



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 Jeffrey Taylor, NOAA
Commanding Officer, NOAA Ship *Henry B. Bigelow*

FROM: Captain Scott M. Sirois, NOAA
Commanding Officer, NOAA Marine Operations Center-Atlantic

SUBJECT: Project Instruction for HB-16-05
Bottom Trawl Gear Trials

Attached is the final Project Instruction for HB-16-05, Bottom Trawl Gear Trials, which is scheduled aboard NOAA Ship *Henry B. Bigelow* during the period of November 16 – November 21, 2016. Of the 6 DAS scheduled for this project, 6 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.





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: October 17, 2016

Platform: NOAA Ship *Henry B. Bigelow*

Project Number: HB 16-05

Project Title: Bottom Trawl Survey Gear Trials

Project Dates: November 16, 2016 to November 21, 2016

Prepared by: Philip Politis Dated: September 12, 2016
Chief Scientist
Northeast Fisheries Science Center

Approved by: [Signature] Dated: 17 Oct 2016
Jonathan A. Hare Ph.D.
Acting Science and Research Director
Northeast Fisheries Science Center

Approved by: [Signature] Dated: 11/9/16
Captain Scott M. Sirois, NOAA
Commanding Officer
Marine Operations Center - Atlantic

I. Overview

A. HB 16-05 Bottom Trawl Survey Gear Trials, November 16-21, 2016.

B. Days at Sea (DAS)

Of the 6 DAS scheduled for this project, 0 DAS are funded by an OMAO allocation, 6 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

Continental shelf zone including Georges Bank east to the Hague Line, Gulf of Maine and southern New England (excluding Canada's exclusive economic zone). Trawls will be conducted in water depths ranging from 15m – 400m.

D. Summary of Objectives

Project objectives are to: 1) Determine the effects NOAA Ship *Henry B. Bigelow's* autotrawl winch system has on the physical and biological performance of the NEFSC standard survey bottom trawl gear; 2) Collect underwater video observations of the NEFSC standard survey bottom trawl gear.

E. Participating Institutions

National Marine Fisheries Service, Northeast Fisheries Science Center.

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

Name (Last, First)	Title	Date Aboard	Date Disembark	Gender	Affiliation	Nationality
Politis, Philip	Chief Scientist	16 Nov.	21 Nov.	Male	NMFS	USA
Jakub Kircu	Biological science Tech	16 Nov	21 Nov	M	NMFS	USA
Paul Kostovick	Supervisory IT Specialist	16 Nov	21 Nov	M	NMFS	USA
Adam Poquette	Biological science Tech	16 Nov	21 Nov	M	NMFS	USA
Richard Raynes	Equipment Specialist	16 Nov	21 Nov	M	NMFS	USA
Takashi Arbusto	Equipment Specialist	16 Nov	21 Nov	M	NMFS	USA
David Chevier	GIS Specialist	16 Nov	21 Nov	M	NMFS	USA
Michael Bergman	Sea-going Technician	16 Nov	21 Nov	M	Integrated Statistics	USA

Catherine Fillo	Sea-going Technician	16 Nov	21 Nov	F	Integrated Statistics	USA
Nicole Charriere	Sea-going Technician	16 Nov	21 NOV	F	Integrated Statistics	USA
Heath Cook	Sea-going Technician	16 NOV	21 NOV	M	Integrated Statistics	USA

G. Administrative

1. Points of Contacts:

nmfs.nec.survey.branch@noaa.gov	{Ecosystem Surveys Branch}
Wendy.Gabriel@noaa.gov	{PEMAD Division Chief}
Bill.Karp@noaa.gov	{NEFSC Science and Research Director}
Susan.Gardner@noaa.gov	{Acting NEFSC Deputy S&R Director}
Jack.Moakley@noaa.gov	{OMI Chief}
Nathan.Keith@noaa.gov	{NEFSC Vessel Coordinator}
CO.Henry.Bigelow@noaa.gov	{Commanding Officer – <i>Henry B. Bigelow</i> }
Michael.S.Abbott@noaa.gov	{NEFSC Port Captain}
Ops.Henry.Bigelow@noaa.gov	{Operations Officer - <i>Henry B. Bigelow</i> }

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:

14 – 15 Nov: Load scientific equipment and supplies.

