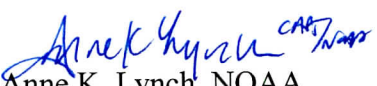




UNITED STATES DEPARTMENT OF COMMERCE

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

MEMORANDUM FOR: Master David Nelson, NOAA
Commanding Officer, NOAA Ship *Oregon II*

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

SUBJECT: Project Instruction for R2-14-03
Red Snapper/Shark Bottom Longline

Attached is the final Project Instruction for R2-14-03, Red Snapper/Shark Bottom Longline, which is scheduled aboard NOAA Ship *Oregon II* during the period of July 26 – September 29, 2014. Of the 60 DAS scheduled for this project, 60 days are funded by a Line Office Allocation. This project is estimated to exhibit a High 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 Marine Fisheries Service
Southeast Fisheries Science Center

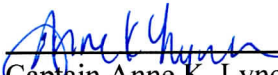
**Mississippi
Laboratories**
Project Instructions

Date Submitted: 06/17/2014 
Platform: NOAA Ship OREGON II
Cruise Number: R2-14-03(309)
Project Title: Red Snapper/Shark Bottom Longline
Cruise Dates: 07/26/2014  - 09/29/2014 

Prepared by: Lisa Digitally signed by Lisa
DN: cn=Lisa, o=NOAA, ou=Jones,
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Date: 2014.06.17 12:14:48 -0500
Field Party Chief
Date: 06/17/2014 

Approved by: DESFOSSÉ.LISA Digitally signed by DESFOSSÉ.LISA L1365834519
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ou=OTHER, cn=DESFOSSÉ.LISA L1365834519
Date: 2014.06.18 09:41:20 -0500
.L1365834519
Lab Director
Date: 06/18/2014 

Approved by: Theo R. Brainerd Digitally signed by Theo R. Brainerd
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email=theo.brainerd@noaa.gov, c=US
Date: 2014.06.18 11:26:49 -0400
Dr. Bonnie Ponwith
Director, SEFSC
Date: 06/18/2014 

Approved by:  Captain Anne K. Lynch, NOAA
Commanding Officer
Marine Operations Center - Atlantic
Date: 7/9/2014 

I. Overview

A. Project period: July 26, 2014 to September 29, 2014.

B. Of the 60 DAS scheduled for this project. 0 DAS are funded by an OMAO allocation, 60 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 High Operational Tempo.

C. Operating Area: The U.S. Atlantic from Cape Hatteras, NC (35.15 N) to West Palm Beach, FL (26.40 N), and the U.S. northern Gulf of Mexico (GOM) from southwest Florida (25 N) to Brownsville, TX (26 N) (Figure 1).

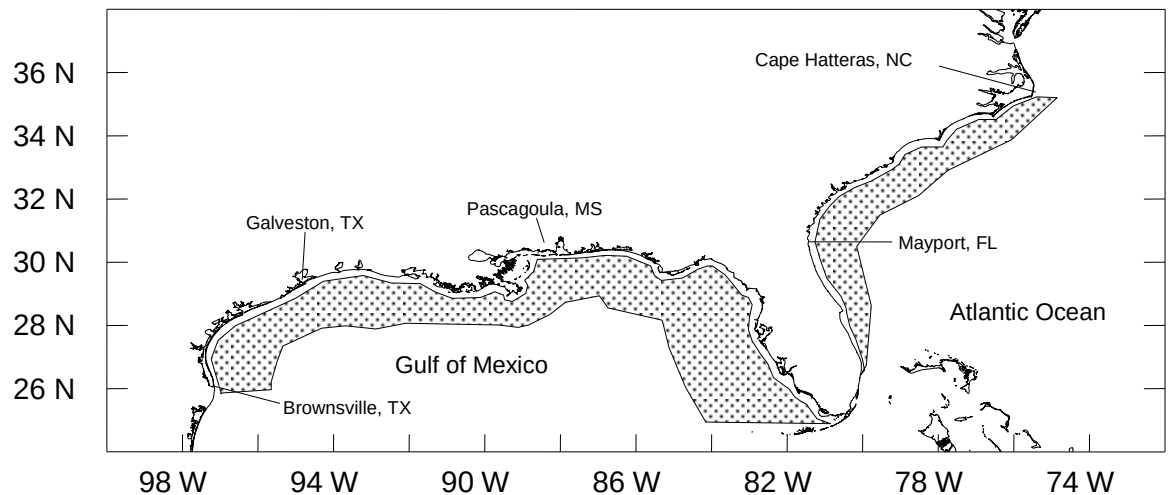


Figure 1. Survey area for bottom longline cruise, NOAA Ship *Oregon II*, cruise R2-14-03 (309).

