

SHIPBOARD ORGANIZATION & POLICY

OPERATING AUTHORITY

The R/V Lake Guardian is operated for and under the control of the USEPA's Great Lakes National Program Office (GLNPO). An operating crew of professional seamen is furnished by a contractor. When the ship is at sea, the Master is responsible for the safe operation and navigation of the ship. He is responsible for the safety of all personnel on board and may curtail, delay or cease all operations if, in his judgement, the vessel, personnel or equipment are in jeopardy.

The chief scientist from USEPA/GLNPO is responsible for all movements and sampling activities aboard in conjunction with the ship's Master. All changes to sampling schedules and activities must be requested through the chief scientist; the chief scientist then communicates the changes to the Master for his conference and assessment. These two individuals have the final word on any issue which might arise while the ship is at sea.

The USEPA appointed Chemical Hygiene Officer is responsible for lab and ship safety of scientific personnel on board.

STANDARD OPERATING PROCEDURES

A manual of Standard Operating Procedures (SOP's) is located on the main deck passageway. Included in this manual are procedures for performing certain functions aboard the vessel which could endanger the safety of personnel or equipment. At their earliest opportunity, all scientific personnel should read and become familiar with these procedures. Further, in the laboratory office is the **USEPA GLNPO Health, Safety and Environmental Compliance Manual**. Again, it is incumbent upon all scientific personnel to become familiar with this manual and to abide by the requirements contained therein.

LIFE ABOARD THE R/V LAKE GUARDIAN

Knowledge of the ship's layout will assist you in accomplishing your daily activities, and is vital in determining the appropriate response for emergency situations, both real and simulated. Please study the deck plans, note the locations of fixed fire stations, life rings, portable fire extinguishers and abandon ship stations. Please refer to the Layout and Berthing

Because of the R/V Lake Guardian's unique mission, schedules and routines are inherently rigid. It is suggested that you keep abreast of vessel movements, scientific activities and the weather so that you are aware of emerging conditions which may affect you and/or your work aboard

the ship.

The R/V Lake Guardian has berthing for up to 42 persons, including the crew. Most staterooms set aside for scientific personnel have two fixed bunks (upper and lower) as well as a fold down Pullman bunk for a third person. These Pullman bunks are used only when a maximum complement of personnel are carried aboard. When this situation arises, some scientists and crew members may have to share accommodations. Stateroom assignments are made by the ship's Master, or the First Mate

REPORTING ABOARD

Plan to report aboard at least one hour before sailing time. Upon arrival you should report to the First Mate, who will sign you aboard and provide an orientation of the vessel's physical arrangements including assigned berthing area. In addition, please supply the Chemical Hygiene Officer with your chemical inventory and provide all necessary Material Data Safety Sheets (MSDS's). For your safety, you are required to accomplish the following immediately after receiving your stateroom assignment.

- Ensure that your life jacket is in place near your bunk.
- Ensure that your survival suit is in place near your bunk.

Shortly after reporting aboard for your cruise, you will either be given a safety orientation by the Captain of the ship or the Chemical Hygiene Officer, or you will attend the presentation of a safety video produced exclusively for the R/V Lake Guardian. It is imperative that you attend this orientation or video when scheduled, and pay close attention to what the Captain has to say.

Refer to a nearby station bill and find your assigned life raft as well as your fire and abandon ship stations. Station bills are located at several areas throughout the ship. These areas include the Captain's office, hotel deck, mess deck, passageway outside of the biology and chemistry labs and the pilot house.

Become familiar with the signals for fire and abandon ship (you will hear these in the safety video); a drill will be conducted upon departure from the first port and at least once per week thereafter.

BERTHING ARRANGEMENTS

Scientific personnel quarters are located as follows:

Hotel Deck - Five staterooms port and starboard aft of the fire door.

Main Deck - One stateroom starboard side between the forward fire doors.

Berthing assignments for these spaces are made by the First Mate. Clean linens, towels, etc. will be placed in your cabins when you arrive on board. Fresh linen will be issued once per week, the time of which will be announced in advance. The scientific party is responsible for the cleanliness of their quarters and of the laboratories. Upon departure from the vessel, please strip your bunk and place all your dirty linens inside of your pillowcase in the laundry basket provided near the washing machine on the port side of the main deck, forward. All laboratories and the cabins of visiting personnel should be thoroughly cleaned prior to departing the vessel.

MESSING

The cook and steward prepare and serve varied and nutritious meals for the crew and the embarked scientific party. Normal meal hours are as follows:

Breakfast: 0730-0830

Lunch: 1130-1230

Dinner: 1730-1830

When large numbers of personnel are carried aboard, it is requested that meals be eaten comfortably but quickly. Eat and enjoy your meals but please do not "dally in the galley". We have seating for 19 but on occasion must feed up to 42 personnel.

