

BIGELOW LABORATORY FOR OCEAN SCIENCES
BOATING SAFETY AND
OPERATING PROCEDURES POLICY

ADOPTED: 15, September, 2020

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1.0 BACKGROUND

Having a better understanding of boating safety will help prevent accidents and the loss of life and property. U.S. Coast Guard statistics support the notion that having safety training can mean the difference between life and death.

1.1 Bigelow's motorized research vessels are intended to be used for research, educational and public outreach in a manner consistent with the lab's mission. The vessels are not to be used for recreational purposes. User Agreements are required to be signed for all persons using motorized vessels. This document must conform to the User agreement (Appendix C).

1.2 Visitors who work on Bigelow's premises or use Bigelow-owned equipment must comply with this document.

2.0 BOATING SAFETY TRAINING & CERTIFICATION REQUIREMENTS

2.1 Certification Requirements

2.1.1 All first time Bigelow Lab boat operators and employees conducting work on the boat are required to complete a boating safety course. Anyone who operates the boat must complete the boat safety course and complete two hands-on safety trainings with the boat safety officer and had to have operated a motorized vessel within the past two years within Maine coastal waters.

2.1.2 Boat safety training and education may be obtained through a recognized outside source such as the United States Coast Guard Auxiliary or the United States Power Squadrons. Minimally, the course shall cover the items listed in section 2.2. Proof of course completion from one of these outside sources must be submitted to the Boating Advisory Group before using a boat. Furthermore, the user may be required to demonstrate boat handling skills (Appendix B)

2.1.3 Before departure, each passenger not holding certification must be briefed by the certified operator or captain as to the safety equipment and procedures on board the vessel (Appendix D).

2.2 Required Elements of the Boat Operator Safety Training

2.2.1 The technical, classroom portion of approved coastal boat safety training courses will consist of the following elements, at a minimum:

- Boating Safety
- Federal & State Requirements
- Boat Handling
- Seamanship
- Aids to Navigation

- Basic Navigation
- Weather
- Radiotelephone Procedures
- Emergency Procedures
- Accident Reporting
- Bigelow Vessel Ops Procedures & Rules

2.2.2 A hands-on practical boat handling test in the vessel is required to complete certification. This practical boat handling test may be conducted by the Boating Safety Officer, or other certified boating safety instructor and must demonstrate the skills required to safely operate a particular vessel. This will consist of at least two outings on the open water and docking at the Bigelow Dock.

2.2.3 Users of boat trailers must demonstrate competency in backing a trailer and launching and retrieving of the vessel.

3.1 GENERAL RULES OF OPERATION

The following rules shall, at all times, be followed by all Bigelow vessel operators and passengers unless otherwise stated:

3.2 Vessels, transporting Bigelow personnel, students, or guests shall carry all safety equipment required by federal and state law (*Department of Transportation, United States Coast Guard Regulations* and the *Maine Boating Laws*, Department of Inland Fisheries and Wildlife, Watercraft Section). In addition, vessels must carry an anchor, compass, first aid kit, charts of the operating area, knife, appropriate tools, means of self-propulsion (oars) on the appropriate vessels, and a back-up dewatering device (e.g., bailer or hand pump).

3.3 No person shall alter or modify any vessel, vessel system, or lifesaving apparatus without written permission.

3.4 Federal laws state that the Operator is responsible for making sure all gear, vessel systems, and equipment required by federal regulation, or that directly impact personal or vessel safety, are working properly before departure. The Operator of a vessel is liable for violations. Examples range from violations stemming from unsafe operation, to not having the proper safety equipment on board. The Operator of a vessel is ultimately responsible for his/her own safety and the safety of the vessel and its crew; therefore, he/she has the responsibility of ensuring all Bigelow policies and safety procedures are met.

