2021 Boating Safety Manual Errata (summary of changes between 2020 and 2021 version)

Takes the 2020 version to 2021

Cover and bottom left of page, change revision 05-2021 and bottom right of page, Anne Sevon, MS.

Page 2 – Table of contents:

Table of contents are now linked to sections of manual – when using as a PDF version, clicking on a section will automatically bring you to the section instead of having to scroll to the correct page. Appendices are now listed within the table of contents.

Page 4 – Under Purpose, added:

“The policy statements, recommendations, and guidelines provided here are meant to be minimum standards and are not intended to replace common sense; universally applicable guidelines for the diversity of marine research and teaching activities and conditions are not possible” has now been changed to The policy statements, recommendations, and guidelines provided here are meant to be minimum standards for the FIU boating program when conducting marine research and teaching activities and are not intended to replace common sense nor good judgement.

Page 5 – Under Definitions and Terminology

BAFA Box has been deleted due to the change of materials and items found within the emergency kit. (More details listed below)

Page 5 – Under Definitions and Terminology, added:

**Crew Chief Emergency Contact (CCEC):** This person is an FIU affiliate designated by the crew chief to be the emergency shore contact who knows where the boat is going and has knowledge of the on-going research. They will be the immediate contact person for a crew chief when the mission begins, is completed, or when assistance is needed, and must be listed on the float plan. Refer to Appendix II for more information for the crew chief emergency contact.

Page 5 – Under Definitions and Terminology, added:

**First Aid Kit:** The first aid kit is a waterproof box that holds materials to be used in case of emergencies and is required on all boating excursions. It contains a few extra items than a basic first aid kit and has a tamper seal for the indication something has been used and needs to be restocked by the BSO. The inventory is listed in Appendix III.

Page 5 – Under Definitions and Terminology, added:

**EPIRB:** Emergency Position Indicating Radio Beacon is a small transmitter used to send out an emergency signal to rescue services. This can account for a second method of communication when operating in areas with questionable or no cell phone service. Each EPIRB should be tested within the parameters of the manufacturer.
**Float Plan:** A written or electronic document that includes boat identification, name of the operator of the boat (crew chief), persons on board (crew, scientists, and guests/passengers), boat call sign, trip expectations and vehicle description. Float Plans must be filed with the FIU unit that owns the boat (typically SERC FOC or Marine Sciences), the Boating Safety Officer, and the crew chief emergency contact assigned by the float plan, at least two (2) hours prior to commencing boat operations. The crew chief must receive notification that the BSO has received the float plan. Float plans can be found on the Boating Safety Program website.

Page 5 – Under Definitions and Terminology, added:

**FOC:** The Field Operations Center (FOC) is a unit in the Institute of Environment (IoE) responsible for maintenance and management of a fleet of vehicles, vessels, and trailers assigned to an FIU administrative unit. It is also a support facility for the boat’s safety equipment and performs preventative maintenance. The FOC has been divided into two operational divisions, the Marine and Freshwater branches.

Page 6 – Under Definitions and Terminology, deleted:

**Passenger:** A passenger is any individual carried on a vessel, except: (1) in the case of a vessel under charter, (2) the operator or crew chief, (3) a member of the crew engaged in the business of the vessel, who has not contributed consideration for carriage.

Page 6 – Under Definitions and Terminology, deleted:

**Responsible Person (RP):** This person is designated by the crew chief to be the emergency shore contact. They will be the immediate contact person for a crew chief when the mission begins, is completed, or when assistance is needed. Refer to Appendix II for information for the responsible person.

Page 7 – Under Boating Safety Committee, added:

The Boating Safety Committee will elect one of its members by a majority vote to serve as the Chair of the Boating Safety Committee. The Chair of the Committee is responsible for calling and organizing meetings of the Committee and is the chief liaison between the Committee, the Boating Safety Officer, and other parties at the university.

Page 8 – Under Principal Investigator, added:

That a float plan is filed with the BSO, the Crew Chief Emergency Contact and the owner of the vessels within a two (2) hour timeframe prior to boat operation.