16 Nov: Embark scientific personnel and depart Newport Naval Station, Newport, RI.

16 – 21 Nov: Conduct Bottom Trawl Survey gear trials.

21 Nov: Arrive Newport Naval Station, Newport, RI, offload gear, scientific collections and disembark scientific personnel.

22 – 23 Nov: Destage Gear Trials and Bottom Trawl Survey

B. Staging and Destaging:

The Chief Scientist and Ecosystems Surveys Branch personnel will coordinate directly with the vessel command and deck department regarding specific staging and destaging activities. These efforts will require the use of the vessel's cranes to onload and offload equipment.

C. Operations to be Conducted:

Operations will be conducted 24 hours per day. Approximately 50-60 tows will be conducted during this project. The exact number of tows will be based on overall project logistics and progress. Tows will follow standard NEFSC Bottom Trawl Survey Protocols for NOAA Ship *Henry B. Bigelow* (accessible online: <http://nefsc.noaa.gov/publications/crd/crd1406/>), excluding those related to proximity to preselected sites and strata boundaries. Specific tow durations may be altered at the discretion of the Chief Scientist. Trawl operations will be conducted using the NEFSC standardized, 3 bridle, 4 seam, survey bottom trawl, equipped with a rockhopper sweep. The trawl will be fished using 2.2 m² Poly-Ice oval trawl doors and 36.6 meter (20 fathom) bridles. Standard survey net mensuration equipment will be used to monitor and validate trawl performance at all stations with the addition of a MAVS-3 current meter mounted to the center of the headrope.

Trawl gear and FSCS hardware will remain onboard following the completion of the Autumn Multispecies Bottom Trawl Survey HB16-04 and will be utilized for this project. The Officer on Deck will be expected to execute the Operation Event Logger during these operations in the same manner as executed during the standard bottom trawl survey operations.

Operations to evaluate the vessel's autotrawl winch system will consist of repeated paired tows, with one tow utilizing the system in tension based mode and one tow with the system not in tension based mode (equal warp length). The order of paired tows will be randomized. At each of these tows a MAVS-3 current meter will be mounted at the top center of the trawl, aft of the Scanmar trawl speed sensor to collect higher resolution and more accurate water flow measurements. At the completion of the first tow, the vessel will maneuver back to the beginning of the tow track line and re-tow the trawl parallel, but not overlapping, the original tow path, in the same direction, offset approximately 0.25nm. The second tow of a pair should be set as near in time as possible to minimize changes in environmental conditions. The exact paired tow

locations will be determined on site but are planned to be conducted in eastern Georges Bank (US waters only) in areas of expected high concentrations of fish and strong bottom currents. Figure 1 shows the general area of planned operations. If fish concentrations or bottom current conditions are not as expected, operations will be moved north into northeastern Georges Bank or the Gulf of Maine. To minimize gear damage and concerns regarding towing with equal warp length, operations will occur in areas of smooth bottom and extensive scouting of the area is expected. Data from the MAVS-3 current meter will need to be downloaded after each pair of tows. All paired tows will be conducted with the cod end closed and catch data will be sampled by the scientific party. Underwater video cameras may be attached to the trawl during some of the autotrawl evaluation paired tows. The experimental work should be carried out in all safe-working weather conditions to allow the simultaneous collection of sea-state and vessel motion data.

The primary focus of the proposed underwater video operations will be to capture video of the trawl sweep during the initial touchdown in comparison of the bottom contact signal obtained from net mensuration equipment. We intend to attach a camera (or cameras) at various positions of the trawl over multiple tows to capture video of the trawl sweep. Underwater video equipment includes one NEFSC self-contained underwater camera with synchronized lighting and small GoPro cameras. This work is planned to occur simultaneously with the paired autotrawl tows. Underwater video work will primarily occur during daylight hours; however, some video may be collected during the night utilizing lights. Video will be obtained from depths ranging from 15m – 80m. This work requires the assistance of the deck crew for mounting and positioning of the video equipment prior to streaming the gear and for removal of the equipment after retrieval and care must be taken during setting and retrieval to avoid damage to the equipment. Depending on the progress and success of the autotrawl paired tows, some tows may be conducted to collect video observations only. Tow durations will likely be standard 20min duration or shorter. Video observations may be obtained from other areas of the trawl gear including bridles, wings, doors and cod end.