3.3.1 An unsafe condition is grounds to cancel an operation or discontinue an operation in progress.

- 3.3.2 It is a violation of this policy to knowingly depart on a voyage with any malfunctioning vessel, vessel system, or boat equipment.
- 3.4 Boat users are required to adhere to the *Rules of the Road* (federal law published in sections 33 & 46 of the Code of Federal Regulations, U.S. Government publication) and *Maine Boating Law* (MSRA Title 12 Chapter 715, state law, ME Inland Fish & Wildlife publication). This includes, but is not limited to action to avoid collisions, operating at a safe speed (headway speed within 200 ft. of shore and in mooring areas), and operating with a proper lookout.
- 3.5 Boat users are required to follow the legal limits set forth on the boat's weight capacity label.
- 3.6 Boat capacity is as follows R/V Clarice - 6 persons, Zodiac -3 persons.
- 3.7 Boat users are required to load the boat properly and to secure the equipment within the boat. For further information see Appendix E "Vessel Loading Guidelines"
- 3.8 Towing of any equipment that will take place off the port or starboard side of the vessel will not be allowed. Any equipment that is to be towed off the stern off the boat will need to be approved by the Boating Advisory Group. Vertical drops of equipment and nets under no propulsion is permitted.
- 3.9 Bigelow operators and crew shall conduct operations on board in a safe and prudent manner. Operators and crew members may be subject to fines assessed by the USCG or other authorities for operations which violate state and federal laws and regulations. The responsible operator and/or crew member(s) will be held personally responsible for paying for any fines levied by external agencies or regulators.
- 3.10 All boat users are required to post a float plan, either in writing or by telephone (Appendix G). The purpose of a float plan is to have a shore-side person who is aware of the user's destination and return time. If the vessel is overdue the shore-side contact is responsible for notifying proper authorities to organize a search. (see table below).
- 3.9.1 The float plan shall be posted. The "contact person" on the float plan must understand his/her responsibility for notifying emergency personnel authorities if the vessel becomes overdue.
- 3.9.3 The operator must post a float plan, arrange for a shore contact, and to inform the shore contact of delays as well as at the time of return.
- 3.9.4 The operator shall return completed float plans to the designated Boating Safety Officer.

3.9.5 In the event of an overdue vessel, the following is a list of the recommended emergency agency contacts in our area:

Coastal Waters:

USCG Boothbay Harbor 207-633-2643

USCG Rockland 207-596-6667

USCG S. Portland 207-842-9197

Inland Waters

Maine Wardens Service (Bangor) 207-941-4440

Maine State Police 911

Other Required Notifications:

Bigelow Safety Officer (Adam Smart)

Office 207-315-2567 ext:116

Home 207-467-0846

3.9.6 The following is an example of the protocol for contacting one of the above agencies:

- “This is **[your name]**. I am calling from Bigelow Laboratory. I am calling to report an overdue vessel. The **[name of vessel]** was due back at **[time]** at **[location]**. The **[name of vessel]** has **[number]** of persons on board. The **[name of vessel]** is a **[description of vessel]**. The **[name of vessel]** departure point was **[location]** and destination was **[location]**. The last known position of the vessel was **[location]**.”
- After the authorities have gathered pertinent information, stay in contact with them in the event they require further information.
- Contact the Boating Safety Officer.

3.9.7 The above example will be posted at the float plan area and copied on the reverse-side of the float plan forms.

3.10 The operator is responsible for completing and filing the equipment check-off list with the float plan. See Appendix F for a copy of an equipment check-off list.

3.11 Operators are required to give the crew a pre-trip safety briefing. This briefing ensures that everyone on board KNOWS WHERE THE SAFETY EQUIPMENT IS LOCATED AND HOW TO USE IT.

3.12 Operators shall only operate vessels in the areas appropriate for operation specific to the size and limitations of the vessel.

3.13 Every person on board a Bigelow vessel shall wear a type I, II, III, or V life vest (Personal Flotation Device or PFD). Divers wearing a fully donned

buoyant diving suit are waived from this requirement, although divers wearing a buoyant diving suit still must comply with regulations by having an approved PFD.

