

NAO xxx-xxx Charter Vessel Safety (rev.1)

Section 1. Purpose and Scope.

.01 This Order establishes National Oceanic and Atmospheric Administration (NOAA) policy for the acquisition of commercial charter vessel services.

.02 This Order clarifies marine safety regulations applicable to commercial charter vessels based on vessel size, type and service.

.03 This Order sets forth minimum safety requirements for vessels, 65 feet in length and over, chartered by NOAA. NAO 217-103, Management of NOAA Small Boats, provides safety information applicable to vessels under 65 feet in length.

Section 2. Background. The United States Coast Guard (USCG) is the authoritative body with respect to safety requirements aboard commercial vessels. USCG regulations are defined and applied based on vessel size, type, and service and include the requirements and standards set forth by international regulatory bodies such as the International Maritime Organization (IMO) and by vessel classification societies such as the American Bureau of Shipping (ABS).

NOAA routinely charters commercial vessels, including uninspected research vessels, fishing vessels, and offshore supply vessels of varying size and capability, to serve as research platforms. Many of these vessels do not meet the requirements of 46 CFR, Subchapter U, applicable to research vessels and from a regulatory perspective may not be inspected to the standards that would apply to a NOAA vessel. This creates uncertainty and potential deficiencies regarding the adequacy of safety requirements that apply aboard those vessels.

NOAA National Marine Fisheries Service has a Memorandum of Understanding (MOU) with the USCG to conduct inspections of commercial fishing vessels chartered by NOAA. The MOU was established at a time when there was a lack of regulations specific to commercial fishing vessels. Since then, USCG regulations have been established and a voluntary inspection program is in place for commercial fishing vessels. The inspections performed by the USCG under the MOU are virtually identical to the voluntary inspections performed under the current regulations. Neither type of inspection may adequately address operational-related safety issues such as stability, material condition, medical capabilities, and vessel staffing. In addition, requirements for firefighting, de-watering, emergency communications, and lifesaving may be less stringent than those applicable to NOAA research vessels of similar size and operating profile.

Section 3. Definitions.

.01 Uninspected vessel. A vessel, whose regulatory status due to its size, type, and service, is not required to be routinely inspected by the United States Coast Guard. Research vessels less

than 300 gross tons are by definition uninspected vessels.

.02 Inspected vessel. A vessel, whose regulatory status based on its size, type, and service, is required to be routinely inspected by the United States Coast Guard. Research vessels 300 gross tons and greater are by definition inspected vessels.

.03 ABS Classification. The American Bureau of Shipping (ABS) is an internationally recognized vessel classification society. The primary purpose of the ABS is to set standards for the design and construction of vessels and for verifying and certifying that vessels have been built and maintained to those standards. Vessels built and maintained to classification society standards are defined as being “classed” or “in class.” Other internationally recognized classification societies include Lloyds Register, Det Norske Veritas, and Germanischer Lloyd. In addition to setting design and construction standards, vessel classification societies are authorized by the IMO to serve as an agent on matters related to the requirements of the International Convention for the Safety of Life at Sea (SOLAS) and the International Convention for the Prevention of Marine Pollution from Ships (MARPOL) for inspected vessels. USCG regulations are consistent with SOLAS and MARPOL requirements.

.04 Certificate of Inspection. The official document issued by the United States Coast Guard to an inspected vessel verifying that the vessel meets the safety requirements applicable to a vessel of its size, type, and service and stating, as necessary, the provisions under which the vessel may operate.

.05 Safety Decal. For commercial fishing industry vessels, it verifies that the vessel has been voluntarily inspected and that it meets the minimum safety requirements for fishing vessels. The fishing vessel safety decal is valid for a period of two years. For small passenger vessels, it is affixed to the vessel in a prominent location or locations as evidence of the vessel’s inspection status and shows the expiration date of the vessels COI.

.06 Research vessel. A vessel which the U.S. Coast Guard finds is employed exclusively in one or more of the following: (a) Oceanographic instruction; (b) Limnologic instruction; (c) Oceanographic research; or, (d) Limnologic research. USCG regulations applicable to oceanographic research vessels are covered in 46 CFR, Parts 188-196, also referred to as 46 CFR, Subchapter U.

