Shannon Point Marine Center

BOATING SAFETY MANUAL

Revision History

June 7, 2012
March 15, 2013
November 15, 2015
September 19, 2017
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Table of Contents

Emergency Contacts

Emergency 911
United States Coast Guard (USCG) 206-220-7001
Emergency….cell *CG
Skagit County Search and Rescue 911 or 360-336-9450
Shannon Point Marine Center: 360-650-7400 or 360-293-2188
Boating Safety Officer: Gene McKeen (Cell) 360-540-3195
Lead Skipper: Nathan Schwarck (Cell) 360-319-1474

Boating Safety Committee Members

Chief Administrative Officer: Dr. Brian Bingham

Boating Safety Officer: Captain Gene McKeen

Member: Captain Nathan Schwarck

Member: Captain Jay Dimond

Faculty Member: Dr. David Shull

Faculty Member: Dr. Alejandro Acevedo-Gutierrez

Section 1.00 - Overview

1.10 Purpose

The purpose of the Shannon Point Marine Center (SPMC) Boating Safety Program ensures an appropriate level of safety for the operator(s) and scientific personnel on board assume that boating operations are conducted in a manner that ensures watercraft and equipment are operated in a safe and responsible manner when piloted by SPMC personnel for University business.

1.20 Content

The content of Shannon Point Marine Center Boating Safety Manual has been developed following the recommendations of Scientific Boating Safety Association (SBSA) that establishes minimum guidelines for the operation of all non-UNOLS boats.

1.30 Applicability

The Boating Safety Program includes this Boating Safety Manual and safety training as required. This Program is guided by the Scientific Boating Safety Association (SBSA), a consortium of west coast institutions and universities that has established guidelines for safe boating practices, training and certification that will foster a working reciprocity among organizational members (SBSA Boating Safety Manual Sec.1.0). This program applies to motorized watercraft used for SPMC business (including use of rented, leased, or personally-owned vessels) when employed under the auspices of SPMC. The SPMC Boating Safety Program is directed by the Director of SPMC and is administered through the SPMC Office. A SPMC Boating Safety Officer (BSO) shall be appointed by the Director and shall be responsible for the day-to-day application of the Program.

SPMC vessels have been designated by the United States Coast Guard as Oceanographic Research Vessels (ORV) as defined in CFR 46 chapter 1 subchapter U part 188.10-53.

Non-motorized watercraft, are not directly regulated in this Manual, but are recognized as potentially hazardous. SPMC personnel who supervise those who use non-motorized watercraft are strongly encouraged to apply as many of this Manual's safety provisions as possible.

1.40 Skippers

SPMC vessel skippers must:

1. Be a SPMC employee.
2. Be pursuing or have received a United States Coast Guard License.
3. Have medical clearance certificate as required by United States Coast Guard
4. Have obtained a Washington State Boater Education Card.
5. Have completed the SPMC Boat Safety Training to the satisfaction of the BSO.
6. Be in good standing with the Boating Safety Program as determined by the BSO.

1.50 Designated operators

1. Have an official affiliation with Western Washington University, Shannon Point Marine Center as designated by the Director of SPMC or his designee.
2. Have obtained a Washington State Boater Education Card.
3. Have completed the SPMC Boat Safety Training to the satisfaction of the BSO or his designee.
4. Be in good standing with the Program as determined by the BSO
5. Be determined by the BSO to have a demonstrated need to operate SPMC vessels.

1.60 Persons on Board

1. All SPMC vessels are designated Oceanographic Research Vessels by the United States Coast Guard and persons aboard are considered scientist, scientist-in-training, or crew.
2. All personnel aboard a vessel piloted by SPMC personnel must have a documented affiliation with Western Washington University, Shannon Point Marine Center as designated by the Director of SPMC or their designee.
   .
   a.) Crew- The operator in charge of the vessel must be an employee of WWU that is aboard to maintain the vessel, its machinery, systems and arrangements essential for propulsion and navigation.
   b.) Scientists in training- Students receiving college credit in an appropriate science field. This typically includes students receiving instruction or conducting research in oceanography or limnology including marine geophysical or geological surveys, atmospheric research, and biological research.
   c.) Scientist- Individuals aboard an oceanographic research vessels only to engage in scientific research or to instruct or receive instruction in oceanography.
   d.) Scientific team or individual investigating or reporting on oceanographic research for which SPMC is providing a service.
   e.) All other personnel aboard an SPMC vessel must be approved by the Boating Safety Committee. Requests for such exemptions must be submitted 2 weeks in advance.