- 3.14 All persons on board must remain inside the water craft while underway.
- 3.15 The operator is required to have at least one other person on board that has completed the USCG LMLT course. Under certain circumstances the Boating Advisory Group may approve operation without two people. It is prohibited to conduct research alone from a motorized vessel. When diving from a boat, a certified person must remain on board at all times, except in the case of diving on a permanent mooring. The person remaining on the boat must be certified as a Boat Operator. At least two responsible and competent individuals must be present on the vessel when students are onboard.
- 3.16 Individual SRS's are required to provide personal protective equipment for their employees, and to require the purchase of same for their students. Individuals are required to have PPE and to use it. Occasionally, safety equipment is loaned out.
- 3.17 During the cold weather season (October 1st to June 30th) special operating restrictions apply for Official Research Vessels less than 26 feet in length.
 - 3.17.1 All persons on Official Research Vessels less than 26 feet in length operating on open waters, 3 mile or greater offshore, must have cold water survival training. All persons on board must have readily available survival suits meeting USCG requirements.
 - 3.17.2 Vessels operating within 3 miles of shore and vessels that are not deemed "official research vessels" by the USCG are exempt from these requirements.
- 3.18 Weather conditions greatly impact the success or failure of any boating activity. To ensure the safety of Staff, Students and Visitors, the following guidelines must be followed.
 - 3.18.1 Operators must listen to the most up-to-date weather forecast on NOAA weather radio or check the NOAA website and exercise good judgment before departure.
 - 3.18.2 Operation in weather conditions that consist of any winds above 15 mph and or swell heights above 3' will need to be approved by the Boating Safety Officer before departure.
 - 3.18.3 Operation in weather conditions greater than 20 mph winds and or swells greater than 4 feet will not be permitted.

- 3.18.4 Vessels are not to depart the dock when the visibility is less than 1/2 nautical mile in coastal waters or when any weather warnings are in effect for their class of vessel or forecast to go into effect within the period of operation.
- 3.18.5 Operators must take their vessel and crew to safe haven, the nearest safe harbor or the best available shelter depending when any of the following occur:
- A weather warning is issued
 - A small craft advisory has been issued
 - If you are instructed to by the Coast Guard (or other agency/including Boating Safety Officer)
 - You begin to see the conditions are beyond your operating experience or beyond the capabilities of the vessel
- 3.18.6 Other conditions that warrant safe haven:
- as soon as the engine or any other system begins to malfunction
 - before you are in a fuel crisis (always have 1/3 in reserve)
 - other conditions develop which require corrective action to prevent danger to life or property
- 3.19 The use of tobacco, alcohol, or controlled substances while on board any vessel is prohibited. Bigelow enforces the USCG policy of ZERO TOLERANCE. It is prohibited to carry or use controlled substances on board any Bigelow vessel or in any vessel operational area (pier & floats). Anyone found using, or in possession of, a controlled substance will be immediately suspended from vessel use and will be reported to the USCG and other authorities, as appropriate.
- 3.20 Bigelow personnel are responsible for maintaining vessels in a safe and usable condition.
- 3.20.1 Periodic inspections are required to be conducted by the Boat Safety Officer to ensure the appropriate working condition of the vessel and the presence of required safety equipment.
- 3.20.2 Inspection records are to be maintained by the Boating Safety Officer for a period of 5 years.

4.1 BOATING ACCIDENT REPORTS

- 4.2 The operator of a Bigelow vessel or a visiting vessel is required to file a *Boating Accident Report* (Appendix H) whenever any boating accident or damage occurs. Boating accidents include, but are not limited to: injury which requires medical treatment beyond minor first aid, person overboard, any damage to the

vessel, loss of any vessel, flooding, swamping, capsizing, collision, or grounding of the vessel (even if there is no apparent damage).

4.3 Boat users are responsible for all damages to Bigelow vessels and boat trailers caused by miss-use or by negligence. Boat trailer accidents should be reported to the Boating Safety Officer and as a vehicular accident to the business office, not on the *Boating Accident Report* form.

4.4 **All Boat Accident Reports must be filed with the Boating Advisory Group within 24 hours or by the end of the next working day after the accident.**

4.5 Boat operators must also file an accident report (Appendix I) with the State of Maine and the U.S. Coast Guard, within 5 days, if the collision, accident, or other casualty or damage to a vessel exceeds \$2,000.00. In the event a crew member is injured and requires medical treatment, this accident report must be filed within 24 hours.

4.6 Users are encouraged to report “near misses” and other incidents to provide data for improved boating procedures. The Boating Accident Report form and reporting procedure will be used for this purpose.

5.1 VIOLATIONS & NON-COMPLIANCE

5.2 Persons who do not adhere to the Bigelow Vessel Operations Policy and Boating Safety Program are subject to suspension or revocation of boat privileges.

5.3 Boat users who violate requirements are subject to disciplinary action.

5.4 All serious violations will be reviewed by the Boating Advisory Group and actions will be recommended to appropriate supervisory personnel.

