**Project Instructions Template**

* Black text are items to be included in the Project Instructions unless otherwise indicated.
* Non-underlined blue text denotes notes to the preparer that should be deleted from the final version with the exception of underlined website hyperlinks and email addresses.
* Red Text denotes information that matches the STR and the corresponding section number. The preparer can refer to the STR to populate these areas, and the red text should be deleted from the final version.
* Where a highlighted “**OR**” is stipulated, only one set of the applicable black text is to be included. Delete the other set and the “**OR**.”
* If a highlighted “**AND/OR**” is stipulated, include all of the black text options that apply. Delete the non-applicable text.
* All personnel and operations need to be identified before final signing of their instructions. “TBD” will not be accepted.
* The signature page is to be printed on the organization's letterhead and on one page.

**(DELETE THIS ENTIRE PAGE FROM FINAL VERSION)**

**Project Instructions**

Date Submitted Month DD, YYYY (e.g., February 22, 2020)

Platform NOAA Ship (Full ship name, first letter capitalized, *all italicized*)

Project Number \*\* - ## - ## (As assigned in the current fleet allocation plan, e.g., SH-20-02)

Project Title Project Name

Project Dates Month DD, YYYY to Month DD, YYYY

(Must encompass transits to/from project ports as well as total project days)

Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Chief Scientist Name  
Chief Scientist  
Affiliation (Program or Lab)

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Program Director Name  
Title  
Affiliation (Program or Lab)

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Lab Director Name  
Title  
Affiliation (Program or Lab)

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank First Last, NOAA

Commanding Officer

Marine Operations Center – Atlantic **OR** Pacific **OR** Pacific Islands

# 

# Overview

## **Project Purpose**

Provide a brief description, overall mission goals, and expected contribution to Line Office (LO) and/or NOAA Annual Operating Plan. [STR **II.3** “Project Purpose”]

## **Project Impact**

State how the absence of this data collection will negatively affect NOAA’s mission, noting the products and services provided to the general public. [STR **II.4** “Project Impact”]

## **Project Performance Metrics**

### (A) Identify and describe total project performance metrics required to achieve Project Purpose described above (e.g., Square nautical miles multibeam data - 500, CTDs - 45, bottom trawl stations - 6).

### (B) Use the preexisting categories to the greatest extent possible.

### (C) To add Other Mission Sampling metrics, first add a category header, followed by the sampling name, and lastly add the value and units of sampling.

**Note:** Any added Other Mission Sampling metrics will be validated by the LO Representative.

### (D) Total project performance metrics required to achieve Project Purpose:

(1) Acoustic/Echo Sampling: [STR **II.5** “Project Performance Metrics”]

(2) Video/Optical Sampling: [STR **II.5** “Project Performance Metrics”]

(3) Visual Observation Sampling: [STR **II.5** “Project Performance Metrics”]

(4) Tactile/Tangible Sampling: [STR **II.5** “Project Performance Metrics”]

(5) Chemical/Oceanographic Sampling: [STR **II.5** “Project Performance Metrics”]

(6) Other Mission Sampling: [STR **II.5** “Project Performance Metrics”]

## **Days at Sea (DAS)**

### Total number (#) of DAS

## **Participating Institutions**

Could be semi-populated from STR Section I: Organization Unit?

Additional institutions that were not captured in STR

### (A)

### (B)

### (C)

## **Licenses and Permits**

None required.

**OR**

This project will be conducted under the Scientific Research Permit (U.S.) **AND/OR** Marine Mammal License (U.S.) **AND/OR** Foreign Fishing Vessel License (Canada) **AND/OR** Species at Risk Act permit (Canada) issued by \_\_\_\_\_\_\_\_\_\_\_ (U.S. AND/OR foreign agency) on \_\_\_\_\_\_ (date) to \_\_\_\_\_\_\_\_\_\_ State the name of the license holder--often but not always the Chief Scientist. There could be multiple permits/licenses. The Chief Scientist is responsible for obtaining and listing all permits as well as any identification numbers they contain.

## **Foreign Research Clearances**

None required.

**OR**

This project involves Marine Scientific Research in waters under the jurisdiction of \_\_\_\_\_\_\_ (Fill in the foreign countries). Diplomatic clearance has been requested. Consent has been received from \_\_\_\_\_\_\_ (Fill in the foreign countries). Consent from \_\_\_\_\_\_ (Fill in the names of the missing countries) is pending.

## **Personnel/Science Party**

### (A) Principal Investigators/Chief Scientists

Name & Title: [STR **I.7** “Principal Investigator/Chief Scientist”]  
Laboratory/Office: [STR **I.7** “Principal Investigator/Chief Scientist”]  
Phone Number: [STR **I.7** “Principal Investigator/Chief Scientist”]  
Email Address: [STR **I.7** “Principal Investigator/Chief Scientist”]

### (B) Additional Contacts

(Provide same information for PI/Chief Sci Alternate, Project Operation Leads, Ops Officer/Alternate, agent if needed/selected)

Name & Title: [STR **I.7** “Principal Investigator/Chief Scientist”]  
Laboratory/Office: [STR **I.7** “Principal Investigator/Chief Scientist”]  
Phone Number: [STR **I.7** “Principal Investigator/Chief Scientist”]  
Email Address: [STR **I.7** “Principal Investigator/Chief Scientist”]