1. Vessel Sensor and Logging Requirements:

Henry B. Bigelow's SCS system is a PC-based server, which continuously collects and distributes scientific data from various navigational, oceanographic, meteorological, and sampling sensors throughout the cruise. Date and time for data collections from computers, instrumentation, and log sheet recordings will be synchronized using the vessel's GPS master clock. The ESB is responsible for setting up FSCS hardware and software, and the ESB and *Henry B. Bigelow's* Electronics Technician (ET) are responsible for ensuring data collection.

The ship's Scientific Computer System (SCS) will be required for logging data on a routine basis and data requirements will be coordinated with the Commanding

Officer and ET at the beginning of the cruise. We request that all available SCS sensors be operational and calibrated as appropriate, with logging capabilities enabled.

Any changes to the settings in the SCS system during the cruise should be immediately communicated to the Chief Scientist. Bridge officers will be requested to execute a new “Trawl Event” using FSCS 2.0 Operation Event Logger to capture SCS data streams during trawling operations. FSCS 2.0 will be set up and utilized to process catches from all tows. Documentation and support will be provided for this project. Collection of ship sensor data via trawl events is a critical requirement to support this work. It is requested that the time server time date be imbedded into the SCS files. Global Positioning System provides data on vessel towing speed and direction to be recorded at a frequency of 1.0 Hz.

Net Mensuration Integration Software:

The Bottom Trawl Survey will utilize Scanmar net mensuration sensors and hydrophones as the primary net mensuration system that is logged to SCS. We request that all net mensuration data to be logged by SCS at a frequency of 1.0 Hz. In addition, a MAVS-3 current meter will be mounted at the center of the trawl headrope. These data are logged internally to the sensor and will not interface with SCS.

Trawl Winches and Towing Warps:

It is essential that the vessel’s autotrawl winch system be operational for this project. The autotrawl calibration conducted prior to the Autumn Multispecies Bottom Trawl Survey is considered sufficient for this project and will not require any additional calibration.

Gear repair/inventory:

A list of the survey sampling gear put aboard will be presented to the Chief Bosun along with detailed sampling gear plans prior to sailing. All sampling gear provided to the vessel shall be in standard condition and configuration as certified by the detailed ESB survey gear inspection process and marked with green tags. Sampling gear will be maintained and repaired by the vessel’s deck crew, as practical, during the course of the survey so as to remain in certified condition. If repairs are not able to be performed to this condition aboard the vessel, the gear should be clearly labeled detailing the specific damage. The Chief Bosun and Lead Fisherman are requested to follow trawl tagging procedures previously developed jointly with net loft staff as follows:

All bottom trawls offloaded from the vessel **MUST HAVE** one of 3 colored tags attached and visibly displayed on the bundled Net:

Green - Original inspection tag, net in unused condition

White - Used with no apparent damage and ***MUST include Net Number***

Red - Used and known to have damage or other issues with description of damage and

MUST include Net Number

All gear supply related communications should be communicated to the NEFSC Net Loft (NMFS.NEC.net_loft@noaa.gov).

Fisheries Scientific Computer System (FSCS):

Catches will be sorted to species. The catch of each species will then be weighed and a length frequency obtained. Both station and biological data will be recorded using the Fisheries Scientific Computer System (FSCS 2.0). Standard bottom trawl procedures will be used to collect these samples throughout the project.

Other Sampling:

A trawl mounted temperature/depth sensor will be utilized during this project. No separate deployments will be made during this project.

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

Please refer to the Northeast Fisheries Science Center Bottom Trawl Survey Protocols for NOAA Ship *Henry B. Bigelow* available online at: <http://nefsc.noaa.gov/publications/crd/crd1406/>.