5.5 Violation of boat safety regulations can also lead to prosecution by the USCG and/or the Maine Marine Patrol.

6.1 RESPONSIBILITIES

6.2 Vessel operator responsibilities:

6.1.1 The operator is responsible for ensuring his/her own safety and the safety of the vessel and its crew.

6.1.2 The operator is responsible for adhering to all State and Federal Regulations regarding vessel operation.

6.1.3 The operator is responsible for ensuring all Bigelow policies and safety procedures are met (specifically including: filing Float Plans,

Equipment check-list, and Boating Safety briefings (see Appendices).

- 6.1.4 The operator is responsible for canceling an operation, or discontinuing an operation in progress, if an unsafe condition exists.
- 6.1.5 The operator is responsible for ensuring that the vessel, its systems and equipment are operating properly before departure.
- 6.1.6 The operator is responsible for listening to the most up-to-date weather forecast on NOAA weather radio and exercising good judgment before departing on any activity, research or recreational.
- 6.1.7 The operator is responsible for filing a Boating Accident Report whenever any boating accident, or near-miss, occurs. This report must be filed within 24 hours or by the end of the next working day.
- 6.1.8 The operator is responsible to thoroughly clean and refuel the boat after its use to ensure the boat is ready for the next departure.
- 6.2 All Bigelow operators and crew are expected to conduct all operations on board in a safe and prudent manner.
- 6.3 The Boating Safety Officer and Executive Director are responsible for ensuring that the vessel operations policy and boat safety program is effectively implemented within their area of responsibility.
- 6.4 Boating Advisory Group responsibilities:
 - 6.4.1 The Boating Advisory Group is responsible for reviewing, and improving *Boating Safety and Operating Procedures Policy* where necessary.
 - 6.4.2 Boating Advisory Group is responsible for addressing serious violations of the *Boating Safety and Operating Procedures Policy* and making recommendations to appropriate supervisory personnel for disciplinary action.
 - 6.4.3 Boating Advisory Group is responsible for addressing case-by-case exceptions to elements contained in the *Boating Safety and Operating Procedures Policy*.
 - 6.4.4 Boating Advisory Group provides direction to the Boating Safety Officer who is responsible for day-to-day boating activities.

APPENDIX A

BOATING SAFETY TRAINING SAMPLE COURSE OUTLINE

Part I: All about Boats

- I. Choosing the Right Boat
- II. Classification
- III. Basic Hull Designs
- IV. Recreational Boats
- V. Boat Nomenclature
- VI. Motors

Part II: Legal Requirements I.

- I. Registration
- II. Equipment Requirements
- III. PFDs
- IV. Fire Extinguishers
- V. Recommended equipment

Part III: Navigation Rules

- I. Basic Safety Regulations
- II. Navigation Rules
- III. Navigation Aids
- IV. Navigation systems

Part IV: Getting Underway I.

- I. Preparation
- II. Getting Underway
- III. Docking
- IV. Knots
- V. Anchoring
- VI. Emergency Repairs
- VII. Maintenance
- VIII. Courtesy
- IX. Security
- X. Trailering

Part V: Accidents

- I. Accidents II. Capsizing
- III. Falls overboard
- IV. Collisions
- V. Emergencies
- VI. Aquatic safety
- VII. Alcohol facts

VIII. Visual Distress Signals

APPENDIX B

Boating Safety Checkout

Hands-on Training Evaluation Form

Date:

Evaluator:

Person Evaluated:

Vessel used:

Location:

Evaluation Criteria	Acceptable/ YES	Not Acceptable/ NO	Not Applicable	Comments
PRE-VOYAGE				
Pre-check, complete checklist form				
Loading the boat				
Locate/Use/Explain use:				
PFD				
Compass				
Horn				
Sound Signals				
Chart				
Fire extinguisher				
Visual Distress Signals				
First Aid Kit				
Give crew safety briefing				
Radio procedure				
Batteries on				
Start engine				
Fuel tank/oil				
Fuel filter				

GPS use				
Depth sounder use				
Engine operation (throttle & steering)				

