

NOAA SHIP M^CARTHUR II / R-330

WELCOME ABOARD PACKET



Please Note: As a U.S. Government owned vessel, all persons boarding this vessel give an implied consent to conform to all safety and security policies and regulations which are administered by the Commanding Officer. All spaces and equipment on this vessel are subject to inspection or search at any time. Additionally, the following are prohibited aboard any U.S. Government vessels: possession and /or use of intoxicating alcoholic beverages, illegal drugs, controlled drugs without a prescription, sexual harassment or use of shipboard spaces for the purpose of sexual liaison. Violators will be removed from the vessel at the earliest opportunity

Welcome Note from the Officers and Crew

The officers and crew of NOAA Ship McArthur II would like to extend a warm welcome and wish you success in your upcoming project. Our job is to provide you with an efficient, effective and safe platform on which to work and live. This ship will be your residence and workplace while aboard, so please treat it as such. Remember this ship is home to the majority of the crew. No matter how many years you have sailed with this ship, please be mindful of the fact you are still guests in our home. You are free to use all the amenities this ship has to offer. Be courteous, when in doubt ask a crew member or the FOO (if you would not appreciate a guest in your home doing what you are about to do, then stop and ask permission), and remind yourself that this is not a regular office environment. Shipboard life requires an elevated degree of tolerance and understanding. A person's annoying habits and quirks are amplified on an exponential curve throughout the duration of a cruise. YOU also have quirks and habits that may be annoying to someone else, so before you become indignant, relax and maintain a sense of humor. This will make the cruise more enjoyable for everyone. Though the McArthur II is far more stable in a seaway than the Mini-Mac, she can still get active. Please ensure that your gear is stowed and secured properly prior to the ship's departure. Safety is of paramount importance to us. You should conduct yourself with that in mind at all times. If you have questions or doubts as to the safety of an operation, please let us know immediately. The OOD has decision authority for operations. Their decision is based on the safety of ship, crew, and equipment. We understand the importance of your mission, but remember the safety of this vessel and all souls aboard is far more important. Below you will find information that will facilitate your visit with us. Again, welcome aboard.

Ship's Organization

Ship's personnel include commissioned officers, licensed deck and engineers, department chiefs, technicians and deck crew. You will interact mostly with the Field Operations Officer (FOO) and the Officer of the Deck (OOD). The FOO handles day to day operations and the scheduling of scientific activities in conjunction with the Chief Scientist and Captain/Commanding Officer (CO). The OOD is in charge of the bridge. He or she is the Captain's representative and as such, is responsible for the safety, navigation, and operation of the vessel. All operations involving over-the-side work must be coordinated with the OOD to assure the safety of the vessel, her equipment, and her personnel.

Emergencies and Safety

Be aware! There are three emergency signals from the ship's whistle and general alarm:

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|------------------------|--|
| FIRE EMERGENCY: | 1 continuous blast of the alarm (10 seconds or longer)
All scientists muster on the fantail |
| ABANDON SHIP: | 7 or more short followed by 1 long blast of the alarm
All scientists will muster on the bridge deck (-02) |
| MAN OVERBOARD: | 3 prolonged blasts of the alarm (4-6 seconds each)
All scientists muster on the flying bridge |
| DISMISSAL: | 3 short blasts (1 second each) |

Fire and abandon ship drills are held weekly and are taken seriously. Scientific personnel are to muster on the fantail during Fire drills and the flying bridge during Man Overboard drills. For Abandon Ship drills, muster at the raft you were assigned; bring your survival suit and life jacket from your stateroom, as well as a hat and long-sleeved shirt and any medications you need to sustain life. Your raft number can be found on the emergency billet card posted on your stateroom door. Life Rafts 1, 3 & 5: Located on the Starboard Side; Life Rafts 2, 4 & 6: Located on the Port Side. Review your muster locations before the first drill and know how to reach them in the dark, using more than one route. If you discover a fire, notify the bridge immediately. Should you observe someone falling overboard, toss a lighted life ring or any other object that will float over the side and get word to the bridge. If possible, try to maintain visual contact with the victim

AT ALL TIMES; this will help the recovery effort.