Sort the completed table alphabetically by Last Name

| **Name (Last, First)** | **Title** | **Date Aboard** | **Date Disembark** | **Gender** | **Affiliation** | **Nationality** | **Survival**  **Suit Size** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## **Project Classification**

### (A) Supplementary (“Piggyback”) Projects [STR **V.7** “Project Classification”]

### (B) NOAA Fleet Ancillary Projects List any ancillary projects (this is not captured in STR)



# Operations

## Project Area

[STR **IV.2** “Project Area”] For example: Florida, Gulf Coast. / Pacific (Hawaii). / Gulf of Mexico (Alabama, Florida Gulf Coast, Louisiana, Mississippi, and Texas).

### (A) Desired Operational Waters [STR **IV.1** “Desired Operational Waters”] (Territorial / Coastal / Intermediate / Ocean)

### (B) Way Point/Station List Provide coordinates for waypoints/stations

### (C) Project Area Shapefile(s)

[STR **IV.3** “Project Area Shapefile(s)”]

## Project Itinerary

### (A) Starting Port: [STR **IV.4** “Starting Port”]

### (B) Number (#) of Staging Days: [STR **V.5** “Staging Days”]

### (C) Itinerary Information: Describe additional project itinerary information

### (D) Intermediate Port Call(s): [STR **IV.5** “Intermediate Port Call(s)”] (If not applicable insert N/A)

### (E) Foreign Port Call(s): [STR **IV.5** Intermediate Port Call(s)] (If not applicable insert N/A)

### (F) Ending Port: [STR **IV.4** “Ending Port”]

### (G) Number (#) of Destaging Days: [STR **V.6** “Destaging Days”]

## Staging and Destaging

Include necessary steps, actions, or equipment.

### (A)

### (B)

## Operations To Be Conducted

Detailed breakdown of each type of proposed operation, i.e. in-situ, station, observing

### (A)

### (B)

## Dive Operations

All dives must be conducted per the requirements and regulations of the NOAA Diving Program and require ship CO approval.

Dives are not planned for this project.

**OR**

The Dive Plans encompassing all legs of ##-##-## (Project Number) are attached.

## Small Boat Operations

All small boat operations must be conducted per the requirements and regulations of the NOAA Small Boat Program (<https://sites.google.com/a/noaa.gov/noaa-small-boat-program/home>) and require ship CO approval.

Small boat operations are not planned for this project.

**OR**

[STR **VII.35 “**Small Boat”]

Small boat operations include:

# small boats required.

* 1. Acoustic/Echo Support
  2. Chemical/Oceanographic Support
  3. Diver Support
  4. Tactile/Tangible Support
  5. UxS Support
  6. Video/Optical Support
  7. Visual Observation Support
  8. Small Boat Transfer

## Uncrewed Systems Operations

Uncrewed systems operations are not planned for this project.

**OR**

### (A) UxS Deployment and Recovery [STR **VIII.1 “**UxS Deployment and Recovery”]

### (B) UxS Operator [STR **VIII.2** “UxS Operator”]

## Applicable Restrictions

### (A) Conditions That Preclude Normal Operations

### List restrictions such as poor weather conditions, equipment failure, safety concerns, unforeseen circumstances, as well as mitigation strategies that might be used.

#### (1)

# Equipment

## Platform Capabilities

Itemized list of required equipment and capabilities provided by the ship. Use the following headers to categorize the list.

### (A) Vessel Core Systems: [STR **VII** “Platform Capabilities”]

### (B) Labs/Interior Spaces: [STR **VII** “Platform Capabilities”]

### (C) Exterior Spaces: [STR **VII** “Platform Capabilities”]

### (D) Handling And Over-The-Side Deployment/Retrieval: [STR **VII** “Platform Capabilities”]

### (E) Acoustic Suite: [STR **VII** “Platform Capabilities”]

### (F) Other: [STR **VII** “Platform Capabilities”]

## Scientific Capabilities

Itemized list/table of equipment and capabilities provided by scientists. All Standard Operating Procedure(s) must be provided for equipment and capabilities operated by the ship.

### (A)

### (B)

STR **II.9** “Standard Operating Procedure(s)”

# Hazardous Materials

## Policy and Compliance

Hazardous Materials are not being brought aboard the ship for this project.   
(Replaces all below)

**OR**

## Inventory

| **Common Name of Material** | **Quantity** | **Notes** | **Trained Individual** | **Spill  Control** |
| --- | --- | --- | --- | --- |
| Formaldehyde solution (2%) | 1 x 500ml | Alkalinity | First Name, Last Name | F |
| Formaldehyde solution (37%) | 1 x 500ml | Alkalinity, Stored in ship chem. lkr | First Name, Last Name | F |
| Hydrochloric Acid, 0.1N | 20 x 500ml | Alkalinity, Stored in ship chem. lkr | First Name, Last Name | A |
| Mercuric Chloride | 1 x 10g | Located in Sci Van | First Name, Last Name | M |

## Safety and Spill Response

| **Product Name** | **Quantity** | **Chemicals it is effective against** | **Amount it can clean up** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Radioactive Materials and X-ray Generating Devices

No Radioactive Isotopes or X-ray Generating Devices are planned for this project.   
(Replaces all below)

**OR**

Radioactive Material (RAM): NOAA Form 57-07-02 “Request to Use Radioactive Material aboard a NOAA Ship” must be submitted at least three months in advance of a domestic project and eight months in advance of a foreign project start date to MOC-CO, including any of the applicable required documentation outlined in Section 5.1 of Appendix A HAZMAT Supplement.

