

**UNIVERSITY OF CALIFORNIA  
SANTA BARBARA**

**SMALL BOAT OPERATIONS  
MANUAL FOR ACADEMIC USE**

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<i>Below are additional procedures to Section 1-5 determined for the various UCSB Boating programs. Forms, waivers and the boating programs manuals of each specific UCSB scientific boating program are available online: <a href="http://ehs.ucsb.edu/units/diving/dsp/html/sbc.htm">http://ehs.ucsb.edu/units/diving/dsp/html/sbc.htm</a></i>	
<b>6.10 Department of Ecology, Evolution and Marine Biology – Marine Lab</b>	
<i>*see document titled “EEMB Small Boat Regulations”</i>	

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
SMALL BOAT OPERATIONS MANUAL**

**SECTION 1.00  
OVERVIEW**

**1.10 PURPOSE**

The purpose of these boating standards is to ensure that all scientific boating is conducted in a manner that maximizes safety and is in compliance with UCSB policy 5455 (Small Boat Operations). This manual also sets forth standards for training and certification that will allow a working reciprocity between organizational members.

**1.20 CONTENTS**

The Small Boating Operations Manual establishes minimum guidelines for the operation of non-University-National Oceanographic Laboratory System (UNOLS) University of California, Santa Barbara (UCSB) scientific boating operations. Sections 1-5 describe these minimum guidelines and Section 6 should be completed by each Launch Master to describe the guidelines for the day-to-day operation of their boating program.

This manual includes:

1. Policies that pertain to all vessels operating for academic use under the auspices of the UCSB.
2. Guidelines for obtaining and maintaining boat operator authorization.
3. Administrative procedures.
4. Equipment standards.
5. Safety Standards

**1.30 APPLICABILITY**

For the purpose of this manual, "small boat" is any boat 40 feet or less in length and the provisions of this manual apply whenever UCSB personnel are using a boat under UCSB auspices for academic use, regardless of ownership of the boat.

Specific examples of boat operations under UCSB auspices include: persons engaged in research, earning academic credit, employees acting within the scope of their employment; students engaged in any research operation including those receiving or providing boat operation instruction or involved in boat checkouts.

Boats used under UCSB auspices include:

1. Boats owned, supported, or administered by the UCSB, regardless of ownership.
2. Privately owned boats used by the UCSB for scientific or educational purposes.
3. Any other vessels used by the UCSB for scientific or educational purposes.
4. In case of joint operations, the lead institution will ensure that all applicable safety standards are being met.

**SECTION 2.00  
RESPONSIBILITY**

**2.10 SMALL BOAT OPERATIONS COMMITTEE (SBOC) MEMBERSHIP**

A Small Boats Operations Committee, appointed by the Chancellor, will consist of a committee chair, PI's, Launch Masters and boat users that represents the UCSB scientific boating programs.

**2.20 SMALL BOAT OPERATIONS COMMITTEE RESPONSIBILITY**

1. Has autonomous and absolute authority over the boating program's operation.
2. Shall review and revise the small boat operations manual.

3. Shall assure compliance with the small boat operations manual.
4. Shall take disciplinary action for unsafe practices, and act as a board of appeal.
5. Shall recommend the issue, reissue, or the revocation of boating authorizations.
6. Shall establish and/or approve training programs through which the applicant can satisfy the requirements of the organizational member's boating safety manual.
7. Shall suspend boating operations that are considered to be unsafe or unwise.
8. Shall periodically review the Launch Masters and committee chair performance.
9. Shall sit as a board of investigation to inquire into the nature and cause of boating accidents or violations of the organizational member's boating safety manual.
10. May grant exceptions to this manual.

## **2.30 LAUNCH MASTER RESPONSIBILITIES**

The Launch Master for each UCSB boating operation should have broad experience in boating and is responsible of the day-to-day operations of the particular boating program.

### **Duties and Responsibilities**

1. Evaluate prospective boat operation as specified by the SBOC.
2. Have the authority to schedule and cancel boating trips.
3. Have the authority to suspend one's boating privileges, until review by the SBOC.
4. Oversee the inspection and maintenance of safety equipment
5. Maintain all itinerary forms on file for one month unless an incident occurs. In the case of an incident the form will be kept on file for 5 years.
6. Have the authority to authorize boat use beyond the geographical constraints.
7. All boats, vehicles and boat trailers (private or University owned) used under the auspices of UCSB must be approved by the Launch Master.
8. Shall suspend boating operations considered to be unsafe or unwise.
9. Report all accidents, incidents, boardings, citations, safety concerns, and issues to the SBOC.