Page 9 – Under Float Plans, added:

At least two (2) hours prior to getting underway, a float plan must be submitted to the BSO, or designee, and approved in advance to any boating activity for each excursion. If a given trip and/or activity is essentially repetitive, or of an ongoing type, a blanket Float Plan may be filed for a given time period or area of operation at the discretion of the BSO. This does not eliminate the responsibility of the operator to provide daily departure and arrival notification to a designated agent.

The float plan link is: [www.go.fiu.edu/floatplan](http://www.go.fiu.edu/floatplan)

Float plans are to be submitted at least two hours prior to departure, and contain:
Page 9 – Under Vessel Checklist, added:

There are three options for a checklist:

1. The FIU online checklist form on SharePoint: https://go.fiu.edu/vesselchecklist
2. A paper checklist that is kept on file: https://research.fiu.edu/boating-safety/
3. A reusable laminated sheet, not erased until after the vessel returns safely back to dock.

The checklist may be completed by the crew chief, a qualified crew member, or a crew member training under the watch of the crew chief. If a paper checklist or reusable laminated sheet is used, a copy must be sent to the BSO.

Page 10 – Under Drug and Alcohol Policy for Certain Marine Employees, deleted:

FIU has a Drug and Alcohol Policy and Procedure for Certain University Marine Employees. This policy applies only to University employees (full-time, part-time, temporary, or seasonal), and volunteers who, as part of their job requirements and as noted in their job description: (1) operate vessels in commercial service as defined by U.S. Coast Guard regulations (e.g., crewmembers as defined by U.S. Coast Guard regulations and those required to have a Coast Guard license), (2) pilot research vessels greater than 26 feet in length (on the waterline), and/or (3) perform safety-sensitive duties in safety-sensitive positions on a vessel when it is operating as an uninspected passenger vessel regardless of size (collectively covered individuals). Congruent with maintaining U.S. Coast Guard Merchant Mariner Credential, this requirement is met by participation in a maritime comprehensive drug testing consortium. The drug testing consortium provides all the paperwork, record-keeping, random test generation, and report submission to the USCG as required by the regulations. This requirement is pursuant to FIU Policy 1710.349.

Page 11 – Under First Aid Kit, deleted:

**BAFA Box**: The Boaters Advanced First Aid Box is provided by the Office of Environmental Health and Safety and is supplemental to the First Aid Kit and is to be used in case of trauma. If anything is used, boaters will report it so it can be replaced. EH&S will provide replacement materials. BAFA Boxes will be inspected when the vessels are inspected, or when it is returned after a research trip.

***Please note – BAFA boxes are no longer required – but the First Aid kits are required for all boating excursions (the first aid kits are now replacing the BAFA boxes – they are the pelican cases that used to be the BAFA boxes)***

Page 11 (now 12) – Under Communication Standards:

All FIU vessels and flotillas are required to carry at least two forms of communication. The primary form is a VHF radio, mounted or handheld, with a programmed MMSI number. The second form of communication shall be a cell phone. If operating in areas with questionable or no cell phone reception, the vessel must also carry a satellite phone, a PLB, or an EPIRB, as a reliable form of communication, in addition to the VHF and cell phone. If a lab does not have a second form of communication, one can be checked out with the vessel. All FIU vessels will check in and out when entering and leaving areas with no cell phone reception.

Page 13 – Under Diving and Snorkeling from Vessels, added:

**Breath-Hold Diving:**
29 CFR 1910 Sub-Part “T” does not define Breath-Hold Diving as an activity in which an employee uses an underwater apparatus which supplies’ compressed gas, and therefore is not governed under the FIU Scientific Divers Safety Manual nor the FIU Diving Operations Manual.

Breath-Hold Diving may be used as a tool only when conducting in-water FIU approved research projects, and when all the following requirements are followed:

- Must pass a swim test in accordance with this manual.
- Must be qualified in CPR and First Aid.
- Must complete the FIU Breath-Hold Diving Training lecture.
- Must demonstrate the proper use of a mask, snorkel, and fins to the BSO, DSO, or a designated person approved by this manual.
- There must be a minimum of two (2) qualified persons in the water at all times.
- Breath-Hold Diving is limited to a maximum depth of 20 feet of water without proof of other formalized training.
- During a Breath-Hold Dive, one qualified person must remain on the surface acting as a safety observer and ready to render assistance.
- All other applicable boating requirements listed within this manual also apply.

