




UNITED STATES DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration
NOAA Marine and Aviation Operations
Marine Operations Center
439 W. York Street
Norfolk, VA 23510-1114

MEMORANDUM FOR: Lieutenant Commander Nicholas Chrobak, NOAA
Commanding Officer, NOAA Ship *Nancy Foster*

FROM: Captain Anne K. Lynch, NOAA  CAPT/NOAA
Commanding Officer, NOAA Marine Operations Center-Atlantic

SUBJECT: Project Instruction for NF-14-01
Essential Fish Habitat- Caribbean

Attached is the final Project Instruction for NF-14-01, Mapping Essential Fish Habitat in the US Caribbean to Inform MPA, which is scheduled aboard NOAA Ship *Nancy Foster* during the period of 4 March to 8 April, 2014. Of the 34 DAS scheduled for this project, 34 days are funded by NOS Line Office Allocation. This project is estimated to exhibit a Medium Operational Tempo. Acknowledge receipt of these instructions via e-mail to OpsMgr.MOA@noaa.gov at Marine Operations Center-Atlantic.

Attachment

cc:
MOA1

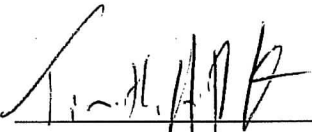


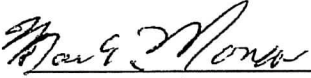


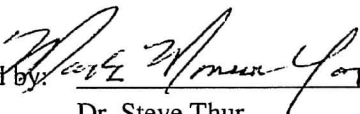
U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
 NATIONAL OCEAN SERVICE
 NATIONAL CENTERS FOR COASTAL OCEAN SCIENCE
 CENTER FOR COASTAL MONITORING AND ASSESSMENT
 1305 East West Highway N/SCI1, 9th Floor
 Silver Spring, MD 20910

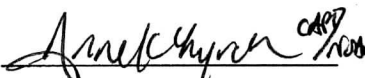
FINAL Project Instructions

Date Submitted: February 14, 2014
Platform: NOAA Ship *Nancy Foster*
Project Number: NF-14-01 (OMAO)
Project Title: Mapping Essential Fish habitat in the US Caribbean to Inform MPA Management
Project Dates: March 04, 2014 to April 08, 2014

Prepared by:  Dated: 2/14/14
 Timothy A. Battista
 Chief Scientist
 Center for Coastal Monitoring and Assessment

Approved by:  Dated: 2/14/14
 Dr. Mark E. Monaco
 Director
 Center for Coastal Monitoring and Assessment

Approved by:  Dated: 2/14/14
 Dr. Steve Thur
 Acting Director
 National Centers for Coastal Ocean Science

Approved by:  CAPT Dated: 2/19/2014
 Captain Anne K. Lynch, NOAA
 Commanding Officer
 Marine Operations Center - Atlantic

