

GEOSCIENCES DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Research Vessel Continental Drifter Usage Policy and Procedure

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APPROVAL BLOCK

Oper. Supervisor	<u></u>	Date: <u>April 27th, 2011</u>
Campus Safety	<u></u>	Date: <u>MAY 14, 2011</u>
Auxiliary Services	<u></u>	Date: <u>April 28, 2011</u>
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1. PURPOSE

This document describes the policies and procedures that will govern the use of the Hamilton College teaching/research vessel the *RV Continental Drifter* (hereafter referred to as *RV CD* or *CD*). This document is divided into sections which outline the above mentioned policies and procedures. These sections address the following: Section 4 lists specific definitions (4.1 – 4.5), marina information (4.6), required safety equipment (4.7), emergency contact information (4.8), and procedures to follow in the event of an accident or emergency (4.9). Section 5 addresses float plans (both local and non-local) as well as what activities are permitted on the vessel and what activities are not permitted on the vessel. Appendix I is the local float plan and Appendix II is the non-local float plan.

2. SCOPE

This SOP is applicable to Hamilton College faculty, administrators, staff, students and departments who have a desire or need to use the research vessel for educational and/or college related purposes.

3. RESPONSIBILITY

It is the responsibility of all users and passengers of the *RV Continental Drifter* to follow and adhere to the policies and procedures in this SOP. As an operator/designated user of the Hamilton College *RV Continental Drifter*, you are responsible for exercising good judgment to ensure:

- The safety of yourself and your passengers (your primary consideration);
- The security of the vessel.

4. DEFINITIONS

4.1 Designated mooring (the dock) is at Oneida Lake Marina, the dock berth and storage at Oneida Lake Marina are budgeted for in the annual field trip expenses of the Geoscience Department following agreements made when the Sherman-Fairchild award was granted to the college.

4.2 Designated user is a faculty member, colleague, staff, or student who has taken the approved New York State Boater Safety course (see web pages <http://www.boaterexam.com/usa/newyork/> and/or <http://nysparks.state.ny.us/recreation/boating/education.aspx>) and has been trained in the use of the *RV Continental Drifter* by the designated boat operational supervisor. The designated user must provide a copy of their driver's license to Auxiliary Services. Auxiliary Services will obtain a Motor Vehicle Report (MVR) on your driver's license from the state motor vehicle department that issued your license. The approval to operate the *RV CD* will be determined based on the MVR report, the successful completion of a New York State Boater Safety Course and completion of the Hamilton College safety training conducted by the operational supervisor of the *RV CD*. Auxiliary Services will maintain a record of this approval.

If the designated user is a student, the use of the *CD* will only be permitted when additional persons (students, staff or faculty) are present on the boat during all operations. A student designated user is not allowed to take the *CD* out on the lake by him or herself. However, they may undertake maintenance, study, or otherwise occupy the boat for course or research purposes by themselves, while the boat is tied up at its mooring.

4.3 Operational supervisor, provides all training on the operation and use of the *RV CD* and signs off and approves all use (float plans) of the *CD*. The operational supervisor must have NYS Boater Safety certification. The operational supervisor is Eugene Domack. If the operational supervisor is not available, the backup operational supervisor will perform these functions. The backup operational supervisor is Bruce Wegter.

4.4 Passenger refers to any person on the boat (while away from or at the mooring) under the guidance and direction of a designated user. This person should have, but is not required to have, NYS Boater Safety training. All passengers are required to participate in all pre cast-off discussions led by the designated user regarding the use and safe operational procedures for the craft and the day's float plan.

4.5 Float plan is an outline of how the vessel is to be used for an outing. It provides the proper documentation for campus safety on the location of the *RV CD*, the persons on board, and the time and dates of operation of the craft for each time the boat is used (untied and away from the dock). There are two types of float plans, local and non-local. All float plans require the approval of the operational supervisor and check-in of the float plan with the campus safety office, prior to and after the outing.

4.5.1 Local float plans are for those outings where the *RV CD* is to be used in and out of the Oneida Lake Marina (the designated mooring location) on a daily basis or on a multiple day use outing within Oneida Lake.

4.5.2 Non-local float plans are those outings which extend beyond the confines of Oneida Lake for more than a 24 hour period of time.

4.6 Marina Information:

Address: Oneida Lake Marina, 3713 State Route 31, Canastota, NY 13032-4431

Phone: (315) 697-4867 Contacts: Ron Winslow or Debbie Scarpinato

Oneida Lake Marina Website: <http://www.oneidalakemarina.com/>

Email: rrenslow@twcny.rr.com

Google Map Link:

<http://maps.google.com/maps?ie=UTF8&hl=en&ll=43.156044,75.746269&spn=0.020881,0.038409&z=15>

Marina Map Satellite Link:

<http://maps.google.com/maps?ie=UTF8&hl=en&ll=43.158486,75.750443&spn=0.00261,0.004801&t=h&z=18>

4.7 Required Safety Equipment

In accordance with the above, the following safety equipment must at a minimum be on board the vessel at all times during its use:

- At least 1 form of ship-to-shore communication (portable VHF-FM/HF marine radio, or a cellular phone);
- At least 1 backup emergency communication device (a hand held blow horn, whistle);
- USCG-approved Type II and/or Type III (wearable) personal flotation devices (PFDs) in good serviceable condition and of the proper size for each person on board. PFD's must be worn by all persons when the *RV CD* is in transit and away from the mooring. If conditions permit, and at the discretion of the designated user, PFD's may be removed if it facilitates the performance of tasks necessary to meet the objectives of the cruise. PFDs not in immediate use must be stored and maintained in a readily-accessible location and good condition;
- At least 1 USCG-approved Type IV (throwable) PFD or person-in-water (PIW) kit in good serviceable condition;
- At least 1 marine grade, USCG-approved fire extinguisher of type B-1 or better;
- A minimum of 3 signal flares (check expiration date)
- A small first aid kit;
- A small fuel spill kit;
- At least 2 emergency paddles/oars;

Copies of this and all other relevant procedural information.

4.8 Emergency Contact Information

- Hamilton College Campus Safety (315) 859-4000
- Oneida Lake Marina (315) 697-4867 or (315) 762-4865
- Marina owner's emergency cell # (315) 264-9566
- New York State Police (Madison County) (315) 366-6000
- Sylvan Beach Fire Department (315) 762-7420
- Immediate medical/fire emergencies 911
- U.S. Coast Guard Infoline (800) 368-5647
- NYS DEC Spill Center Hotline (800) 457-7362
- National Response Center (800) 424-8802

4.9 Emergency Procedures

Unfortunately accidents and emergencies can occur at any time, to aid in the prevention of accidents and emergencies always keep a proper lookout, operate at a safe speed, navigate with caution, and practice courtesy on the water. In short, common sense can prevent most types of accidents.

In the event of an accident involving any personal injury or property damage to the Hamilton College *Research Vessel Continental Drifter*, take the following actions (first priority is the safety of the passengers and crew, second priority is security of the vessel):

The following two paragraphs pertaining to Boater Responsibility and Accident Reporting are taken directly from the New York State Boater's Guide:

“It is the responsibility of every boater involved in an accident to render all practical and necessary assistance possible to victims without seriously endangering their own vessel. If you or your vessel is involved in an accident, a report must be filed with NYS Parks within 5 days if: 1. Someone is killed or missing. 2. Personal injury beyond first aid is sustained. 3. Total property damage exceeds \$1,000. Forms may be obtained from the local marine patrol. Failure to report an accident may result in a \$100 fine. If for any reason the operator of the vessel is unable to file this report then the owner of the vessel becomes responsible.

If you are involved in an accident with another vessel or other real property you are required to stop and give your name and address, the name and address of the vessels owner (if someone other than you), and your vessels registration or document number to the owner of the other vessel or property. If you cannot locate the owner you must notify local law enforcement **immediately** to report the incident. Failure to properly exchange information in an incident involving loss of life constitutes a felony; personal injury a misdemeanor; and property damage a violation.”

In addition to the above two paragraphs, perform the following as conditions and safety considerations allow:

- Get to shore or to safety as soon as possible, the safety of passengers and crew are paramount.
- Contact the police (local, county, state, of state park), sheriff, or Coast Guard.
- Give the required information to the police and other parties, and obtain all the data necessary to complete an accident report.
- If you have a camera with you, take pictures of any damage to the Hamilton vessel, other vessels and any other property damage. If necessary, you will be reimbursed for the development cost of accident photos and replacement of your film.
- Unless you are clearly responsible for the accident, **do not assume responsibility for the accident**. Provide accurate and truthful information to the authorities. The police and the insurance companies will determine the operator at fault. If the police or the owner/operator of the other vessel requests a contact name and number for insurance purposes, please refer them to the Irene Cornish, Auxiliary Services, 315-859-4999.
- When possible (passengers and crew are safe and vessel is secure), call Campus Safety at (315) 859-4141. Be certain to give the person with whom you speak: your name, location, the telephone number from which you are calling, location of the vessel, the nature of the problem, and if any assistance is required. Remain at the telephone until you get a response as to the action to be taken.
- Notify the Operational Supervisor or ask Campus Safety to do so.

In case of a breakdown and you are unable to proceed because the vessel is disabled:

Note on Rendering Assistance (from the Federal Requirements and Safety Tips for Recreational Boaters): “The master or person in charge of a vessel is obligated by law to provide assistance that can be safely provided to an individual in danger at sea. The master or person in charge is subject to a fine/or imprisonment for failure to do so.”

- If another vessel is in the vicinity, signal the vessel with audio (horn, whistle) and/or visual (signal flare, banner, waving arms) and request their assistance.
- Contact Campus Safety at (315) 859-4141, police (local, county, state, or state park), the sheriff, or the Coast Guard.
- Be certain to give the person with whom you speak your name, location, the telephone number from which you are calling, location of the vehicle, the nature of the problem, and the assistance required. Remain at the telephone until you get a response as to the action to be taken.
- Notify the Operational Supervisor or ask Campus Safety to do so.