The following safety regulations will be observed when working on deck:

- 1: Life vests, float coats, or inflatable PFDs will be properly worn when handling or deploying equipment over the side, and on all small boats **AT ALL TIMES** (whether launching or recovering).
- 2: Safety belts and harness lines will be worn by those handling equipment over the side.
- 3: Hard hats will be worn by all those involved in recovery or deployment of equipment and boats and also anyone being launched in a small boat.
- 4: Proper footwear will be worn at all times-Closed toe and closed heel required (Open-toed shoes, sandals, flip-flops, Birkenstocks, or any shoe without a back shall be worn **only** in berthing areas).
- 5: Ship's equipment will be operated only by qualified members of the ship's complement.

Hard hats, work vests and lifelines are located in the Bos'n locker on the fantail and in red lockers located on the boat deck. Work Vests may also be found in the wet lab.

The ship's daily operations include a "safety and operational meeting" with the Chief Scientist and ship's management. If safety concerns arise, please inform the FOO or Chief Scientist.

Living Aboard

Most of the berthing areas aboard McArthur II are 2-man staterooms, where the heads and showers are shared with an adjoining room. Scientific berths are mostly located on the O-1 Level. Because watch standers need to sleep at different times throughout the day and night, please keep noise to a minimum while in passageways. Furthermore, please keep your living space clean and neat. You are responsible for cleaning your room, head and stripping your bunk upon your departure from the vessel. The CSCI and FOO will inspect all scientific rooms upon the completion of the cruise to ensure they are properly vacated. Vacuum cleaners and cleaning supplies are located in the common sections of all levels. The dry and wet labs are for your use. Please keep them neat and orderly. At the completion of the cruise please sweep and mop the floor, wipe down the counters and empty the trash.

Spaces with high noise levels, where ear protection is advisable, have signs posted in the space or near the entry to the space. The shipboard environment, in general, is a noisy environment and noise is inescapable. It is recommended by Certified Occupational Hearing Conservationists that all embarked personnel be advised to wear ear plugs when resting and sleeping to provide some interruption of high noise levels. **At the same time, it is imperative that you are able to hear the ship's general alarm, if sounded.**

Meals

Officers, crew, and scientific personnel all eat together. Meal hours are listed below. If for some reason it appears your work will prevent you from being able to eat during the scheduled time, contact the Chief Steward to make other arrangements (i.e. have a meal set aside). Although meals are a great time for gathering, use the lounge for extended conversations. Please eat and leave the mess to accommodate all personnel. The mess is only big enough for part of the ship's compliment at any one time.

	<u>Workdays at Sea</u>	<u>Workdays in Port</u>	<u>Weekends in Port</u>
Bkfast	0645 - 0730	0645 - 0730	0730-1130
Lunch	1130 - 1230	1130 - 1200	
Dinner	1630 -1730	1600 - 1700	1600 - 1700

Late breakfast for watchstanders ends at 0745.

Early lunch for watchstanders begins at 1115.

Adhere to these schedules!! The Chief Steward and second cooks work very long days to begin with, do not make it worse for them by dragging in late for a meal. Take the time to clean up after yourself.

Dress

There is no dress code aboard the McARTHUR II other than what common sense dictates and safety requires.

All shoes must be closed toed/closed heeled. Please be considerate of your shipmates; do not wear heavily soiled or workout clothing to meals. Proper hygiene is also important in such a confined work and living area, so please be considerate.

Dispensary

The dispensary is located on the main deck, starboard side, near the ladder leading up to the 0-1 level. If you need medical attention, please contact the bridge. They will alert someone to assist you. Often used items are located on the bulkhead aft of the dispensary door for your convenience.