D. Summary of Objectives:

1. Sample the U.S. Atlantic and northern GOM for data concerning the distribution and abundance of shark and red snapper populations to aid in stock assessments.
2. Collect morphological measurements and biological samples to facilitate life history studies.
3. Conduct CTD casts to profile water column temperature, salinity, transmissivity, dissolved oxygen concentrations and fluorometry.

E. Participating Institutions:

1. NOAA Fisheries, Mississippi Laboratories
2. NOAA Fisheries, Panama City Laboratory
3. University of South Alabama
4. Gulf Coast Research Laboratory, University of Southern Mississippi
5. University of New England
6. Valdosta State University
7. Xavier University

8. Texas Department of Parks and Wildlife
9. University of Texas
10. Louisiana Department of Wildlife and Fisheries
11. University of North Florida

F. Science Party:

Name (Last, First)	Title	Leg	Date Aboard	Date Disembark	Gender	Affiliation	Nationality
Hannan, Kristin	FPC, WL	I, II, III	07/28/14	09/13/14	F	Riverside*	US
Driggers, William	WL	I, IV	07/28/14 09/13/14	08/09/14 09/29/14	M	NMFS	US
Jones, Christian	WS	I, IV	07/28/14 09/13/14	08/09/14 09/29/14	M	NMFS	US
Felts, Michael	WS	I	07/28/14	08/09/14	M	Riverside	US
Jones, Lisa	FPC, WL	II, III, IV	08/09/14	09/29/14	F	NMFS	US
Hendon, Michael	WS	II	08/09/14	08/25/14	M	NMFS	US
Debose, Andre	WS	II	08/09/14	08/25/14	M	NMFS	US
Hoffmayer, Eric	WS	III	08/30/14	09/13/14	M	NMFS	US
Rademacher, Kevin	WS	III	08/30/14	09/13/14	M	NMFS	US
Felts, Paul	WS	III	08/30/14	09/13/14	M	NMFS	US
Noble, Brandi	WS	IV	09/13/14	09/29/14	F	NMFS	US
Salisbury, Joey	WS	IV	09/13/14	09/29/14	M	Riverside	US

*Riverside Technology, Inc.

FPC – FPC, WL - Watch Leader, WS – Watch Stander

G. Administrative:

1. Points of Contact:

- a. FPC: Lisa M. Jones; 3209 Frederic St, Pascagoula, MS 39567; 228-769-1610; lisa.m.jones@noaa.gov.
- b. Operations Officer: Larry Thomas; NOAA Ship *Oregon II*; 151 Watts Ave, Pascagoula, MS 39567; 228-762-6422; ops.oregon@noaa.gov.

2. Diplomatic Clearances: NA

3. This project will be conducted under the following permits: NMFS Highly Migratory Species Management Division Scientific Research Permit SHK-SRP-14-02, Texas Parks and Wildlife Scientific Research Permit SPR-0596-796, Alabama Department of Conservation and Natural Resources Marine Resources Division permit letter, Florida Fish and Wildlife Conservation Commission Special Activity License SAL-14-0135-SR, Louisiana Department of Wildlife and Fisheries Scientific Collecting Permit, Mississippi Department of Marine Resources Saltwater Scientific Collection Permit and North Carolina Division of Marine Fisheries permit 814046.

II. Operations

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

A. Project Itinerary:

Leg	Dates	Location
1	July 26 2014 August 9 2014	Pascagoula, MS Mayport, FL
2	August 11 2014 August 25 2014	Mayport, FL Pascagoula, MS
3	August 30 2014 September 13 2014	Pascagoula, MS Galveston, TX
4	September 15 2014 September 29 2014	Galveston, TX Pascagoula, MS