**AND/OR**

X-ray Generating Devices (XGD): NOAA Form 57-07-19 “Request to Use X-ray Generating Devices (XGD) Aboard a NOAA Ship” must be submitted at least three months in advance of a domestic or foreign project start date to MOC-CO, including any of the applicable required documentation outlined in Section 5.3 of Appendix A HAZMAT Supplement.

| **Common Name RAM** | **Concentration** | **Amount** | **Notes** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Lithium Batteries

Equipment containing lithium batteries are not brought aboard for this project.

**OR**

Insert the risk management plan, SOPs, and SDS for equipment containing lithium batteries in accordance with the requirements outlined in Appendix A, Section 5.4.

# Disposition of Data and Reports

Disposition of data gathered aboard NOAA ships must conform to all Federal, Agency, Chief Scientist’s LO, and OMAO data governance directives, policies and stewardship (Appendix A and B). Systems that produce data continually, periodically, and during specific operations described in Section 2.4, and equipment listed in Sections 3.1 and 3.2, will have accompanying entries in the Project Data Management plan. The data will be classified as either OMAO data or Program Data and roles and responsibilities for acquisition, stewardship, and submission to archive will be determined during pre-project communications and meetings. OMAO expects the Chief Scientist, Program, and Lab Directors to abide by their LO Data Management Plan and procedural directive. By completing this section all parties agree to OMAO Policy 1102-38 Shipboard Data Acquisition and Stewardship.

## Data Acquisitions Plan

1. A Data Management Plan (DMP) is in place per the [NOAA Administrative Order (NAO) 121-15-B, Management of NOAA's Data and Information](https://drive.google.com/file/d/1Itx8gksynQZeZ0UOACnDPojbLlCKE5Vc/view).

**OR**

The Data Management Plan (DMP) is completed following a program specific template.

## 

# COVID-19 Contingency Plan for Scientific Party

Refer to the most recent [Marine Operations COVID-19 Protocols](https://www.omao.noaa.gov/sites/default/files/2023-06/COVIDM01%20-%20Marine%20Operations%20COVID-19%20Protocols%20%28public%29.pdf) for more information.

## 6.1 Positive COVID-19 Test Result

In the event of a positive test result for any member of the scientific party, or the identification of recent close contact with a positive COVID-19 case through contact tracing:

### The member will not be cleared to board the ship, and lodging will be provided at (hotel name & address) at (program or partner) expense for up to (#) days.

### The Chief Scientist will be notified of any mission personnel who are not cleared to sail.

### The Chief Scientist will determine, in consultation with the ship's command and appropriate parties, whether the mission will continue without the uncleared personnel.

### Subsequent testing will be sought using (program's IDIQ contract, local commercial testing facility, or whatever other option programs may want to use).

## 6.2 Symptoms of Possible COVID-19

Follow COVIDM01 - Marine Operations COVID-19 Protocols in the event a member of the scientific party develops symptoms of possible COVID-19 while underway.

### Once ashore, all logistics and support for the affected scientist(s) will be coordinated through a point of contact through their program:

Name  
Title & Organization  
24/7 Phone Number  
Email Address  
Location/Time Zone

### Duties of the shoreside support person/team include coordination of (if needed):

#### Further testing

#### Daily well-being check-in & symptom screening

#### Travel

#### Lodging

#### Medical support

#### On site support as needed

#### Notify [program/partner chain of comms here with name, title, org, phone & email]

If the affected scientist is in a foreign port, the shoreside POC shall contact the U.S. Embassy (or consulate, or appropriate Dept. of State entity) to request help and if necessary, translation support.

### (C) DOS contact information by port for this expedition

Add contact info if applicable

### 

# Appendix A Operational Standards

# 1. Meetings, Vessel Familiarization, and Project Evaluations

## 1.1 Pre-Project Meeting

The Chief Scientist and Commanding Officer (CO) will meet with 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 must 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.

## 1.2 Vessel Familiarization Meeting

The CO is responsible for ensuring scientific personnel are familiarized with applicable sections of the standing orders and ship protocols (e.g., meals, watches, etiquette, drills, etc.). A ship familiarization meeting must be conducted in the first 24 hours of the project’s start and is normally presented by the ship’s Operations Officer. See OMAO Procedure 1102-20 - General Rules and Minimum Requirements for Embarked Personnel and OMAO Procedure 1201-080 - NOAA Ship Familiarization.

