAY CARRY 109 PASSENGERS, 20 OTHER PERSONS IN CREW, PERSONS IN ADDITION TO CREW, AND TOTAL PERSONS ALLOWED: 137

PERMITTED AND CONDITIONS OF OPERATION:
 EASTWISE: PACIFIC OCEAN BETWEEN PT. SUR, CALIFORNIA AND ANGELES POINT, WASHINGTON, NOT MORE THAN 20 MILES OFFSHORE.
 WHEN OPERATING BEYOND THE BOUNDARY LINE; ALL WATERTIGHT DOORS SHALL BE CLOSED AND PROPERLY DOGGED AT ALL TIMES WHILE UNDERWAY EXCEPT WHEN ACTUALLY OPENED FOR TRANSIT UNDER SAFE CONDITIONS.
 IN ROUGH WEATHER OR SEA CONDITIONS EXIST OR ARE ANTICIPATED, ALL MAIN DECK WINDOWS SHALL BE FITTED WITH DEADLIGHT COVERS AND ANY OPENINGS THAT WOULD ALLOW WATER TO ENTER THE HULL OR OPERATIONS SHOULD BE AVOIDED.
 BAYS, AND SOUNDS: THE SHELTERED WATERS OF THE WEST COAST OF NORTH AMERICA, AS DEFINED IN 46 CFR 42.03-35. ALSO, SAN FRANCISCO BAY AND SUBUTARIES.

THE VESSEL IS AWAY FROM THE DOCK, OR PASSENGERS ARE ON BOARD OR HAVE
 *** SEE NEXT PAGE FOR ADDITIONAL CERTIFICATE INFORMATION ***

THIS INSPECTION HAVING BEEN COMPLETED AT SEATTLE, WASHINGTON ON 06 FEB 97, THIS VESSEL IS
 CERTIFIED BY THE OFFICER IN CHARGE, MARINE INSPECTION, PUGET SOUND TO BE IN ALL RESPECTS IN CONFORMITY
 WITH THE APPLICABLE VESSEL INSPECTION LAWS AND THE RULES AND REGULATIONS PRESCRIBED HEREUNDER.

PERIODIC REINSPECTIONS		THIS CERTIFICATE ISSUED BY
DATE	ZONE	SIGNATURE



Certificate of Inspection

USS ENDEAVOUR

PAGE 2

CERTIFICATION DATE: 06FEB97

ROUTE PERMITTED AND CONDITIONS OF OPERATION, CONTINUED ---
CESS TO THE VESSEL FOR A PERIOD LESS THAN 12 HOURS IN ANY 24 HOUR PERIOD
E VESSEL'S CREW MAY BE REDUCED TO 1 MASTER, 1 MATE AND 3 DECKHANDS,
CEPT THAT WHEN ONE OF THE DECKHANDS HAS BEEN DESIGNATED BY LETTER AS A
NIOR DECKHAND AS PROVIDED IN NVIC 1-91, THE MATE NEED NOT BE CARRIED.

EN OPERATING ON AN INTERNATIONAL VOYAGE:

) ALL LICENSED INDIVIDUALS MUST HOLD LICENSES AUTHORIZING SERVICE ON
SSELS OF A TONNAGE AT LEAST EQUAL TO THE VESSEL'S U.S. REGULATORY TONNAGE
INDICATED ON THIS CERTIFICATE OF INSPECTION AS PROVIDED FOR IN IMO
OLUTION A.540(XIII);

) UNLICENSED DECKHANDS PERFORMING NAVIGATIONAL WATCHKEEPING DUTIES MUST
ET THE QUALIFICATIONS AND BE DESIGNATED BY LETTER AS A SENIOR DECKHAND AS
OVIDED IN NVIC 1-91.

E MINIMUM NUMBER OF TYPE I CHILD-SIZE LIFE PRESERVERS REQUIRED IS 14
EN MORE THAN 14 CHILDREN ARE CARRIED, ADDITIONAL TYPE I CHILD-SIZE LIFE
ESERVERS SHALL BE CARRIED SO THAT THE VESSEL HAS AN APPROVED TYPE I
ILD-SIZE LIFE PRESERVER SUITABLE FOR EACH CHILD ABOARD.

