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: Commander Peter Fischel, NOAA
Commanding Officer, NOAA Ship *Pisces*

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

SUBJECT: Project Instruction for PC-14-04
Deepwater Biodiversity

Attached is the final Project Instruction for PC-14-04, Deepwater Biodiversity, which is scheduled aboard NOAA Ship *Pisces* during the period of October 14 – 28, 2014. Of the 22 DAS scheduled for this project, 22 days are funded by a 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

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

FINAL Project Instructions

Date Submitted:	September 12, 2014
Platform:	NOAA Ship *Pisces*
Project Number:	PC-14-04
Project Title:	Deepwater Biodiversity
Project Dates:	14 – 28 October 2014

Approved by: _____ Dated: 1 Oct 2014
William A. Karp, Ph.D.
Science and Research Director
Northeast Fisheries Science Center

Approved by: _____ CAPT/NOAA Dated: 10 Oct 2014
Captain Anne K. Lynch, NOAA
Commanding Officer
Marine Operations Center - Atlantic

I. Overview

A. Brief Summary and Project Period

Deepwater trawling with midwater and bottom nets within the US EEZ off New England, centered on Bear Seamount.

Project Period: 3 - 9 October 2014 transit; 14 – 28 October 2014 project.

B. Days at Sea (22 DAS)

Of the _22_ DAS scheduled for this project,_22_ DAS are funded by a Line Office Allocation.

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

Western North Atlantic between the vicinity of Bear Seamount and Physalia Seamount, within the area bounded by 39^{o} 45' to 40^{o} 00' N and 066^{o} 55' to 067^{o} 40' W (Figure 1). The survey area does not include research in waters within Canada's Exclusive Economic Zone.

D. Summary of Objectives

The primary objective is to collect fish, cephalopod, and crustacean specimens from the bottom and midwaters at maximum depths possible with available trawl wire. These collections will be used for tissue samples, photographs of freshly collected specimens and systematic characters, and voucher specimens in museum collections at the National Museum of Natural History, Peabody Museum, the Museum of Comparative Zoology, and the Delaware Museum of Natural History. These collections and observations contribute to ongoing research on biodiversity of deepwater nekton and other megafauna in the western North Atlantic. Additionally, the cruise will provide educational experience in deep-sea biology to students several institutions.

E. Participating Institutions

1. NOAA/NMFS National Systematics Laboratory (NSL)
2. NOAA/NMFS Northeast Fisheries Science Center (NEFSC)
3. Nova Southeastern University (Nova)
4. Florida Atlantic University (FAU)
5. University of South Florida, St. Petersburg (USF)
6. Yale, Peabody Museum (Yale)
7. Coastal Carolina University (CCU)
8. National Museum of Natural History, Smithsonian Institution (NMNH)

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

Name (Last, First)	Title	Date Aboard	Date Disembark	Gender	Affiliation	Nationality
Cook, April		13 Oct 14	29 Oct 14	F	Nova	USA
Cook, Heath		13 Oct 14	29 Oct 14	M	NEFSC	Australia
Frank, Tamara	Dr.	13 Oct 14	29 Oct 14	F	Nova	USA
Gibbons, Ruth		13 Oct 14	29 Oct 14	F	NSL/NMNH	USA
Hartigan, Valerie		13 Oct 14	29 Oct 14	F	CCU	USA
Judkins, Heather	Dr.	13 Oct 14	29 Oct 14	F	USF	USA
Marks, Alex		13 Oct 14	29 Oct 14	M	Nova	USA
McChain, Edward		13 Oct 14	29 Oct 14	M	N/A	USA
Miranda. Valerie		13 Oct 14	29 Oct 14	F	Nova	USA
Moore, Jon	Dr.	13 Oct 14	29 Oct 14	M	FAU	USA
Sutton, Tracey	Dr.	13 Oct 14	29 Oct 14	M	Nova	USA
Vecchione, Michael	Dr.	13 Oct 14	29 Oct 14	M	NSL/NMNH	USA
Watkins-Colwell, Gregory		13 Oct 14	29 Oct 14	M	Yale	USA

The Foreign National sponsors will be Michael Vecchione.

G. Administrative

1. Points of Contacts:

Chief Scientist: Michael Vecchione, NMFS National Systematics Laboratory, National Museum of Natural History, MRC-153, Smithsonian Institution, P.O. Box 37012, Washington, DC 20013-7012 USA. (202)633-1751; VecchioneM@si.edu

Vessel Operations Coordinator: Nathan J. Keith; NEFSC, 166 Water St, Woods Hole, MA 02543; 508-495-2224; Nathan.Keith@noaa.gov

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:

9-10 Oct: Staging -- Load scientific gear.