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 866-755-6622; right whale sightings south of that border should be reported to 877-WHALE HELP. 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/psb/surveys/documents/20120919_Report_a_Right_Whale.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. To information regarding the WhaleALERT application <http://stellwagen.noaa.gov/protect/whalealert.html>. For information on reporting a dead whale http://www.nefsc.noaa.gov/psb/surveys/documents/20120919_Report_a_Dead_Whale.pdf

Mitigation Measures for Protected Species during Research with Trawl Gear: The measures and procedures can be found in the Permits & Incidental Take Manual and are based on protocols developed during previous NEFSC-conducted research survey trawls. The mitigation for research trawling comes from the NEFSC Programmatic Environmental Assessment, section 2.2.4.

"Take" of Protected Resources: Under the Marine Mammal Protection Act (MMPA) and Endangered Species Act (ESA) it is unlawful to take a protected species. The MMPA defines take as "harass, hunt, capture, kill, or collect, or attempt to harass, hunt, capture, or collect". The ESA defines take as "to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or attempt to engage in any such conduct." An incidental take is one that is incidental to, but not the purpose of, otherwise lawful activities.

In the event of an incidental take of a marine mammal or federally listed threatened or endangered species during the cruise, the chief scientist will take the following actions:

Marine turtle, Sturgeon and Atlantic salmon bycatch: Please refer to the Permits & Incidental Take Manual for handling and sampling procedures. Information should be collected on the Sturgeon & Salmon and Turtle Data Collection Sheets and required information should be submitted within 24 hours of the take to Incidental.Take@noaa.gov,

Elizabeth.Josephson@noaa.gov, Nathan.Keith@noaa.gov, Sarah.Pike@noaa.gov for PSIT entry. **Dead turtles, sturgeon, and Atlantic salmon shall, if feasible, be frozen and returned to the Woods Hole Laboratory.**

Marine mammal bycatch: Please refer to the Permits & Incidental Take Manual for handling and sampling procedures. Information should be collected on the Marine Mammal Incidental Take & Data Collection Sheet. **Animals determined to be dead, shall if feasible be frozen and return to the Woods Hole laboratory.** Required PSIT information should be submitted within 24 hours of the take to Incidental.Take@noaa.gov, Elizabeth.Josephson@noaa.gov, Nathan.Keith@noaa.gov, Sarah.Pike@noaa.gov.

Migratory bird salvage: Please refer to the Federal Fish and Wildlife “Special Purpose – Salvage” Permit located in the Permits & Incidental Take Manual for the salvage of dead migratory birds (except species listed as threatened or endangered under the Endangered Species Act; see 50 CFR 17.11).

Stellwagen Bank National Marine Sanctuary:

Please see the permit and requirements located in the Permits and Incidental Take Manual.

III. Equipment

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

ITEM	QUANTITY	FURNISHED BY
1. Trawl Wires	1 set	<i>Henry B. Bigelow</i>
2. Pentagon AutoTrawl System	1	“ “
3. Simrad EK60 Scientific Sounder	1	“ “
4. Simrad ME70 Echo Sounder	1	“ “
5. Appleton Cranes	2	“ “
6. NOAA Shipboard Computer System (SCS)	1	“ “
7. All sorting, processing, and discharge systems		
8. CTD/Rosette	“ “	

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

The following sampling and scientific equipment will be placed aboard *Henry B. Bigelow* prior to departure or remain onboard following completion of HB16-04:

ITEM	QUANTITY	FURNISHED BY
1. NEFSC 4 seam, 3 bridle trawls	4	NMFS, NEFSC, Woods Hole, MA
2. 22.2 m ² PolyIce oval trawl doors	2 pairs	" " " " "
3. Mending twine	Ample	NMFS, NEFSC, Woods Hole, MA
4. Spare trawl and liner sections	Ample	" " " " "
5. Chain backstraps and idlers	4	" " " " "