I. Overview

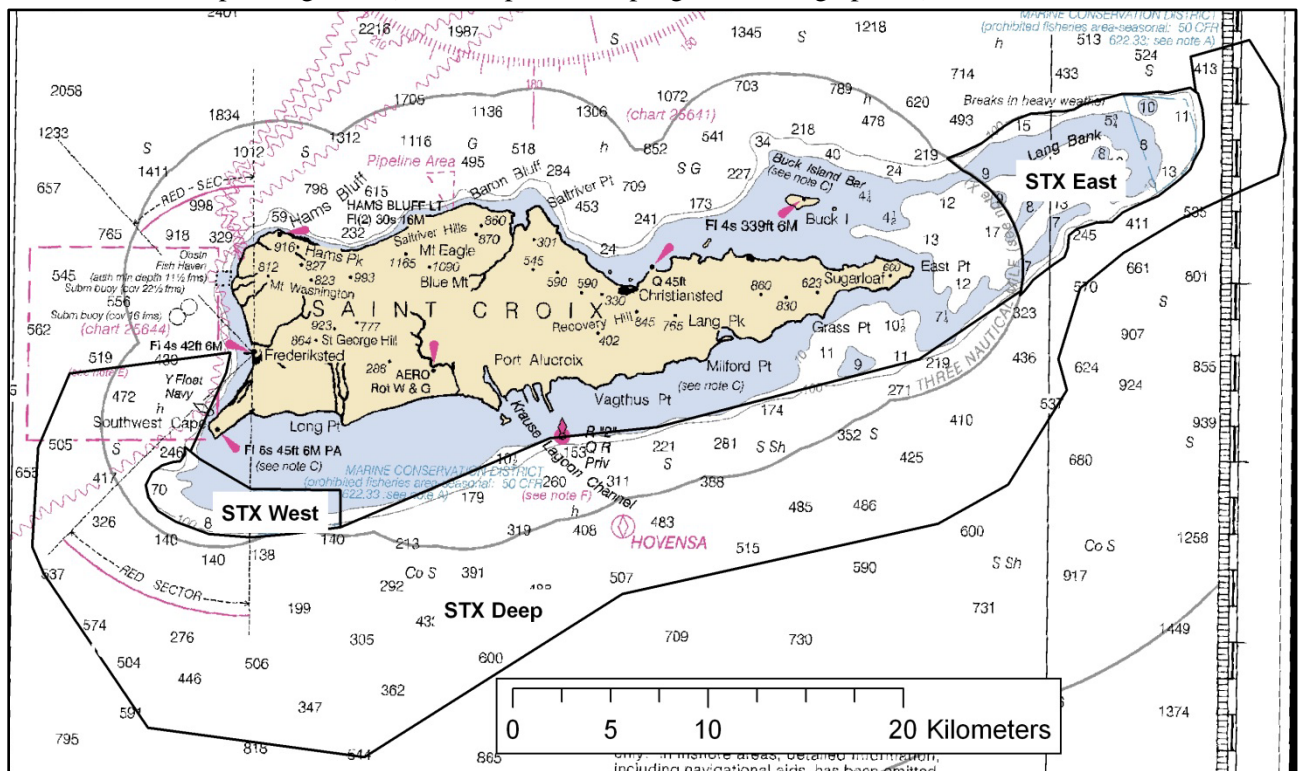
A. Brief Summary and Project Period

The Center for Coastal Monitoring and Assessment (CCMA) will be conducting the tenth year of an ongoing scientific research mission onboard NOAA Ship *Nancy Foster* funded by NOAA's Coral Reef Conservation Program. The purpose of the cruise will be to collect swath bathymetry, acoustical backscatter, ROV optical validation, fishery acoustics, and Slocum Glider deployment in the Red Hind and Mutton Snapper Marine Conservation Districts of St. Croix, USVI.

B. Days at Sea (DAS)

Of the 34 DAS scheduled for this project, 0 DAS are funded by an OMAO allocation, 34 DAS are funded by a Line Office Allocation, 0 DAS are Program Funded, and 0 DAS are Other Agency funded. This project is estimated to exhibit a Medium Operational Tempo.

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



D. Summary of Objectives

Scientists will collect high resolution multibeam and acoustic fisheries data in mid-water depths approximately 30 to 1000 meters so as to continue to characterize seafloor habitats within all U.S. States, Territories, and Commonwealths. The objective of this project is to collect a multibeam bathymetry dataset with 100% seafloor ensonification, along with multibeam backscatter suitable for seafloor characterization. Fishery acoustics data will be collected to characterize broad-scale fish abundance, biomass, and utilization patterns, as well as to locate and document fish spawning aggregations. Multibeam data will be collected to conform to IHO Order 1 (<100m) and Order 2 (>100m) accuracy standards. The strategies developed for each survey area will take into account the minimum depths, general bathymetry, and time allotment. The delineation and identification of seafloor habitats will be assisted by the use of a moderate-depth Remotely Operated Vehicle (ROV). The vehicle has video and frame camera capability to depths of 300 meters and will be used for point sampling within areas mapped during this mission. A Slocum Glider G2 will be deployed during the duration of the project to collect oceanographic data and passive fish acoustics in the study region.

E. Participating Institutions

NOAA (NCCOS, OCS, CRCP), University of North Carolina at Wilmington-NURC, University of Virgin Islands, Solmar Hydro, and students from various academic institutions.