13 Oct: Embark scientific personnel.

14 Oct: Finish load of scientific gear; Depart Newport.

15 Oct: Begin midwater trawling in vicinity of Bear Seamount at selected depth strata

16 - 23 Oct: Continue midwater trawling at selected locations throughout the area of operations.

24 Oct: Change to bottom trawl gear. Exact timing of the gear change will depend on weather in the area of operations. Begin bottom trawling across summit of Bear Seamount.

25-27 Oct: Continue bottom trawling in vicinity of Bear Seamount and nearby continental slope.

28 Oct: Return to Newport, offload equipment, and samples,

28-29 Oct: Disembark scientific personnel.

B. Staging and Destaging:

Newport, RI

C. Operations to be Conducted:

The bottom trawl will be a 4-Seam Trawl (non-standard) rigged with deep-water floats and rock-hopper sweep used with Perfect Doors. This bottom trawl will be towed approximately nine times for one hour on the bottom at depths of 1000m or greater. In addition, midwater trawling will include approximately 24 midwater tows targeting depths of 600-1200m using a Superior Trawl rigged with deep-water floats and White Nets doors (standard tom weights and spectra bridles).

Midwater trawling methods will be as comparable as possible with those used during PC 12-05 in the same area and during the work conducted in the northern Gulf of Mexico for midwater nekton assessment in the area of the Deepwater Horizon spill.

Midwater trawling will be conducted first and completed prior to changing to bottom trawling to minimize potential impact from gear damage resulting from bottom hangs. Precise bottom trawling locations will be based on successful trawl locations on previous Bear-Seamount cruises.

The trawling depth of the midwater trawl, and when and how long the bottom trawl is on the bottom will be estimated based on regressions from the depth recorded by the net-mounted time/depth recorder (TDR), scope of wire out, and towing speed during previous deployments of both gear types.

Catches will be sorted to species. Given the nature of the cruise, it is important that specimens be removed from the webbing prior to the net being wound up on the net reel. Basic

catch data will also be collected as well as biological samples and data. In addition to the primary target organisms, other invertebrate specimens and samples (e.g., cnidarians, echinoderms, non-decapod crustaceans, and non-cephalopod mollusks) will be collected. Both station and biological data will be recorded using the FSCS system. Whole specimens and parts of specimens will be collected, and either preserved or frozen.

The environment may be monitored using the headrope-mounted TDR and weather observations will be recorded.

D. Dive Plan

Dives are not planned for this project

E. Applicable Restrictions

Conditions which preclude normal operations: poor weather conditions, equipment failure, safety concerns, unforeseen circumstances

III. Equipment

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

1. Trawl wires	1 set	*Pisces*
2. Simrad EK60 Scientific Sounder	1	*Pisces*

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

1. FSCS system components (label printers, touch screen monitors, computers & backups, etc)	ample	NMFS, NEFSC, Woods Hole, MA
2. NEFSC 4-Seam Trawl (non-standard) rigged with deep-water floats and rock-hopper sweep	1	NMFS, NEFSC, Woods Hole, MA
3. Perfect Doors	1 pair	NMFS, NEFSC, Woods Hole, MA
4. Superior Trawl rigged with deep-water floats	1	NMFS, NEFSC, Woods Hole, MA
5. White Nets doors	1 pair	NMFS, NEFSC, Woods Hole, MA
6. tom weights	1 set	NMFS, NEFSC, Woods Hole, MA
7. spectra bridles	1 set	NMFS, NEFSC, Woods Hole, MA
8. Mending twine	Ample	NMFS, NEFSC, Woods Hole, MA
9. Spare trawl and liner sections	Ample	NMFS, NEFSC, Woods Hole, MA
10. Chain backstraps and idlers	4	NMFS, NEFSC, Woods Hole, MA
11. Special sampling supplies (various)	ample	NMFS, NEFSC, Woods Hole, MA
12. Plastic fish baskets, 2 bushel	12	NMFS, NEFSC, Woods Hole, MA
13. Plastic 5 gal buckets	24	NMFS, NEFSC, Woods Hole, MA