--- ITC TONNAGES ---

GROSS/ 1472 NET/ 514

--- HULL EXAMS ---

-EXAM TYPE-	-NEXT EXAM-	-LAST EXAM-	-PRIOR EXAM-
DRYDOCK	14MAR98	14MAR97	06AUG96

--- STABILITY ---

LETTER APPROVAL DATE/ 01DEC97 OFFICE/ GMSC

INSPECTION STATUS

PRESSURE VESSELS

TYPE	LOCATION	LAST	NEXT
AIR RECEIVER	OLD EMER GEN RO	06AUG96	06AUG99
AIR RECEIVER	ENGINE ROOM	06AUG96	06AUG99
AIR RECEIVER	ENGINE ROOM	06AUG96	06AUG99
OTHER	ENGINE ROOM	06AUG96	06AUG99

MISCELLANEOUS SYSTEMS*

SYSTEM	ID NUMBER	TYPE	LAST	TYPE	LAST
ANES	C520F333	LOADTEST	06AUG96		
ANES	C520F334	LOADTEST	06AUG96		

SEE NEXT PAGE PLEASE ***



Certificate of Inspection

DF ENDEAVOUR

PAGE 3

CERTIFICATION DATE: 06FEB97

LIFEBOAT/RAFT IDENTIFICATION	*LIFESAVING*		FALLS RENEWED	FALLS END/END
	SERVICED/REFURBISHED	WEIGHT TEST		
3 25MMUS2	10FEB97			
3 25MMUS3	15FEB97			
3 25MMUS4	10FEB97			
3 25MMUS5	10FEB97			
3 25MMUS8	15FEB97			
3 25MMUS9	11FEB97			

--- LIFESAVING EQUIPMENT ---
NUMBER PERSONS

	137		REQUIRED
TOTAL EQUIPMENT FOR LIFEBOATS (TOTAL).....		LIFE PRESERVERS (ADULT)...	137
LIFEBOATS (PORT)*.....		LIFE PRESERVERS (CHILD)...	14
LIFEBOATS (STARBD)*...		RING BUOYS (TOTAL).....	12
MOTOR LIFEBOATS*.....		WITH LIGHTS*.....	9
LIFEBOATS W/RADIO*...		WITH LINE ATTACHED*.....	6
RESCUE BOATS/PLATFORMS. 1		OTHER*.....	3
INFLATABLE RAFTS..... 6	150	IMMERSION SUITS.....	
LIFE FLOATS/BUOYANT APP		PORTABLE LIFEBOAT RADIOS.	
WORKBOATS (NOT REQUIRED)		EQUIPPED WITH EPIRB?.....	YES
		(* INCLUDED IN TOTALS)	

--- FIRE FIGHTING EQUIPMENT ---

TOTAL HOSE LENGTH/ 650	NUMBER OF FIRE AXES/ 2	NUMBER OF FIRE PUMPS/ 2
------------------------	------------------------	-------------------------

FIXED EXTINGUISHING SYSTEMS

SPACE PROTECTED	AGENT	CAPACITY
ENGINE ROOM	HALON	336
ENGINE ROOM	CO2	50
	CO2	250

--- FIRE EXTINGUISHERS --- HAND PORTABLE AND SEMI-PORTABLE

A-II	B-I	B-II	B-III
B-IV	B-V	C-I	C-II

--- CERTIFICATE AMENDMENTS ---

PORT AMENDING/ SEAMS	DATE AMENDED/ 14MAR97
HULL EXAM COMPLETED 14MAR97.	-AMENDMENT-

*** SEE NEXT PAGE PLEASE ***



Certificate of Inspection

IT OF ENDEAVOUR

PAGE 2

CERTIFICATION DATE: 06SEP89

CERTIFICATE AMENDMENTS

- 2. PORT AMENDING/ SEAMS DATE AMENDED/ 14MAR97
 -AMENDMENT-
 VESSEL ROUTE UPGRADED TO COASTWISE DUE TO NEW STABILITY LETTER.

- 3. PORT AMENDING/ SEAMS DATE AMENDED/ 14MAR97
 -AMENDMENT-
 UPDATED VFOD TO REFLECT STCW MANNING REQUIREMENTS FOR INTERNATIONAL VOYAGES.

- 4. PORT AMENDING/ SEAMS DATE AMENDED/ 14APR97
 -AMENDMENT-
 AMENDED VFOD TO ALLOW THE VESSEL TO SAIL ON AN INTERNATIONAL VOYAGE.

- 5. PORT AMENDING/ SFCMS DATE AMENDED/ 16OCT97
 -AMENDMENT-
 AMENDED ROUTE TO REFLECT SAN FRANCISCO BAY AND TRIBUTARIES.