## 1.3 Meals and Berthing

* + 1. 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. Send special dietary requirements for scientific participants to the ship’s command at least 7 days before the project.
    2. Berthing requirements, including number and gender of the scientific party, will be provided to the ship by the Chief Scientist. The Chief Scientist and CO will work together on a detailed berthing plan to accommodate the gender mix of the scientific party taking into consideration the current makeup of the ship’s complement per OMAO Procedure 1102-03 - Vessel Quarters. 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 that were issued. Unless prior arrangements are made, the science party may move aboard the night before scheduled departure and must move off the ship the day after scheduled arrival (at the end of project). The Chief Scientist/Principal Investigator 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 before departing the ship.
    3. 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 or Principal Investigator 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.

## 1.4 Shipboard Safety

#### All embarked personnel are required to fully support and comply with NAO 202-1106: NOAA Sexual Assault and Sexual Harassment Prevention and Response Policy. The at-sea working/living environment is particularly sensitive and it is incumbent upon all personnel to uphold a positive and professional workplace dynamic in order to successfully accomplish cruise objectives.

#### All persons boarding NOAA vessels give implied consent to comply with all safety and security policies and regulations administered by the CO. All spaces and equipment on the vessel are subject to inspection or search at any time. All personnel must comply with OMAO Procedure 1102-20 General Rules and Minimum Requirements for Embarked Personnel, which forbids the possession and/or use of illegal drugs and alcohol aboard NOAA Vessels.

* + 1. Surge protectors, power strips, and Uninterrupted Power Sources (UPS) must be approved for marine/shipboard use, removed from service if hot to the touch, regularly inspected for damage or wear, limited to one surge protector per duplex receptacle (i.e., “outlet”), and never daisy chained. The equipment must meet Military Performance Specification MIL-PRF-32167A (Transient Voltage Surge Suppressors), which incorporates American Society for Testing and Materials ASTM F1507 (Standard Specifications for Surge Suppressors for Shipboard Use) and Underwriters Laboratories UL 1449 (Safety Standards for Surge Protective Devices).
    2. 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.
    3. Wearing open-toed footwear or shoes that do not completely enclose the foot (such as sandals, clogs, or crocs) 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. See OMAO Procedure 1102-20 or SSI equivalent.

## 1.5 Post-Project Meeting

The CO is responsible for conducting a meeting no earlier than 24 hrs before or 7 days after the completion of a project to discuss the overall success and shortcomings of the project. Concerns regarding safety, efficiency, and suggestions for future improvements are discussed and mitigations for future projects will be documented for future use. This meeting includes the ship’s officers, applicable crew, the Chief Scientist, and members of the scientific party and is normally arranged by the ship’s Operations Officer and Chief Scientist.

## 1.6 Project Evaluation Report

Within 7 days of the completion of the project, the Chief Scientist or Principal Investigator completes a Customer Satisfaction Survey, as appropriate. The form is available at https://sites.google.com/a/noaa.gov/omao-intranet-dev/operations/marine/customer-satisfaction-survey and provides a “Submit” button at the end of the form. It is also located at [Marine Operations Customer Satisfaction Survey](https://docs.google.com/a/noaa.gov/forms/d/1a5hCCkgIwaSII4DmrHPudAehQ9HqhRqY3J_FXqbJp9g/viewform). 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.

**2. Shoreside Support**

## 2.1 Medical Forms and Emergency Contacts

* + 1. Before 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:   
         
       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 or Principal Investigator 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. NOAA Form (NF) 57-10-01 - Health Services Questionnaire (NHSQ) must be completed in advance by each participating scientist.

NHSQs must be submitted every 2 years for individuals under the age of 50 and every 1 year for ages 50 and above. NHSQs 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 Marine Health Services at the applicable Marine Operations Center. Before clearance to sail can be granted, all participating scientists must submit the NHSQ and Tuberculosis Screening Document to Marine Medical Branch no later than 4 weeks before the start of the project to allow time for the participant to obtain and submit additional information should health services require it. Please contact Marine Medical Branch with any questions regarding eligibility or completion of either form. 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. <https://www.osec.doc.gov/opog/privacy/pii_bii.html>.

* + 1. Contact information:

Marine 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](mailto:MOA.Health.Services@noaa.gov)

OR

Marine Health Services

Marine Operations Center – Pacific

2002 SE Marine Science Dr.

Newport, OR 97365

Telephone 541-867-8822

Fax 541-867-8856

Email [MOP.Health-Services@noaa.gov](mailto:MOP.Health-Services@noaa.gov)

* + 1. Before 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.

**3. Communications and Information Technology (IT)**

## 3.1 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. If increased bandwidth is being considered, program accounting is required and it must be arranged through the CO at least 30 days in advance.

## 3.2 IT Security

#### (A) IT Security Awareness Training:

#### Guest scientists must complete NOAA’s IT Security Awareness Course before using or accessing any NOAA ship science computer or network resources. It is recommended that guests complete the course 3 days before embarking. Guest scientists must review and sign the Rules of Behaviour (ROB)

#### For Foreign Nationals see section 7.6

#### Any computer that will be hooked into the ship's network must meet the following requirements, at a minimum:

#### Installation of the latest virus definition (.DAT) file on all systems and performance of a virus scan on each system.

