

CMOP Forerunner Usage

13 April 2012

CMOP Forerunner Scheduling

This document outlines the procedure for scheduling the use of M/V Forerunner under the CCC/CMOP agreement for CMOP sponsored research or education, and therefore it does not extend to third parties outside of CMOP, or for non-CMOP projects.

To schedule vessel usage for CMOP, please follow the steps below.

1. Chief Scientist fills out the Request for Vessel Usage form at the end of this document.

If CMOP central is paying for the vessel*, then:

Agency Name: CMOP - OHSU
Billing Phone #: 503-748-1071
Address: 20000 NW Walker Road
City: Beaverton State: Oregon Zip: 97006
PO Number: *Bonnie will enter before submitting form to CCC.*
Email Address: gibbsb@ohsu.edu

* If the cruise is in general support of an initiative, CMOP central funding may be available for using the Forerunner. When funded by CMOP central funding all attempts must be made to minimize costs by scheduling on a Tuesday/Thursday during CCC instruction time (excluding summer) when the use of Forerunner is \$100/day, versus the \$800/day for non-instruction days. This not only makes the cost more affordable but also gives unique educational opportunities to CCC maritime science students who can participate in the effort (see FAQ #1 below). CMOP central funding must be applied for and approved in advance during the budgeting process each spring for the following project year.

Costs for other CMOP use of the Forerunner must be funded by the investigator's individual CMOP funding through their institution. In this case fill out the form as follows:
Agency Name: CMOP (followed by the name of your institution)
Billing phone, Address, PO Number, Email address: for your institution.

Form is sent to Murray Levine at CMOP (levine@coas.oregonstate.edu).

2. Levine will check the master CMOP calendar for compatibility and will ask Amy Johnson for approval of CMOP central funding, if applied for.
3. The form will then be sent to Bonnie Gibbs, who will send it to Toni Middleton (tmiddleton@clatsopcc.edu) at CCC. Kristen Wilkin should be cc'ed in this request (kwilkin@clatsopcc.edu).
4. After approval by CCC, Bonnie will email Murray, who will notify Chief Scientist.

FAQs about Forerunner and scheduling

1. CCC students?

Use CCC students when practical. Forerunner is a central resource for CCC's maritime science program. Tuesdays and Thursdays are regular CCC instruction time using the Forerunner. Our use of Forerunner during their instruction time gives us the benefit of additional deck hands and assistance on the vessel, and gives CCC students a unique education opportunity to apply their learned skills. CMOP's partnership with CCC goes beyond the use of Forerunner, to include education and science opportunities for their students and faculty. Instruction time on Forerunner is Tuesdays and Thursdays. June 15, 2012 is end of Spring term; Sept 24, 2012 is start of Fall term. No summer term. Maximum trip length is 12 hours. As students normally sail less hours, be sure it is understood that a longer day is required, and CCC will make sure students understand. While it is good to involve the CCC students when feasible, do not jeopardize the success of your cruise. We should get a better sense on how this works out after some experience.

2. Drydock?

We are told to expect that Forerunner will be in drydock from **July 9 – August 10, 2012!**

3. Loading when?

Loading and setup can be done the day before sailing if the boat is docked and arrangements are made for someone to be aboard. There will be an hourly rate charged.

4. Loading on dock?

Vehicles are not permitted on the dock. Equipment must be transported by hand carts. Arrangements can be made with Michael Wilkin to borrow one. If very heavy or awkward equipment needs to be loaded, arrangements can be made to load at a nearby pier.

5. Scheduling and cancellation time frames?

Scheduling should be done with as much advance notice as possible, but no less than 24 hours prior to the cruise date. Please give CCC as much advance notice as possible regarding any changed or cancelled cruise plans. Cancellations and changes must go through Bonnie, with a cc to Murray.

6. Final cruise plan?

Submit Final cruise plan to Murray two weeks before trip. He will send to Bonnie, and Bonnie will send to Toni.

CMOP Forerunner Usage

13 April 2012

7. Liability forms?

Release and Consent forms will be filled out by science party upon boarding Forerunner.

8. Communication with vessel Master Bert Little?

Chief Scientists can communicate directly with Bert Little regarding any technical questions (503-739-1071, or alittle@clatsopcc.edu). Toni, Kristen, and Murray ask to be cc'ed in these communications to insure that there are no misunderstandings.

9. Flotation devices?

If not bringing your own, be sure and request the correct number of flotation devices needed by science party on the CCC form.

10. Cost?

\$800/day (maximum 12 hours) for CCC's non-instruction days or \$100/day (maximum 12 hours) when involving CCC students on Tuesday and Thursday.

Forerunner's Safety Policies Onboard:

1. Work vests are required at all times when working on deck. If deck equipment is to be used, a hard hat must be worn.
2. Ear protection will be worn by anyone entering the engine room while the engine is operational.
3. Only CCC crew members will operate the crane, stern winch or anchor winch.
4. Passengers will be in charge of how they would like to perform their operation as long as it does not endanger the crew, equipment or the vessel itself.
5. If the situation gets to where the captain thinks it is no longer safe to finish the operation he will stop the operation until the situation becomes safe again.
6. If you must smoke, do so on the back deck, when finished use the can provided for refuse of extinguished cigarette.
7. Secure all of your gear prior to crossing the Columbia River Bar.
8. Sign the safety orientation booklet and the M/V FORERUNNER'S log book.
9. Communicate to the crew prior to start of operation so that all involved know what is expected during the operation.
10. All personal gear is stowed in classroom of the vessel.

REQUEST FOR VESSEL USAGE

Clatsop Community College Maritime Science Department
6550 Liberty Lane, Astoria OR 97103 PH: 503-325-7962 FAX: 503-325-9777

EMAIL: tmiddleton@clatsopcc.edu and cc to: kwilkin@clatsopcc.edu

The following information must be completed and submitted to Toni Middleton, 24 hours prior to the scheduled date of use. This form is required for liability purpose. Once signature is obtained, submit this form to Toni Middleton. If for any reason the date of vessel usage changes, this form will be revised and submitted to Toni Middleton. Operator Contact Info: Bert Little 503-739-1071

Date of Vessel Use: _____

Agency Name: _____

Billing Phone #: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

PO Number: _____

Email Address: _____

Chief Scientist's signature: _____ **Date:** _____

By signing this agreement, I agree to pay the quoted daily rate of \$800.00 per 12 hr day during non-instruction dates or \$100 per 12 hr day during instruction dates.

Explanation:

Chief Scientist Name _____

Chief Scientist Telephone _____

Chief Scientist Email _____

Describe detailed explanation of voyage _____

Number of Passengers (List of Passenger Names and Affiliation if available) _____

Time for Pre-voyage Loading _____

Time of Dock Departure _____

Voyage Route _____

Time of Return (* see note) _____

User Supplied Equipment _____

CCC Equipment Needed to Load Scientist Equipment _____

of CCC Personal Flotation Devices Needed _____

Additional Comments _____

PLEASE NOTE

*CCC will invoice directly to the company following the vessel usage dates.

*If voyage is more than 12 hrs an additional operator is required.

*Submit the final voyage plans to Toni no less than 1 week prior to the voyage date.