



WOODS HOLE OCEANOGRAPHIC INSTITUTION

R/V Atlantis & R/V Armstrong Cruise Planning Manual

Hello Ship User,

On behalf of Woods Hole Oceanographic Institution, I would like to welcome you to our new research cruise season and thank you for supporting WHOI Marine Operations. We will work to make your cruise logistics run as smoothly as possible.

This letter contains information for the Principle Investigator and Chief Scientist in planning their research cruise. There are many items to attend to, and we will be available to help you at any and every point in the process. For the moment we would like to call your attention to a few items that are discussed in greater detail below, but these four represent the 'must have' items to conduct your cruise.

Cruise Planning Questionnaire (submit via <https://mfp.us/> as soon as possible)

Pre-Cruise Meeting (We will schedule this together, the sooner the better)

Personnel Forms (due 1 month or greater prior to sailing)

Customs Declaration Form 4455 (No less than 5 days prior to sailing if required)

Once you have submitted the questionnaire, if any changes need to be made you can contact us and we will make the change. These changes will be reflected in real time on the MFP Cruise Workflow for all to see. While filling out your online form, your work will be automatically saved. You will also be able to share your questionnaire with Co-PI's and Co Chief Scientists to add input and details. You can upload diagrams, station waypoints, lists, maps, equipment, photos, and anything that will aid in the planning process.

The following is a more detailed list of information and links for you to run down in the months prior to departure.

1. Checklist/Time line of Pre-Cruise Requirements & Due Dates for Chief Scientists:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-%20cruise/cruise-planning-checklist-for-chief-scientist/>

Before the Cruise: <https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/>

At Sea: <https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-shipboard-at-sea/>

After the Cruise: <https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-after-the-cruise/>

2. Cruise Planning Questionnaire (**Imperative, please complete as soon as possible**):

This is the most important document to be completed by the Chief Scientist or PI. It allows all cruise planning support departments, including the ship, to view your requirements and get a detailed understanding of the cruise you wish to execute. Be as detailed as possible if you can and include information on equipment required, station locations/depths, and any special requirements for your cruise plans. **You are required to submit this online form prior to the pre-cruise meeting.**

Chief Scientist Cruise Planning Questionnaire:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-cruise-planning-questionnaire/>

**Please read and review the following documents as you complete your Cruise Planning Questionnaire.

Safety Guidelines:

WHOI Safety Guidelines and UNOLS Research Vessel Safety Standards must be read and understood by all members of your science party. Please inform your science participants that they must read this information.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-%20cruise/cruise-planning-policies-required-reading/>

UNOLS Research Vessel Safety Standards:

<https://www.unols.org/document/research-vessel-safety-standards-rvss>

Instructions for using Isotopes and Hazmats:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-use-of-hazardous-radioactive-materials/>

Hazmat Inventory Form:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-use-of-hazardous-radioactive-materials/>

Radioactive Material Use Authorization Request Form:

<https://whoiforms.whoi.edu/radioactive-material-use-authorization-requests/>

The sooner this information is submitted, the sooner several WHOI departments can begin reviewing the requirements involved and granting the necessary approvals. In addition to filling out the cruise questionnaire, it is important to provide us with as much information as possible on what you will be loading onto the ship for your cruise. Please give details on the following: estimated number, weight, size, and type of equipment, winches, boxes, lab vans/containers etc. to be mounted on deck.

3.Web Sites, Links, and Tools:

Useful sites to help you gather information, download forms, and answer your questions. Note: please review the pertinent ISM Regulations on the WHOI/ISM web site. It is the Chief Scientist's responsibility to insure the scientific party complies with these regulations.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/>

4.Requests for major shipboard services and equipment:

If your cruise will require services or equipment that is not included in the standard shipboard outfit, you will need to submit a request in advance for these long lead items. This includes things such as coring equipment, mooring winches, laboratory vans, and specialized technician support. More information about items that qualify can be found on MFP as part of the Cruise Questionnaire, as well as the link below.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-long-range-%20scheduling-planning/cruise-planning-requests-for-equipment/>

5.Ship Information, Specifications, and Diagrams:

***R/V Atlantis**

Atlantis General Information: <https://www.whoi.edu/what-we-do/explore/ships/ships-atlantis/>

Atlantis Specifications: <https://www.whoi.edu/what-we-do/explore/ships/ships-atlantis/ships-atlantis-specifications/>

Atlantis Diagrams: <https://www.whoi.edu/what-we-do/explore/ships/ships-atlantis/ships-atlantis-layout-berthing-diagrams/>

***R/V Armstrong**

Armstrong General Information: <https://www.whoi.edu/what-we-do/explore/ships/ships-neil-armstrong/>

Armstrong Specifications: <https://www.whoi.edu/what-we-do/explore/ships/ships-neil-armstrong/ships-neil-armstrong-specifications/>

Armstrong Diagrams: <https://www.whoi.edu/what-we-do/explore/ships/ships-neil-armstrong/ships-neil-armstrong-ship-diagrams/>

6. Shipboard Scientific Personnel Form (returned no less than 1 month prior to cruise):

This is a mandatory form for all participants going on the cruise. It stipulates each participant's citizenship, clearly written passport information, medical history, participating sponsor, Insurance requirement, food or dietary restrictions etc.