.07 Fishing vessel. A vessel that commercially engages in the catching, taking, or harvesting of fish or in an activity that can reasonably be expected to result in the catching, taking, or harvesting of fish. USCG regulations applicable to fishing vessels are covered in 46 CFR, Part 28.

.08 Small passenger vessel. A vessel of less than 100 gross tons that carries 150 or less passengers, or has overnight accommodations for 49 or less passengers, and that: (1) carries more than six passengers, including at least one for hire; (2) is chartered with a crew provided or

specified by the owner or the owner's representative and is carrying more than six passengers; (3) is chartered with no crew provided or specified by the owner or the owner's representative and is carrying more than 12 passengers; or (4) if a submersible vessel, carries at least one passenger for hire. USCG regulations applicable to small passenger vessels are covered in 46 CFR, Parts 175-185, also referred to as 46 CFR, Subchapter T.

.09 Offshore supply vessel. A vessel that regularly carries goods, supplies, individuals in addition to the crew, or equipment including submersibles in support of exploration, exploitation, or production of offshore mineral or energy resources. USCG regulations applicable to offshore supply vessels are covered in 46 CFR, Parts 125-134, also referred to as 46 CFR, Subchapter L.

.10 Crewmember. A person, either licensed or unlicensed, assigned to a vessel whose primary purpose is to contribute to the safe and efficient navigation, operation, and maintenance of the vessel or its equipment and provisions.

.11 Scientist (or member of the scientific party). Any person, other than crew, carried aboard a vessel whose primary purpose is to gather scientific data or conduct scientific research related to the ocean environment. This may include NOAA scientists, contractors, volunteers, and researchers from other organizations taking part in the cruise.

.12 Passenger. For purposes of this Order and in keeping with with USCG regulations, a passenger is any person carried aboard a vessel other than those identified as a member of the crew, a member of the scientific party, or a representative of the vessel's owner that is engaged in the business of the vessel. Examples include the general public and any invited guests not assigned to the vessel or assigned to work as a scientist on the cruise.

.13 International voyage. Pursuant to the International Convention for the Safety of Life at Sea, 1974 (SOLAS 74), a vessel is on an international voyage if it is over 500 gross tons and it is engaged in a voyage from a port in a country that is Party to SOLAS, including the United States and its territories and possessions, to a port outside that country, or the reverse. For research vessels, this also includes vessels over 500 gross tons engaged in a voyage between the contiguous United States and the State of Alaska or the State of Hawaii and between the States of Alaska and Hawaii.

.14 Gross Tonnage. An official measurement of volume that represents a vessel's size. Rudimentarily, gross tonnage equals a vessel's length times its breadth times its depth measured in feet times a coefficient based on vessel type. One gross ton is equivalent to one hundred cubic feet.

.15 Bridge. The location from which the vessel is normally navigated and controlled. Depending on vessel size and type, this location may also be referred to as the pilot house or operating station.

Section 4. Responsibilities.

.01 NOAA Marine and Aviation Operations (NMAO) is responsible for maintaining this Order and for coordinating and monitoring charter vessel activities.

a. NMAO shall provide technical guidance and assistance for all vessel chartering activities within NOAA as required. NMAO shall be available to assist program offices in preparing procurement packages, evaluating proposals, and arranging for necessary inspections.

b. NMAO shall ensure that consistent procedures and appropriate levels of safety and reliability are maintained and applied throughout NOAA regarding charter vessel services.

c. NMAO shall serve as a repository for charter vessel information and as a point of contact for questions concerning vessel outsourcing activities including number of days chartered and cost information.

.02 NOAA Program Officials and their designees, including Field Party Chiefs, Principal Investigators, and those serving as Contracting Officer's Technical Representatives, are responsible for ensuring that the policy and guidance contained in this Order is followed.

.03 Program Officials are responsible for acquiring charter vessel services, identifying vessel needs, and developing Statements of Work and other contract documentation as may be required by NOAA Outsourcing Officials.

.04 Program Officials shall complete NOAA Form 75-91, Charter Vessel Clearance and Report, and submit it to NOAA Marine and Aviation Operations (NMAO), Program Services and Outsourcing Staff (NMAO3) for informational purposes prior to and upon completion of a charter. Detailed instructions for filling out and submitting NOAA Form 75-91 can be found at <http://www.nmao.noaa.gov/charterreq.html>.