B. Staging and Destaging:

Pascagoula, MS/Pascagoula, MS

C. Operations to be conducted:

NOAA Ship *Oregon II* will depart Pascagoula, MS, on July 26, 2014, steaming to the U.S. Atlantic coast to begin survey operations offshore of West Palm Beach, FL. Operations will continue to work northward along the continental shelf to Cape Hatteras, NC, fishing in water depths from 9 – 186 m. After the Atlantic coast work is complete, survey operations will move into the U.S. Gulf of Mexico, starting off the Dry Tortugas, FL and continuing to Brownsville, TX, over the remaining three survey legs. Fishing will again be conducted along the continental shelf but in water depths from 9 – 366 m. The survey will require 24 h operations with two scientific watches; 12am – 12pm and 12pm – 12am. Before departure for the survey the FPC will provide pre-selected bottom longline stations to the ship; stations are randomly selected by stratified random sampling with proportional allocation. Strata are defined by water depth with stratum size determined by continental shelf area within 60 n. mi. zones. The ship's operations officer will determine the most efficient track for completing the specified stations. In some instances pre-selected stations may need to be moved and/or dropped to avoid obstacles (ex. shipping lanes, rigs), bad conditions (ex. high current, bottom features) or to make sure that survey areas are adequately sampled in the allotted sea days/leg. In these cases, the FPC, Officer on Duty and/or CO will work together to make decisions, striving to maintain the proportional allocation of stations.

At each station, prior to deploying gear, it is requested that the ship monitor bottom topography and current to try and determine any potential problems with gear retrieval. If the bottom appears prohibitive or the current is too high for safe gear deployment, the FPC and/or Watch Leader can make the decision to either move the station within 0.5 n. mi., or if suitable conditions are not found, to drop the station and continue to

the next station. A drift test can be conducted prior to gear deployment to determine the best direction to set gear based on oceanographic conditions; longline sets are best conducted into the wind or seas, generally at a speed of 4 – 5 kt.

Longline gear will consist of the following: 1) One n.mi. of mainline (4mm, 1000 lb test), 2) Two highflyers, 3) Three weights (5 – 10 kg), and 4) 100 baited gangions, consisting of a snap, 3.7 m of 3mm monofilament, and a 15/0 circle hook, baited with Atlantic mackerel (*Scomber scomberus*) or squid (*Illex sp.*).

One nautical mile of mainline is defined as the distance between the first and last weights, with gangions attached to the mainline at uniform distances determined by relaying 0.1 n. mi. intervals via radio from the bridge to the deck crew. Longline gear will soak for one hour, defined as the time from deployment of the last highflyer to retrieval of the first highflyer. We request that longline retrieval or haulback be conducted in the same direction as the gear was deployed, starting with the first highflyer deployed. If the direction of the haul back must be changed due to weather or gear complications, we request that the bridge notify the Watch Leader and notate the change in the bridge log.

Order of longline gear deployment: 1) the first highflyer is attached to the mainline and deployed over the stern; 2) as the vessel steams forward, enough longline is deployed to create a 'buoy line' with approximately a 3:1 scope ratio based on bottom depth. This will ensure that the gear will be fishing on the bottom. For deep water sets, the ship's GPS can be used to determine when an adequate amount of mainline has been deployed, otherwise line lengths are estimated by the deck crew; 3) once the correct amount of line is deployed, the first weight is attached; 4) 50 gangions are attached, followed by the mid-weight and then the remaining 50 gangions; 5) the final weight is attached and the buoy line for the last high flyer is created by deploying enough mainline for a 3:1 scope ratio; 6) the set is completed by cutting the mainline and attaching the final highflyer.

Longline retrieval: During the haul back, all catch, when possible, will be brought on board, identified, measured, weighed, and released if not retained for specific sampling. In addition some animals, prior to release, will be tagged and/or have non-lethal samples taken. Landed organisms should be handled in a manner which will serve to minimize additional stress and injury. Retained specimens will be examined for identification clarification, tissue/hard part sampling, and/or determination of sex/maturity state. To facilitate measurements of large sharks and teleosts, it is requested that the provided fish sling be deployed with the ship's crane to bring animals up to the deck level to be sampled. If this is not possible we request that the haul back be paused so that captures can be brought alongside the vessel for identification, size estimation and, if possible, tagging.

CTD casts: The CTD may be deployed before the set, during the soak or after the haul, although in most cases it will be conducted during the longline soak. The CTD should be submerged at the surface to a depth that will minimize movement due to wave action and held at this depth for three minutes to allow the instrument package to equilibrate. The unit will then be lowered to within 1 m of the bottom (or at a depth determined by the Watch Leader). The instrument will then be brought to the surface and then returned to the deck. Simplified plankton sampling will be conducted during Leg I for Valdosta State University and will be performed during the CTD cast.

Modifications to Field Operations: The FPC is authorized to alter the project instructions after consulting with the CO. Sampling protocol may be altered by the FPC or watch leader in order to optimize survey effort.

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 CO.

Scientific dives are not planned for this project. If the ship must conduct dive operations while at sea the CO will confer with the FPC as to when dives will occur, in an attempt to minimize impact on scientific work.

