

# PROJECT PARTICIPANT'S HANDBOOK



## Information for research cruise participants aboard NOAA Ship OSCAR DYSON R-224

Issue Status:

Please print double sided when possible.

This handbook should be read by all scientific cruise participants on the NOAA Ship *Oscar Dyson* and should be read in conjunction with the ships Standing Orders and Ship Specific Instructions. The goal is to provide background to the environment in which you will be living and working and advice on how to be optimally and safely aware during your time aboard. The guide will give you an idea of what to expect and in turn what is expected of you before, during, and after your time aboard.

## **INTRODUCTION -- WELCOME**

Dear Colleague,

This Handbook has been prepared to assist you, in your research mission, in order that you might make best use of ship facilities. The Handbook is applicable whether you are a NOAA employee, or from a University, or other external organization.

In order to achieve a successful and productive cruise, it is necessary to have an understanding of the regulatory framework and working practices within which a research ship must operate safely and efficiently. This handbook aims to provide that understanding.

The International Safety Management Code (ISM) applicable to all ships regulates safety, environmental protection, security, and ship activities. Science mission participants are as much involved in the regime as the ship's officers and crew. Please let us know of any concerns that you may have and we will do our best to allay them. Your main contact aboard is the Operations Officer, however, please check with your Chief Scientist first as the information or answer to your questions may already have been given.

## **SECTION I -- PRE-CRUISE PLANNING**

### **PERSONAL – MEDICAL & DENTAL**

For most cruises a Medical-Person-in-Charge (MPIC) is onboard, trained with First Aid / Medical training and responsible for medical matters. NOAA Health Survey Questionnaires are to be submitted and assessed by Medical Services. You must ensure good standard of dental health through your own dentist before joining the cruise as a dentist is not normally onboard.

### **PERSONAL MEDICATION**

If you are taking prescribed drugs at the time of joining the ship, or are on a course of medication approved by a practitioner, you should inform the Chief Scientist before joining, and the CO/Master and MPIC when you join. Also an updated NHSQ is required. Bring a sufficient supply of medication for the whole cruise plus the time it will take to return home (with a margin in case of delays when flying out of remote regional ports).

### **TRAVEL REQUIREMENTS**

It is your responsibility to ensure all your travel documents and government identification are correct for your planned arrival and departure itineraries. Our ability to accommodate outside of the time allotted for your research period is subject to limitations of logistics, schedules, vessel, and personnel. Flights and accommodation are often filled in Dutch Harbor.

## **SECTION II -- WORK RELATED**

### **SAFETY TRAINING**

It is the CO/Master's recommendation that all project participants undertake CPR/First Aid training, although it is not mandatory. To work on open decks, it is recommended that you have completed coursework in Personal Survival Techniques. If you are involved in specialized high-risk activities (but not exclusively) diving, working with radio chemicals, you must attend appropriate training courses/demonstrate experience. Details of experience are to be provided and should in the Risk Assessments.

### **WORK RELATED RISK ASSESSMENT**

Please be sure that you fully understand and are committed to the Risk Assessments for your mission work. Remember you may be working in close proximity to someone with other tasks and you should be fully aware of the Risk Assessments for their activities as well. We take your safety very seriously and breaches of Risk Assessment Controls and Precautions will not be tolerated.

### **TRAVEL TO/ARRIVAL AT THE SHIP**

Read the Safety Notices in your cabin and posted in other areas. You will receive a safety briefing shortly after boarding.

### **ACCOMMODATION ONBOARD**

Science staff will be accommodated in two berth cabins, each with bathroom/shower in accordance with vessel berthing availability and concurrence of Chief Scientist. As your assigned room is a safety specific location of your whereabouts, any changes in berthing must be approved by the Chief Scientist and vessel command. Whenever possible we will allocate minimum occupancy within each cabin. It is your responsibility to keep your cabin clean and tidy during your time aboard with a thorough cleaning prior to departure. You are asked to observe the dress code, when using the galley-mess area and comply with all signs regarding working gear/footwear. Observe quiet rest periods and room sharing agreements when sharing a room with watch standing colleagues.

**Meal times are standard for the servings of Breakfast, Lunch and Dinner. If there are dietary restrictions, please have the Chief Scientist inform the vessel well in advance of the project so Stewards can plan and adjust menu offerings and search for products.**

### **ACCESS WITHIN THE SHIP**

There are certain areas of the ship that are out of bounds for scientific personnel unless specific permission has been granted. These include the Bridge, the Flying Bridge, the Engine Control Room and all machinery spaces, the galley, non-scientific storerooms, engineering workshops, crew accommodation. These constraints are for safety reasons and to permit the crew the privacy.

Should you wish to see the engine room, the staff will be happy to organize a visit, however, please ask the Chief Engineer. Bridge and Flying Bridge access is also restricted and requires permission of the officer on watch (OOD).

## **ALCOHOL AND DRUG POLICY**

NOAA has an Alcohol and Drug Policy. Refer to Standing Orders for details. There is a zero tolerance towards use of banned drugs.

## **RELATIONS WITH THE CREW**

NOAA marine staff serve onboard for much longer periods than scientific staff. As such, the ship is their home and we ask you to respect the privacy of their accommodation.