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

Name (Last, First)	Title	Date Aboard	Date Disembark	Gender	Affiliation	Nationality
Battista, Tim	Oceanographer	3/11/14	3/25/14	Male	NOAA	U.S.
Stecher, Mike	Hydrographer	3/11/14	4/3/14	Male	Contractor	U.S.
Taylor, Chris	Fishery Sci	3/11/14	3/25/14	Male	NOAA	U.S.
Horn, Lance	ROV Operator	3/13/14	4/3/14	Male	Contractor	U.S.
White, Jason	ROV Operator	3/13/14	4/3/14	Male	Contractor	U.S.
Johnson, Jennifer	Research Asst.	3/13/14	3/24/14	Female	Academic	U.S.
Kagesten, Gustav	Physical Sci.	3/14/14	3/24/14	Male	Contractor	Sweden
Sautter, Will	Physical Sci.	3/14/14	4/3/14	Male	Contractor	U.S.
Owens, Edward	Physical Sci.	3/14/14	3/24/14	Male	NOAA	U.S.
Jossart, Jonathan	Research Asst.	3/14/14	3/24/14	Male	UVI	U.S.
Quackenbush, Paul	Research Asst.	3/25/14	4/3/14	Male	Academic	U.S.
Costa, Bryan	Physical Sci.	3/25/14	4/3/14	Male	Contractor	U.S.
Ebert, Eric	Fishery Sci	3/25/14	4/3/14	Male	Contractor	U.S.
Kracker, Laura	Geographer	3/25/14	4/3/14	Female	NOAA	U.S.
Majeas, Annie	Research Asst.	3/25/14	4/3/14	Female	Academic	U.S.
Ovard, Melody	Physical Sci.	3/25/14	4/3/14	Female	NOAA	U.S.
Henderson, Leslie	Research Asst.	3/25/14	4/3/14	Female	UVI	U.S.

G. Administrative

1. Points of Contacts: Chief Scientist (3/15-3/25/14): Tim Battista, 1305 East West Hwy, Silver Spring, MD 20910. 301-713-3028 x171, tim.battista@noaa.gov; Chief Scientist (3/25-4/2/14): Bryan Costa, 1305 East West Hwy, Silver Spring, MD 20910. 301-713-3028 x146, bryan.costa@noaa.gov; *Nancy Foster* Operations Officer: LT Colin Kliewer, 1050 Register St., North Charleston, SC 29405. 843-991-6326
2. Diplomatic Clearances
None Required.
3. Licenses and Permits
None Required.

II. Operations

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

A. Project Itinerary:

Actual survey and ground truthing locations will be made available to the Operations Officer during the daily operations meeting. Fisheries acoustics via the Simrad EK60 Suite will occur during all shifts (MBES Survey and Ground Truthing). Glider (AUV) deployment and retrieval locations will be determined in consultation with Operations Officer.

B. Staging and Destaging:

ROV and AUV gear will have been loaded on the vessel in Charleston before departing for USVI (04MAR2014). ROV equipment will need to be retrieved from the hold on March 13 AM in St. Croix. Destaging will occur April 02 PM in St. Croix. Upon transit / return to St. Croix, ROV and AUV equipment will loaded in the hold for storage until returning to Charleston, SC (08APR2014). The ROV will be retrieved by UNCW in Charleston. Freight transport will be arranged for shipping the AUV to NAVO.

C. Operations to be Conducted:

04 March (Tuesday) to 10 March (Monday): NOAA Ship *Nancy Foster* transit from Charleston, SC to Frederiksted, USVI.

11 March (Tuesday): NOAA Ship *Nancy Foster* berthed Frederiksted, USVI.
All: Stecher, Battista, Taylor arrive.

12 March (Wednesday): NOAA Ship *Nancy Foster* berthed in Frederiksted, USVI
Survey NF: (1000-1300). Transit to STX East collecting MBES and FA data in STX Deep area.

Glider: (1300-1600). Scientists ready Glider and conduct system checks. Deploy Glider in STX East area.

Survey NF: (1600-2400). MBES and FA STX Deep.

13 March (Thursday):

Survey NF: (2400-1500). MBES and FA STX Deep and patch test.

Touch and Go: (1500-1800). Pick up scientists Horn, White, and Johnson at Frederiksted pier.

Survey NF: (1800-2400). MBES and FA STX Deep and additional areas.

14 March (Friday):

Survey NF: (2400-1500). MBES and FA STX West.

Touch and Go: (1500-1800). Pick up scientists Sautter, Owens, Kaagesten, and Jossart at Frederiksted pier.

Survey NF: (1800-2400). MBES and FA STX West.

Scientists: Welcome aboard meeting with Operations Officer

All scientists, OODs, survey techs, deck personnel: Operational briefing and Risk Management discussion.

15 March (Saturday):

Survey NF: (2400-2400). MBES and FA STX West.

