



FINAL Project Instruction

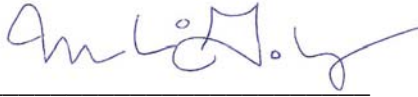
Date Submitted: April 15, 2014


Platform: NOAA Ship Thomas Jefferson

Project Number: TJ-14-02 (OMAO)
TJ-14-03 (OMAO)

Project Title: Eastern Long Island Sound, NY & CT (TJ-14-02)
Essential Fish Habitat – Long Island Sound (TJ-14-03)

Project Dates: 04/28/2014 to 05/23/2014 & 07/06/2014 to 08/15/2014 (TJ-14-02)
05/27/2014 to 06/12/2014 (TJ-14-03)

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Chief, Hydrographic Surveys Division
Office of Coast Survey

Approved by: _____ Dated: _____
CAPT Anne Lynch, NOAA
Commanding Officer
Marine Operations Center - Atlantic



TJ-14-03

I. Overview

A. Brief Summary and Project Period

This survey is scheduled to begin in May 2014 and end in June 2014. This project is being conducted in support of NOAA's Office of Coast Survey to provide contemporary hydrographic data in order to update the nautical charting products and reduce survey backlog in the area.

DEP: 5/27/2014 Tue Newport, RI TJ-14-03
ARR: 6/12/2014 Thu Norfolk, VA Essential Fish Habitat - Long Island Sound

B. Days at Sea (DAS)

Of the 17 DAS scheduled for this project 17 DAS are funded by a Line Office Allocation. This project is estimated to exhibit a high Operational Tempo.

C. Operating Area

The project area is located in Eastern Long Island Sound, NY & CT. A layout of the project area can be found with the detailed project instructions appended to these instructions.

D. Summary of Objectives

To collect seafloor mapping data in support of NCCOS and the Long Island Sound Seafloor Mapping Initiative in New York and Connecticut. In addition, to support safe navigation through the acquisition and processing of hydrographic survey data for updating nautical charts and by the identification and dissemination of dangers to navigation as identified during the course of survey operations.

E. Participating Institutions

N/A

F. Personnel/Science Party:

| Name (Last, First) | Title | Date Aboard | Date Disembark | Gender | Affiliation | Nationality |
|--------------------|------------|-------------|----------------|--------|-------------|-------------|
| Miller, James | PS (OCS) | 05/27/2014 | 06/12/2014 | M | NOAA | USA |
| Sautter, Will | PS (NCCOS) | 05/27/2014 | 06/12/2014 | M | NOAA | USA |

G. Administrative

1. Points of Contacts:

Principal Investigators:

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Chief, Operations Branch
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Center for Coastal Monitoring and Assessment
1305 East West Hwy, #9311
Silver Spring, MD 20910
(301)-713-3028 x171
Tim.Battista@noaa.gov

Project Coordinator:

Megan Greenaway
Physical Scientist, Operations Branch
Hydrographic Surveys Division
1315 East West Hwy
Silver Spring, MD 20910
603-862-2712
Megan.Greenaway@noaa.gov

Chief Scientist:

CDR James Crocker, NOAA
Commanding Officer, NOAA Ship Thomas Jefferson
439 West York Street
Norfolk, VA 23510-1114
(603) 812-8784
CO.Thomas.Jefferson@noaa.gov

2. Diplomatic Clearances

None Required.

3. Licenses and Permits

The Office of Coast Survey is sensitive to the potential effects of its operations on the physical, biological, and cultural marine environment. In accordance with the National Environmental Protection Act, Coast Survey prepared a Programmatic Environmental Assessment to gauge the environmental impacts resulting from surveying and other data-gathering activities. As a result, the National Ocean Service has published a Finding of No Significant Impact (FONSI) for the Office of Coast Survey program of conducting hydrographic surveys for the calendar years 2013 - 2018. For further information, please refer to <http://www.nauticalcharts.noaa.gov/Legal/>

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:

Itinerary will be based upon the ship's schedule and executed under the direction of the Commanding Officer. Every effort shall be made by the Commanding Officer to maximize the operational efficiency of assigned projects.

B. Staging and Destaging:

N/A

C. Operations to be Conducted:

Hydrographic survey operations per the appended project instructions using two survey launches up to 10 hr/day for data acquisition and project field support. Additionally, the ability to run concurrent 24 hr ship survey operations for short periods of time or for extended periods of time with reduced launch operations.

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:

- Poor weather conditions
- Equipment failure
- Safety concerns
- Personnel shortage

III. Equipment

A. Equipment and Capabilities provided by the ship:

1. Two fully-outfitted and operational survey launches to support shallow water survey operations utilizing hull-mounted side scan sonar, multibeam, and vertical beam sonar systems.
2. Ship fully-outfitted with hydrographic survey equipment to support multibeam survey operations.
3. Personnel to staff and operate the ship's survey equipment for 24 hr/day operations and a minimum of 2 survey launches and equipment for up to 10 hr per day concurrently, at the discretion of the command to ensure the most

efficient survey operations.

4. A fully-staffed survey department to efficiently manage the project's data processing requirements.

B. Equipment and Capabilities provided by the scientists:

Hydrographic Surveys Division and the Center for Coastal Monitoring and Assessment shall provide Physical Scientists for hydrographic data acquisition, processing, training, and data quality assurance support during project survey operations. Additionally, shore-based technical support shall be provided for survey systems and data acquisition and processing software.

IV. Hazardous Materials

A. Policy and Compliance

No Hazardous Materials are being brought aboard the ship for this project.

B. 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.

VII. Meetings, Vessel Familiarization, and Project Evaluations

- A. Pre-Project Meeting: The Principal Investigator 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 Principal Investigator 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.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 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>.

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 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

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

VIII. Appendices

None