Communications

Shipboard E-Mail

McARTHUR II uses a Netscape e-mail system. Access to your shipboard e-mail account can be obtained through Netscape Messenger Express at site: <http://mcnems/>

Each scientist will be given access to an individual account for the duration of their cruise, and your address will look something like this: scientist1.mcarthur@noaa.gov. However, your e-mail account will not be activated unless you have specifically requested it through your cruise leader or the FOO. When logging into the system for the first time, your password will be "Password1".

Shipboard VSAT Internet

The ship now has VSAT Internet with the capability of 24/7 Internet. You must have completed NOAA IT Security Awareness Training to be able to access this capability.

Authorized Internet Use

Authorized use is any use in the official interest of NOAA and related to employees' assigned duties, such as:

- Communicating with fellow members of a committee in a professional organization
- Collaborating on articles and other writings
- Transferring the full text of public-domain or freely-distributable manuals, documentation, and self-teaching workbooks
- Connecting to resources that provide information relating to career and educational opportunities
- Reading electronic mail discussion groups on professional or future career development topics
- Researching information, products, or services in support of NOAA's mission

Limited personal use of the Internet during working or non-working hours is authorized, provided it does not interfere with official duties or consume excessive resources. Limited personal use of the Internet includes e-mail and World Wide Web access and the use of personal computers, networks, and printers to support such access.

If you cause loss to NOAA through unauthorized access or improper use, you may be held financially responsible for any costs incurred. Unauthorized access or improper use may also be subject to disciplinary action or prosecution under applicable Federal laws.

Misuse or inappropriate personal use of NOAA office equipment during work and staff non-work time includes:

- Any activity that uses NOAA resources for personal profit (e.g., running a business using NOAA computers).
- Any personal use that could cause congestion, delay, or disruption of service to any NOAA system or equipment, such as viewing, downloading, or storing greeting cards, video, sound, or other large files sent to you as an e-mail attachment or using NOAA-installed software that facilitates streaming download, such as listening to radio broadcasts or downloading illegal copies of music or video.
- Creating, copying, transmitting, or forwarding chain letters regardless of the subject matter. A chain letter is any message or document sent to several persons asking or instructing each person to send copies of the letter to an equal or greater number of persons.
- Using NOAA office equipment to engage in activities that are illegal, inappropriate, or offensive to fellow staff or the public. Such activities include, but are not limited to, creating, downloading, viewing, storing, copying, or transmitting material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation. Violations will be interpreted in accordance with relevant statute, executive order, regulation, and case law.
- Creating, downloading, viewing, storing, copying, or transmitting sexually explicit or sexually oriented materials. Violations will be interpreted in accordance with relevant statute, executive order, regulation, and case law.
- The intentional unauthorized acquisition, use, reproduction, transmission, or distribution of any controlled information including computer software and data, that includes privacy information, copyrighted, trade marked or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data.

Voice

The ship has an iridium and satellite phone line and, when near shore, a cellular phone. All calls made by the scientific party will be charged to the program. Log your calls/faxes for time, date and duration. Use the Iridium phone for all your calls. It is cheaper for the ship and subsequently your program. Limit calls to business related items.

Phone

To receive a call the ship's number is: (808) 659-5292

To dial out: 0 00697 (area code) seven digit number # → i.e. 0 00697 203 555 1212#

Intercom Numbers

To make calls within the ship, press the button labeled "ICM" (usually on the lower right-hand corner of the collection of buttons), and dial the four digit number for the space desired. For example, to reach the bridge you would press the ICM button and dial 1005. You may also page throughout the ship, by pressing the "page" button and speaking clearly into the handset. The page will be heard over the phone system and the PA system. Please do not use the paging system during quiet hours (before 1030) unless it is an emergency. Each phone has a list of extensions posted nearby.

Entertainment System

Video machines are located in the lounge with a library of over 300-8mm videos. The tapes are located in the file cabinet near the lounge door and sorted alphabetically. Please return the videos to their proper place after viewing. If you see a movie is playing in a player and no one in the lounge, that does not mean someone is not watching it! The system plays in the staterooms on designated tv channels as well. Let the video finish playing and then put the movie you would like to watch in.