Section 2.00 -Responsibility

2.10 Boating Safety Committee Membership

The Boating Safety Committee

1. The Director of Shannon Point Marine Center is the Chief Administrative Officer (CAO) and has the ultimate responsibility for the boat program and its related activities
2. Boating Safety Officer is appointed by the CAO.
3. Committee Members are appointed to the committee by the CAO through recommendations of the BSO and should consist of a majority of persons who are knowledgeable about boat operations.

4.

2.20 Boating Safety Committee responsibility

1. Has autonomous authority over the boating program's operation.
2. Shall review and revise the boating safety manual.
3. Shall assure compliance with the boating safety manual.
4. Shall take disciplinary action for unsafe practices, and act as a board of appeal.
5. Shall recommend the issue, reissue, or the revocation of boating authorization.
6. Shall establish and/or approve training programs through which the applicant can satisfy the requirements of the boating safety manual.
7. Shall suspend boating operations that are considered to be unsafe or unwise.
8. Shall periodically review the boating safety officers' performance and program.
9. Shall sit as a board of investigation to inquire into the nature and cause of boating accidents or violations of the boating safety manual.
10. May grant exceptions to the boating safety manual.

2.30 Boating Safety Officer

The BSO shall:

1. Be responsible for ensuring that the watercraft is operated in compliance with the SPMC Boating Safety Manual, other University policies, and government regulations associated with travel and field operations.
2. Be qualified to administer the SPMC Boating Safety Program Training and must be competent in the handling of all watercraft used by SPMC personnel on University business.
3. Be responsible for reviewing and the approval/denial of float plans.
4. Recommend to the CAO on the acquisition of equipment, e.g. watercraft, engines, trailers, oars, and safety equipment.
5. Recommend acquisitions must be communicated to the BSO well in advance of such acquisitions.
6. Chair and is a voting member of the Boating Safety Committee (BSC).
7. Sit as the representative to meetings and events of the SBSA and ensure that the SPMC Boating Safety Program is under compliance of SBSA regulations.
8. Grant exceptions that provide an equivalent degree of safety to this manual as needed.
9. May delegate portions of responsibilities to qualified individuals.

2.40 Project Supervisor shall:

(A project supervisor is a faculty member, staff member, or administrator that has approved the project materials and methods)

1. Be responsible for ensuring that all boat operators she/he supervises or directs have completed the SPMC Boating Safety Program Training and are currently authorized to operate watercraft.
2. Be responsible for providing information and project training to each supervised individual regarding the specific hazards to which the person (including those who do not operate the watercraft) may be exposed while performing his/her duties.

a. This training shall be provided before the project is undertaken. Additional training shall be provided as necessary. Documentation of this training is

required.
3. Ensure that any required permits (e.g. collecting permits) are in possession when required.
4. Ensure that they never direct an inadequately trained student/employee to perform a potentially hazardous operation.
5. Report any observed safety hazards immediately to operator and then to BSO after the cruise.
6. Be responsible for ensuring that the project personnel adhere to BSO approved float plan. (Appendix A)
7. When aboard vessel, initialize float plan prior to departure that load security has been checked by operator.

2.50 The Boat Operator

1. Have successfully completed the Boating Safety Training and must adhere to all Program rules and procedures and stay current with mandatory continuing education and refresher training.
2. Be responsible for understanding and abiding by all appropriate Federal, State, Local and SPMC policies and regulations concerning safety, trailering and launching, rules of the road, watercraft usage, Coast Guard-required equipment etc.
    a. Operators of boats are liable for citations received due to the violation of the above policies and regulations
3. Be ultimately responsible for the safety of the watercraft and all aboard.
    a. It is the operator's duty to refuse to operate a vessel or trailer and/or continue an operation in progress if in his/her judgment the conditions are unsafe or if operation would be violating the precepts of SPMC training or the rules of this document
    b. Federal laws state that the operator is responsible for making sure all gear, vessel systems, and equipment required by federal regulation or that directly affect personal or vessel safety are working properly before departure.
4. Submit a verbal notification to the BSO a minimum of 48 hours in advance of the intended departure; in addition, a float plan (see Appendix A) shall be submitted at least 24 hours before departure, unless special circumstances dictate otherwise.
    a. any watercraft used on university business may not be operated unless the float plan has been approved by the BSO.
5. Maintain an underway log
    a. boat operators are required to maintain a daily record of hours underway (see Appendix B), which shall be submitted to the BSO at the end of each month.
6. Prior to departure state to project supervisor and/or crew to report any observed safety issues or equipment problems.
    a. Record any reports into boat log
    b. Report to BSO
7. Initialize check box in boat log that emergency gear, power operations, and load stability and security have been reviewed prior to departure. The operator will request initialization of boat log from lead researcher/project supervisor when present. If no research lead or project supervisor is on board, the operator will call the emergency

backup and confirm safety reviews have been completed. The emergency backup will record on the float plan that checks have been made.