The mess area should be vacated by all personnel 30 minutes before and after each meal in order that the steward has ample space to prepare the area for meals and to square away after meals. Certain other amenities are expected and required:

1. Appropriate clothing shall be worn to meals; this includes shirt and shoes.
2. Good breeding and traditional shipboard protocol dictate that hats, caps and other headgear be removed when entering the mess area while the ship's company is at mess.
3. Some late arrivals to meals due to watch standing can be expected; however general nonconformity with the meal schedule is considered poor form. Ship's crew reporting for watch on occasion may be served ahead of someone who has been waiting. Since the crew must report on time, your consideration of this possibility will be appreciated
4. Anyone on a special diet or who has a need to eat late, should notify the cook and you will be accommodated.

5. When entering the mess area for meals, neither space nor sanitary considerations permit loitering in the ship's galley. A menu is posted on the whiteboard. Take your dinnerware from the dispensers provided and proceed to the salad bar and hot table and then the seat of your choice.
6. At all times, the mess area is designated a no-smoking area, as are all interior spaces aboard the ship.
7. No food is permitted in the lounge during mealtimes; however, snacks are permitted in the lounge between meals and in the evening.
8. Night rations are available and located in the small refrigerator below the salad bar which is designated for your use during other than meal hours. Feel free to partake of the cold cuts, leftovers, fruit and soft drinks provided. Please cover, label and date any food items returned to the refrigerator.
9. Except for your personal coffee mug, do not hand wash dishes or cups, but leave them in the cart provided. They will be properly cleaned and sanitized in the dishwasher.

The stainless steel refrigerator in the galley and the walk-in refrigerator and freezer contain food for preparation of regular meals. Please do not open these units, but rather ask the cook for any item which you cannot find in the salad bar refrigerator. Any mess gear used outside of normal meal hours must be scraped clean by the user and placed in the cart provided for dishes and utensils to be cleaned.

LAUNDRY

A washer and dryer are provided and available for the use of all personnel aboard. The washing machine should only be used when you have a full load; partial loads will deplete the ship's fresh water supply and holding capacity. Low phosphate detergent is provided for your use by the ship; do not use other types of soap in the washing machine. The washing machine may be used while the ship is on station and collecting samples since the ship has the ability to contain all waste water.

Personal use of the washer and dryer is permitted within the following format:

- a. Write name on space provided with attached erasable pen.
- b. Remember that all washing machine water drains into the ship's sanitary holding tank thus reducing sampling time at sea. Please conserve water and sanitary

tank capacity by bringing enough clean clothing such that you do not need to continually wash your clothes.

- c. Do not overload or underload these machines.
- d. Keep track of finish times and promptly remove clothing from machines to allow others to use them.
- e. Make sure machines are empty and that lint screens are clean.

POTABLE WATER AND SEWAGE CAPACITY

The potable water and sewage holding capacity onboard the R/V Lake Guardian is severely limited. The showers, sinks, washing machines and toilets drain into a holding tank (for later transfer ashore).

The following guidelines are set forth to ensure conservation of resources:

1. Flush toilets only when required for human waste; all other disposable materials should be placed in a waste container. Do not place sanitary napkins or any other foreign articles in toilets.
2. Also, please wait and make sure your toilet finishes flushing after use. Because the toilet system uses lake water and is sometimes loaded with sand particles, the valves occasionally do not close and therefore the toilet continually flushes. Call 300 (Bridge) to report a running toilet, leaking shower, basin, or any other leaking pipe.
3. Due to limited sanitary capacity, please limit your showers to one per day and conserve water where possible.

CLEANLINESS

All personnel on board is responsible for maintaining the ship's space in a clean, neat, orderly conditions. Personnel assigned to each space are responsible for the cleanliness of that space, including staterooms. Public areas of the vessel (heads, passageways, mess area, etc.) are assigned to members of the crew for cleaning. However, when you leave the lounge area, please remove all trash and return books, games, snacks, etc., to their original locations. Leave the lounge ready for the next person.

DO NOT throw any trash overboard. Trash receptacles are located throughout the ship including berthing areas. Whenever possible recyclables should be cleaned and separated from regular trash. Recycling containers are located in the galley and clearly labeled. There are several large trash containers located on the O-1 deck where full trash bags and recyclables are held until they can be off-loaded at an appropriate port.

PERSONAL POSSESSIONS

The Government and its operating contractor are not responsible for the loss of personal effects. Items of significant value should be left ashore, or given to the ship's Master for storage in the ship's safe.

TOURS OF THE VESSEL BY THE PUBLIC

The USEPA and its operating contractor ensure that the vessel is available to the general public on a not-to-interfere basis with scientific operations, repair and maintenance work or crew privacy. With this in mind, scientific and crew personnel desirous of providing individuals a tour of the vessel must first check with the Master or the USEPA Project Scientist before conducting such a tour. Tours will be conducted only during the hours of 0900-2000, with the exception of mealtimes. Only public areas (lab passageways, pilothouse, open deck areas) of the vessel may be shown. Berthing areas are off limits for tours, except for unoccupied cabins which may have open doors for viewing purposes only. Visitors should not enter the cabins and should not wander away from the tour group. Tour members who behave inappropriately and are unwilling to abide by this policy will be subject to immediate discharge from the vessel.