#### Installation of the latest critical operating system security patches.

#### No external public Internet Service Provider (ISP) connections.

#### No Kaspersky products are allowed

* + - 1. Adhere to all licenses, copyright laws, contracts, and other restricted or proprietary information.
      2. Utilize all security measures that are in place to protect the confidentiality, integrity, and availability of information and systems.
      3. Refrain from using NOAA OMAO Public Network information resources for inappropriate activities.
      4. Do not visit inappropriate sites while using NOAA OMAO Public Network. Inappropriate sites can be but are not limited to:
         1. Sexually Explicit Content (including nudity, pornography, and other obscene materials)
         2. Websites With Extreme Political Views
         3. Hate Websites
         4. Websites That Promote Drug Use or Terrorist Activities
         5. Online Gambling (including ads with adult-only content)
         6. Web Sharing Websites (Downloading illegal content, BitTorrent, Webtorrent, uTorrent)
    1. Computer Operating Systems that the support vendor has identified as reaching “End of Life” for support will not be allowed on the shipboard network.

#### At any time, NOAA/OMAO may monitor and/or audit user activity and/or network traffic. In addition, NOAA/OMAO may access your system and disclose information obtained through audits to third parties, including law enforcement authorities.

## 3.3 Disposition of Data and Reports

Data Classifications:

### OMAO Data

#### Since OMAO has limited tools and bandwidth for moving large datasets, OMAO commits to acquisition and archive responsibility for:

##### Scientific Computer System (SCS) data and metadata

##### Conductivity Temperature Depth (CTD profile) data

##### Acoustic Doppler Current Profile (ADCP) data

##### Ship Daily Activity Tracker (SDAT) Cruise level metadata

#### On a project by project basis, if special submission capabilities are made available, the CO may commit to stewardship of other datasets.

### Program Data

#### Systems attached to and maintained by the ship but will be run by the science party or Survey department such as bathymetric multibeam sonar, water column single, split beam, multibeam sonar, video and other digital imagery.

#### Systems the Scientific Party brings aboard

#### SCS, CTD, and ADCP will remain part of the Chief Scientist’s project data package as well as being submitted to the archive in near real time by ship’s personnel.

### Communication and Documentation

#### Data Management Plans are reviewed at the Pre-Project Meeting (Section 7).

#### Instrument, system, geographic, and operational interference are discussed and prioritized during pre-cruise communications and the Pre-Project Meeting. This ensures that every data acquisition system can operate to satisfy commitments to initiatives such as Seabed 2030 and OMAO’s general guidance to acquire the most and best data possible, while not interfering with the project’s primary objectives.

### Data Transmittal and Storage Media

#### Before departure, bandwidth, storage capacity, and MACC (Marine and Aviation Cyber Center) media policies will guide strategies for stewardship of data collected during the project and the manner that the Chief Scientist’s data package and other large data files will be transmitted to shore or carried from the ship at the end of the project.

#### The ship CO completes data transmittal or other chain of custody documentation and a copy of each is retained on the ship and will accompany the data media.

### Acknowledgment and Acceptance

#### Cover page signatures acknowledge each parties acceptance of the data submission responsibilities outlined in this section.

## 3.4 Responsibilities

(A) OMAO Data

(1) OMAO owned shipboard systems will be maintained, calibrated at prescribed intervals, in good working order, and tested before departure. Sounders and systems that require patch test or sphere calibration may require project time if the ship does not have the means to conduct calibrations before the beginning of the project

* + 1. System (SCS) data, Conductivity Temperature Depth (CTD profile) data, Acoustic Doppler Current Profile (ADCP) data will be submitted in near real time or at end-of-project through existing and developing utilities.
    2. Metadata for each data type will be complete, up-to-date, and accurate.
    3. SDAT ship and cruise level metadata will be accurate and updated every 2 to 3 days.
    4. On a project by project basis, if special submission capabilities are made available, the ship’s CO may commit to stewardship of other datasets.

1. Program Data
   * + 1. All non-OMAO data collected is stewarded and delivered to the lab’s data managers for prompt packaging and submission to National Centers for Environmental Information according to their LO’s directives.
       2. Holds, or embargoes may be placed on sensitive data for up to 1 year.
2. Communication and Documentation
   * + 1. Data Management Plans are reviewed at the Pre-Project Meeting.
       2. Instrument, system, geographic, and operational interference are discussed and prioritized during pre-cruise communications and the Pre-Project Meeting. This ensures that every data acquisition system can operate to satisfy commitments to initiatives such as Seabed 2030 and OMAO’s general guidance (including OMAO Environmental Data Management Directive and ship specific instructions) to acquire the most and best data possible, while not interfering with the project’s primary objectives.
3. Data Transmittal and Storage Media
   * + 1. Before departure, bandwidth, storage capacity, and MACC (Marine and Aviation Cyber Center) media policies will guide strategies for stewardship of data collected during the project and the manner that the Chief Scientist’s data package and other large data files will be transmitted to shore or carried from the ship at the end of the project.
       2. The ship CO completes data transmittal or other chain of custody documentation and a copy of each is retained on the ship and will accompany the data media.
       3. Acknowledgment and Acceptance
       4. Signatures on this document acknowledge each parties acceptance of the data submission responsibilities outlined in this section.