## **2.40 DEPARTMENT, PRINCIPAL INVESTIGATORS AND ADMINISTRATIVE OFFICERS**

Responsibilities of the departments, principal investigators and administrative officers operating small boats are the following:

1. Develop and maintain procedures for the safe operation of all small boats under their jurisdiction.
2. Establish procedures to assure proper qualification of small boat operators as described in section 3.10 of this manual.
3. Ensure compliance with all departmental procedures and procedures in this manual for small boat operators.
4. Provide secure storage for all small boats sufficient to prevent their unauthorized use.
5. Forward all accident reports to the Small Boats Operations Committee.

## **2.50 BOAT OPERATOR**

1. Only authorized UCSB boat operators may operate small boats under UCSB auspices, whether or not the boat is owned by the UCSB. Exceptions may be granted by the Small Boat Operation Committee for vessels run by non-UCSB owner/operators.
2. In US waters non-UCSB owner/operators must comply with USCG, state, and local regulations covering chartered vessels. In foreign waters, the responsible UCSB person shall ensure the vessel meets the equipment requirements of this manual.
3. The designated boat operator is responsible for all aspects of boating operations, regardless of any senior personnel present in the boat. These responsibilities include, but are not limited to:
  - a. Safety of the vessel and all persons on board.
  - b. Operation of the vessel in compliance with federal, state, and local regulations and this manual.
  - c. Safe transport of the vessel to and from the launch site, if applicable
  - d. The safe operation of all equipment.
  - e. Ensuring that all required operational and safety equipment is on board and that crew and passengers know the location and how to operate safety/survival equipment.
  - f. Report all accidents, incidents, boardings, citations, safety concerns, and issues to the Launch master.
4. Failure to comply with provisions of the Small Boat Operations Manual may be cause for the revocation or restriction of the operator's authorization. However, any operator may deviate from the requirements of this manual to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, damage to the vessel, or major environmental damage.
5. The operator or person in charge of a vessel is obligated by law to provide emergency assistance that can be safely provided to any individual in danger at sea regardless of affiliation. The operator or person in charge is subject to a fine and/or imprisonment for failure to do so.

## **SECTION 3.00 ADMINISTRATIVE PROCEDURES AND TRAINING REQUIREMENTS**

### **3.10 AUTHORIZATION OF BOAT OPERATORS**

An authorized boat operator should complete the following:

1. Boating safety course from the California Boating and Safety Dept., Coast Guard Auxiliary, Power Squadron or approved equivalent: <http://ehs.ucsb.edu/units/diving/dsp/html/sbc.htm>.
2. Provide documentation of, and/or acquire, practical experience in operating a boat.
3. Demonstrate to the Launch Master proficiency in the safe operation of the proposed type of boat:
  - a. Prepare the boat for use
  - b. Safely drive and back a vehicle, which is trailering a boat if trailering is required
  - c. Launch and retrieve the boat, operate the boat effectively in local conditions (in close quarters, choppy seas, kelp and other conditions determined by the Launch Master).
  - d. Proficient use of the support equipment: compass, radio, electronic navigational, emergency gear and other support equipment.
  - e. Anchoring the boat

- f. Perform other minor safety-related maintenance on the type of vessel that is to be used.
  - g. Demonstrate how to tow another boat. (If required)
  - h. Demonstrate proficiency in the operation of any specialty equipment and procedures specific to the boat.
  - i. Other items determined by the Launch Master.
- 4. Have current training in CPR, First Aid along with Oxygen Administration when diving is conducted.
- 5. Conduct a minimum number of trips determined by the Launch Master and Small Boat Operations Committee where he/she is the primary operator under direct supervision of an approved boat operator.

### **3.20 MAINTAINING AUTHORIZATION**

The UCSB Small Boat Operations Committee shall set standards for maintaining authorization. At a minimum, operators shall be re-authorized by the Launch Master every 5 years.

### **3.30 REVOCATION OF AUTHORIZATION**

A boat operators' authorization may be revoked by the Launch Master or SBOC for any action deemed unsafe or unlawful or for not meeting the procedural requirements of the UCSB outlined in this manual.