- 6. PORT AMENDING/ SFCMS DATE AMENDED/ 16OCT97
 -AMENDMENT-
 AMENDED ROUTE TO REFLECT COASTWISE; PT. SUR, CALIFORNIA TO ANGELES POINT, WASHINGTON

- 7. PORT AMENDING/ SEAMS DATE AMENDED/ 11DEC97
 -AMENDMENT-
 AMENDED COI TO REFLECT CHANGES TO VESSELS STABILITY LETTER IN ACCORDANCE WITH MSC LETTER H2-9703857 DATED 01 DEC 97.

*** END ***

Oil Transfer Procedures Manual

for the cruise vessel

M/V Spirit of Endeavour

Official Number D661485

Vessel operated by:

Alaska Sightseeing/Cruise West

4th & Battery Bldg.

Suite 700

Seattle, WA 98121-1438

(206) 441-8687

This Oil Transfer Procedures Manual
was prepared by:

Paulsen and Associates, Inc.

Seattle, WA 98107

(206) 783-0730

INTRODUCTION

The **M/V SPIRIT OF ENDEAVOUR** (Official Number D661485) is a steel-hulled cruise vessel. The vessel carries petroleum products grade "D" and lower for its own consumption.

The **M/V SPIRIT OF ENDEAVOUR** carries in excess of 250 barrels of petroleum product and is subject to the oil pollution prevention regulations in Title 33 of the Code of Federal Regulations (CFR).

This oil transfer procedures manual has been prepared in accordance with 33 CFR, Part 155, Subpart C. Copies of this manual will be maintained on the **M/V SPIRIT OF ENDEAVOUR** and be readily available for examination by the USCG and Washington State Office of Marine Safety and for the designated Person In Charge to conduct oil transfer operations.

It is the responsibility of Master and Chief Engineer of the **M/V SPIRIT OF ENDEAVOUR** to insure the adherence to procedures in this manual, and that vessel equipment and operations are within strict compliance of 33 CFR Parts 154, 155 and 156, Washington State requirements.

Inquires regarding the operations of the M/V Spirit of Endeavour should be directed to:

Bryce Brockway, Senior Manager Engineering
Alaska Sightseeing/Cruise West
Office (206) 441-8687
Cell (206)409-1992

CRUISE VESSEL - M/V SPIRIT OF ENDEAVOUR

U.S. COAST GUARD OIL TRANSFER PROCEDURES MANUAL

INDEX to 33 CFR 155.720(a) / Cross-reference Index Page

<u>SECTION</u>	<u>PAGE</u>
<u>33 CFR 155.750(1)</u> A list of each product transferred to or from the vessel, including the following information;	5
(i) Generic or chemical name;	5(i)
(ii) Product information as described in Part 154.310(a)(5);	5(ii)
(iii) Applicability of oil transfer procedures;	6(iii)
<u>33 CFR 155.750(2)</u> A description of the oil transfer system on the vessel including but not limited to the following:	7B
(i) A diagram of the vessel's oil transfer piping, including the location of each valve, pump, control device, vent and overflow;	Appendix
(ii) The location of the shutoff valve or other isolation device that separates any bilge or ballast system from the oil transfer system;	7C
(iii) A description of and procedures for emptying the discharge containment system required by Parts 155.310 and 155.320;	8D
<u>33 CFR 155.750(3)</u> The number of persons required to be on duty during oil transfer operations;	8G
<u>33 CFR 155.750(4)</u> The duties by title of each officer, person in charge, tankerman, deckhand, and any other person required for each oil transfer operation;	8G

<u>33 CFR 155.750(5)</u> Procedures and duty assignments for tending the vessel's moorings during the transfer of oil;	10I
<u>33 CFR 155.750(6)</u> Procedures for operating the emergency shutdown and communications means required by Parts 155.780 and 155.785, respectively;	10J
<u>33 CFR 155.750(7)</u> Procedures for topping off tanks;	10K
<u>33 CFR 155.750(8)</u> Procedures for ensuring that all valves used during the oil transfer operations are closed upon completion of transfer;	11L
<u>33 CFR 155.750(9)</u> Procedures for reporting oil discharges into the water	11M
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- APPENDIX - Training Log
- APPENDIX - Pre loading Plan
- APPENDIX - Declaration of Inspection/ Pre-Transfer Conference
- APPENDIX - M/V SPIRIT OF ENDEAVOUR - Drawings
- APPENDIX - Standard Operating Policy M/V SPIRIT OF ENDEAVOUR
- APPENDIX - Material Safety Data Sheets

USCG/DOE Oil Transfer Procedures

33 CFR 155.750(1) A list of each product transferred to or from the vessel, including the following information;

(i) Generic or chemical name:

Diesel Fuel

Lube Oil

Hydraulic Oil

Material Safety Data Sheets (MSDS) for each product are provided in the Appendix.