16 March (Sunday) to 18 March (Tuesday):

Survey NF: (2400-0800). Conduct MBES and FA of STX West.

GT: (0800-1600). Conduct ground truthing of STX West with ROV.

Survey NF: (1600-2400). Conduct MBES and FA of STX West.

19 March (Wednesday):

Fish Acoustics: (2400-2400). Conduct Fish Acoustics of STX West. ROV on standby.

20 March (Thursday) to 21 March (Friday):

Transit: (2400-0200). Ship transit from STX West to STX East.

Survey NF: (0200-0800). Conduct MBES and FA of STX East.

GT: (0800-1600). Conduct ground truthing of STX East with ROV.

Survey NF: (1600-2400). Conduct MBES and FA of STX East.

22 March (Saturday):

Fish Acoustics: (2400-2400). Conduct Fish Acoustics of STX East. ROV on standby.

23 March (Sunday):

Fish Acoustics: (2400-1300). Conduct Fish Acoustics of STX East. ROV on standby.

Transit: (1300-1600). Ship transit from STX East to Frederiksted.

24 March (Monday): In-Port Ship Rest Day

Kids Event: (0830-1130). Get Reef Smart! Kids Day run by science party and a brief ship tour (30 visitors).

Managers Event: (1230-1430). Briefing event with local managers run by science party and a brief ship tour (20 visitors).

Fishermen Event: (1500-1600). Briefing event with local fishermen run by science party and a brief ship tour (15 visitors).

25 March (Tuesday): In-Port Ship Rest Day

All: Science party swap-out.

26 March (Wednesday):

Transit: (0900-1200). Ship transit from Frederiksted to STX East.

Survey NF: (1200-2400). Conduct MBES and FA of STX East.

Scientists: Welcome aboard meeting with Operations Officer

All scientists, OODs, survey techs, deck personnel: Operational briefing and Risk Management discussion.

27 March (Thursday) to 1 April (Tuesday):

Survey NF: (2400-0800). Conduct MBES and FA of STX East.

GT: (0800-1600). Conduct ground truthing of STX East with ROV.

Survey NF: (1600-2400). Conduct MBES and FA of STX East.

2 April (Wednesday):

Survey NF: (2400-1300). Conduct MBES and FA of STX East.

Transit: (1300-1500). Ship transit from STX East to Frederiksted.

D. Dive Plan

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

Dives are not planned for this project.

E. Applicable Restrictions

Conditions which preclude normal operations: Equipment failure: Mitigation - at sea repair, switch to alternate multibeam or operations.

Poor weather: Mitigation – switch to more protected area or suspend operations.

Safety concerns: Mitigation – discuss as safety briefing or with ships command.

III. Equipment

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

- 1) Hand held radios for communication between bridge and deck.
- 2) CTD's 100m and 1000 m depth rating.
- 3) Monitor and keyboard for XBT Mark21
- 4) EM 1002 and Reson Seabat 7125 Multibeam, and Kongsberg Split-beam EK-60.
- 5) Dynamic Positioning System.
- 6) Small boat for Glider deployment and recovery.

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

- 1) Mohawk ROV
- 2) USBL Underwater tracking system and hydrophone pole
- 3) Five high end laptops.

- 4) CARIS, ArcGIS, Hypack/Hysweep, FMGT
- 5) Slocum Glider G2
- 6) 84 Deep Blue XBT's, launcher, and Mark21.

IV. Hazardous Materials

A. Policy and Compliance

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

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

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

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

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

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

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

B. Inventory

1) The Slocum Glider G2 contains 21KG of Lithium/Sulfuryl Chloride, (Li/SO₂Cl₂) battery packs. The battery packs are manufactured by Electrochem Corporation, which are built around the CSC93DD base cell.

C. Chemical safety and spill response procedures

1) Lithium/Sulfuryl Chloride, (Li/SO₂Cl₂) battery packs (follows):

Rescue of Injured Personnel

1. Never enter an enclosed space were a person is believed to be incapacitated or injured due to inhalation of a toxic gas or fumes. Responders should be equipped with a self-contained breathing apparatus.
2. The chemical reaction between SOCl₂ and H₂O results in the formation of SO₂ and HCl gases. Exposure to acidic gases is a potential hazard for personnel responding to a battery fire. This is especially the case if sprinklers are activated in the storage area. Responders should be equipped with a self-contained breathing apparatus.
3. During cook-off, components of individual cells, the battery pack, or the glider could be emitted as projectiles with sufficient energy to be fatal.
4. The MSDS should be consulted for recommend decontamination and medical treatment of injured personnel.