6.	Age and growth supplies (various)	ample	"	"	"	"	"
7.	Feeding ecology supplies (various)	ample	"	"	"	"	"
8.	Special sampling supplies (various)	ample	"	"	"	"	"
9.	Plastic fish baskets, 2 bushel	24	"	"	"	"	"
10.	Plastic 5 gal buckets	24	"	"	"	"	"
11.	Marel electronic scales & backups	4	<i>Henry B. Bigelow</i>				
12.	Electronic Fish measuring boards	4	<i>Henry B. Bigelow</i>				
13.	Polyethylene specimen bags	1,000	NMFS, NEFSC, Woods Hole, MA				
14.	Gloves, rubberized fish	ample	"	"	"	"	"
15.	Specimen jars	ample	"	"	"	"	"
16.	Clerical supplies (various)	ample	"	"	"	"	"
17.	Reference books (various)	ample	"	"	"	"	"
18.	Salinity bottles	ample	"	"	"	"	"
19.	Computer	1	"	"	"	"	"
20.	FSCS system components	ample	"	"	"	"	"
21.	(Electronic measuring boards, barcode readers, label printers, touch monitors, computers & backups, etc)						
22.	Scanmar Distance Master Sensors	6	NMFS, NEFSC, Woods Hole, MA				
23.	Scanmar Distance Remote Sensors	6	"	"	"	"	"
24.	Scanmar Depth Sensors	3	"	"	"	"	"
25.	Scanmar Trawl Sounders	3	"	"	"	"	"
26.	Scanmar Height Sensors	1	"	"	"	"	"
27.	Scanmar Trawl Speed Sensors	2	"	"	"	"	"
28.	Scanmar Trawleye	1	"	"	"	"	"
29.	Scanmar SS4 Door Sensor	2	"	"	"	"	"
30.	GoPro Hero 4	2	"	"	"	"	"
31.	NEFSC Self Contained Underwater Camera	1	"	"	"	"	"
32.	MAVS-3 Current Meter	2	"	"	"	"	"
33.	Seabird SBE 39	1	"	"	"	"	"

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

The following chemicals will remain aboard *Henry B. Bigelow* following the completion of HB16-04:

Common Name of Material	Qty	Notes	Trained Individual(s)	Spill control
10% Formalin	30.3 l	Alkalinity	Chief Scientist/Watch Chiefs	F
Formaldehyde solution (37%)	40 l	Alkalinity	Chief Scientist/Watch Chiefs	F
Ethanol (95%)	150 x 3 ml	Flammable	Chief Scientist/Watch Chiefs	E

C. Chemical safety and spill response procedures.

F: Formalin/Formaldehyde

- 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.

E: Ethanol

- Small Spill:
 - Dilute with water and mop up, or absorb with an inert dry material and place in an appropriate waste disposal container.
- Large Spill:
 - Contain spill
 - Flammable liquid. Ventilate area of leak or spill. Keep away from heat. Keep away from sources of ignition. Stop leak if without risk.
 - Absorb with dry earth, sand or other non-combustible material. Do not touch spilled material.
 - Use proper personal protective equipment
 - Dike if needed.

Inventory of Spill Kit supplies

Product Name	Amount	Chemicals it is useful against	Amount it can clean up	Location
Spill-X-FP	4.2 kg	Formalin, Formaldehyde	36.6 l	Chem. Lab.
Spill-X-FP	3.4 kg	Formalin, Formaldehyde	29.6 l	Chem. Lab.
Kitty litter	44 kg	liquids		Chem. Lab.

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.

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. Minutes of the post-cruise meeting will be distributed to all participants via email and to the CO.MOC.Atlantic@noaa.gov and ChiefOps.MOA@noaa.gov. The Port Captain, if attending, is responsible for the recording and distributing the minutes. In his/her absence, the Operations Officer shall be responsible for the minutes.

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. Watches

Vessel operations will be conducted 24 hours per day. The scientific watch schedule will be determined by the Chief Scientist and provided to the Operations Officer by the Chief Scientist one week prior to sailing. Scientific personnel will stand 12 hour watches.

B. 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.

C. 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/noaforms/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.

D. 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.

E. 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.

F. 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.

G. 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.

Foreign National access must be sought not only for access to the ship involved in the project but also for any Federal Facility access (NOAA Marine Operations Centers, NOAA port offices, USCG Bases) that foreign nationals might have to traverse to gain access to and from the ship. The following are basic requirements.

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.