(ii) Product information as described in Part 154.310(a)(5)(ii):

(a) Name of product as listed in under appendix II of annex II of MARPOL 73/78, Table 30.25-1 of 46 CFR 30.25-1, or 46 CFR 151.05-1, or Table 1 of 46 CFR part 153.

Diesel Fuel = Fuel Oil, No. 2

(Lube Oil and Hydraulic Oil are not combustible and are not listed)

(b) Appearance of the cargo;

These petroleum products are:

- Diesel: Red in color
- Hydraulic Oil: Yellow- Brown in color
- Lube Oil: Yellow - Dark Brown in color

(c) Odor of the cargo;

A petroleum / hydrocarbon smell.

(d) The hazards of handling the cargo;

Petroleum products are:

- combustible.
- irritating to skin and eyes.
- harmful if swallowed.

(e) Instructions for safe handling;

Strict security will be maintained on the vessel. During transfers, there will be No Visitors, No Smoking, and No Open Lights on the vessel.

- (f) The procedures to be followed if the cargo spills or leaks, or if a person is exposed to the cargo;

In the event of a spill, all transfer operations will be stopped immediately. Transfer operations will not resume until the source/cause of the spill has been determined and repaired.

Protective gear, including, rain gear, (or other impermeable clothing), rubber boots, and impermeable gloves will be worn by all workers in the spill zone.

In the event of personnel exposed to oil: Remove contaminated clothing and shoes. Flush affected areas with plenty of water. If in eyes, hold eyelid open, flush with plenty of water. If swallowed and victim is conscious, have victim drink water or milk, **do not induce vomiting.** Call for medical aid.

- (g) A list of fire fighting procedures and extinguishing agents effective with fires involving cargo;

- On Deck: Extinguish with Dry Chemical, Foam, Carbon Dioxide
- In Engine Room: Extinguish with fixed fire fighting system.

(iii) Applicability of oil transfer procedures;

The oil transfer procedures described in this manual are applicable to all petroleum carried aboard the **M/V SPIRIT OF ENDEAVOUR**. This Manual will be revised if changes occur in operating equipment or products carried.

DECLARATION OF INSPECTION: Under No circumstances will a fuel transfer commence to or from the vessel until the vessel and shoreside person-in-charge have conducted a Pre-Transfer Conference and signed a Declaration of Inspection (DOI). A sample DOI is found in the Appendix of this manual. Pre-transfer conference requirements are detailed in the Appendix.

33 CFR 155.750(2) - A description of the transfer system on the vessel.

- A. Drawings of the vessel's oil transfer piping including valves, pumps, vent system, overflow basins, etc. are in the Appendix.
- B. The fuel oil piping system on the **M/V SPIRIT OF ENDEAVOUR** consists of a 2" fuel filling and discharge line and a 3" drop to the engine room. The fuel transfer manifold and piping is 2".

The fuel station is located on the fan tail port side. Discharge is through the fuel fill as necessary for maintenance only. Pump shutoff and manifold valves are controlled locally by the licensed engineer on duty at the fuel oil transfer manifold in the engine room.

The fuel oil transfer system consists of 3" and 2" distributive piping from a manifold located in the engine room. The manifold is connected to two 2" fuel oil transfer pumps and a fuel oil Alfa Laval centrifuge. The manifold allows: (a) tank to tank transfers, (b) filling of all tanks and (c) discharge of any tank or tanks from the vessel for service work.

This vessel has a common port and stbd vent line that connects the port and stbd fuel tank vents. These lines drain to the overflow tank, port and stbd, respectfully. These two tanks also have high level alarms. Day tanks port and starboard have high level alarms as well as overflow lines (4") to the overflow tank.

- C. Bilge/Ballast System - The **M/V SPIRIT OF ENDEAVOUR** has no water ballast system. The bilge system includes an engine room bilge suction used for emergency de-watering. This vessel also has a Bilge Master Oil Water Separator. Waste in oil is stored in the port and starboard overflow tanks and then pumped ashore as necessary.
- D. Containment - Required by 33 CFR 155.310 and 155.320. Product which accumulates within the on deck containments will be removed by means of a portable pump and/or

sorbent pads. Recovered liquid will be placed in the vessel's waste oil tank; sorbents in the vessel's oily waste barrels. Plugs must be installed in all catchment drains and vessel scuppers prior to commencing any transfer operations. The fuel oil station has full containment.

