

Vessel Charter
Vessel Cruise Plan and Additional Information
To be completed – For Each Cruise

1. Vessel name_____
2. Names of all ship's crew (unless provided to Mar Ops, previously)_____
3. Names of all scientific personnel (incl. techs)_____
4. Designated Master & Chief Scientist during this voyage:
Master_____ Chief Sci_____
5. Date/time and port of departure_____
6. Date/time and port of arrival_____
7. Total number of days_____
8. Cruise track (way points), ETA at those points and operating area(s)_____
9. Area of operation_____
10. Summary of type of operation &/or science planned_____
11. Communications plan (includes means of communication, primary means, secondary means, phone numbers, call signs, etc.)_____
12. Information concerning the use of hazardous materials, explosives & radioactive material during cruise_____
13. Other Info as appropriate_____
14. PI Requestor_____
15. Admin Requestor_____
16. Project number_____
17. Vessel and COI are suitable for type of operation and are appropriate for the circumstances of this cruise and additional cruise requirements have been considered? **Yes** **No**
18. Current Vessel Checklist on hand? **Yes** **No**
19. Current Vessel Certificate of Insurance (COI) on hand? **Yes** **No**
20. Cruise dates within COI date range? **Yes** **No**

PI Signature: _____

Date: _____

Please include the following documents – email all to charters@whoi.edu

- a. Summary Sheet for Vessel Charter b. Completed Sole Source, if applicable
 - c. Completed Purchase Requisition and/or contract
- Indicate if the following are on hand with Marine Operations OR if attached**
- d. Completed Vessel Charter Checklist
 - e. Valid Certificate of Insurance