Note: The Boat Operator and Project Supervisor must work in full compliance with this Boating Safety Manual.

2.60 Failure of Compliance

1. Failure to comply with all SPMC watercraft operation procedures may result in suspension or restriction of watercraft privileges by SPMC Boating Safety Committee, the CAO, or the BSO.
2. Minor infractions such as neglecting to refuel, wash down the boats, complete paperwork, etc. will result in the BSO issuing a warning, restriction, or suspension of all piloting privileges for the next cruise/project where the offender is the project leader.
3. Serious infractions such as non-approved solo piloting, damage to equipment as a result of neglect, unsafe operation, injuries resulting from recklessness etc. will result in the suspension of privileges, and retraining will be required.
4. Approval necessary to reinstate revoked watercraft privileges will be issued by SPMC Boating Safety Committee personnel after the problem(s) have been adequately corrected and retraining has been completed as appropriate.
5. Boat use privileges may be revoked, suspended, or restricted by the BSO, subject to the review of the SPMC Boating Safety Committee or the Director, if the watercraft operator fails to follow procedures as described in the SPMC Boating Safety Manual.

Section 3.00 - Administrative Procedures and Training Requirements

3.10 Authorization of Boat Operators

To become an authorized boat operator, one must:

1. Submit a Vessel Operator application (Appendix C).
2. Obtain a Washington State Boater Education Card.
3. Complete SPMC Boat training course covering topics list in section 3.50.
4. Be an employee of Western Washington University, graduate student, or registered with the Human Resources Department as a Volunteer.
5. Provide documentation of all boat safety training courses.
6. Provide documentation of practical experience in operating a boat.
7. Demonstrate proficiency in the safe operation of the proposed type of boat in local conditions, as necessary.
8. Demonstrate proficiency in the operation of any specialty equipment and procedures specific to the boat.
9. Demonstrate proficiency in trailering, launching, and recovery, as appropriate.
10. Demonstrate knowledge of U.S. Coast Guard rules and regulations.
11. Sign the Verification of Vessel Training Form (Appendix D), acknowledging that the trainee has read and agreed to abide by the SPMC Boating Safety Manual, and signed by the BSO signifying successful completion of the training course.
12. Copies of the completed training forms should be on file with the BSO as well as the Office of Risk Management.

3.20 Maintaining Authorization

1. Boat operator authorization shall participate in an annual refresher course as designated by the BSO.
2. Provide documentation showing at least 5 cruises on local waters annually
3. Operators must be reauthorized every 5 yrs.

3.30 Revocation of authorization

A boat operator's authorization may be revoked for any action deemed unsafe or unlawful or for not meeting procedural requirements of the safety manual.

3.40 Re-Authorization

If a boat operator's authorization is revoked, they may be re-qualified after the operator complies with such conditions as the BSO may impose. The boat operator will be given the opportunity to present his/her case to the BSC before conditions for re-authorization are stipulated.

3.50 Training Course Topic

The SPMC required training course will cover at the minimum the following topics:

1. Safety equipment requirements and use
2. Underway logs
3. Scheduling boats
4. Overdue vessel procedures
5. Moorage considerations
6. Outboard motor use and maintenance
7. Running speed
8. Load limit, load security
9. Launching and Recovery of boats
10. Emergency procedures
11. Deviation from float plans
12. Local Hazards
13. Chemical use on boats
14. Communication
15. Maneuvering skills
16. Rules of the Road

Section 4.00 - Administrative Procedures and Record Keeping

4.10 Float Plans (Appendix A)

1. Project Supervisor/Chief Scientists must file a float plan with the BSO at least 2 days prior to departure.
2. Requests for boating activities outside normal hours must be submitted at least two weeks in advance, such float plans require approval by the Boating Safety Committee.
3. Both the project supervisor and BSO must approve and sign the float plan before preparation or departure takes place.
4. Circumstances that do not require a float plan are limited to emergency assistance, launch and recovery of vessels from launch to dock, and trips to fuel dock within the home port marina.

4.20 Maintenance of Records

1. A file for each boat and its trailer shall be kept with the BSO, it is recommended that a separate fuel log and maintenance log be kept for each boat.
2. An underway boat log (example in Appendix B) shall be kept for each vessel in its appropriate boat box. The underway boat log shall be kept during each cruise.
3. All Boat logs shall be copied and turned into BSO at least once each month.