**3.5 Shipboard Data Acquisition and Stewardship Procedures**

(A) Chief Scientist/Principal Investigator – Draft Project Instructions, Collect Data, Define Metadata, and Submit Processed Data

The CS/PI shall:

(1) Include a section entitled “Disposition of Data and Reports” in the Project Instructions.

(a) This Section shall state that the CS/PI is responsible for the collection, management, and archiving of all project-specific data in accordance with NOAA’s Administrative Order (NAO) 212-15 - Management of Environmental Data and Information.

(2) Clearly identify in the “Disposition of Data and Reports” the data sets generated during the project and classifications of data as either OMAO Data or Program Data. OMAO is required to archive OMAO data and the Program is required to archive Program Data. Programs will archive their data following their own internal procedures.

(3) Clearly identify in the “Disposition of Data and Reports” Section 5 of the Project Instructions all data that NOAA will publicly release and all data that NOAA will not publicly release along with responsible parties for each data set.

(4) Assign an indefinite date for public release by the proper authorities for data having homeland/national security, cultural heritage, or protected resources.

(5) Document in the Project Instructions the specific justification for non-release of data, as well as the authority responsible for the non-release decision.

(6) The CS/PI shall work with shipboard personnel to collect data of the highest possible quality and to create project metadata. Unless otherwise excepted, the project data and metadata shall include a date for public release of data not to exceed 1 year after collection.

(7) As soon as practical and not to exceed 15 days following the completion of the project, the CS/PI shall obtain a copy of raw data collected with OMAO-owned instruments.

(8) The CS/PI shall provide all project-specific processed data with corresponding project metadata to a data archive within 1 year of collection. In addition, the CS/PI shall submit, when available, data event logs, Project Instructions, survey reports, and other high-utility documentation to this archive.

(9) Upon receiving evidence (preferably an accession number or a digital object identifier) that the project-specific processed data has been properly archived following NOAA guidelines with metadata, the CS/PI’s responsibility for archival is complete.

(10) The CS/PI shall be responsible for all data generated from instruments not owned by OMAO. Future opportunities to participate in data collection activities, as a CS/PI aboard a NOAA ship, may require verification from a data archive that project-specific processed data with project metadata were delivered within 1 year of collection.

(B) Commanding Officer/Master - Submit Raw Data to NCEI and Data Disposition

(1) Depending on connectivity, and preferably not to exceed 60 days following the completion of each cruise/project, the CO shall ensure all OMAO-collected data, corresponding project metadata, and Project Instructions are submitted to NCEI.

(a) These data include all raw data collected with OMAO-owned and scientific party-provided instruments that OMAO is responsible for per the Project Instructions, as well as any processed data available at the time of submission.

(2) The CO or the CO's designee shall notify NCEI electronically when the data are ready for transfer. This procedure does not relieve the CS/PI from their responsibility to provide all project-specific data and project metadata to a data archive within 1 year of data collection.

(3) The CO’s responsibility for archiving the data is complete upon receiving confirmation from NCEI that raw data and project metadata are archived (preferably an accession number or a digital object identifier).

(4) Policy for implementing Appendix Section 3.5 is outlined in OMAO Policy 1102-38 Shipboard Data Acquisition and Stewardship.

(5) For each project, the CO shall ensure that all OMAO-owned instruments are acquiring high-quality data. OMAO instruments should be acquiring data at all times unless it interferes with the specific project, violates rules/laws/policy, or is due to another reason specified in the SDAL Ship Operations Log for that sea day.

(C) OMAO Environmental Data Acquisition Manager

(1) The EDAM plans, directs, and implements policies and procedures to standardize the acquisition, safeguarding, and submission of high quality environmental, water column, and bathymetric data by NOAA Ships.

(2) The EDAM will validate and monitor publication of the appropriate metadata in the NOAA archive, ensure the data is publicly available by the agreed date of public release, and assess current digital inventories of all published OMAO owned data sets.

(3) The EDAM will ensure proper data stewardship and implementation of the terms of the submission agreements, address policy requirements, and adopt procedural directives throughout the data lifecycle.

### (D) NCEI Data Manager - Archive and Publish Data at NCEI

### (1) After confirming that raw data and project metadata received from the CO or the CO's designee are valid, a DM will archive them at NCEI and then return confirmation (preferably an accession number or a digital object identifier) to the CO and/or the CO's designee and the OMAO Data Manager.

### (2) A DM will validate and publish metadata, archive appropriate data in accordance with data archival best practices, make the data publicly available by the agreed date of public release, safeguard non-public, restricted data (i.e., data with homeland/national security, cultural heritage, or protected resources value), and maintain current digital inventories of all public data.

### (3) NCEI will make publicly available all unrestricted raw and processed data (i.e., all data with no homeland/national security, cultural heritage, or protected resources value) no sooner than the agreed date of public release and not later than 1 year after collection. Ships should account for NCEI’s time to receive and process the data (~90 days) in this 1 year.

### (4) OMAO and NCEI will describe the technical details of implementing Section 5 in their Submission Agreements and appendices to this document. The DM will ensure to implement the terms of the submission agreements.