.05 NOAA Contracting Officers are responsible to ensure the following:

a. Solicitation packages and resulting contracts shall contain standard language that require offerors to demonstrate that minimum safety requirements and capabilities described herein are addressed.

b. All documentation requested and required as part of a solicitation shall be received prior to initiating evaluation of offers and award of a contract. A copy of all documents submitted as part of the offer shall be retained in the contract file upon completion of evaluation of offers and award of a contract. Original documentation is to be maintained on board the vessel in accordance with USCG requirements.

c. Regarding selection criteria for charter vessel services and evaluation of offers, vessel safety capabilities shall, as a minimum, be of greater importance than any other single technical factor in order of importance. Collectively, it is recommended that safety be of equal or greater importance than all remaining technical factors combined. Offerors shall be required to submit for review the applicable safety-related documentation listed in Section 9 of this Order and a description of the offeror's experience and past performance as it relates to the vessel and crew.

d. Charter vessels shall be inspected in accordance with the requirements of Section 5 of this Order.

e. In addition to USCG inspections, pre-award surveys by an individual or individuals qualified in matters related to vessel safety shall be conducted should there be any doubt regarding the vessels' safety-related capabilities described in the offer.

Section 5. Policy.

.01 All vessels chartered by NOAA shall meet the more stringent of: 1) the regulations applicable to a vessel of its size, type, and service; or 2) the minimum safety requirements described herein.

.02 Any vessel chartered by NOAA, designated as an inspected vessel under U.S. Coast Guard regulations, must have and must operate in accordance with a current and valid Certificate of Inspection (COI).

.03 All commercial vessels chartered by NOAA carrying more than 12 persons in the scientific party shall be inspected vessels meeting the requirements of 46 CFR Subchapter U.

.04 All commercial vessels chartered by NOAA carrying more than six persons in the scientific party shall be either an inspected vessel, i.e, shall have a USCG issued COI, or shall be inspected under the terms of the existing MOU between NOAA and the USCG.

.05 Commercial fishing vessels carrying less than six persons in the scientific party, possessing a current and valid fishing vessel safety decal that will not expire during the charter period, are not required to be re-inspected for the sole purpose of chartering.

.06 Commercial fishing vessels that do not have a current and valid fishing vessel safety decal shall be inspected under the terms of the existing MOU between NOAA and the USCG.

.07 Charter vessel owner/operators shall carry insurance that is customary and reasonable for the duration of the charter to indemnify and save harmless the government in case of any damage or loss occurring either directly or indirectly as a result of the charter.

.08 Passengers are not permitted to be transported aboard NOAA chartered vessels for any

reason without review and approval from a technical representative acting on behalf of the program office that is chartering the vessel. This restriction applies to government employees and scientific field-party personnel not assigned, employees of the vessel owner who are not crew members, and the general public.

Section 6. Vessel Safety Requirements.

.01 Stability. All vessels chartered by NOAA shall have stability information and instructions, derived based on tests and calculations, in a format required by regulation applicable to the vessel's size, type and service.

a. All vessels shall have, as a minimum, a Stability Letter signed by a qualified individual (a recognized naval architect or naval architecture firm having been trained in and having experience in matters of stability calculations) certifying that the vessel meets intact stability requirements based on tests and calculations taking into account the loading and at-sea conditions under which the vessel will reasonably be expected to operate. The stability letter shall contain instructions and guidance for the vessel's operating personnel intended to maintain satisfactory vessel stability and shall include information regarding loading constraints and operating restrictions. The stability instructions shall be written using appropriate terms commensurate with the qualifications and experience of the persons aboard the vessel responsible for safe vessel operations.

b. All vessels chartered by NOAA shall have and maintain stability information aboard the vessel. All vessels chartered by NOAA shall be operated in accordance with the vessel's stability instructions and guidance.

.02 Material condition, structural, and watertight integrity. All vessels chartered by NOAA must have a history of having been maintained in a seaworthy condition. All vessels shall possess one or more of the following documents as evidence of the vessel's material condition, structural, and watertight integrity: IMO SOLAS SLC Certificate, Loadline Certificate, applicable Classification Society documents, and a current COI; or a material condition survey report conducted within two years of the charter period certifying the vessel's structural and watertight integrity from a recognized marine surveying company in lieu of, or in addition to, any of the above certificates.

a. All vessels chartered by NOAA operating on an international voyage shall have a current load line certificate.

b. It is recommended that all vessels chartered by NOAA operating at distances greater than 200 nm from nearest land, having been constructed in accordance with USCG requirements and ABS rules or IMO classification standards, be classed and maintained in class for the duration of the charter.