E. To Load - A 2" fueling hose is connected to the fuel fill on the port side fantail. Prior to loading assure valves are lined up so fuel will enter the desired tank or tanks.

F. To Discharge From Tanks - Open desired tank valves. Ask personnel at receiving end if they are "ready". If so, engage the transfer pump at a reduced rate and then check hose at the receiving header/valve to ensure no leaks or problems are present and that receiving party is receiving product at a steady flow. Pumping rate can then be increase to the desired rates.

Transfer - Open the suction and discharge valves to the selected transfer pump. Line up the piping to take suction on the desired tank and discharge to the desired tank. Engage Transfer Pump and monitor tank levels.

G. 33 CFR 155.750(3) - Number of Persons Required

Fueling Operations - During all loading (or discharging off the vessel) operations, there will be a minimum of 4 personnel on duty.

Duties of personnel by title:

Person in Charge: Monitor fueling engine room fuel in station and monitor automated tank gauges. Regulate tank valves as needed. Maintain radio contact with, wheel house, hose watch person and Deck Rover.

Bridge Officer: Officer in wheel house at all times to monitor communication between fueling stations, will also keep watch on vessel mooring lines. Fueling Announcement will be made at a minimum of once an hour.

Hose Watch Person: Responsible person stationed at hose connection with radio contact to Chief Engineer. Watch for any leaks, hose crimping, or spills of any kind. Pay particular attention to vents.

Deck Rover: Maintain radio contact with fueling team. Visually inspect tank vents and waters adjacent to the vessel. Watch the gangway and advise passengers "No Smoking".

Prior to any loading, the facility will designate a Person-in-Charge for the dock and personnel as required in their oil transfer procedures.

On-Board Transfer Operations - During all internal tank to transfer operations, there will be a minimum of 3 personnel on duty.

Duties of personnel by title:

Person in Charge: Monitor fueling from control room tank monitoring system screen. Regulate tank valves as needed. Maintain radio contact with wheel house, and deck watch person.

Bridge Officer: Officer in wheel house at all times to monitor communication between fueling stations.

Deck Rover: Responsible person stationed on deck with radio contact to Chief Engineer and the Officer of the Deck. Pay particular attention to vents (for overflow), and waters adjacent to the vessel.

H. 33 CFR 155.750(4) - Duties of Designated "Person in Charge"

The Duties of the Designated "Person in Charge" are listed above in paragraph "G".

33 CFR 155.750(5) - Moorage Responsibilities

The Captain is responsible for docking the vessel. The Captain may then designate a crewman to tend mooring lines in order to keep the vessel in the proper alignment with the shoreside cargo header during the entire transfer.

Fuel transfers will not commence until the vessel mooring lines are adequate to accommodate all expected conditions in surge, current, weather and tide; as well as any changes in draft as the petroleum transfer takes place. No strain may be placed on the transfer hose as the vessel moves through the limits of its moorings.

J. 33 CFR 155.750(6), Parts 155.780-155.785 - Emergency Shutdown and Communications.

1. The response to any emergency during a transfer operation is STOP THE FLOW OF PRODUCT. This is accomplished by stopping the transfer pumps or closing the loading/discharge header stop valve.

For loading operations, the transferring facility (or vessel) must stop the flow of oil. It is unadvisable to close the header stop valve under pressure.

2. Communication will be maintained during all transfer operations by means of three intrinsically safe VHF portable radios.

K. 33 CFR 155.750(7) - Topping Off Tank

The shoreside Person-in-Charge will be given notice when the vessels tanks are 85% full. Tanks will be topped off in an agreed upon sequence. Tanks will be topped off (95% capacity) one at a time at a reduced flow rate of approx. 150 GPM. The oil flow will be stopped by securing the individual tank manifold valve. This valve and tank will continue to be checked to be sure there is no change in the level of the tank.

L. 33 CFR 155.750(8) - Valve Closure Upon Completion of Transfer

Upon completion of topping off operations, the Person-in-Charge shall verify that all valves used during the transfer are secured.

M. 33 CFR 155.750(9) - Reporting Procedures

Any spills will be immediately reported to the Captain and/or Chief Engineer. The Captain will notify the **ALASKA SIGHTSEEING/CRUISE WEST Operations Manager**. The Operation Manager is responsible to ensure that all spills are reported to the required state and federal agencies. Direct contact must be made with the agencies.