4.30 Equipment and Safety Audits

1. Daily equipment and safety audits will be conducted. All equipment shall be deemed functional and safe prior to departure. Any minor items shall be reported in writing to the BSO and logged.
2. An annual comprehensive equipment and safety audit shall be conducted and a list of requested equipment and safety items generated for review by the BSC.

4.40 Accident and Incident Reporting

1. If a SPMC employee is injured, workers' compensation notification must be made immediately. A report to WWU Office of Risk management shall be submitted within 8 hours of the incident. Incidents occurring after normal business hours are to be reported to the University Police and the BSO.
2. All incidents and accidents involving boats, trailers, or people must be reported to the BSO within 24 hours and recorded in the boat log.
    a. WWU incident report forms shall be completed and submitted to the WWU Risk Management Office within 24 hours of the incident (Appendix E).
3. The BSO and the WWU Risk Management Office shall investigate and document the accident as described in #2 above, including any related personal injury and/or property damage.
4. Accident reports shall be prepared and held for five year minimum.

Section 5.00 - Operational Procedures

All boats and equipment under the auspices of SPMC and used by SPMC authorized will at a minimum, conform to US Coast Guard, State, and local requirements and to the standards set forth in this manual.

All boats and equipment used under the auspices of SPMC operating outside of US Coast Guard jurisdiction shall at a minimum comply with US Coast Guard regulations in addition to any applicable local requirements and to the standards set forth in this manual.

1. Refrain from altering any watercraft without permission from the BSO.
2. Use good judgment in emergencies or in other cases where it is necessary to deviate from accepted procedures.
3. Watercraft operators may use their own discretion, but may be required to justify their actions in a written report to the BSO.
4. Prior to departure, a final inspection of the vessel in regards to the following shall be performed.

5.10 Stability

DO NOT OVERLOAD THE VESSEL. Weight and passenger limits are posted on the Vessel Capacity Plate. Watercraft operators are required to follow legal limits set forth on the vessel's weight capacity plate, or the vessel's calculated safe loading limits.

1. No person shall operate a vessel loaded in a manner that will jeopardize the safety of the operator or crew
2. Any proposed alteration to vessel for deploying equipment shall be reviewed by BSO and BSC in terms of effect on stability and safety of the vessel.

5.20 Equipment

1. The operator shall be familiar with the operation of the equipment and shall inspect all emergency equipment prior to departure.
2. The operator and/or crew shall notify the BSO of any malfunctioning equipment.
3. All equipment used on board vessel will have a specific safety operation manual filed with the BSO and outlined in vessels operation manual on board.
4. Equipment must be secured while underway.

5.30 Communications

1. Each operator shall notify the BSO or responsible emergency personal when leaving on cruise by either cell phone or VHF radio.
2. A vessel equipped with VHF radio shall monitor Channel 16.
3. A vessel using a cell phone as primary means of contact shall leave phone on stand-by unless battery power is limited. A low battery on cell phone constitutes a failure in emergency equipment and requires the vessel to immediately return to dock

when no VHF radio is on board.

4. Any alteration in float plan change request while under way shall be communicated to the BSO before such alterations are carried out with the exception of emergency.

5.40 Weather

Checking local marine weather reports prior to departure is required. Operation during a small craft advisory shall be considered on a case by case basis by consultation with the BSO and the vessel operator.

1. It is the ultimate responsibility of the operator to make the final call to cancel a cruise due to weather or other safety consideration while vessel is underway.
2. The BSO shall notify operators during submittal of float plan as to the forecast for the proposed cruise.
3. When a small craft advisory is issued, the BSO shall notify all vessels while at sea and make recommendations on current conditions. It is the final responsibility of the operator to cease operations if they feel it is unsafe to operate.
4. The BSO or vessel operator has the authority to cancel any cruise that he/she feels is unsafe to continue due to weather.
5. No SPMC vessels will be allowed to go beyond a 5 mile radius from dock during a gale warning.
6. No vessels shall leave dock under observed sustained winds of greater than 30 knots.