**4. Foreign Nationals**

## 4.1 Foreign National Guests Access to OMAO Facilities and Platforms

All foreign national access to the vessel shall be in accordance with [NAO 207-12: Technology Controls and Foreign National Access](https://www.noaa.gov/organization/administration/nao-207-12-technology-controls-and-foreign-national-access). All LO personnel will use the Foreign National Registration System (FNRS) to submit requests for access to NOAA facilities and ships. FNRS does not route through OMAO for access to OMAO facilities and platforms or for access to OMAO Information Technology systems. Therefore OMAO also requires the form [Request for Foreign National Access to OMAO Facilities and Platforms](https://drive.google.com/file/d/1AsBT5ywyqgtPLf4xDH8oj2Ag_GxPlB3P/view) 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 LO Controlled Technology Coordinators 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, Navy Bases, commercial ports) 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

#### Provide the CO with the email generated by the Servicing Security Office granting approval for the foreign national guest’s visit. This email will identify the guest’s DSN and Designated Escorts (if any) and will serve as evidence that the requirements of NAO 207-12 have been complied with.

#### 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.

#### Ensure all non-foreign national members of the scientific party receive the briefing on Espionage Indicators (NAO 207-12) at least annually or as required by the Servicing Security Office.

#### Export Control - Ensure that approved controls are in place for any technologies subject to [Export Administration Regulations (EAR)](https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear) that will be brought aboard the ship.

#### The CO and the Chief Scientist will keep each other informed of controlled technologies belonging to the ship and to the scientific party and will work together to implement any access controls necessary to ensure no unlicensed export occurs.

### Responsibilities of the Commanding Officer

#### Ensure only those foreign nationals with DOC/OSY clearance are granted access.

#### 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.

#### Ensure foreign national access is permitted only if unlicensed deemed export is not likely to occur.

#### Ensure receipt from the Chief Scientist or the DSN of the Servicing Security Office email granting approval for the foreign national guest’s visit. OMAO CTC will email the CO when access to the platform and IT assets has been approved.

#### 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.

#### Ensure all OMAO personnel onboard receive the briefing on Espionage Indicators (NAO 207-12) at least annually or as required by the Servicing Security Office.

### Responsibilities of the Departmental Sponsor

#### Export Control - The DSN 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.

#### The DSN, if not sailing for the project, 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.

#### Ensure completion and submission of NAO 207-12 (Certification of Conditions and Responsibilities for a Foreign National) within 3 days of the FN’s arrival onboard the ship.

# 5. Hazardous Materials

## 5.1 Policy and Compliance

The Chief Scientist is responsible for complying with OMAO Procedure 0701-22 Visiting Scientists' Chemicals and Related Hazardous Materials (Mission HAZMAT). 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, Safety Data Sheets (SDS), appropriate spill cleanup materials (i.e., 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.

* + 1. Per OMAO Procedure 0701-22, the scientific party will include with their Project Instructions and provide the CO of the respective ship 30 days before departure:
       1. List of chemicals by name with anticipated quantity;
       2. List of spill response materials, including neutralizing agents, buffers, and absorbents;
       3. Chemical safety and spill response procedures, such as excerpts of the program’s Chemical Hygiene Plan or SOPs relevant for shipboard laboratories; and
       4. For bulk quantities of chemicals in excess of 50 gallons total or in containers larger than 10 gallons each, notify the ship's Operations Officer regarding quantity, packaging, and chemical to verify safe stowage is available.
    2. During embarkation and before loading hazardous materials aboard the vessel, the scientific party will provide the CO or their designee:
       1. An inventory list (NF 57-07-11 or similar) showing actual amount of hazardous material to be brought aboard;
       2. An SDS for each material;
       3. 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; and
       4. Confirmation that chemical safety and spill response procedures were brought aboard.
    3. During loading, the scientific parties will work with the ship’s Operations Officer and the ECO to track mission hazmat brought aboard, using NOAA Form 57-07-11 or similar. SDS will be made available to the ship’s complement, in compliance with Hazard Communication Laws.
    4. Underway, the 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.
    5. Upon departure from the ship, the removal of mission hazmat and related products must be verified and the Chief Scientist and Operations Officer or designee must initial the Mission HAZMAT Log (NF 57-07-11). A closed out copy of the Mission Hazmat Log will be provided to the scientific party upon request.

## 5.2 Chemical safety and spill response procedures

### (A) ACID [A]

#### (1) Wear appropriate protective equipment and clothing during clean-up. Keep upwind. Keep out of low areas.

#### (2) Ventilate closed spaces before entering them.

#### (3) Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible.

#### Large Spills: Dike far ahead of spill for later disposal. Use a non-combustible material like vermiculite, sand or earth to soak up the product and place into a container for later disposal.

#### Small Spills: Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.

#### Never return spills in original containers for re-use.

#### Neutralize spill area and washings with soda ash or lime. Collect in a non-combustible container for prompt disposal.

#### J. T. Baker NEUTRASORB® acid neutralizers are recommended for spills of this product.

### (B) Mercury [M]

#### Spills: Pick up and place in a suitable container for reclamation or disposal in a method that does not generate dust. Sprinkle area with sulfur or calcium polysulfide to suppress mercury. Use Mercury Spill Kit if need be.