TIE KNOTS				
2 half hitches				
clove hitch				
bowline				
belay to cleat				
BOAT HANDLING				
Docking (wind & current considered)				
Undocking				
Turning				
Anchoring				
Mooring				
UNDERWAY				
Taking wakes				
Observe no wake zone				
Planning speed				
General maneuvering (low & hi rpm)				

Stop (reverse)				
Crossing, overtaking, right of way				
MOB Drill				
CPR / First Aid Certified?				
Can Swim?				
NOTES:				

APPENDIX C

USER AGREEMENT

RELEASE AND ASSUMPTION OF RISK

I, _____, of _____,
(Name) (Address)

being at least 18 years of age (having been born on _____),
do hereby acknowledge, declare and agree as follows:

1. That I have voluntarily agreed to use a motorized Bigelow Laboratory vessel for research or educational purposes only, and in consideration of being permitted to use a Bigelow Laboratory vessel, do voluntarily execute this "Release and Assumption of Risk" on behalf of myself, my heirs and next-of-kin, my personal representative and my estate.
2. I acknowledge that I have been fully informed of the nature, scope, risks, dangers and demands involved with the use of a motorized vessel and I understand that the use of

said vessel could be dangerous to others who participate in the recreational use of the vessel at my invitation.

3. I acknowledge that I have completed an approved boating safety course and have operated a motorized vessel within the State of Maine coastal waters within the last two years. As a trained boat operator, I also acknowledge that my experience and knowledge is at a level where I am comfortable operating motorized boats.
4. I accept and assume full responsibility for all harm and injury, of every nature, including death, which may occur to me or others who may become involved with the transport and use of the research vessel at my invitation or which may be suffered, and for all damages or loss to any Bigelow Laboratory vessel or property, to any personal property owned by me or by others while I am transporting or using the vessel and, in furtherance thereof, I agree to indemnify and hold harmless Bigelow Laboratory, its Trustees, Officers, Faculty, Employees and Agents from and against any and all claims, demands, actions or causes of action, on account of damage to any Bigelow vessel or property, to my or others' personal property, or my or others' personal injury, or death, which may occur or result directly or indirectly from my transport and use of the vessel, which are not the direct result of the negligent act or omission of Bigelow Laboratory, its Trustees, Officers, Faculty, Employees and Agents.
5. I acknowledge that I have checked the equipment and found it to be in acceptable condition and I agree that I will be responsible for any damage or loss to the vessel or equipment as a result of the use of the vessel and I will abide by all applicable local, state and federal laws while transporting or operating this vessel and will be responsible for any fines incurred from violations of same.
6. I request that this "Release and Assumption of Risk" be construed and interpreted pursuant to the laws of the State of Maine, and if any portion thereof is held invalid, I request the remainder to continue in full force and effect.

I declare that I completely understand and have fully informed myself of the terms and conditions of this "Release and Assumption of Risk" by having read it, or having it read to me, before signing.

I acknowledge, by my signature below, that I alone am responsible for all actions performed on the Bigelow vessel during my use of this vessel for 1 year from today's date is for personal/recreational use only.

Assented and agreed to on this _____ day of _____, 20__.

Vessel Name or ID Number

Name of User, Printed

Signature, Boat Safety Manager

Signature of User

APPENDIX D
PRE-VOYAGE SAFETY BRIEFING
FOR MOTORIZED VESSELS

Each vessel operator, before departure, shall ensure that each crew member is briefed on the following:

1. The location of all safety equipment. This includes, but is not limited to flares, life ring, fire extinguisher, survival suits, and life raft, as appropriate.
2. The proper use of all available safety equipment.
3. Emergency Procedures for retrieving a man overboard, dealing with a fire, using the radio and other procedures, as appropriate.
4. The principles of boat operation. This should include how to start and shut-off the engine and how to steer the boat.
5. Rules for transit, docking, idling or mooring. This should include guidelines on what to do and what not to do or what not to touch. Items to include in the briefing are: leaning over the side of the vessel or moving about the vessel while underway, procedures for removing debris or lines entangled in props, transferring persons or gear from one vessel to another and diving procedures from the vessel.