Glider casualty in storage

For casualty of a glider in storage the primary concern should be getting the glider on deck and jettisoning it as soon as possible. Common indicators of a problem would be strong chemical odors in the storage area, a cloud of white smoke, or evidence of heating.

1. Immediately evacuate the space and evaluate the suspected gliders with a thermal imaging devise at a distance to determine if and which glider is affected. Stand away from the potential off gas points, which are the port side of the LBSG glider and the aft section of the Seaglider.
2. If a problem is evident, secure ventilation, and close all doors leading into the staging bay.
3. The response team should be equipped with SCBAs
4. Standard procedures utilizing water should be used as the immediate response to a glider related fire in the staging bay to aid the overhead sprinkler system, cool the affected glider and surrounding area to prevent spread of the fire.
5. It is recommended that a severely damaged glider be jettisoned after and resulting fire has been extinguished, and it is established that it is safe to approach. As depicted in Table 1, the glider contains three separate battery packs, and depending on the magnitude of the first event, the potential follow-on events exist.

Glider casualty on deck

It is likely that any force large enough to dislodge the batteries from their mounting inside the glider will cause the glider to come apart. However, caution should be used when approaching a glider that has been dropped on deck. The following recommendations should be observed.

1. Never approach the glider immediately after an impact. Always stand back and assess the situation before approaching.
2. The deck should be evacuated of non-essential personnel. Remaining personnel should take up a position at least 30 ft away and downwind of the glider. When possible the ship should be repositioned such that any emitted gasses will be blown away from ventilation intakes.
3. When possible, the maintenance laptop should be used to determine if the glider is functional and read the internal temperature and pressure.
4. A thermal imaging scope or other remote temperature indicator should be used to look for elevated temperatures on the surface of the glider.
5. Be aware of any hissing sounds which may indicate the glider is off gassing through the pressure relief valve or venting mechanism.
6. After it has been determined that it is safe to approach the glider. A full operational check out needs to be conducted. This process will move the mass shifter within the glider battery pack and determine if the internal mounting is intact.
 - a. For LBSG gliders maintain or establish communications with the laptop and run wiggle.
7. If the glider is not intact, observe the battery pack or forward / aft sections for several minutes to determine if it is safe to approach the glider. Use of a thermal imaging device is recommended if possible.
8. If it is determined that the batteries are unsafe, jettison the gliders as necessary.
 - a. If the deployment / retrieval line is intact, this can be used to pull the glider into the water.
 - b. The glider weighs approximately 130 lbs. High pressure water could potentially be used to wash the glider or parts of the glider off deck.
 - c. As a last resort, a non-conductive pole, or DC lumber of sufficient length could be used to push the glider off deck.
 - d. Ensure the glider sinks if it is jettisoned.
9. If it is established that the glider is safe, move it to a secure area. The SNR or Lead ET should contact the GOC 228 688 5877 for further disposition and appropriate contacts at NAVOCEANO. Further testing will have to be done to determine if the glider can be deployed or can be safely shipped back to NAVOCEANO.

D. Radioactive Materials

No Radioactive Isotopes are planned for this project.

V. Additional Projects

A. Supplementary (“Piggyback”) Projects

No Supplementary Projects are planned.

B. NOAA Fleet Ancillary Projects

No NOAA Fleet Ancillary Projects are planned.

VI. Disposition of Data and Reports

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

A. Data Classifications: *Under Development*

- a. OMAO Data
- b. Program Data

B. Responsibilities:

We request that the Ship's data storage be made available during the cruise to store all digital data (~ 3 TB). The science party will transfer that data from the Ship storage to scientist drives during the mid-cruise in-port and at the end of the cruise. The scientists will be responsible for providing data archives to NGDC and AHB as part of R2R within 12 months of the completion of the cruise. In order for this to be accomplished five scientist Government computers will need network access to the ship's data storage device so that the data can be moved from the acquisition computer to storage, and subsequently accessed by other Government computers tasked with data post-processing. The Chief Scientist will be provided a Full Local Administrative account for each of these computers to assist the Ship's ET in adding them to the Ship's network.

