

**Woods Hole Oceanographic Institution – Shipboard Scientific Personnel Information and Acknowledgement Form
(to be completed by all non-crew personnel)**

R/V _____ Voyage No. _____ Chief Scientist _____
Title (Dr., Ms., Mr.) & Full Name _____ Sex: F M Other Phone (Bus.) _____
(AS IT APPEARS ON PASSPORT)
Affiliation (Inst./Employer) _____ e-mail _____
Position on Cruise: _____ Student? Please check: Grad UnderGrad
Business Address _____
Place of Birth _____ Date of Birth _____
Citizen of: _____ Passport No. _____ Passport Exp. Date _____
Person to Notify in Case of Emergency _____ Relationship _____
Their Address _____ Phone _____

The following information is REQUIRED. PLEASE FILL OUT ACCURATELY AND COMPLETELY

Is your work on this voyage part of the primary project, ancillary project, or other?
Full title of Science Project _____
Sponsoring Agency (NSF, ONR, etc.) _____
Grant/Contract Number _____ Discipline (Biology, etc.) _____
Principal Investigator _____ Current yr. Funding \$ _____
Method of Payment for Cruise Expenses – P.I. Purchase Order Credit Card Other
Payment Method Details _____

Medical Information: I, as the undersigned, affirm that I am qualified to perform the essential functions of shipboard duties at sea for extended periods of time, and that I have no physical defects, ailments or disability that prevent or limit the performance of these essential functions. If I require medication, I will insure that I have an adequate supply before boarding the vessel, recognizing always that the cruise schedule is subject to change without notice.

- Not Applicable Prescription Drugs (type): _____
- Food Allergies / Dietary Restrictions: _____
- Past or present medical history and health problems: _____
- Actions to be taken by others in the event I am unable to provide for my own emergency care: _____

Personal Property/ Scientific Equipment: Ships and the ocean are dangerous and perilous environments. Equipment and property can easily be destroyed, lost, or damaged. As such, I waive and discharge WHOI from liability for the damage, loss, or destruction of personal property and/or scientific equipment. **If insurance coverage is desired of any property or equipment, I will procure such insurance at my own expense.**

Alcohol Policy: The Institution has established a firm policy that no alcoholic beverages of any type will be permitted on Institution operated vessels. This means that members of the scientific party, in addition to marine crew members, shall not bring on board alcoholic beverages of any kind for consumption while on the cruise. All personnel, including scientific staff from other institutions and visitors, are affected by this regulation and must abide by it. Under a federal ruling, all persons on board, including members of the scientific party, are subject to drug and alcohol testing for reasonable cause in the event of a “serious marine incident.”

Drug Policy: Woods Hole Oceanographic Institution is a Zero Tolerance organization. **The possession or use of any controlled substance will not be tolerated.** All persons on board, including members of the scientific party, are subject to drug and alcohol testing under Code of Federal Register 46 for reasonable cause in the event of a “Serious Marine Incident”. The Master, as senior representative of the Institution, has the sole responsibility and authority for such determination. A “Serious Marine Incident”, besides the obvious physical and environmental disaster, includes any accident which results in a person being off duty for 72 or more hours. All persons directly involved are required to be tested. All testing and the fact of a refusal to be tested must be logged in the ship’s log book.

Code of Conduct & Anti-Harassment Policies: The Woods Hole Oceanographic Institution is committed to maintaining a positive working and learning environment free of illegal discrimination, harassment, bullying and intimidation. Institution scientists, administrators, managers and supervisors are required to strongly support these policies as are all employees, postdoctoral scholars/fellows and students of the Institution. While these policies refer specifically to the illegal aspects of harassment, it is as important to note the expectation that there will be an atmosphere of professionalism at the Institution that will preclude these types of behaviors and foster a mutual respect for one another. Harassment and bullying can be blatant or subtle, printed, verbal, or physical. Examples of conduct that can constitute illegal harassment are:

- Outright propositions/improper suggestions

- Racial or Ethnic jokes, slurs, or cartoons
- Abuse, insults, or jokes concerning sexual orientation
- Touching, including pats, hugs, squeezes, brushing against, putting arms around shoulders
- Insinuations about private life or lifestyle
- Threats or promises regarding compliance with sexual behavior
- Actions or sounds – whistling, suggestive sounds, obscene gestures, display of offensive pictures
- Sexist, lewd, or obscene remarks, jokes, or cartoons
- Imbalance of attention, whether it be positive or negative, towards one employee or student based upon gender or race
- Assault – sexual or otherwise

The Master of each WHOI vessel shall ensure every crewmember, member of the science party as well as technical staff and visitors are made aware of WHOI's [Anti-Harassment](#) and [Code of Conduct](#) policies as part of shipboard orientation. On the vessel, any violations to these policies shall be reported to the Master, Chief Mate or Chief Scientist. Crewmembers and technicians shall report violations to the Master and members of the science party to the Chief Scientist. In the event individuals are not comfortable reporting a harassment violation to someone in their chain of command, i.e. Master for crew or Chief Scientist for Science party, they have the option of reporting to either the Master or Chief Scientist or directly to the EEO Officer in WHOI Human Resources.

Please view the brochure [Harassment: What is it and what can be done about it](#) for more information.

As with any other Institution EEO policy, individuals found in violation of these guidelines are subject to disciplinary action, which may include counseling, warnings, transfers, suspensions, reductions in pay or duties, and/or termination of employment depending upon circumstances.

Individuals are to watch the MERAS (UNOLS special committee: Maintaining an Environment of Respect Aboard Ships) videos (link below) prior to arriving on the vessel. A follow up brief will be conducted with all hands as well during the initial onboarding.

<https://www.unols.org/shipboard-civility>

Please initial to confirm you have reviewed the harassment and code of conduct policies, Shipboard Civility training videos have been observed and all Personal Conduct and Harassment policies are fully understood:

Initials: _____

Smoking and Vaping: For reasons of health and safety, smoking and vaping are prohibited within the ship's enclosed spaces. Foul weather smoking and vaping are allowed on the weather deck.

Radioactive Materials Policy: No radio isotopes will be permitted aboard ship without express approval from WHOI's Radiation Safety Committee and adherence to WHOI's Isotope User's Manual.

Hazardous Material Policy: Scientists must provide ship with Material Safety Data Sheets (MSDS) for ALL Hazardous Materials. **Staying Aboard Vessel:** Cruise participants are allowed to move aboard the night before departure and move off the day after arrival.

I have read, understood and agree to the terms and conditions stated on this Shipboard Scientific Personnel Information and Acknowledgement form and verify that all of the information I have provided in this form is true and correct

Signature of Cruise Participant

Date

Print Name of Cruise Participant

Title

The completed Shipboard Scientific Personnel Information and Acknowledgment Form may be sent by email (SSPI@whoi.edu) or by US mail (Marine Operations, MS #27, Woods Hole Oceanographic Institution, Woods Hole, MA 02543). It must be returned **ONE MONTH BEFORE THE CRUISE BEGINS**. All Agreements must contain original signatures prior to the ship's departure