### **3.40 RE-AUTHORIZATION**

If a boat operator's authorization is revoked, they may be re-qualified after the operator complies with such conditions as the SBOC may impose. The operator shall be given the opportunity to present his/her case to the SBOC before conditions for re-authorization are stipulated.

### **3.50 WAIVER OF REQUIREMENTS**

The SBOC may grant a waiver for specific requirements for a UCSB boating operation.

## **SECTION 4 ADMINISTRATIVE PROCEDURES AND RECORD KEEPING**

### **4.10 FLOAT PLAN**

All boat operators conducting boat operations under the auspices of the UCSB shall file a float plan with a responsible party (shore contact person) prior to departure. The float plan shall include the passenger manifest, destination and time of return, shore contact, equipment check and the latest weather forecast for the area(s) to be visited.

### **4.20 MAINTENANCE OF RECORDS**

- 1. A file of usage for all boats, including a log of scheduled and unscheduled maintenance for each boat and boat trailer shall be maintained.
- 2. Records shall be maintained for a period deemed appropriate by the Launch Master.

### **4.30 ACCIDENT AND INCIDENT REPORTING**

- 1. All accidents must be reported to the Launch Master within 24 hours of the incident.
- 2. Any accident causing loss of the vessel, damage over \$2,000, requiring medical treatment beyond first aid, or loss of life must be reported to the U.S. Coast Guard.

3. The SBOC shall investigate and document the accident as described in 2 above and related personal injury and/or property damage and prepare a report.
4. Accident reports shall be held for 5 years.

## **SECTION 5.00 OPERATIONAL PROCEDURES**

- All boats and equipment used by UCSB authorized operators in US waters, regardless of ownership, will, at a minimum, conform to U.S. Coast Guard, state, and local requirements and to the standards set forth in this manual.
- All boats operated outside of U.S. Coast Guard jurisdiction shall at a minimum comply with U.S. Coast Guard regulations in addition to any applicable local requirements and to the standards set forth in this manual. Info: <http://www.uscgboating.org/index.aspx> & <http://www.dbw.ca.gov/>

### **5.10 EQUIPMENT**

1. The operator shall be proficient with the operation of the equipment and shall inspect all emergency equipment prior to departure.
2. The operator and/or crewmember shall notify the Launch Master of any malfunctioning equipment.
3. The nature of specific operations may require vessels and boating equipment to meet higher standards as determined by the Launch Master and/or the SBOC.
4. Lifejackets - The type and number of lifejackets on board shall meet US Coast Guard Standards required for the type of boat being used and be easily accessible. Non-swimmers must wear a life jacket on board and all personnel must wear a lifejackets when conditions necessitate.

### **5.20 STABILITY**

The operator shall observe the posted maximum boat load limits set by the Launch Master and no person may operate a vessel loaded in a way that would jeopardize the safety of the operator or crew.

### **5.30 COMMUNICATIONS**

The Launch Master shall set communication guidelines. At a minimum, the vessel is required to have one effective means of communication for assistance (VHF radio, cell phone, satellite phone, etc).

### **5.40 WEATHER**

The Launch Master shall establish weather guidelines for the boating operations.

### **5.50 SPECIAL OPERATIONS**

The Launch Master shall establish guidelines for special operations such as; foreign waters, SCUBA diving, trawls, live boating, night operations, equipment deployment, etc.

### **5.60 SAFETY CHECKS**

Prior to departure the boat operator shall:

1. Perform a functional inspection of the boat, trailer and equipment, including communications.

2. Assess all environmental conditions – weather, water conditions, etc.
3. Complete a float plan (Section 4.10) and provide the shore contact w/ the necessary information.
4. Have crew complete any necessary forms: work comp., waivers.
5. Give a briefing to all new crew on board including, at a minimum, emergency procedures, location of PFDs, fire extinguishers, man overboard procedures, and methods of seeking assistance.

After Returning:

1. Upon return the operator will contact the shore contact as agreed on before departure.
2. Notify the Launch Master of any problems with the boat or equipment that occurred during the cruise.

Shore Contact Duties:

1. Record vessel float plan before departure.
2. Attempt to contact vessel after ETA if nothing heard. Contact US Coast Guard or other emergency agency if nothing is heard from the vessel after one hour past their ETA determined by the Launch Master.

**SECTION 6.00  
ADDITIONAL PROCEDURES  
FOR SPECIFIC UCSB BOATING PROGRAMS**

Below are additional procedures to Section 1-5 determined for the various UCSB Boating programs.