VII. Meetings, Vessel Familiarization, and Project Evaluations

- A. Pre-Project Meeting: The Chief Scientist and Commanding Officer will conduct a meeting of pertinent members of the scientific party and ship's crew to discuss required equipment, planned operations, concerns, and establish mitigation strategies for all concerns. This meeting shall be conducted before the beginning of the project with sufficient time to allow for preparation of the ship and project personnel. The ship's Operations Officer is delegated to assist the Chief Scientist in arranging this meeting.
- B. Vessel Familiarization Meeting: The Commanding Officer is responsible for ensuring scientific personnel are familiarized with applicable sections of the standing orders and vessel protocols, e.g., meals, watches, etiquette, drills, etc. A vessel familiarization meeting shall be conducted in the first 24 hours of the project's start and is presented by the ship's Operations Officer.
- C. Post-Project Meeting: The Commanding Officer is responsible for conducting a meeting no earlier than 24 hrs before or 7 days after the completion of a project to discuss the overall success and short comings of the project. Concerns regarding safety, efficiency,

and suggestions for future improvements shall be discussed and mitigations for future projects will be documented for future use. This meeting shall be attended by the ship's Commanding Officer, Operations Officer, and the Chief Scientist, and is arranged by the Operations Officer and Chief Scientist.

D. Project Evaluation Report

Within seven days of the completion of the project, a Ship Operation Evaluation form is to be completed by the Chief Scientist. The form is available at <http://www.oma.noaa.gov/fleeteval.html> and provides a "Submit" button at the end.

The Customer Satisfaction Survey is one of the primary methods OMAO and Marine Operations (MO) utilize to improve ship customer service. Information submitted through the form is automatically input into a spreadsheet accessible to OMAO and MO management for use in preparing quarterly briefings. Marine Operations Centers (MOC) address concerns and praise with the applicable ship. Following the quarterly briefings the data are briefed to the Deputy Director of OMAO.

VIII. Miscellaneous

A. Meals and Berthing

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

Berthing requirements, including number and gender of the scientific party, will be provided to the ship by the Chief Scientist. The Chief Scientist and Commanding Officer will work together on a detailed berthing plan to accommodate the gender mix of the scientific party taking into consideration the current make-up of the ship's complement. The Chief Scientist is responsible for ensuring the scientific berthing spaces are left in the condition in which they were received; for stripping bedding and linen return; and for the return of any room keys which were issued. The Chief Scientist is also responsible for the cleanliness of the laboratory spaces and the storage areas utilized by the scientific party, both during the project and at its conclusion prior to departing the ship.

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

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

B. Medical Forms and Emergency Contacts

The NOAA Health Services Questionnaire (NHSQ, Revised: 02 JAN 2012) must be completed in advance by each participating scientist. The NHSQ can be obtained from the Chief Scientist or the NOAA website <http://www.corporateservices.noaa.gov/~noaaforms/eforms/nf57-10-01.pdf>. The completed form should be sent to the Regional Director of Health Services at Marine Operations Center. The participant can mail, fax, or scan and send via secure e-mail the form using the contact information below; participants should take precautions to protect their Personally Identifiable Information (PII) and medical information. The NHSQ should reach the Health Services Office no later than 4 weeks prior to the project to allow time for the participant to obtain and submit additional information that health services might require before clearance to sail can be granted. Please contact MOC Health Services with any questions regarding eligibility or completion of the NHSQ. Be sure to include proof of tuberculosis (TB) testing, sign and date the form, and indicate the ship or ships the participant will be sailing on. The participant will receive an email notice when medically cleared to sail if a legible email address is provided on the NHSQ.

Contact information:

Regional Director of Health Services
Marine Operations Center – Atlantic
439 W. York Street
Norfolk, VA 23510
Telephone 757-441-6320
Fax 757-441-3760
E-mail MOA.Health.Services@noaa.gov

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

C. Shipboard Safety

Wearing open-toed footwear or shoes that do not completely enclose the foot (such as sandals or clogs) outside of private berthing areas is not permitted. Steel-toed shoes are required to participate in any work dealing with suspended loads, including CTD deployments and recovery. The ship does not provide steel-toed boots. Hard hats are also required when working with suspended loads. Work vests are required when working near open railings and during small boat launch and recovery operations. Hard hats and work vests will be provided by the ship when required.