N. 33 CFR 155.750(10) - Closure of Openings

Prior to the vessel's getting underway, the Person-in-Charge and the Captain of the vessel will inspect and insure all ullage/sounding openings, fill line valves, manholes and other openings, which could release oil, are properly closed and secure. If operations require such openings to be opened while underway or at anchor, such openings must be authorized and supervised by both the Captain of the vessel and its designated Person-in-Charge.

Washington State (WAC 317-40)

- 1) All communications regarding fueling will take place in English.
- 2) 48 hours prior to the fueling operation the PIC will conduct training. This will include:
 - Pre Loading Plan
 - Civil/Criminal Penalties and Liabilities
 - Hand signals
 - Emergency Shutdown Procedures
- 3) Prepare a Pre Loading Plan
 - I.D. tanks to receive what capacity of oil.
 - Level of each tank prior to transfer (type of fuel).
 - Planned tank level @ 95%.
 - Sequence of tanks to be filled.
 - Procedure to monitor all tank levels and valves.
- 4) Pre Transfer Conference - To be logged by Master in Bridge Log
- 5) Record Keeping
 - Date/Time of Training Session.
 - Names/ Rates of persons in attendance.
 - Log Book entry by Master at Pre Transfer Conference.
 - Pre-loading and DOI for past 30 days.
 - Work hours records available

Spill Reporting

By Alaska and Washington state law, marine spills must be reported "as soon as the person in charge has knowledge of the discharge. Federal law requires that EVERY MARINE SPILL be reported to the U.S. Coast Guard. Failure to report an oil spill is a criminal penalty, punishable by a \$250,000 fine and/or five years imprisonment. When reporting a spill, record the information asked for on page 14.

REPORT SPILLS TO:

U.S. Coast Guard National Response Center: 800 424 -8802
(202) 267-2675

Alaska:

Alaska Department of Environmental Conservation (ADEC)
- Southcentral Region/Western District Office - Anchorage (907) 349-7755

FAX: (907) 349-9836

- After Hours call State Trooper dispatch: 1-800-478-9300

Washington:

Washington Division of Emergency Management (206) 753-5990
1-800-258-5990

Oregon:

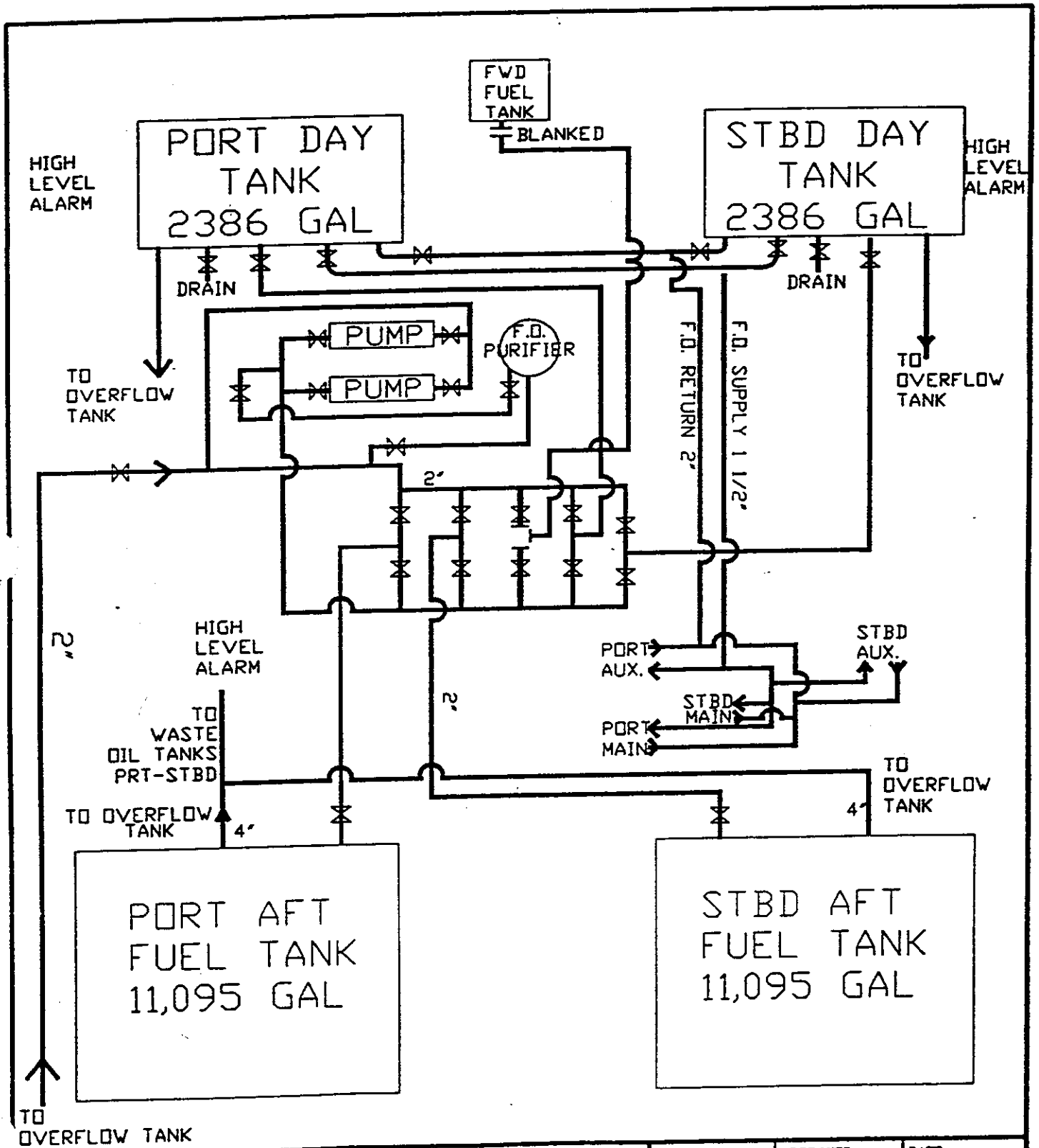
Oregon Emergency Response System (503) 378-6377
1-800-452-0311