E. Applicable Restrictions – In some instances pre-selected stations may need to be moved and/or dropped to avoid obstacles (ex. shipping lanes, rigs), bad conditions (ex. high current, bottom features) or to make sure that survey areas are adequately sampled in the allotted sea days/leg. In these cases, the FPC, Officer on Duty and/or CO will work together to make decisions, striving to maintain the proportional allocation of stations. If the bottom appears prohibitive or the current is too high for safe gear deployment, the FPC and/or Watch Leader can make the decision to either move the station within 0.5 n. mi., or if suitable conditions are not found, to drop the station and continue to the next station.

Weather restrictions...?

III. **Equipment**

- A. Equipment and capabilities provided by the ship:
1. Freezer space for frozen bait (approximately 4100 lb) and biological samples
 2. Hydrographic winch for deploying CTD
 3. Seabird SBE-911+ CTD with the following suite of sensors and backups and calibrated as recently as possible and not exceeding 365 days.
 - a. Unit should be mounted horizontally and mounted in the water sampling frame. The frame should be examined to ensure it is in good physical condition and there are no breaks present in any of the welds supporting the frame.
 - b. The standard 12 position SBE 32 Carousel should be properly mounted in the water sampler section of the frame and tested to ensure that bottle positions are working properly and respond to software requests for firing.
 - c. The internal Digiquartz pressure sensor should be in good working order and have a calibration/service date not to exceed 365 days.
 - d. The primary sensor suite should be installed and consist of the following (the sensors should have a calibration date as recent as possible, not to exceed 365 days):
 - i. One (1) SBE 3 Premium Temperature sensor
 - ii. One (1) SBE 4 Conductivity sensor
 - iii. One (1) SBE 43 Dissolved Oxygen sensor
 - iv. One (1) "Y" air bleeder valve. Valve should be checked to ensure it is

- not clogged.
 - v. One (1) Wetlabs Wetstar pumped fluorometer
 - vi. One (1) SBE 5T pump that has been checked by Seabird within the last 365 days for proper operation
 - vii. One (1) Wetlabs C-Star transmissometer
 - viii. Proper plumbing. Tubing should be checked to ensure it meets Seabird's recommended method of plumbing and is free from cracks and holes. With red end caps for proper storage between stations.
 - e. The secondary sensor suite should be installed and consist of the following (the sensors should have a calibration date as recent as possible, not to exceed 365 days):
 - i. One (1) SBE 3 Premium Temperature sensor
 - ii. One (1) SBE 4 Conductivity sensor
 - iii. One (1) SBE 43 Dissolved Oxygen sensor
 - iv. One (1) "Y" air bleeder valve. Valve should be checked to ensure it is not clogged
 - v. One (1) Wetlabs Wetstar pumped fluorometer
 - vi. One (1) SBE 5T pump that has been checked by Seabird within the last 365 days for proper operation
 - vii. One (1) Wetlabs C-Star transmissometer
 - viii. Proper plumbing. Tubing should be checked to ensure it meets Seabird's recommended method of plumbing and is free from cracks and holes.
 - f. The unit should be properly terminated and connected to a properly functioning SBE 11 Deck Unit. The deck unit should be connected to allow the following:
 - i. Proper control of the SBE Water Sampler Carousel via the SEASAVE application
 - ii. Integration of a proper NMEA signal from a GPS unit.
3. A second SBE 9plus profiler should be available as well. Unit does not have to be configured as a complete functioning ready-to-install on the sea cable unit; however, it should have the following components available:
- a. Sensors for a Primary suite (with a calibration date as recent as possible, not to exceed 365 days):
 - i. One (1) SBE 3 Premium Temperature sensor
 - ii. One (1) SBE 4 Conductivity sensor
 - iii. One (1) SBE 43 Dissolved Oxygen sensor
 - iv. One (1) "Y" air bleeder valve. Valve should be checked to ensure it is not clogged.
 - v. One (1) Wetlabs Wetstar pumped fluorometer
 - vi. One (1) SBE 5T pump that has been checked by Seabird within the last 365 days for proper operation.
 - vii. One (1) Wetlabs C-Star transmissometer
 - viii. Proper plumbing. Tubing should be checked to ensure it meets Seabird's recommended method of plumbing and is free from cracks and holes.
 - b. Sensors for a complete Secondary suite (with a calibration date as recent as

possible, not to exceed 365 days):