14. Marel electronic scales & backups	4	NMFS, NEFSC, Woods Hole, MA
15. TDR	2	NMFS, NEFSC, Woods Hole, MA
16. Aquarium cod end rigged with deepwater floats	1	NMFS, NEFSC, Woods Hole, MA
17. Polyethylene specimen bags	1,000	NMFS, NEFSC, Woods Hole, MA
18. Gloves, rubberized fish	ample	NMFS, NEFSC, Woods Hole, MA
19. Specimen jars	ample	NMFS, NEFSC, NSL
20. Clerical supplies (various)	ample	NMFS, NEFSC, Woods Hole, MA
21. Reference books (various)	ample	NMFS, NEFSC, NSL
22. FSCS system components (Electronic measuring boards, scales, barcode readers, additional monitors, etc. as needed)	ample	NMFS, NEFSC, Woods Hole, MA
23. Oracle server	1	NMFS, NEFSC, Woods Hole, MA
24. Formalin and Ethanol handling and spill cleanup supplies	ample	NMFS, NEFSC, NSL

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

Common Name of Material	**Qty**	**Notes**	**Trained Individual**	**Spill control**
Ethyl alcohol (95%)	2 x 5 gal	Flammable, Stored in ship chem. lkr	Ruth Gibbons	1
Formaldehyde solution (37%)	2 x 5 gal	Alkalinity, Stored in ship chem. lkr	Ruth Gibbons	1
Liquid nitrogen	3 x Dewars bottle		Michael Vecchione	2

C. Chemical safety and spill response procedures

1: Formalin/Formaldehyde and Ethyl Alcohol

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

Inventory of Spill Kit supplies

Product Name	Amount	Chemicals it is useful against	Amount it can clean up
Spill-X-FP	1.68 kg	Formaldehyde	10 gallons

2: Liquid Nitrogen

- Ventilate area of leak or spill.
- Wear appropriate personal protective equipment.
- Isolate hazard area. Keep unnecessary and unprotected personnel from entering. Allow liquid to evaporate.

D. Radioactive Materials

No Radioactive Isotopes are planned for this project.

E. Inventory (itemized) of Radioactive Materials

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*

B. 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.

C. Program Data - At the end of each leg of the cruise the ship will provide the chief scientist with a copy of data from the EK60 transducer, the ADCP unit and the SCS system. A copy of the SCS data should also be provided to DMS personnel in Woods Hole.

D. Responsibilities: *Under Development*

Protected Resources:

North Atlantic right whale protection: The vessel is requested to adhere to right whale protection regulations. Information on Seasonal Management Area (SMA) and Dynamic Management Area (DMA) regulations and information for protecting right whales from collisions with vessels are provided through the NOAA Protected Resources website (http://www.nmfs.noaa.gov/pr/shipstrike/), Right Whale Sighting Advisory System (SAS) website (http://www.nefsc.noaa.gov/psb/surveys/), the U.S. Coast Guard's "Notices To Mariners" and NOAA weather radio.

Mariners are urged to use caution and proceed at safe speeds in areas where right whales occur. U.S. Law (50 CFR 224.105) prohibits operating vessels 65 feet (19.8 meters) or greater in excess of 10 knots in Seasonal Management Areas (SMAs) along the U.S. east coast. Mariners are also requested to route around voluntary speed restriction zones, Dynamic Management Areas (DMAs) or transit through them at 10 knots or less. Approaching within 500 yards of right whales is prohibited, unless the Chief Scientist is in possession of an ESA/MMPA permit allowing such approaches.

Whale sightings: Sightings of right whales, or dead or entangled whales of any species, are extremely valuable and reports are urgently requested. Please report all right whale sightings north of the Virginia-North Carolina border to 978-585-8473; right whale sightings south of that border should be reported to 904-237-4220. Right whale sightings in any location may be reported to the U.S. Coast Guard via VHF channel 16. Protocols for reporting sightings are described in the Guide to Reporting Whale Sightings placard. The placard is available online (http://www.nefsc.noaa.gov/read/protspp/mainpage/surveys/documents/Guide_to_Reporting_Whale_Sightings.pdf) and laminated copies will be provided by the Protected Species Branch upon request. It is requested that this placard be kept on the bridge for quick reference and to facilitate rapid reporting (via satellite phone if necessary). Opportunistic sightings of other marine mammal species that are live and well may be reported using the Platforms of Opportunity (POP) forms and protocols.

Endangered Species Act and Marine Mammal Protection Act reporting requirements: This reporting is required and is in addition to the reports in the above two sections. If the ship has an interaction with a sturgeon, whale, dolphin, porpoise, marine turtle, or seal (e.g., collision with a whale or bycatch of a sea turtle), the NMFS Northeast Regional Office must be notified within 24 hours of the interaction. If an interaction with any of those species occurs or if the vessel's company notices an animal that is entangled,

injured, in distress, or dead, they should contact the Northeast Regional Office's 24-hour hotline at 866-755-6622 to report the incident and receive further instructions.