MARINE SPILL REPORT FORM

WHAT TO REPORT: Use the following report as a guide when reporting a spill to company or regulatory authorities. Use the back side of this form to document each notification contact.

TIMELY REPORT: Avoid unnecessary delay of initial report to Federal NRC and State office designated to receive reports. Remaining information can be passed in follow-up reports.

1. COMPANY NAME: <u>Alaska Sightseeing/Cruise West</u> 4 th & Battery Bldg., Suite 700, Seattle, WA 98121-1438 M/V Spirit of Endeavour Official Number: D661485 REPORTER'S NAME: _____ POSITION in Company: _____ Company 24 Hour Phone: (____) ____-_____ Local Phone on Scene: (____) ____-_____, or VHF-FM Ch _____	
2. SPILL DATE:	SPILL TIME:
3. SPILL POSITION: Lat: _____ ° _____ 'N Long: _____ ° _____ 'W BODY OF WATER _____ Closest Navigation Point _____	
4. CAUSE, EXACT SOURCE if known:	
5. SOURCE FROM VESSEL/ SHORE FACILITY TO WATER: (Pipe, tank, deck, valve, hull)	
6. PARTY(S) INVOLVED:	
7. TYPE OF PRODUCT: QUANTITY IN WATER: (Best Estimate Based on Flow, Tank Sounding or Visual)	QUANTITY DISCHARGED:
8. POTENTIAL ENVIRONMENTAL THREATS - (Shorelines, Wildlife Habitats, Boat Harbor)	
9. SAFETY, CONTAINMENT, AND RESPONSE ACTIONS TAKEN OR PLANNED:	
10. EXTENT OF INJURIES: DAMAGE: FIRE OR SAFETY HAZARDS?	FATALITIES: EVACUATIONS:
11. WEATHER CONDITIONS ON SCENE: (wind speed, direction, air temperature, water conditions, visibility)	
FORM CONTINUES ON NEXT PAGE	



AFTech PRODUCTS
 SEATTLE, WASHINGTON
 (206) 783-0730, FAX (206) 783-0434

SPIRIT OF ENDEAVOUR
 Fuel Oil System

DRAWN: S.FAGAN
 SCALE: NONE

APPROVED:
 DRAWING No. FUELOIL

DATE: 4/10/98
 REV. A
 SHEET 1 OF 1



United States Department of the Interior
NATIONAL PARK SERVICE

Glacier Bay National Park and Preserve
P.O. Box 140
Gustavus, Alaska 99826-0140

IN REPLY REFER TO:

C38

December 4, 1998

Alaska Sightseeing/Cruise West
Attention: Mr. Richard West
4th & Battery Building, Suite 700
Seattle, WA 98121

Dear Mr. West:

This letter is to advise you that elements of your June 18, 1998 offer to provide cruise ship services require clarification. Your clarifications must be received at the address shown above by January 6, 1999 in order to be considered in the final selection process. *Include with your submission, a certified statement that the information you provide is to be incorporated into your original proposal.*

1. We note that the same person (Richard West) signed the offer letter and the *Certificate of Corporate Officer* statement at the bottom of the offer letter (Prospectus: Application section, page 6 of 26; first page of your offer). We need either an explanation and supporting documentation addressing the authority of the same person signing the offer letter and certification, or an offer letter and *Certificate of Corporate Officer* statement signed by the appropriate corporate officers.
2. You list the M/V *Temptruss Explorer* as the vessel to be operated, yet we were unable to find financial or other information indicating that the vessel is currently owned, leased or operated by Alaska Sightseeing/Cruise West, nor can we find information regarding acquisition of this vessel. Please provide vessel information including, where appropriate, sources of funding, commitments from current owner, nature of acquisition and other information regarding the proposed vessel that would establish that the vessel would be available as proposed.