FIU qualified Boaters and Divers may be given credit for prior documented training meeting these requirements where applicable.

Page 13 (now 14) – Under Swim Test Protocol, added:

Registered FIU scientific divers are exempt from the swim test, as well as others listed below. A Boating Safety Program Swim Test & Acknowledgment Form (Appendix IV) will be used for documentation of the boater passing, having an exemption, or declining to take the swim test.

Page 14 (now 15) – Under Motorboat Operator and Crew Training, added:

All boaters are required to submit all certification paperwork, as well as a scientific boating application and information sheet, to the BSO prior to any boating activities. An all-hands meeting will be held annually to update the boating community, due to circumstances if any boaters are not available to attend the meeting, the presentation and minutes will be accessible for review via the Boating Safety Program website.

Page 16 (now 17) – Under science Crew, Student, and Observer Training, deleted:

Science crew, students, and observers are permitted after they are instructed in basic safety requirements outlined for all personnel in this manual (e.g., must always wear life jackets, must sit in designated seating on the craft, etc.) by the crew chief.

Page 16 (now 17) – Under science Crew, Student, and Observer Training, added:


Page 17 (now 18) – Under Vessel Safety Equipment, deleted:

Boating Advanced First Aid Box (BAFA Box) or equal trauma kit
Page 17 (now 18) – Under Operational Safety Procedures, added:

File a float plan for all boating trips at least two (2) hours prior to boating operations: https://go.fiu.edu/floatplan

Page 19 (now 20) – Under Communications, added:

Communication starts with the filing of the float plan. This plan is to be filed with the BSO for approval, with a copy sent to the vessel owner, as well as with the crew chief emergency contact (CCEC). It is the responsibility of the CCEC to establish if teams have returned safe and sound or that a research team may need assistance for a non-emergency boat related incident. The BSO or designee, must be notified immediately of boating accidents or incidents. For any “emergency” type situation, where life is threatened, the U.S. Coast Guard should be notified first. Other steps would be to activate the EPIRB (if present on the boat) if requested by the USCG or no contact can be made. To ensure that the research team can communicate during non-emergency or emergency situations each vessel must have a VHF radio as primary communication and a cell phone as secondary communication. When out of cell phone range, a lab can bring a PLB, EPIRB, or a satellite phone as secondary communication. It is the responsibility of the crew chief during the pre-departure briefing to instruct and assure that anyone on the boat can operate the vessel communication devices.

Page 31 – Under Qualification Requirements, deleted:

Belong to a maritime comprehensive drug testing program/consortium for certain individuals as required under section 2.5.1.

Page 38 – Under Emergency contacts, added:

Boating Safety Officer (215-359-6661)

Page 54 – Under Volunteers, added:

All volunteers must submit forms A and B to FIU HR. Once these are submitted, volunteers must fill out a waiver for the department they are working in. Once the waiver and HR forms A and B are submitted and approved, the volunteer may work on the vessel in accordance with the FIU Boating Safety Manual and are covered by workman’s compensation. Volunteer forms for HR can be found at: https://hr.fiu.edu/employees-affiliates/affiliates/ listed under Volunteers & Interns - Forms.

Page 55 – Under Appendix I, added:

New Call Tree

Page 56 – Under Appendix II, added:

Duties of Crew Chief Emergency Contact – this definition is in replace of what was known as “Responsible Person”

Page 57 – Under Appendix III, deleted:

Water Jel Burn Dressing 4” x 16”
Infant CPR Mask
Burn First Aid Dressing 4” x 4”
Page 57 – Under Appendix III, added:

- Tweezers
- Sun Burn Relief
- Triangular bandage
- Anti-itch/bite relief
- Blister prevention/moleskin

Page 58 – Under Appendix IV, added:

- FIU Boating Safety Program Swim Test & Acknowledgement Form