.03 Means of escape. Aboard all vessels chartered by NOAA there shall be two means of escape from all general areas where crew and scientific personnel may be quartered or normally employed. At least one of these two means of escape shall be independent of watertight doors and hatches, except for quick acting watertight doors giving final access to weather decks.

.04 Fire protection. All vessels chartered by NOAA shall have in place fire protection systems and equipment, such as portable and semi-portable fire extinguishers, fire pumps and fire mains, fixed gas extinguishing systems, and fire detection and alarm systems in accordance with USCG requirements for a vessel of its size, type, and service as indicated by the presence of a current COI or vessel safety decal.

a. For uninspected vessels, in addition to the minimum requirements for portable, semi-portable, and fixed fire extinguishing systems, it is recommended that all vessels have the following capabilities: a self-priming power-driven fire pump connected to a fixed fire main piping system with a sufficient number of hydrants to reach any part of the vessel with a single length of fire hose; a fixed gas fire extinguishing system(s) that serves engine compartments, machinery spaces, and other spaces where flammable liquids are stored; a grease extraction hood and extinguishing system that serves galley cooking equipment; and an independent modular smoke detector or fire detecting unit located in each accommodation space.

b. The installation details of all fire protection systems aboard vessels chartered by NOAA shall be in accordance with USCG requirements. All fire protection equipment and system components used aboard the vessel must be USCG approved.

.05 Flooding control. All vessels chartered by NOAA shall have in place bilge piping systems, pumps, and alarms in accordance with USCG requirements for a vessel of its size, type, and service. It is recommended that all vessels have at least two means of dewatering the vessel's watertight compartments (other than tanks and those considered small buoyancy compartments). At least one means shall be a fixed self priming power driven pump permanently connected to a fixed bilge piping system. Visual and audible high water alarms shall be located on the bridge for spaces having through hull fittings below the waterline, for spaces subject to flooding from seawater piping within the space, and for spaces having a non watertight closure. In addition, a visual indicator shall be on the bridge indicating when an automatic bilge pump, if fitted, is operating.

.06 Lifesaving equipment. As a minimum, vessels chartered by NOAA shall be outfitted with the following lifesaving equipment:

a. All vessels chartered by NOAA shall carry survival craft of aggregate capacity to accommodate at least 100% of the number of persons permitted to be aboard. It is recommended that inflatable liferaft(s) be carried to meet survival craft requirements unless other means are permitted by USCG regulations based on vessel size, type, construction, and area of operation. Each inflatable liferaft shall be outfitted with SOLAS A pack for ocean service. Each inflatable

liferaft must be stowed so as to float free and automatically inflate in the event the vessel sinks. Each inflatable liferaft and stowage arrangement shall meet USCG maintenance, servicing, inspection, and certification requirements.

b. All vessels chartered by NOAA shall carry at least one immersion suit and one Type I personal floatation device (PFD) for every person on board. The immersion suits and PFDs shall be of proper size and fit and shall be outfitted with ancillary equipment required by USCG regulations and good marine practice such as a light, a whistle, and reflective materials. The suits and PFDs shall be marked in accordance with USCG regulations and maintained in good working order and condition.

c. All vessels chartered by NOAA shall carry at least one Category 1, 406 MHz, emergency position-indicating radio beacon (EPIRB) of the type that is automatically activated and stowed to meet float-free arrangement requirements. Each EPIRB shall be tested monthly according to manufacturer's instructions. EPIRBs that fail the monthly test shall be repaired or replaced immediately. The expiration date of the EPIRB battery and hydro test date shall not be exceeded.

d. All vessels chartered by NOAA shall carry distress signaling devices of the type and quantity required by USCG regulations. As a minimum, all vessels shall carry at least 3 parachute flares, 6 hand flares, and 3 smoke signal flares. Distress signaling devices shall be properly stowed and marked.