### (C) Formalin/Formaldehyde [F]

#### 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 sawdust.

## 5.3 Radioactive Materials and X-ray Generating Devices

The Chief Scientist is responsible for complying with OMAO Procedure 0701-10 Radioactive Material and X-ray Generating Device Use Aboard NOAA Ships. Documentation regarding those requirements is provided by the Chief of Operations, Marine Operations, upon request. Use of radioactive isotopes in areas under the jurisdiction of other countries may require additional permits from the host countries. Port calls in other countries, while the ship is carrying radioactive isotopes, may also require special notification, compliance with host country regulations, and consent from the host.

### Radioactive Materials (RAM)

### The Chief Scientist submits, at least three months in advance of a domestic project and eight months in advance of a foreign project start date, required documentation to MOC-CO, including:

### NF 57-07-02 Request to use Radioactive Material Aboard a NOAA Ship.

### Draft Project Instructions (only one copy required per project).

### Licenses: Nuclear Regulatory Commission (NRC) Materials License (NRC Form 374) or State license with Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters (NRC Form 241).

### Experiment and usage protocols, including spill clean-up and accidental exposure procedures.

### If applicable, copies of any applications submitted and/or consent obtained from other countries.

### X-ray Generating Devices (XGD)

### The Chief Scientist submits, at least three months in advance of a domestic or foreign project start date, required documentation to MOC-CO, including:

### NF 57-07-19 Request to use X-ray Generating Device (XGD) Aboard a NOAA Ship.

### Draft Project Instructions (only one copy required per project).

### Experiment or usage protocol, including all proposed use parameters.

### A current (within 1 year of the day the vessel is to leave port) performance test report for each device

### Manufacturer specification sheet.

### If applicable, copies of any applications submitted and/or consent obtained from other countries.

#### Scientific parties will follow responsibilities and requirements for storage and use, routine wipe tests, signage, and material disposal as outlined in OMAO Procedure 0701-10.

## 5.4 Lithium Batteries

## Lithium batteries include:

## Lithium batteries,

## Lithium cells,

## Lithium battery-powered, or associated, systems or equipment, and

## Batteries that utilize lithium metal, alloys, or compounds.

Per OMAO Procedure 1102-04 Lithium Battery Safety Procedures, the Chief Scientist is responsible for:

### Providing a risk management plan to mitigate lithium battery concerns, including:

#### Packaging. How will the system/battery be packaged?

#### Storage facilities. How will the system/battery be stored from delivery to disposal?

#### Transportation methods

#### Operational use scenario (Include a complete description of how the system/batteries will be handled and used; what platform(s) will carry or deploy the system; location of recharging operations; recovery operations; number of units anticipated to be used; and, where appropriate, the sequence of events before system use/activation/deployment, etc.).

#### Disposal information

### Provide scientific party and Ship’s Command with relevant SOPs related to equipment containing lithium batteries.

### Include Safety Data Sheets and/or Technical Data Sheets in the hazardous materials inventory that is transmitted to the ship.

### Notify the ship's Command/ECO when equipment arrives on-scene.

# Appendix B References

**Federal Regulations and Standards**

* ASTM F1507 American Society for Testing and Materials - Standard Specifications for Surge Suppressors for Shipboard Use
* Export Administration Regulations (EAR)
* MIL-PRF-32167A Military Performance Specification - Transient Voltage Surge Suppressors
* UL 1449 Underwriters Laboratories - Safety Standards for Surge Protective Devices

**NOAA Administrative Orders**

* NAO 121-15-B Management of NOAA's Data and Information
* NAO 202-1106 NOAA Sexual Assault and Sexual Harassment Prevention and Response Policy
* NAO 207-12 Technology Controls and Foreign National Access
* NAO 212-15 Management of Environmental Data and Information 
  + NOAA Data Documentation Procedural Directive
  + NOAA Data Management Planning Procedural Directive (preparation of DMPs)
* NAO 216-101 Ocean Data Acquisitions

**OMAO Policies and Procedures**

* OMAO Policy 1008 Tuberculosis Protection Program
* OMAO Policy 1102-38 Shipboard Data Acquisition and Stewardship
* COVIDM01 - Marine Operations COVID-19 Protocols
* OMAO Procedure 0701-10 Radioactive Material and X-ray Generating Device Use aboard NOAA Ships
* OMAO Procedure 0701-22 Visiting Scientists' Chemicals and Related Hazardous Materials (Mission HAZMAT)
* OMAO Procedure 1102-03 Vessel Quarters
* OMAO Procedure 1102-04 Lithium Battery Safety Procedures
* OMAO Procedure 1102-20 General Rules and Minimum Requirements for Embarked Personnel
* OMAO Procedure 1201-080 NOAA Ship Familiarization

# Appendix C Forms

* NOAA Form 57-07-02 Request to Use Radioactive Material Aboard a NOAA Ship
* NOAA Form 57-07-19 Request to Use X-ray Generating Devices (XGD) Aboard a NOAA Ship
* NOAA Form 57-10-02 Tuberculosis Screening Document
* NOAA Form 57-10-01 Health Services Questionnaire (NHSQ)
* NRC Form 374 Nuclear Regulatory Commission Materials License
* NRC Form 241 Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters
* Request for Foreign National Access to OMAO Facilities and Platforms

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