Marine turtle bycatch: All marine turtles taken incidental to fishing activities must 1) be handled and resuscitated according to established procedures, 2) be clearly photographed (multiple views if possible, including at least one photograph of the head scutes), 3) be identified to the species level, 4) have width and length (carapace notch to notch, and notch to tip) measured in centimeters, 5) have supporting data recorded including GPS or Loran coordinates recorded describing the location of the interaction; time of interaction; date of interaction; condition of the animal upon retrieval (alive uninjured, alive injured, fresh dead, decomposed, comatose or unresponsive); the condition of the animal upon return to the water; GPS or Loran coordinates of the location at which it was released; and a description of the care or handling provided. Live animals shall then be returned to the sea. Dead animals shall, if feasible, be frozen and returned to the Woods Hole Laboratory.

Marine mammal bycatch: All marine mammals taken incidental to fishing activities must 1) be clearly photographed (multiple views if possible, including at least one photograph of the head, 2) be identified to the species level, 3) have body length (snout to tail (seals), beak to the notch in the fluke/tail (whales, dolphins and porpoises)), measured in centimeters, 4) have supporting data recorded including GPS or Loran coordinates recorded describing the location of the interaction; time of interaction; date of interaction; condition of the animal upon retrieval (alive uninjured, alive injured, fresh dead, decomposed, comatose or unresponsive). Live animals shall then be returned to the sea. Dead animals shall, if feasible, be frozen and returned to the Woods Hole Laboratory.

Stellwagen Bank: Any artifacts brought aboard the vessel due to fishing in the Stellwagen Bank National Marine Sanctuary must be immediately returned, as near as possible, to the location of interception. An artifact is defined as anything of man-made origin with the exception of modern fishing gear. Stations located within Stellwagen Bank will be identified prior to the cruise and reported to the chief scientist.

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 usually 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 normally presented by the ship's Operations Officer.

C. Post-Project Meeting: The Commanding Officer is responsible for conducted a meeting no earlier than 24 hrs before or 7 days after the completion of a project to discuss the overall success and 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 officers, applicable crew, the Chief Scientist, and members of the scientific party and is normally arranged by the Operations Officer and Chief Scientist.

D. Project Evaluation Report:
Within seven days of the completion of the project, a Customer Satisfaction Survey is to be completed by the Chief Scientist. The form is available at http://www.omao.noaa.gov/fleeteval.html and provides a "Submit" button at the end of the form. Submitted form data is deposited into a spreadsheet used by OMAO management to analyze the information. Though the complete form is not shared with the ships', specific concerns and praises are followed up on while not divulging the identity of the evaluator.

VIII. Miscellaneous

A. Meals and Berthing

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

Berthing requirements, including number and gender of the scientific party, will be provided to the ship by the Chief Scientist. The Chief Scientist and Commanding Officer will work together on a detailed berthing plan to accommodate the gender mix of the scientific party taking into consideration the current 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, NF 57-10-01 (3-14)) must be completed in advance by each participating scientist. The NHSQ can be obtained from the Chief Scientist or the NOAA website http://www.corporateservices.noaa.gov/noaaforms/eforms/nf57-10-01.pdf.

All NHSQs submitted after March 1, 2014 must be accompanied by NOAA Form (NF) 57-10-02 - Tuberculosis Screening Document in compliance with OMAO Policy 1008 (Tuberculosis Protection Program).

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

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

The only secure email process approved by NOAA is Accellion Secure File Transfer which requires the sender to setup an account. Accellion's Web Users Guide is a valuable aid in using this service, however to reduce cost the DOC contract doesn't

provide for automatically issuing full functioning accounts. To receive access to a "Send Tab", after your Accellion account has been established send an email from the associated email account to accellionAlerts@doc.gov requesting access to the "Send Tab" function. They will notify you via email usually within 1 business day of your approval. The 'Send Tab" function will be accessible for 30 days.

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
Email MOA.Health.Services@noaa.gov

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

C. Shipboard Safety

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

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

D. Communications

A progress report on operations prepared by the Chief Scientist may be relayed to the program office. Sometimes it is necessary for the Chief Scientist to communicate with another vessel, aircraft, or shore facility. Through various means of communications, the ship can usually accommodate the Chief Scientist. Special radio voice communications requirements should be listed in the project instructions. The ship's primary means of communication with the Marine Operations Center is via email and the Very Small Aperture Terminal (VSAT) link. Standard VSAT bandwidth 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 through the ship's Commanding Officer 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 email generated by the Servicing Security Office granting approval for the foreign national guest's visit. (For NMFS-sponsored guests, this email will be transmitted by FNRS.) This email 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 email 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

VIII. Appendices

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

Figure 1. Area of operations for PC 14-04, Deepwater Biodiversity Survey.