Accidents, damages, or citations must be reported in person to Campus Safety. Campus Safety will fill out an incident report for routing to the Operational Supervisor, Physical Plant and to the Director, Auxiliary Services.

5. PROCEDURES

5.1 A local float plan must be developed in consultation with a supervisor and must have the signature of the operational supervisor before it is presented at campus safety in order to obtain the key for the vessel. The consultation will help the designated user to plan the outing in terms of: participants, areas of operation, and dates and times of usage. It will also assure that the vessel is ready to be used, with fuel, gear, and necessities appropriate for the outing.

5.2 A copy of the local float plan outline is attached to this document as Appendix I. All information must be completed including the recognition of the marine and lake advisory for Oneida Lake (a copy of which must be attached to the float plan, <http://weather.noaa.gov/pub/data/forecasts/recreation/ny/boater.txt>). Note: This website provides updated weather information from May 1 to October 31.

5.3 If the Oneida Lake forecast calls for westerly winds of more than 10 knots the cruise will be aborted. The conditions on Oneida Lake can change from minute to minute; therefore the designated user may at any time curtail a cruise if he/she feels the conditions dictate.

5.4 All designated users are required to have a cell phone and the *RV CD*'s key in their possession when they leave the dock. They are required to call the campus safety non emergency number ((315) 859-4141) when they leave the dock and when they return to the dock.

5.5 Safety is the primary concern; therefore before **EVERY** cruise (regardless of passenger and crew experience) a pre-castoff safety review and vessel inspection shall be performed using the *RV CD* - Pre-Cruise Checklist as a guide. This review and inspection shall include (but not be limited to) a review of chain of command, emergency procedures, location and inspection of safety and rescue equipment, inspection of the *CD* (i.e. fuel, prop condition, etc) and mooring location (i.e. submerged hazards, weeds, water depth, etc.) and any questions from the crew. The performance of this safety review shall be recorded on the float plan.

5.6 The designated user shall complete the log book, if any incidents requiring medical attention take place an accident report must be filed with the operational supervisor as soon as possible.

5.7 At the conclusion of the cruise the *CD* shall be left in such condition as to be ready for the next cruise with minimal preparation. The *CD* shall be left in a clean and orderly state, PFD's and other equipment shall be stowed in their proper locations, trash shall be removed and disposed of, and dirt (sand, mud, etc) shall be cleaned from the vessel. Panels and windows shall be in place and secure, the Garmin shall be off, key shall be removed (and in the possession of the designated user), the propeller should be out of the water (engine trimmed up). The designated user should be the last person to leave the *CD* and is responsible for making sure the *CD* is in shipshape for the next cruise.

5.8 All float plans (both local and non-local) will be kept in a binder in the operational supervisor's office.

5.9 A non-local float plan is designed to allow use of the *RV CD* beyond the confines of Oneida Lake. A requirement for operation under a non-local float plan is a special float plan form that includes details regarding the ports of call, and a demonstration on the part of the designated user that they have made the necessary arrangements for long distance navigation of the vessel where the designated mooring (Oneida Lake Marina) is not used for mooring. The non-local float plan requires the approval of the operational supervisor and requires that the designated user be a faculty or staff member, NOT a student.

5.10 A copy of the non-local float plan outline is attached to this document as Appendix II. All information must be completed including the recognition of the marine and lake advisory for the non-local area, or if that is not available, a copy of the (non-local area) weather forecast from weather.com or another local weather source (a copy of this weather report must be attached to the float plan).

5.11 Due to the inherent lack of familiarity with the non-local area, the decision on whether a cruise should proceed or be aborted is critical. If the forecast for the non-local area calls for winds greater than 10 knots the cruise will be aborted. The designated user will have to rely on common sense and good judgment when determining if a cruise should be cancelled or curtailed, always erring on the side of safety.

5.12 At this point follow the procedures outlined in 5.4 – 5.8 above.

5.13 Approved uses of the vessel include functions and activities related to:

- class or laboratory outings where the activity is related to access to lake or river systems
- student and faculty research in the sciences
- class outings where the course content is significantly amplified by experiential learning related to being on the water (to include but not exclusive of studio art, photography, history, etc.).
- functions of the college where water access significantly aids in admissions, communication and development, or other related activities.
- some minor recreational activities related to breaks or shore meals related to the above activities.

5.14 Specific activities **NOT** allowed under any circumstances

- consumption of alcoholic beverages
- smoking
- diving or jumping off the vessel in any circumstance (except in emergency situations). If entering the water is required, one must use the ladder and descend into the water under continuous contact with the boat.
- use of any cooking apparatus or space heating apparatus.

5.15 It is assumed that all safe boating practices will be followed, as prescribed under the NY State Boating Safety guidelines AND Coast Guard guidelines (Oneida Lake is considered a great lake and comes under both federal and state laws) as well as any local laws or requirements.

6. REFERENCE DOCUMENTS

- 6.1 Appendix I, Float Plan (local)
- 6.2 Appendix II, Float Plan (non-local)
- 6.3 *RV CD* Pre-Cruise checklist
- 6.4 Hamilton College Permission form for Department of Motor Vehicles Report

7. REVISIONS AND REASONS

- 7.1 Original