Exercise Equipment

The exercise room is located on the main deck, port side, near the soda machine. We have a treadmill, stationary cycle, elliptical machine, rowing machine, and a Bowflex. You will notice that there is a lot of new equipment, let's try to keep it that way. Before using the Bowflex watch the instructional video. Please clean up after yourself and keep music to a reasonable volume.

Guests While Inport

Personal guests are welcome aboard between 0800-2200 while in-port; you must remain with your guest(s) at all times. Coordinate with the XO to update the authorization list. All personnel must be accounted for. Guests may NOT spend the night aboard, but they may eat aboard if arrangements are made beforehand with the XO and the Chief Steward. You will be responsible for paying the established rate for the meals furnished to your guest.

Laundry

Located one deck below the main deck, starboard side, forward. Open 24 hours except between 0800 and 1600 on Mondays and Tuesdays; the Steward Department needs access to the space during these times. The laundry room is almost always secured in-port. Please do not attempt to use the washing machines when the "SECURED" signs are posted. Laundry soap and bleach are in the marked bins against the outboard bulkhead. When exchanging soiled linens for fresh ones, please place your soiled linens in your pillowcase and leave them in the appropriate bins in the laundry room. Follow the directions posted on each dryer for instructions on usage of the washers and dryers. **DO NOT PUT BLEACH OR DETERGENT WHERE THE LIQUID SOFTNER BELONGS!!**

Linen Lockers

Located on the main deck by the galley and lounge. These lockers contain bed linens, blankets and bath linens. Please place all soiled/used linens in the laundry room. Blankets and pillows should remain in the room.

Ship's Office

O-2 Level, starboard side. If you need to use a copier, there is one provided for scientific use in the Dry Lab. Please do not take office supplies. If you need office supplies or Xerox paper, please ask the XO.

Ship's Store

The ship's store, located on the main deck forward, is normally open each evening after dinner while at sea. The store carries candy, personal items and McArthur II clothing. The store also operates a soda machine which is located next to it. You will be allowed to purchase on credit, but pay your bill before disembarking from the ship. If you fail to pay before leaving we will be forced to hire a third party bill collector who will transport you, at your expense, back to the ship to work off your debt. Ok, maybe not that severe, but please pay your bill.

Smoking

Smoking is prohibited in all interior spaces of the ship. Smoking is allowed on all the weather decks. No smoking is allowed during fueling operations of either the ship or her small boats. If you smoke, be courteous to others and mindful of wind direction. If you are having an issue with smoke and you are unable to avoid the smoke, please politely ask the smoker if they would mind moving downwind of you. The key is courtesy and understanding of each other.

Waste, Trash and Sanitation

Although the ship can produce nearly 2000 gallons of water per day we do request that you be aware of your water usage and try to conserve water whenever possible. We are required to be 3 NM offshore or outside sanctuary boundaries in order to pump our sewage tank, which sometimes means that we need to break operations to transit offshore for “dumping.” Improvements in our sewage treatment system are forthcoming and may help ease this requirement. However, conservation of water use reduces the strain on the ships equipment. **DO NOT put any foreign objects in the toilets, other than toilet paper, if you have not consumed and digested it; do not try to flush it.** Gum, tissues, cotton balls, tampons, etc. will harm the plumbing and lead to costly repairs. These items should be disposed of in waste containers.

Special note: Tampons, napkins, liners, and pads must be handled as bio-medical waste. Specially marked bags will be located outside the dispensary.

Lastly, due to Maritime Regulations, we request that you DO NOT throw any trash overboard. A cargo net is set up on the winch deck, where you can dispose of full trash bags. On the user side, please separate plastics from all other materials. If you are not certain about an item, assume it is plastic. On lengthy cruises the ship will generate a large amount of trash. The deck crew will sort trash in accordance with international regulations and conduct any overboard dumping.

We hope you enjoy your time aboard ship.