Each cruise Participant must complete, sign, and email this form to sspi@whoi.edu . Please tell your entire science party that the name on their personnel form must match the legal name on their passport.

<https://www.whoi.edu/wp-content/uploads/2020/01/Shipboard-Scientific-Personnel-Waiver-2019-update-harassment-policy-page-1-only.pdf>

If you have foreign cruise participants, collaborators, or anyone who is not in the US educational system (UNOLS), they will need to fill out the Scientific Personnel Waiver Form (Non UNOLS participants).

<https://www.whoi.edu/wp-content/uploads/2020/02/Shipboard-Scientific-Personnel-Waiver-2019-update-harassment-policy-non-UNOLS.pdf>

7. TWIC Card: <https://www.tsa.gov/for-industry/twic>

The Transportation Worker Identification Credential (TWIC) is now a required I.D at every U.S port and terminal and at many UNOLS ports. It is the only way to access any dock or terminal to get to the vessel. If a person does not have a TWIC card, the US Government C.A.C card may work in place of the TWIC. For those who do not carry either, they can be escorted inside the port facility and on-board by a TWIC or C.A.C card carrier. While we will help escort if we can, it is a very important to note that WHOI's crew cannot be expected to be escorts for the science party. (Depending on the port, a TWIC card holder can normally escort up to 5 non-TWIC card holders).

Steps to obtaining a TWIC Card:

- 1) Go to the above link
- 2) Fill out application and set up appointment at an enrollment center

If you do not live/work near a local enrollment center, check with your Institution, University, or Department Head and ask if your employer has a "group enrollment" set up.

The average time frame for receiving your TWIC card is 1 to 4 months. This is a federal requirement that is not going away. Everyone in our industry will require this sooner or later for U.S ports. TWIC's are NOT required if ports are foreign.

8. Embarking/Disembarking Vessel:

When your cruise is departing from Woods Hole, the science party will be able to move onboard the night (1) prior to departure and move off the day after arrival. Loading dates and off-loading gear will be organized directly between you and with WHOI Marine Ops as all cases are different.

If your cruise is departing from any other port. The science party can move onboard TWO (2) nights prior to departure and will move off the day after arrival. The loading and unloading will be organized with

both WHOI and the port agent. The science party is responsible for entry fees for embarking or disembarking the vessel in a foreign port.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-%20cruise/cruise-planning-transit-planning/>

Please consider the following in your planning: WHOI Ships depart in the AM of the day of departure and arrive in the AM on the day of arrival.

9.U.S Customs Forms and Certificate of Registration (4455) and Sample Forms (must be submitted no less than 5 days prior to departure of US port):

U.S Customs “Certificate of Registration” forms or 4455s as they are commonly referred to, are required if your gear is loaded onto the ship in the U.S and the ship makes a foreign port stop before returning to the U.S. They are also required if your gear is loaded in a U.S port and you ship it back from a foreign port. These documents will help you enter your equipment back into the country. Gear that needs to be declared are individual items worth more than \$1000USD and/or has a serial number. You do not need to include items that are consumable or samples. Please submit this form to the RV Science Coordinator Finn Morrison (fmorrison@whoi.edu).

The Master has the right to refuse the lading of scientific equipment that is not accompanied by certified documents. Further, scientific equipment found onboard without proper documentation when the vessel returns to the US will be manifested and may become subject to import duties. The owner of the equipment retains financial and legal responsibility for the proper re-entry of equipment into the United States.

Required forms and sample forms can be found at:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-%20cruise/cruise-planning-logistics/u-s-customs/>

If you have equipment and gear being shipped and loaded onto the ship in a foreign port, you must send RV Science Coordinator Finn Morrison (fmorrison@whoi.edu) all Bill of Lading or Air Way Bills (BOL or AWB). These documents serve as the clearing documents proving US origin for the equipment. The captain will need these to clear the vessel into the United States. Your shipper or freight forwarder can provide these documents. We require these documents **prior** to your mobilization and the associated gear can be loaded on to the ship.

10.Visas, Foreign Nationals, and Travel:

The following U.S State Dept Website has information on what countries require entry visas for U.S citizens.

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Please review the website. Take special note that this link refers to U.S citizens only. Please have foreign participants research their own requirements as well. It is the science party’s responsibility to confirm the visa requirements for U.S and foreign nationals entering foreign countries or returning to the U.S on our ships. The science party is responsible for obtaining documents and covering any fees.