APPENDIX E
VESSEL LOADING GUIDELINES

1. Do not exceed the amount of weight (including people, fuel, and equipment) stamped on the boat's capacity label. Account for the weight of fuel and all equipment carried. The legal maximum weight capacity is designed for operation in good weather conditions. Make allowances for rough weather, by reducing the maximum weight loaded onto the vessel.
2. Always try to store items in containers. It will be easier to move items around and will also keep them from flying all about. It will also be easier to lash down gear to prevent weight from shifting.
3. Carry loads as low a possible.
4. Distribute the load evenly.

5. Do not stand up in a small boat.
6. When taking on loads on a davit be aware of the rise in the center of gravity--this adversely affects stability and could capsize the vessel.
7. If the boat begins to take on a list, investigate immediately, and adjust weight accordingly.
8. Keep the scuppers open to assist in the removal of water from decks.
9. Watch the weather conditions. In severe weather conditions, move the weight lower. This should make the boat more stable. If this does not work, jettison weight overboard to allow for more freeboard and to prevent the boat from capsizing. It is the boat operator's responsibility to decide when and what to jettison in the event of an emergency.
10. Never modify a vessel in any way without obtaining professional advice first.

Appendix F

MOTORIZED VESSEL EQUIPMENT CHECK-OFF LIST

VESSEL NAME:

 Certified OPERATOR

 DATE

CREW:

ITEM	Depart			Return		
	Absent	Functional	Non-Functional	Absent	Functional	Non-Functional
Strike-Out Non-appying						
GENERAL						
Hull/Bilge						
Deck						
Windshield						
Fittings (Cleats, etc.)						
Seat (s)						
Steering						
Nav. Lights						
Gauges						
Remote Control						
Bilge Plugs						
Battery (s)						
Compass						
Outboard & Prop						
GPS Radar						
SAFETY						
# Type II PFDs						
# Whistle/lights						
Flare Kit						
EPIRB						
Fire Extinguisher						
Horn						
Flashlight						
Spare Bulbs/Batteries						
First Aid Kit						
VHF Radio						
Nautical Chart						
Depth Sounder						

ITEM	Depart			Return		
	Absent	Functional	Non-Functional	Absent	Functional	Non-Functional
Strike-Out Non-appying						
TOOL KIT						
Knife						
Spare Prop/Nut/Washer						
Regular Screwdriver						
Phillips Screwdriver						
Pliers						
Spark Plug Wrench						
Spare Spark Plugs						
Spare Fuel Line						
Spare Fuses						
Spare Fuel Filter						
ADDITIONAL EQUIPMENT						
Anchor w/ rode						
Mooring lines						
2 oars						
2 fenders						
Manual Bilge Pump						
Auto Bilge Pump						
Bailer						
Air Pump						
Fuel Line (s)						
Fuel Tank Level						
GPS Unit						
OTHER						
Weather						
Crew Safety Briefing						
Boat Registration						

Dive Flag (if diving)					
Survival Suits on board					
Throw Ring					
Life Raft On Board					

Other Paperwork					
Post Float Plan					
Post Checklist					

Comments:

APPENDIX G

FLOAT PLAN Bigelow Laboratory for Ocean Sciences 60 Bigelow Dr East Boothbay, ME 04544							
Boat:	Date:						
Destination:							
Operator:	Contact (ashore):						
Crew:							
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DEPARTURE RETURN TIME (ESTIMATED):							
TIME:							
RETURN TIME (ACTUAL):							
OVERDUE TIME: TOTAL HOURS USED:							
First Contact Capt. And then USCG if vessel is		overdue					
USED BY:	BILL TO:						
SRS:	Address:						
Address:							
Telephone:	Grant #:						

Emergency Procedure for Shore Contact – (On back of float plan)

Emergency Contacts:
Station Boothbay Harbor (207) 633-2661
 Sector South Portland (207) 767-0303
 Station Rockland (207) 596-6667

Contact Info to be Given:

"This is **[your name]**. I am calling from Bigelow Lab. I am calling to report an overdue vessel.
 The **[vessel name]** was due back at **[time]** at
[location]. The **[vessel name]** has **[number]** people
 on board.

The [vessel name] is a [description of vessel].

The [vessel name] departure point was [location] and destination was [location].

The last known position of the vessel was [location]."

After the authorities have gathered all the information they require, stay in contact with them in the even they require further information.