5.50 Navigation and Float Plans

1. Fill out boat log before departure and upon return. Do not forget to record departure and return time and keep track of underway hours.
2. Consult the appropriate navigation chart prior to departure if you are navigating waters that are new or unfamiliar. It is the responsibility of the watercraft operator to use every reasonable means to become familiar with their intended areas of operation. This may include requesting an orientation checkout of the area from the BSO, review of charts, Coast Guard, local notice to mariners, Coast Guard radio advisories, local information and any other means available.
3. Ensure that a MINIMUM of TWO people is present for watercraft operations. Solo piloting may be permitted with the appropriate prior approval; see “Solo Piloting”.
4. Generally, DO NOT operate any power vessel in less than three feet of water. Do not “beach” any power vessels unless specifically design for beach landings. Beaching request must be planned and stated in the operators float plan. Inflatable watercrafts may be carried onto the beach
5. Operate the watercraft at speeds which are safe and legal. Watercraft shall be operated at a safe speed to avoid collision, property damage and personal injury. In determining safe speed these factors should be considered: weather, vessel maneuverability, visibility, traffic, sea state, current, navigation hazards, draft, and depth of water, the possibility of floating objects and other factors relative to safety.

5.60 Safety

1. **DO NOT use the motor as a ladder** for climbing into or out of the water.
2. Wash down all surfaces and outboard engine(s) with fresh water after every use. Wash down prior to departure as appropriate. If trailering, wash down entire trailer and flush or rinse down brakes after use.
3. Observe all safety regulations and operating procedures at all times.
4. DO NOT SMOKE, CONSUME ALCOHOLIC BEVERAGES AND/OR PARTAKE OF ILLEGAL DRUGS ON UNIVERSITY VESSELS!!
5. DO NOT operate any University watercraft if you are under the influence of alcohol, illegal drugs, or prescription drugs that cause drowsiness, disorientation etc.
6. Secure vessel load before getting underway.
7. **Immediately report accidents or potentially dangerous situations to the BSO, the project supervisor and to SPMC BSO. The operator or crew must file an accident form with the BSO and WWU Risk management office within 24 hours of the accident. Report questionable equipment condition to the BSO and to the project supervisor immediately upon discovery. In addition, all incidents must be recorded in the boat log.**
8. Notify the BSO if projects will require operations outside the parameters of this manual. Sufficient lead-time prior to the onset of operations must be given to the BSO to ensure an appropriate review of the intended project.
9. Ensure all persons wear appropriate protective clothing and safety equipment for the conditions, including but not limited to: Coast Guard approved personal floatation devices, jackets, gloves, safety glasses, goggles, deck shoes and/or steel-toe shoes etc.
10. **Personal floatation devices must be worn when working over the side of the vessel.**
11. If vessel is equipped with a man overboard switch, it should always be worn while the engine is running

5.70 Special Operations

1. Solo Piloting
   a. Solo piloting is normally not permitted. However, the BSO may approve a solo-pilot Float Plan based on pilot experience, area to be traveled, and distance traveled from shore.
   b. Solo piloting beyond 1.0 mi. from shore is never permitted. b) Solo pilots are required to a PFD donned at all times.
   c. Solo pilots are required to monitor the Marine Radio (VHF) and/or carry a charged cell phone at all times.
2. Scuba diving
   Solo diving is not permitted.
   a. Be fully approved participants in the SPMC Diving Program.
   b. Follow all policies and procedures of the SPMC Dive Safety Manual.
   c. Divers entering the water from boats must ensure that a third party remains on

the boat even when it is securely anchored.

d. The third party must be competent in the use of all boating emergency systems such as the Marine Radio, cell phone, GPS, flares etc.
e. Engine should be off or in neutral when divers are entering or exiting the water

3. Trailering
   To become qualified to tow a boat and trailer, the operator or designated driver must:
   a) Demonstrate to the BSO or his/her designee the proper procedures for towing the boat and trailer over the road.
   b) Demonstrate proper launching and retrieval of the boat from the trailer to the water.
4. Reciprocity
   Not applicable at this time.
5. Transiting into Canadian waters
   a.) Early planning is required before SPMC vessels may travel to Canadian waters. A travel plan shall be submitted to BSO two weeks prior to departure.
   b.) Skippers will check documents of scientist before departing marina AND call into BSO when vessel is leaving.
   c.) All Scientists and Skippers are required to carry two forms of identification; a passport or proof of citizenship (birth certificate), and a government issued photo ID (a driver's licenses qualifies).
      i. A list of qualifying documents can be found at:

      http://www.cbp.gov/travel/us-citizens/western-hemisphere-travel-initiative

   d.) Scientists aboard must sign the vessel manifest.
   e.) Vessel shall have Oceanographic research designation on board
   f.) Vessel shall have FCC Ship Radio Station authorization document with station identity including a MMSI #.
6. Operator procedure:
   g.) Call into Homeland Security U.S. Customs and Border Protection (Anacortes office: 360.293.2331) prior to leaving our slip.
   h.) Check into Seattle Traffic (VHF 5 alpha) and state our route and destination. They will likely advise us to contact Victoria Vessel Traffic once we reach a specific point along our route.
   i.) Prior to entering Canadian waters, check in with Victoria Traffic (VHF 11 or 604.775.8919) and state our destination and activity. Monitor VHF 11 while in Canadian waters. (If we proceed into the river channel past the estuary, then we will be advised to switch to VHF 74.)
   j.) Check back into Seattle Traffic upon entering U.S. waters or upon advisement from CVTS.
   k.) Once tied up to our slip in Skyline Marina (before anyone leaves the vessel), call into the Anacortes Customs office and request clearance to leave the vessel.
      i. Only observations and water samples may be taken while in Canadian waters.