.07 Navigation equipment requirements. All vessels chartered by NOAA shall meet USCG requirements with respect to navigational safety. All vessels shall be fitted with navigation lights and navigation signaling devices in accordance with applicable U.S. and international navigational rules. All vessels chartered by NOAA shall be outfitted with a fixed magnetic compass, RADAR, fixed electronic positioning system, and depth sounding equipment in accordance with USCG requirements for inspected vessels. It is recommended that uninspected vessels chartered by NOAA be similarly outfitted to the extent practicable.

.08 Communications. All vessels chartered by NOAA shall have at least one VHF radio and one MF radio. A single radio transceiver meeting frequency requirements of the VHF and MF radios may be acceptable in lieu of two radios. If a single radio transceiver is used, then another means of communication, e.g., a cellular telephone or satellite communication system that is operational in the vessels area of operation, must also be available. Vessels operating more than 200 nm from shore must also have satellite communication capability, e.g., INMARSAT radio.

a. All vessels chartered by NOAA must be equipped with a general alarm system capable of being activated from the bridge for notifying individuals in any accommodation or work space in case of fire, abandon ship, or emergency. Where permissible under USCG regulations, an alternate means of notifying embarked personnel may be used in lieu of a general alarm system provided it meets the intent of the requirements of a general alarm system.

b. It is recommended that a fixed telephone system, public address system, or hand held radios, be in place to permit clear and audible two-way communication between persons on the bridge and persons located at interior work stations or at on-deck working areas.

.09 Emergency power. All vessels chartered by NOAA must have an emergency source of electrical power for emergency loads which is independent of the main source of electrical power and which is located outside the main machinery space. The emergency source of electrical power must be capable of supplying all connected loads continuously for at least 3 hours.

a. Inspected vessels shall have a means to provide emergency power to emergency loads in accordance with USCG requirements for a vessel of its size, type, and service.

b. As a minimum, uninspected vessels chartered by NOAA shall have a means to provide emergency power to the following equipment: emergency lighting, navigation equipment, alarm systems (where fitted), and emergency communication systems.

.10 Pollution control. All vessels chartered by NOAA shall meet applicable international, federal, state, and local pollution control laws. Vessels shall be outfitted and operated in accordance with the provisions described below.

a. All vessels shall have a marine sanitation device (MSD) certified by the USCG to permit discharge of treated sewage or an MSD of sufficient capacity to serve as a holding tank for retention of sewage for disposal in accordance with applicable laws.

b. Vessels shall have an oily water separator (OWS) certified by the USCG to permit discharge of treated oily waste. Vessels less than 400 gt are permitted to retain oily wastes on board in lieu of having an OWS. All vessels shall have an oil pollution prohibition placard posted in a suitable location as required by U.S. law and USCG regulations. Vessels 400 gt and above are required to have and maintain a shipboard oil pollution emergency plan and an Oil Record Book in accordance with USCG regulations. Vessels 400 gt and above on an international voyage are required to have an International Oil Pollution Prevention (IOPP) Certificate in accordance with IMO and USCG requirements.

c. All vessels shall have a waste management plan outlining the means by which the vessel will meet garbage disposal restrictions required by MARPOL and USCG regulations. Vessels shall have solid waste processing equipment and/or a designated area to retain trash and garbage of sufficient capacity to allow discharge in accordance with U.S. and international laws and regulations. All vessels shall have a MARPOL Annex V trash and garbage regulations placard posted in a suitable location as required by U.S. law and USCG regulations. Disposal of plastics overboard is strictly prohibited. Vessels 400 gt and above and vessels carrying 15 or more scientists are required to maintain a Garbage Disposal Record Book in accordance with USCG regulations.

Section 7. Operational Safety Requirements.

.01 Vessel staffing. Minimum staffing levels shall be in accordance with the vessels Certificate of Inspection (COI). Vessel staffing level shall not be reduced to accommodate the carriage of additional members in the scientific party.

a. In the absence of a COI, the vessel shall be sufficiently staffed to safely and efficiently navigate, operate, perform engineering duties, maintain the vessel, provide food and hotel services, and assist the scientific party with scientific-related deck operations as described in the charter statement of work. In addition, the following requirements shall be met:

i. As a minimum, a two-watch system shall be in place for navigational watches on charters greater than 12 hours in duration. A navigational watch shall be maintained at all times while the vessel is at sea. Only persons holding a masters license or a mates license issued by the USCG appropriate to the vessel's size, type, and service shall be in charge of a navigational watch.

ii. No crew member shall routinely be required to work in excess of 12 hours per day. In all instances, all crew members shall be provided a rest period of at least 10 hours per day of which at least 6 hours must be continuous. In accordance with USCG regulations, exceptions to these requirements are permitted in case of emergencies and for the purpose of saving the vessel or saving life at sea.

b. Exceptions to the minimum staffing requirements outlined in Section 7.01.a.ii may be granted in writing by the responsible program official upon request and with concurrence from the vessel owner/operator.