- i. One (1) SBE 3 Premium Temperature sensor
 - ii. One (1) SBE 4 Conductivity sensor
 - iii. One (1) SBE 43 Dissolved Oxygen sensor
 - iv. One (1) "Y" air bleeder valve. Valve should be checked to ensure it is not clogged.
 - v. One (1) Wetlabs Wetstar pumped fluorometer
 - vi. One (1) SBE 5T pump that has been checked by Seabird within the last 365 days for proper operation.
 - vii. One (1) Wetlabs C-Star transmissometer.
 - viii. Proper plumbing. Tubing should be checked to ensure it meets Seabird's recommended method of plumbing and is free from cracks and holes.
4. Forward deck crane
 5. Hydraulic hoses, connectors and controller valve to operate longline reel
 6. SCS version 4.5.1.1063, with working WiFi
 7. Hand-held radios for communication between the bridge, deck and scientists

B. Equipment and capabilities provided by the scientists

1. Two (2) longline reels with 1000 lb test (4mm) mainline
2. Independent hydraulic unit with power box, hoses and controller valve
3. One (1) 25 lb spool of mainline (1000 lb test, 4mm)
4. One (1) 25 lb spool of gangion monofilament (3mm)
5. Nine (9) longline weights
6. Four (4) inflatable polyball floats with tethers
7. Six (6) extendable highflyer buoys
8. Three (3) hook tubs
9. Tackle box
 - a. 1000, #15/0 non-offset circle hooks (type Mustad #39960D)
 - b. 250 gangion snaps 148-8/0 swivel
 - c. crimps/sleeves for gangions (Momoi A-3.5 ID single A1)
 - d. Three (3) crimpers
 - e. Four (4) monofilament blocks
 - f. reflective tape
 - g. strobes and batteries for high flyers
10. Stern deck sampling tables
11. Fish landing sling and remote electronic dynamometer
12. Turtle release kit and dip nets
13. Two extendable tagging poles
14. Two extendable line cutters
15. Biological sampling equipment
 - a. chisels
 - b. dykes
 - c. knives
 - d. biopsy punches
16. 3500 lbs frozen mackerel and 880 lbs frozen squid (bait)
17. Deck bait box (for defrosting)
18. Weatherproof laptop computers

19. Handheld D.O. meter

III. Hazardous Materials

A. Policy and Compliance:

The FPC 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
Formaldehyde solution (10%)	1 x 5 gal		See C. Below	See C. Below
Ethanol	1 x 10 gal		See C. Below	See C. Below
Triton X (1%)	1 x 5L		See C. Below	See C. Below
Acetic acid	1 x 1Pint		See C. Below	See C. Below
Lugol's Iodine	1 x 1 gal		See C. Below	See C. Below

C. Chemical safety and spill response procedures:

- I. Precaution – all personnel handling chemicals will wear the appropriate PPE. All personnel are trained in handling chemicals.
- II. Prevention – all chemicals will be secured before the survey departs. All personnel will be aware of the location of all chemicals. A MSDS will be given to the ship before sailing.
- III. Response – if a spill occurs scientists will immediately leave the area and alert the bridge. Scientists will defer to the ship's spill plan for cleanup. Kitty litter and formalin neutralizing agent will be on board for potential spill cleanups.

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*

1. OMAO Data
2. Program Data

B. Responsibilities:

The FPC is responsible for submission of a ROSCOP II form (NOAA, Form 2423) to the National Oceanographic Data Center within 30 days of cruise termination.

VII. Meetings, Vessel Familiarization, and Project Evaluations

A. Pre-Project Meeting: The FPC and CO 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 FPC in arranging this meeting.

B. Vessel Familiarization Meeting: The CO 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 CO is responsible for conducting a meeting no earlier than 24 hours before or no later than seven 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, vessel coordinator, FPC, and members of the scientific party and is normally arranged by the Operations Officer and FPC.

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.oma.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 three 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 FPC. The FPC and CO 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 FPC 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 FPC 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 FPC will ensure that all non-NOAA or non-Federal scientists aboard also have proper orders. It is the responsibility of the FPC 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 CO. 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
E-mail MOA.Health.Services@noaa.gov

Prior to departure, the FPC 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's 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 FPC to ensure members of the scientific party report aboard with the proper attire.

D. Communications

A progress report on operations prepared by the FPC may be relayed to the program office. Sometimes it is necessary for the FPC to communicate with another vessel, aircraft, or shore facility. Through various means of communications, the ship can usually accommodate the FPC. 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 vessel 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 three days of embarking.

F. Foreign National Guests Access to OMAO Facilities and Platforms

Foreign National access to the NOAA ship or Federal Facilities is not required for this project.