Please contact Chief of Concessions Management, Dave Nemeth, at (907-697-2230) if you have any questions.

Sincerely,

Tomie Patrick Lee
Superintendent



Alaska Sightseeing Cruise West

December 29, 1998

RECEIVED

JAN 14 1999

Ms. Tomie Patrick Lee
Superintendent
United States Department of the Interior
National Park Service
Glacier Bay National Park and Preserve
P.O. Box 14
Gustavus, AK 99826-0140

GLACIER BAY NATIONAL PARK
& PRESERVE

Dear Superintendent Lee:

I am writing in response to your letter of December 4. Enclosed is a portion of our Corporation By-Laws of West Travel Inc, d.b.a. Alaska Sightseeing/Cruise West, specifically stating that the president "shall have general supervision, direction and control of the business and affairs of the Corporation." Thus, I have the authority to sign both the Offer Letter and the Certificate of Corporate Officer Statement as president and C.E.O. of the Corporation.

In regards to the status of the vessel Tempress Explorer, we have been in continuing negotiations with the owner of this vessel to either acquire or charter the vessel for use in our contemplated Alaska program, beginning in the year 2000. We understand that should we be awarded Glacier Bay entry permits for cruise ship category and we are unable to secure the use of the Tempress Explorer, a substitute vessel would be allowed only with park service approval. We are confident that either the stated vessel Tempress Explorer or an acceptable alternate small cruise vessel can be acquired and put into operation by the year 2000 operating season, as long as the entry permit award is made within the next four to six months.

We anxiously await your award decision and notification.

Best wishes for the new year!

Sincerely,

Richard G. West
President and C.E.O.

RGW/sy



"The Leader in Small Ship Cruising"

4th & Battery Bldg., Suite 700, Seattle, WA 98121-1438
(206) 441-8687 • Fax: (206) 441-4757

MEMBER



Integrity in Travel

Any officer may resign at any time by giving written notice to the Board of Directors, the President or the Secretary of the corporation. Any such resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective, provided that the Board of Directors may reject any ante-dated resignation by notice in writing to the resigning officer in which event the attempted resignation shall be effective only from and after the date on which it has been actually received by the Board of Directors, the Secretary or the President of the corporation.

Section 5 -- President

The President shall, subject to the direction and supervision of the Board of Directors, be the chief executive officer of the corporation and shall have general supervision, direction and control of the business and affairs of the corporation. The President shall see that the resolutions, policies and directives of the Board of Directors are carried into effect, except when such responsibility has been specifically assigned to some other person. The President shall, when present, preside at all meetings of the shareholders and, unless the Board of Directors has elected a Chairman of the Board, shall act as Chairman of the Board of Directors' meetings. The President shall be an ex-officio member of all standing committees, including the Executive Committee, if any, and shall have the general powers and duties of management usually vested in the office of President of the corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or by the By-laws including general supervision of the officers, agents and employees of the corporation. The President shall, unless otherwise directed by the Board of Directors, attend in person or by substitute, or shall execute on behalf of the corporation written instruments appointing a proxy or proxies to represent the corporation, at all meetings of the stockholders of any other corporation in which the corporation shall hold any stock, if any. The President may, on behalf of the corporation, in person or by substitute or by proxy, execute written waivers of notice of, and consents with respect to the action taken at, any such meetings. At all such meetings and otherwise, the President, in person or by substitute or proxy as aforesaid, may vote the stock so held by the corporation and may execute written consents and other instruments with respect to such stock and may exercise any and all rights and powers incident to the ownership of such stock, subject, however, to the instructions, if any, of the Board of Directors. The President shall have custody of the Secretary's and Treasurer's bond, if any. The President may sign, with the Secretary or any other proper officer of the corporation thereunto expressly authorized by resolution of the Board of Directors, certificates of shares of the corporation, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-laws to some other officer or agent of the corporation, or shall be required