All cruise participants that embark onto our vessels in a foreign port and disembark in the U.S, that are not U.S citizens, that do not hold a U.S Green Card or a U.S multi entry visa, will be required to have a U.S visa to enter back into the U.S on board our vessels. Our vessels are “non-signatory sea carriers or unofficial carriers” so we do not fall under the Visa Waiver Program.

There are new requirements for all foreign participants traveling into the US either by plane or vessel after January 19, 2009. They must submit a Travel Authorization 72hr prior to arriving into the US. They can use the Electronic System for Travel Authorization (ESTA).

<https://esta.cbp.dhs.gov/esta>

11.Shipping:

If you are shipping equipment for Mobilization, please submit your tracking info and notify the RV Science Coordinator at fmorrison@whoi.edu.

Information on shipping can be found here:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-%20cruise/cruise-planning-logistics/shipping-your-equipment/>

If you are shipping to a foreign of Domestic Port Please Read the Following Carefully:

If you are shipping to a port other than WHOI, please begin your shipping plans early working with your Institution’s shipping department on packing requirements (especially hazmats) and shipping logistics. Please also contact the WHOI RV Science Coordinator to coordinate with the local ship’s agent and confirm the shipping address to send to. In many cases the shipping address for containers and air or small packages will be different. You are free to use any shipping agent you wish, but we recommend using the same Agent as the vessel to coordinate shipments once they arrive at the port of departure.

Shipments to foreign ports should arrive at least two weeks prior to loading onto the vessel. Additional time may be required for hazardous materials or during holiday periods when local customs offices may be closed for extended periods. For domestic shipments the equipment should arrive at least 5 days before the day of loading to minimize any risk of impacting the departure of the cruise. There may be costs incurred to the science party for storing equipment prior to loading. Contact your Cruise Planner to confirm shipping details in advance.

All items in a shipment should be manifested including chemicals and hazmats. Shipping certain items to foreign ports (clothing, household goods, other) is prohibited in some countries and may delay or hold the full shipment from entering into the country.

Please identify any of these items to the WHOI RV Science Coordinator in advance of your shipment. They will work with you and the local ship’s Agent to confirm what items are prohibited and any special requirements for hazmats.

WHOI Agent Link: <https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-%20agent-information/?pid=8230>

Please be sure to copy RV Science Coordinator Finn Morrison (fmorrison@whoi.edu) and WHOI Port Captain Eric Benway (ebenway@whoi.edu) on all correspondence emails between yourself, the shipping company, and agents.

12.Safety

Please inform all members of your science party that closed toed and closed backed shoes are required on board the vessel. Open toed and backed shoes are only allowed in your cabin. Crocks, sandals, and similar types of shoes are NOT considered closed toed and are NOT allowed on deck or in the lab areas. Sneakers, boots, hiking and similar shoes are considered closed toed and allowed common areas on deck if no over boarding is taking place and in the labs. Steel toed shoes are recommended when working on deck. If you will be deploying any instruments over the side, like moorings or large deployments, steel toed shoes are required. Fall protection and hard hats are required when working on equipment and containers and under cranes or overhead operations.

UNOLS Research Vessel Safety Standards are what we operate by as well. Please take some time to review these standards and the appendixes and send this information to your science participants.

<https://www.unols.org/document/rvss-11th-edition>

13.Vehicle Information:

If you are using NDSF vehicles (Alvin, Jason, Sentry, other) please review the following links and fill in the appropriate information on your cruise planning questionnaire.

NDSF Cruise Planning: <https://ndsf.whoi.edu/plan-an-expedition/>

Underwater Vehicles: <https://www.whoi.edu/what-we-do/explore/underwater-vehicles/>

14.Post Cruise Assessment:

PCARs will be submitted via MFP and can be found in your cruise workflow. These forms once submitted will be reviewed by the captain and operators.

<https://mfp.us>

15.COVID-19 Policy

At the beginning of July 2021, WHOI implemented mandatory vaccinations for all shipboard personnel; all personnel have been required to be “fully” vaccinated prior to joining the vessels.

To safely plan and conduct scientific missions on WHOI vessels during the COVID-19 outbreak and post pandemic, an extensive planning and risk mitigation process is

undertaken. Each cruise will undergo a risk assessment process to identify and mitigate all potential COVID-19 risk associated with the cruise. This process takes 4-6 weeks with WHOI Marine Operations staff and the Chief Scientist/ Principal Investigators of each cruise.

For further information on WHOI's COVID-19 Policy:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-policies-required-reading/>

Thank you in advance for providing us with the requested information and reviewing the listed documents and websites. Please let me know if you need additional information.

Looking forward to working with you,

WHOI Marine Operations