.02 Crew qualifications. Licensing and related credentials that demonstrate crewmember qualifications are required in accordance with the vessel's Certificate of Inspection and USCG regulations applicable to the vessel's size, type, and service.

a. Vessel operators shall be licensed by the USCG and have license endorsements to the appropriate level of vessel tonnage, area operation, and number of personnel on board.

b. Crewmembers aboard uninspected vessels and aboard vessels that are exempt from the requirements of the International Code on Standards for Training, Certification, and Watchkeeping for Seafarers as amended (STCW-95) shall have received, as a minimum, training in vessel familiarization and basic safety which is to include basic fire fighting, elementary first aid, personal survival techniques, and personal safety and social responsibility.

.03 Safety briefing, emergency instructions, and drills. Prior to getting underway, a pre-cruise orientation shall be conducted for scientists and crew by the vessel's captain or the captain's designee regarding the vessel's safety, firefighting, and lifesaving capabilities, assigned responsibilities, and procedures. Station bills, safety information, and emergency instructions

shall be provided and posted in accordance with USCG regulations and good marine practice. A fire, emergency, and abandon ship drill shall be conducted within 24 hours of departure and at least once every month while at sea for the duration of the cruise in accordance with the requirements of 46 CFR Part 199.180.

.04 Nautical charts and publications. Vessels chartered by NOAA shall have as a minimum one of each chart covering the vessels' area of operation corrected through the most current Notice to Mariners. Vessels shall also carry copies of the U.S. Coast Pilot, local tide and tidal current tables, and Inland Navigation Rules (and International Rules of the Road for vessels on an international voyage).

.05 Equipment tests. In preparation for getting under way, all vessels chartered by NOAA shall conduct visual inspections and operational tests of onboard systems and equipment deemed to be critical to the safety of the vessel, such as steering gear, reversing gear, ship's whistle, navigational equipment, and emergency communication equipment. In addition, while underway, all vessels shall conduct periodic tests of critical safety equipment as may be appropriate. A checklist of required tests should be maintained on the bridge and entries should be made in the bridge log to document safety equipment testing.

.06 Voyage plans. Prior to departure, a voyage plan shall be provided to a responsible individual ashore detailing the anticipated route, schedule, and itinerary the vessel will follow. In addition, a list of crew members and scientists on board shall be provided along with emergency contact information. It is recommended that the vessel communicate with the shore at least once daily regarding the status of the cruise and any changes in plans.

Section 8. General Health and Safety.

.01 Accommodations. All vessels chartered by NOAA shall be outfitted with accommodations for scientists at least equivalent to that which is minimally required for crew members and in keeping with good marine practice. As a minimum, an individual bunk and locker shall be provided for each member of the scientific party. An adequate number of heads and showers shall be provided. All living and working spaces, including galleys, mess rooms, heads, showers, berthing spaces, passageways, lounges, recreation areas, store rooms, and laboratory spaces, shall be kept pest free and shall be maintained in a clean and sanitary condition throughout the voyage.

.02 Ship services. The vessel shall have ship service electrical, potable water, heating and cooling, marine sanitation, and pollution control equipment of sufficient capacity to support the scientific party and mission-related equipment and activities. All ship service systems and ship equipment shall be maintained in good working order throughout the voyage.