The deck crew may advise scientists that certain activities on the external decks of the ship are unsafe. Please accept that they have a responsibility for the safety of scientists as well as themselves, and act as requested. If you require assistance from the ship's deck staff, you should direct your requests to the Operations Officer - Chief Mate/Executive Officer via the Chief Scientist to avoid any misunderstandings concerning safety and/or the working regime.

## **COMMUNICATIONS**

There are good external communications for both telephone and email onboard and an ability to access the Internet at peak times can be slow. When at sea, as a courtesy, please first address any concerns you might have first via the Chief Scientist and Operations or Executive Officer rather than through land channels. Refer to ship's Standing Orders for detailed information.

## **GOING ASHORE IN ALASKA**

If during your cruise you have the opportunity to go ashore, you will be given a briefing on the ship as well as disembarkation/embarkation procedures. Limits of travel and activity will be explained as will all safety and environmental aspects. All instructions issued by the Master/Commanding Officer MUST be followed.

## **WORKING**

Cruises typically last two to four weeks, during which time scientific work may continue 24 hours a day, 7 days a week, with personnel working 12-hour shifts. The Chief Scientist is responsible for cruise personnel, applying the hours of work/rest requirements, and for nominating a watch leader for each shift.

## **LABORATORY FACILITIES USAGE**

Refer to Lab Code of Practice for use of labs. There are extra risks in ship laboratories and ship-specific guidelines apply. We hope these details will assist in planning your onboard workspace. It is important for everyone to be considerate of other users and work in a tidy manner. It is your responsibility to keep workspace clean and tidy and equipment secured and re-secured after use. Do not store or secure equipment resulting in obstructing access to safety and emergency equipment

## **SCIENCE EQUIPMENT – PREPARATION AND TRANSPORT**

We support many scientific cruises, and also carry cargo for many separate destinations. It is critical that all equipment and materials loaded on board are properly marked and documented to ensure correct identification, planning for stowage to ensure it can be accessed when and required and for shipment.

Equipment must be properly packed, marked, and documented to required specifications (International Regulations for the carriage of Dangerous Goods by SEA (IMDG Code)). Lists of equipment for delivery should always include the following information: v Case number, package type, detailed list of

contents, value for customs, weight in lbs or Kg, dimensions, volume in cubic metres. In the case of hazardous cargo and specimens, there are special Bills of Lading requiring extra information.

Installation of ANY equipment on the ship (including laboratories) will be as agreed by the Chief Scientist and the CO/Master (All equipment requires documentation). Each component of equipment that is used for lifting, such as cables, straps, shackles, etc. must have a test certificate or be marked with Safe Working Load (SWL) demonstrating that components are suitable and safe for the use planned.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Many substances are capable of damaging your health inclusive of not only recognized substances, used in laboratory processes, but also domestic substances. Product guidelines, MSDS should be read before use of substances and adhered to. All hazardous substances must be stored and used in a manner that withstands the ship's motion. Adequate means for safe transportation of chemicals to and around the ship must be ensured. Hazard data sheets shall be obtained from the supplier when any substances without a field hazard MSDS is brought onboard. The new MSDS shall be passed to the OPS Officer.

### **GASES**

**FULL PRESSURE GAS BOTTLES ARE NOT PERMITTED IN LABORATORIES** (except for special cases of pure air). It is the science team's responsibility to supply any special fittings and piping required for connections to instruments in the laboratory and to reduce the gas pressure for its end use. Gas bottles are to be properly secured on external decks. Adequate protections must be supplied for bottle regulators to avoid impact damage whilst the bottles are being handled, and corrosion while at sea.

### **DISPOSAL OF HAZARDOUS MATERIAL**

#### **NOTHING OF ANY DESCRIPTION IS EVER TO BE THROWN OVERBOARD.**

Ships Drains and heads – Please refer to the notices in each working area onboard regarding ship's drainage systems and disposal of waste material. NO radioactive substances, toxic compounds, hazardous chemicals or biological specimens are to be disposed of via laboratory sinks. For general waste disposal and recycling refer to the Ships Waste Management Policy and the Waste Management Handbook.

### **ACCIDENTS & INCIDENTS -- BIG OR SMALL – REPORT THEM ALL**

**ALL** accidents, incidents, and “near-misses” must be reported to the ship's Safety, Medical, Operations, or Executive Officer. NOAA Ships have a good safety culture and reporting of “near misses” experienced or witnessed can help prevent future accidents. Consider it a positive contribution toward protecting yourself and your colleagues in the future.

### **END OF CRUISE ARRANGEMENTS –**

#### **RETURN / STORAGE OF CHEMICALS & EQUIPMENT**

Please make sure you remove, pack, and mark **ALL** of your equipment. Samples collected must be documented. Remove all personal effects from scientific spaces, properly dispose of rubbish and clean area. We are not responsible for anything left on the ship once you have left unless it has been properly documented and packed and information provided to OPS. Hazardous Materials shall not be “left on board for the next cruise or...” without proper updated inventory and all required documentation. If not properly managed, the material will be removed for offshore disposal.