Section 6.00 - Boat Reservation Procedures

6.10 Reservations

Reservations are done on a first-come, first-served basis and are made for specific dates and times. Please review Appendix F, vessel description, capabilities, and capacities. If a conflict in use arises, the BSO has the final say. Requests for extension of reserved time because of weather or mechanical conditions will be considered on a case-by-case basis. Call the BSO at (360) 650-7400 or email gene.mckeen@wwu.edu to reserve vessels.

6.20 Check-out Procedures

A boat will be considered to be checked out when the approved Boat Operator takes possession of the appropriate boat binder documents. Transfer of the boat binder or keys from one operator to another is not permitted without the prior approval of the BSO. A boat will not be checked out until the vessel operator has completed a float plan (Appendix A) that has been approved by the BSO/DBSO.

6.30 Check-In Procedure and Closing of Float Plan

A boat is considered to be checked-in when it has been returned to the marina and the keys and all related equipment has been returned in to the BSO. A float plan is closed after it has been signed by the BSO/DBSO and by the boat operator upon his/her return.

Section 7.00 - Marine Distress Communication Procedure

SPEAK SLOWLY, CLEARLY, AND CALMLY

Failure to properly use emergency procedures can result in property damage, injury or even death. It is imperative that you not only understand the procedures for declaring an emergency, but that you understand when to use them.

Experience has shown that the great majority of people are reluctant to call, even in the face of an emergency. And, in some cases, this reluctance has resulted in death. The following situations are among those that require IMMEDIATE NOTIFICATION OF THE COAST GUARD:

When the vessel has become seriously disabled or there is reason to believe it is in the process of becoming seriously disabled.
When there is serious injury.
When the vessel is likely to sink.
When it becomes necessary to abandon ship.

7.10 Marine VHF Radio

Convey Emergency Conditions via Radio As Follows:

1. Ensure that all persons aboard are wearing floatation devices, verify your radio is on.
2. If the radio is DSC equipped depress the emergency button and wait for the coast guard to reply and verify your position and the nature of the emergency.
3. For non DSC equipped radios, select VHF Channel 16 (156.8 MHz).
4. Press the microphone button and clearly and loudly speak into the radio: "MAYDAY – MAYDAY – MAYDAY"
5. Say: "This is the (name of vessel)".
6. Describe where you are (GPS position, navigational aids, land marks).
7. State the nature of your distress.
8. Give the number of persons aboard and conditions of any injured.
9. Estimate the present seaworthiness of your watercraft.
10. Describe your watercraft: Size (feet), type, motor (or otherwise), color, number of personnel etc.
11. End message by saying "I will be standing by on channel 16, this is the (vessel's name), over."
12. Release the microphone and wait for coast guard to respond. Repeat if no one replies within 10-15 seconds.

Example:
"MAYDAY-MAYDAY-MAYDAY, this is the research vessel "Flora". I am three miles south east of Allen Island at GPS coordinates (XX.XX'N XX.XX'W) and I can see Deception Pass. We are an aluminum hull power vessel of 19' with 4 people on board. I have a problem with the bilge pump and I am taking on water. I will be standing by on Channel 16. This is *Flora*, over." Wait 10-15 seconds for a response, then repeat if necessary.

7.20 Visual Distress Signals

1. Choose the appropriate signal (day or night use). B) Smoke / flags are for day use only
2. Flares are for day or night use
3. Follow manufacturer's recommendation for deployment

7.30 Helpful Reminders

1. Always state the vessel's name at the beginning and end of every communication.
2. Always keep the radio on while away from the dock on VHF channel 16 (156.8
3. MHz or 2182 kHz.)
4. If you hear a MAYDAY, respond only if you can help. You are required to assist if you are the closest vessel! When assisting other vessels, make sure you are not endangering yourself.
5. Keep communications brief.
6. Channel 16, 2182 kHz and 156.8 MHz are for International distress and calling.
7. DSC vessels will automatically broadcast the last known vessel position and MMSI #.
8. You are required to log all distress calls.