D. Communications

A progress report on operations prepared by the Chief Scientist may be relayed to the program office. Sometimes it is necessary for the Chief Scientist to communicate with another vessel, aircraft, or shore facility. Through various means of communications, the ship can usually accommodate the Chief Scientist. Special radio voice communications requirements should be listed in the project instructions. The ship's primary means of communication with the Marine Operations Center is via e-mail and the Very Small Aperture Terminal (VSAT) link. Standard VSAT bandwidth at 128kbs is shared by all vessels staff and the science team at no charge. Increased bandwidth in 30 day increments is available on the VSAT systems at increased cost to the scientific party. If increased bandwidth is being considered, program accounting is required and it must be arranged at least 30 days in advance.

E. IT Security

Any computer that will be hooked into the ship's network must comply with the *OMAO Fleet IT Security Policy* 1.1 (November 4, 2005) prior to establishing a direct connection to the NOAA WAN. Requirements include, but are not limited to:

- (1) Installation of the latest virus definition (.DAT) file on all systems and performance of a virus scan on each system.
- (2) Installation of the latest critical operating system security patches.
- (3) No external public Internet Service Provider (ISP) connections.

Completion of the above requirements prior to boarding the ship is required.

Non-NOAA personnel using the ship's computers or connecting their own computers to the ship's network must complete NOAA's IT Security Awareness Course within 3 days of embarking.

F. Foreign National Guests Access to OMAO Facilities and Platforms

All foreign national access to the vessel shall be in accordance with NAO 207-12 and RADM De Bow's March 16, 2006 memo (<http://deemedexports.noaa.gov>). National Marine Fisheries Service personnel will use the Foreign National Registration System (FNRS) to submit requests for access to NOAA facilities and ships. The Departmental Sponsor/NOAA (DSN) is responsible for obtaining clearances and export licenses and for providing escorts required by the NAO. DSNs should consult with their designated Line Office Deemed Export point of contact to assist with the process.

Full compliance with NAO 207-12 is required.

Responsibilities of the Chief Scientist:

1. Provide the Commanding Officer with the e-mail generated by the Servicing Security Office granting approval for the foreign national guest's visit. (For NMFS-sponsored guests, this e-mail will be transmitted by FNRS.) This e-mail will identify the guest's DSN and will serve as evidence that the requirements of NAO 207-12 have been complied with.

2. Escorts – The Chief Scientist is responsible to provide escorts to comply with NAO 207-12 Section 5.10, or as required by the vessel’s DOC/OSY Regional Security Officer.
3. Ensure all non-foreign national members of the scientific party receive the briefing on Espionage Indicators (NAO 207-12 Appendix A) at least annually or as required by the Servicing Security Office.
4. Export Control - Ensure that approved controls are in place for any technologies that are subject to Export Administration Regulations (EAR).

The Commanding Officer and the Chief Scientist will work together to implement any access controls necessary to ensure no unlicensed export occurs of any controlled technology onboard regardless of ownership.

Responsibilities of the Commanding Officer:

1. Ensure only those foreign nationals with DOC/OSY clearance are granted access.
2. Deny access to OMAO platforms and facilities by foreign nationals from countries controlled for anti-terrorism (AT) reasons and individuals from Cuba or Iran without written approval from the Director of the Office of Marine and Aviation Operations and compliance with export and sanction regulations.
3. Ensure foreign national access is permitted only if unlicensed deemed export is not likely to occur.
4. Ensure receipt from the Chief Scientist or the DSN of the FNRS or Servicing Security Office e-mail granting approval for the foreign national guest’s visit.
5. Ensure Foreign Port Officials, e.g., Pilots, immigration officials, receive escorted access in accordance with maritime custom to facilitate the vessel’s visit to foreign ports.
6. Export Control - 8 weeks in advance of the project, provide the Chief Scientist with a current inventory of OMAO controlled technology onboard the vessel and a copy of the vessel Technology Access Control Plan (TACP). Also notify the Chief Scientist of any OMAO-sponsored foreign nationals that will be onboard while program equipment is aboard so that the Chief Scientist can take steps to prevent unlicensed export of Program controlled technology. The Commanding Officer and the Chief Scientist will work together to implement any access controls necessary to ensure no unlicensed export occurs of any controlled technology onboard regardless of ownership.
7. Ensure all OMAO personnel onboard receive the briefing on Espionage Indicators (NAO 207-12 Appendix A) at least annually or as required by the Servicing Security Office.

Responsibilities of the Foreign National Sponsor:

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