.03 Medical capabilities and services. All vessels chartered by NOAA carrying more than six persons in the scientific party shall have in the crew a medical person in charge (MPIC) as defined by the requirements of the IMO Standards for Training, Certification and Watchkeeping,

and shall have, or shall designate, an area sufficient to diagnose and treat medical conditions commensurate with the qualifications of the MPIC. MPICs shall be trained to a level equivalent to that of an EMT.

a. It is recommended that all vessels chartered by NOAA, regardless of the number of persons in the scientific party, have at least 50 percent of the crew, and in all cases not less than two, trained in both advanced first aid and CPR. All vessels shall be outfitted with medical supplies commensurate with the level of expertise of medical personnel onboard and shall have a designated location on the vessel to store supplies and to serve as a medical space to treat illnesses and injuries.

b. Prior to going to sea, scientists shall complete a standard medical history form or a NOAA Health Services Questionnaire reviewed by the NMAO Director of Medical Services or a qualified physician. A sealed copy of the medical information form shall be provided to the vessel's medical person in charge. All copies of scientists' medical information shall be stored in a secure location, shall remain confidential, and shall only be used in case of emergency or upon disclosure by the scientist. Medical information forms shall be returned to scientists (in the same sealed envelope provided there was no need for them to be opened) at the end of their service aboard the vessel.

.04 Food quality and food preparation. All food service operations shall be conducted in a safe and sanitary manner and in accordance with Food Code 1993, USPHS, FDA.

.05 Illegal drugs and alcohol. The possession or use of intoxicating liquor and/or illegal drugs by any person aboard vessels chartered by NOAA is not permitted.

.06 Harassment. Members of the crew, scientific party, and persons associated with the business of vessels chartered by NOAA shall not harass, assault, oppose, impede, intimidate, interfere with, or make unwelcome advances toward any member of the scientific party and vice versa.

.07 Firearms. All firearms, should any be on board a vessel chartered by NOAA, shall be kept under lock and key by the vessel's captain.

.08 Security. The captain of the vessel shall take all customary and reasonable precautions to ensure that no harm befalls the vessel and those on board while at sea. Best marine practices shall be in place while underway to ensure that unauthorized personnel or craft are not permitted to approach the vessel. In addition, it is recommended that vessels under charter provide a security watch while in port to maintain a fire and flooding watch and to ensure that unauthorized personnel are not permitted to board the vessel from shore or via the harbor. Emergency phone numbers and contact information for local port officials and law enforcement shall be available to watch standing personnel.

.09 Hazardous materials. Carriage of hazardous materials aboard vessels chartered by NOAA is

only permitted when necessary for proper operation of the vessel and for satisfactory conduct of the scientific mission. Storage, handling, and use of hazardous materials shall be in accordance with all applicable laws and regulations. Hazardous materials needed for the scientific mission shall be handled in accordance with chemical hygiene plans and prudent laboratory practices. Quantities of all hazardous materials shall be kept to a minimum. Storage containers and storage locations, including the labeling of containers and locations, shall meet transportation regulations and USCG standards for the type and quantity of material to be carried.

a. The scientific party shall provide to the vessel's captain an inventory of the hazardous materials that will be brought aboard the vessel, along with copies of MSDSs and any special neutralizing agents and personal protective equipment that may be required that can not reasonably be expected to be provided by the vessel.

b. The captain, or the captain's designee, shall evaluate the risks posed by the materials and shall make all accommodations as may be necessary to protect the vessel and those aboard. Information related to OSHA's Hazard Communication, "Right to Know," Standards shall be maintained and made available to all on board.

c. All hazardous materials brought aboard by the scientific party that remain after completion of the scientific mission shall be removed from the vessel upon completion of the charter.

Section 9. Vessel Documentation. Below is a list of documentation copies of which should be requested of all vessels chartered by NOAA. Not all vessels are required by regulation to have, and many will not have, all of the documentation listed. Reviewed in its entirety, the documentation will give an indication of the vessel's level of safety and regulatory status.

- .01 Vessel Certificate of Documentation (Form CG-1270)
- .02 Loadline Certificate
- .03 ABS Classification documentation
- .04 USCG Certificate of Inspection and/or vessel safety inspection decals
- .05 SOLAS Certificates (SLC, SLE, SLR)
- .06 FCC Ship Radio Station License
- .07 Stability Documentation (Booklet or Stability Letter)
- .08 Station Bill
- .09 Pollution prevention certificates, placards, and plans
- .10 Master, Mate, and Officer Licenses and certificates (EMT, food prep)
- .11 Vessel General Arrangements (showing any major changes or alterations in the vessel's as-built arrangement)

Section 10. References.

.01 NAO 209-115 NOAA Employees Aboard Non-NOAA Vessels

.02 NAO 217-103 Management of NOAA Small Boats

Appendix A - Regulatory Requirements Applicable to Commercial Vessels Chartered by NOAA