Appendix A – Example Float Plan

Shannon Point Marine Center
Example Float Plan

Date of submittal_____

Date of trip:_____ Departure time:_____ Estimated Return:_____

Name/ Description of vessel: _____Operator:_____

# of people on Board: ____ Purpose:_____

Names: Contact #

Area of operation: (Be specific)

Type of Activity

Point of Departure

Description of towing vehicle if applicable;

If overdue, contact: Contact #

Emergency Plan, including activation time:

Verification of return (operator) _____time:_____

Verification of return (BSO/DBSO) _____time:_____

Upon verification of return please note equipment problems or safety issues on reverse side.

Appendix B – Vessel Operator Underway Log

Vessel Operator Underway Log

Name: _____ Month/Year: _____

Dept.: _____ Signature: _____ Date: _____

Date	General Description of Operations and Comments	Area or Location (inland/offshore	Vessel Size	Vessel Propulsion Type & No.	Vessel Launch Method	Total Time Underway

Appendix II: Operator Underway Log 2/15/07

Appendix C – Vessel Operator Application

Shannon Point Marine Center
Vessel Operator Application

These forms are intended to help the Boat Safety Officer determine if a person has the need, skills, and ability to safely operate research vessels available at SPMC. Only after all requirements have been satisfied will the applicant be able to schedule an applicable vessel

The following forms and requirements must be completed;

- ☐ Application form
- ☐ Evaluation form

Application form;

1. Have you obtain a Washington State Safe Boater Card?

2. State purpose for becoming a SPMC Student Skipper:

3. List all sizes and types of vessels you have experience operating.

4. State specifically where you have operated the above vessels.

5. State experience is our local area.

(Appendix C, page 2)

Vessel Training Evaluation Form (to be completed by a SPMC skipper)

1. Does the applicant have on file a copy of the Washington State Safe Boater Card or an equivalent document?

2. Does applicant demonstrated a need to operate?

3. Does applicant have experience operating vessels similar to SPMC research vessels?

4. Has applicant operated vessels in areas with similar weather and tide conditions?

5. Does applicant have experience and/or knowledge of our local waters?

6. Skills test: General
   - □ Starting vessel,
   - □ Safety gear check
   - □ Systems checks
   - □ Radio and Cell phone operation
   - □ Stability and load security

   Maneuvering Skills
   - □ Leaving dock
   - □ Approaching dock
   - □ Marina speed and operation

   Rules of the Road
   - □ Operation around other vessels
   - □ Buoy systems
   - □ Speed
   - □ Sampling operations.
   - □ Beaching Boat

   Trouble shooting questions
   - □ Loss of power
   - □ Loss of Steerage

7. Has logged three cruises with a SPMC designated skipper

8. Has completed all above and items and is confirmed to be capable of operating:
   - 13’ Whaler, 25 HP
   - 19’ Flora, 125 HP
   - 20’ bombard 70 HP

Signed_____ Date _____

SPMC evaluator

Appendix D- Verification of Vessel Training

Verification of Vessel Training

I, (print name) _____have read the SPMC Boating Safety Manual. I understand my rights and responsibilities as an employee, student, volunteer and/or supervisor under the provisions of this manual. I agree to work at all times in complete accordance with all policies and procedures, and to protect the health and safety as appropriate of myself and those around me. I will not knowingly undertake a potentially hazardous task for which I have not been adequately trained and approved by the BSO. I will not direct others to perform a potentially hazardous activity unless that individual has been trained and has demonstrated adequate skill to perform that activity safely. I understand that I am assuming responsibility for the equipment and materials that are in my care. The SPMC reserves the right to hold me responsible for replacement or repair costs for any equipment lost or damaged due to my negligence while in my care.

SIGNATURE OF OPERATOR: _____ DATE: _____

Boating Safety Officer Approval

The above participant has successfully completed SPMC Boat Safety Training, including appendix C of this manual.

_____ _____

BSO Signature Date

WESTERN WASHINGTON UNIVERSITY

An equal opportunity university

Accidental Injury/Occupational Illness Report

Please complete this report within 24 hours of all accidental injuries or occupational illnesses/exposures. This report is submitted to EHS for the sole purpose of fulfilling state and University notification requirements. This report is not an admission of fault nor has any determination of fault been made. The information reported is a brief summary of known facts at this time and is subject to change.