APPENDIX H

BOATING ACCIDENT REPORT FORM

Bigelow Laboratory

ACCIDENT / INCIDENT REPORT

The operator of a Bigelow Laboratory vessel is required to file a Boating Accident Report whenever an accident or incident results in: injury which requires medical treatment beyond first aid, any damage to the vessel, loss of the vessel, flooding, capsizing, collision, or grounding of the vessel (even if there is no apparent damage), or a concern for group or individual safety. This report must be filed within

INFORMATION:

NAME AND ADDRESS OF THE OPERATOR:	TELEPHONE NUMBER OF THE OPERATOR: Day: Night:	OPERATOR'S EXPERIENCE: This type of boat: Other boat experience: [] Under 20 hours [] Under 20 hours [] 20-100 hours [] 20-100 hours [] 100 to 500 hours [] 100 to 500 hours [] over 500 hours [] over 500 hours
NAME AND ADDRESS OF THE CREW:	TELEPHONE NUMBER OF THE CREW: Day: Night:	OPERATOR'S FORMAL INSTRUCTION BOATING: [] Bigelow Lab training [] Darling Center training [] USCG Auxiliary training [] U.S. Power Squadron training [] Other (specify) _____
DEPARTMENT SPONSORING RESEARCH OR RECREATIONAL ACTIVITY:	NAME AND PHONE NUMBER OF DEPARTMENT CHAIR OR DIRECTOR:	INTENDED USE OF THE VESSEL: [] Research [] Educational/Public Service [] Administrative [] Other (specify) _____

ACCIDENT DATA:

DATE OF ACCIDENT/INCIDENT:	TIME OF ACCIDENT/INCIDENT:	NAME OF BODY OF WATER:	GEOGRAPHICAL LOCATION (NEAREST POINT OR ISLAND):
----------------------------	----------------------------	------------------------	--

NEAREST CITY OR TOWN:	NAME OF VESSEL:	VESSEL REGISTRATION NUMBER (if available):	NUMBER OF PERSONS ONBOARD:
PERSON(S) INVOLVED (name, age, sex): PERSON(S) INJURED:	Was medical attention required? If so, explain.	VISIBILITY Day Night [] Good [] [] Fair [] [] Poor []	WEATHER CONDITIONS: [] Clear [] Cloudy [] Fog [] Rain [] Hazy [] Snow [] Other _____
WATER CONDITIONS [] Calm (waves less than 6") [] Choppy (waves 6" to 2') [] Rough (waves 2' to 6') [] Very rough (greater than 6') [] Strong current	TYPE OF ACCIDENT: [] Grounding [] Capsizing [] Flooding [] Sinking [] Fire/Explosion [] Injured diver [] Collision with another vessel [] Collision with fixed object [] Collision with floating object [] Person overboard [] Loss of gear [] Improperly stowed gear - boat damage occurred [] Other (specify) _____	IN YOUR OPINION, WHAT WAS THE CAUSE OF THE ACCIDENT / INCIDENT? (check all that apply) [] Weather [] Excessive speed [] No proper lookout [] Restricted vision [] Overloading [] Hazardous waters [] Alcohol or drug use (includes prescribed use of medications) [] Navigational Equipment failure [] Vessel failure [] Machinery failure [] Operator inexperience [] Operator inattention [] Operator fatigue [] Other (specify) _____	
DESCRIBE WHAT HAPPENED: (Sequence of events. Include failure of equipment. If a diagram is needed, attach a separate document. Continue on additional sheets, if necessary.)			
WITNESSES (Name, Address and Telephone number):		DESCRIBE PROPERTY DAMAGE: (Include estimated costs)	

<p>OTHER VESSELS INVOLVED (List name and registration number, Type of boat, Name Address and telephone number of Operator):</p>	<p>Was the vessel adequately equipped with USCG approved PFDs? ___ Yes ___ No Were they in serviceable condition? ___ Yes ___ No Were they used? ___ Yes ___ No Was the vessel adequately equipped with approved fire extinguishers? ___ Yes ___ No Were they used? ___ Yes ___ No Was the vessel adequately equipped with approved flares? ___ Yes ___ No Were they used? ___ Yes ___ No Was the VHF in serviceable condition? ___ Yes ___ No Was it used? ___ Yes ___ No</p>
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Name of Person completing report (Please print):

Signature: _____ Date:

Qualification (check one): [] Operator [] Investigator [] Supervisor [] Owner []
Other