**BIOLOGY SMALL BOAT**

**Policies and Procedures**

**Contact:** Eric Snyder (Graduate Program Director or GPD); office phone (616-212-0301); cell (616-212-0301). Office: 3390e Kindschi Hall of Science. Biology Office: 616-331-2470

This document describes the policies & procedures to be followed by all Biology personnel while operating Biology boats (Jon boat, canoes, kayaks, etc.) and also working on other organizations vessels.

A. Boat Safety

Working from boats is a potentially hazardous activity and the program has an interest in minimizing the risk of accidents and injuries to faculty, staff and students who perform work in boats. Because this is a health and safety issue the following policies are mandatory and failure to follow them will result in termination of all boat-based work. Failure to follow this policy by Biology employees and students under one’s supervision may result in disciplinary action and also make one liable to criminal or civil prosecution in the event of a boating-related fatality or accident.

Boat operators who carry faculty, staff and students who are not qualified to operate a vessel under this policy must make sure that these individuals understand their obligation to follow this policy (e.g., wearing a PFD at all times) and the absolute requirement to follow the directions of the boat operator at all times.

We have one small Jon boat available for rent for research purposes, although students and faculty frequently make use of personal boats including canoes and kayaks. If the boating activity involves University-sponsored programs or research, the policies described below are mandatory, with the exception of the MI DNR boating safety certificate.

 I. Small Boat Reservation Procedures

Request to use the Jon boat shall be made to the Graduate Program Director (see contact information above).

II. Usage rates (note: these are official rates and based on justifiable charge-backs; rates can be modified based on need.

1. Jon Boat - $20/hr, $150/day (8 hours), $475/wk

 III. Licensing

1. All BIO Jon boat operators are required to complete the MI DNR Boating Safety Course [https://www.michigan.gov/dnr/0,4570,7-350-79119\_79144\_79642---,00.html](https://www.michigan.gov/dnr/0%2C4570%2C7-350-79119_79144_79642---%2C00.html) prior to operating the boat.

IV. Training

1. All operators must receive annual indoctrination training from the Annis Water Resources Institute Fleet Captain and/or the Graduate Program Director prior to use of the BIO Jon boat. The training will be held as needed.
2. The GPD will determine who is qualified to operate the Jon boat.
3. PIs are responsible for their assigned students.

V. Vessel Pick-up

1. The operator of the vessel shall inspect the vessel and trailer prior to use; the following items shall be checked:
2. Vessel equipment list, laminated card is located in the orange gear box.
3. Drain Plug’s
4. Outboard Kill switch & lanyard
5. Check trailer lights for proper operation

VI. Vessel Return

1. The operator is responsible for the cleanliness and proper equipment stowage of the vessel. Upon return or upon completion of multi-day usage the following shall be completed:
	1. Remove all equipment from the vessel.
	2. The vessel shall be thoroughly cleaned inside and out using the deck brush (located in the wader room) and garden hose located on the inside of the wader storage room, off of the south loading dock of KHS. All aquatic plants and debris shall be removed from the vessel and properly disposed.
	3. All lines shall be draped on the gunwales or railings and hosed down and left to dry.
2. PFDs shall be hung to dry and stored in the Graduate Field Storage Room (KHS XXXX)
3. Operator shall return the clean vessel to its assigned storage facility.

VII. Usage Documentation

Boat users must email the GPD the hours/days to be billed and the account from which funds should be requested.

VIII. Gasoline

Fuel tanks shall be are kept full at all times. It is the user’s responsibility to return the small boat with a full fuel tank.

IX. Mechanical Breakdowns and Damage Requiring Emergency Repairs

(A serious situation or occurrence that happens unexpectedly and demands immediate action)

During business hours, 8:00 a.m. – 5:00 p.m. Monday through Friday, the driver must notify the BIO Administrative Office IMMEDIATELY, by dialing 616-331-2470. The Administrative Office will immediately contact the GPD @ 616-331-2417 (or 616-212-0301). If the GPD cannot be contacted (on vacation, etc.), the Administration Office will then determine the best plan of action. Outside of business hours the driver should notify the GPD directly by calling 616-212-0301.

X. Damage Not Requiring Emergency Repairs
Upon return to campus the operator shall notify the GPD via email ASAP about any vessel or trailer damages, broken, missing equipment etc.

XI. Boating Accident Reporting

Non Fatal Accidents

1. The operator is required to file a Boating Accident Report (BAR) (CG-3865-a hard copy is located in emergency box and a fillable PDF version is also located on line at <https://media.defense.gov/2020/Aug/19/2002480683/-1/-1/0/CG_3865.PDF>
2. If the boat is involved in an accident that results in:

1. Personnel injury which requires medical treatment beyond first aid; or

2. Damage to the small boat and other property of $2000 or more; or

3. Complete loss of the boat.

1. The operator is required to report the accident to local authorities in the State where the accident occurred, Call 911.

Fatal Accidents

A. Immediate notification is required for fatal accidents. If a person dies or disappears as a result of a recreational boating accident, the nearest federal or state boating authority must be notified without delay, Call 911. The following information must be provided:

1. Date, time and exact location of the accident;

2. Name of each person who died or disappeared;

3. Number and name of the vessel: and

4. Name and address of the owner and operator.

Reporting Timelines

1. If a person dies, disappears from the boat, or there are injuries requiring medical treatment beyond first aid, a formal report (CG-3865; available in the emergency boxes on each vessel and a fillable PDF version is also located on line at <https://media.defense.gov/2020/Aug/19/2002480683/-1/-1/0/CG_3865.PDF> )
2. the form must be filed out within 48 hours of the accident.
3. A formal report (CG-3865) must be made within 10 days for accidents involving property damage of $2000 or more or complete loss of a vessel.
4. All completed CG3865’s will be submitted to the GPD.

GVSU Notification

1. In the case of all personnel injuries or death the vessel operator shall immediately notify Grand Valley Police Dept @ 616-331-3255. During business hours, 8:00 a.m. – 5:00 p.m. Monday through Friday, the vessel operator shall notify the Biology Administrative Office ASAP by dialing 616-331-2470. The Administrative Office will immediately contact the GPD @ 616-212-0301.

XII. Personnel Flotation Devices

All personnel shall wear the appropriate PFD at all times while underway onboard AWRI vessels. The PFD requirement also extends to all AWRI personnel while onboard other agency small boats engaged in AWRI research.

 1. All Biology small boats must carry one wearable PFD (Type I, II, III or Type V PFD) for each person aboard and must also carry one throw able PFD (Type IV PFD)
 2. When the water temp is 50 degrees Fahrenheit or below survival/work suits should be worn as the PFD.

 3. Throwable devices must be immediately available for use.

 4. Failure to follow the PFD requirements may result in your small boat privileges being revoked.

 XIII. Public Conduct and Safety

Biology small boats are to be used for official University business only. Operators must adhere to all Federal and State Boating laws and regulations. Citations issued are the sole responsibility of the operator. GVSU Students and employees are covered by GVSU Insurance; all other passengers shall sign a release of liability when riding aboard Biolkogy small boats. See the Biology Office or the GPD for release of liability forms.

XIV. Small Boat Trailering

While trailering Biology small boats, the vehicle passenger will act as a spotter whenever the trailer is being backed up. The driver will have both windows down and will listen for commands from the spotter.

[ ]  By checking this box, I (insert name),      indicate that I have read and understood the Biology small boat policies and procedures. Date:

 Please return this form (or send electronic copy) to the GPD (snydeeri@gvsu.edu).