(Please Print)

☐ Employee ☐ Student Worker ☐ Student
☐ Volunteer ☐ Graduate Student ☐ Visitor/Other

Name:_____

Address:_____

_____

Telephone:_____

W#:_____

Campus Address:_____

_____

Campus Telephone:_____

Date of Hire_____

Position:_____ Supervisor:_____

Date of injury _____ Time of injury_____ AM / PM Time of shift start_____ AM / PM

Exact location of accident/exposure:_____

What were you doing at the time of injury or exposure?_____

_____

Part(s) of body affected:_____ Type of injury: _____

Describe accident/exposure in full detail (what, how, where, machinery, etc., involved):

_____

_____

_____

_____

_____

To whom did you report this?:_____ Date:_____ Time:_____ AM / PM

List any witnesses:_____

Did Police or Emergency services respond?_____

Physician/Hospital name:_____ Tele.#_____

Address:_____

Treatment involved:_____

In your opinion, was injury caused by an unsafe act (activity/movement) or an unsafe condition (machinery, weather)? Please explain:

_____

_____

In your opinion, what could be done to correct it?_____

_____

_____

Signature:_____ Date:_____

Supervisor's Report

(Please Print)

Employee's name:_____ Department:_____

Exact location of accident/exposure:_____ □ Same as employee report Date and time reported to you:_____ □ Same as employee report Last day worked_____Return to work full duty date_____Return to restricted work date_____

Names of witness(es)interviewed:_____

Immediate action taken in response to injury:_____

_____

In your opinion, what actions, events, or conditions contributed to the accident:_____

_____

What recommendations do you suggest for prevention and follow-up:_____

_____

_____

Supervisor's Name_____Signature_____Date_____

Supervisor's title:_____ Campus telephone:_____

Environmental Health and Safety Report

(Please Print)

□ Not required/applicable

What actions, events, or conditions may have contributed to the accident:_____

_____

Please explain your position, or cite specific regulations, policies, procedures, or other similar factors that apply:_____

_____

Individuals contacted:_____

_____

Corrective action taken:_____

_____

_____

What recommendations for prevention, follow-up, or training do you have:_____

_____

_____

EHS signature:_____ Date:_____

Appendix F – Vessel Descriptions, Capabilities, and Capacities

Vessel Descriptions, Capabilities, and Capacities

RV Magister:

34 ft. aluminum hull, twin Mercury 200 HP outboard motor vessel with Western Washington University, Shannon Point Marine Center, and Bean Custom Boat logos on the sides. The word "Research" is displayed prominently on the sides of the vessel. The vessel is also equipped with a Class B AIS transceiver. Equipped with a forward A-frame and drop down landing craft bow, and a stern davit and Sampson post. This is an open bow design with a house that runs from amidships to the stern.

Passenger load limit is set at 12 scientists.

This vessel was designed for a typical crew of 4 scientists deploying equipment such as CTDs, sediment corers, ROVs, and plankton nets. The A-Frame and hydraulic system is rated at 1500 lbs. with a safe working load limit of 750 lbs. A 74 inch wide drop down bow door extends the deck for assisting with payload deployment and retrievals.

Cruising speed is 18-22 knots depending on load.

A small gas powered Honda engine fitted with a hydraulic pump powers both the A-frame and roof mounted Amsteel wound hydraulic winch. A roof mounted oceanographic winch is powered by a 1.5 HP electric motor with a 1000 lbs. lifting capacity.

RV Zoea:
32 ft. aluminum hull motor vessel with blue and green stripes under the gunnel. The word "Research" is placed over the striping; a larval crab symbol and the Shannon Point Marine Center Logo are located on the wheel house. The vessel has an A-frame on the stern and drop down landing ramp and davit on the bow. Vessel is powered by a 310 HP Turbo Diesel Volvo-Penta engine with dual prop outdrive.

Passenger load limit is set at 11 scientists.

This vessel was designed to run biological sampling nets, bottom sediment samplers, ROV's and has compact interior seating for 11 scientists. The A-frame and winch loaded with stainless steel cable are powered (from the main engine) by a belt driven hydraulic pump. A drop down bow door allows diver egress and scientist access to remote locations.
Cruising speed is 20 knots independent of load.

Lifting capacity of the A-frame and hydraulic system is 1000 lbs. with a safe working load limit of 750 lbs.

RV Fauna:
24 ft. aluminum hull, 200 HP Honda outboard motor vessel with blue and green stripes under the gunnel. The word "Research" is placed over the striping and the Shannon Point Marine Center Logo are located on the wheel house. The vessel has a davit on the stern, port side.

Passenger load limit is set at 10 scientists.

This vessel is a run about with interior seating for 4 scientist, and is typically used for observation, plankton collections, diving, shallow water collecting, and hand use equipment and study site support. Safe lifting limit of 100 lbs. for davit.
Cruising speed is 20-25 knots depending on load.