



## WOODS HOLE OCEANOGRAPHIC INSTITUTION

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### **R/V Atlantis & R/V Armstrong Cruise Planning Packet**

Hello Ship user,

On behalf of Woods Hole Oceanographic Institution, I would like to welcome you to our new research cruise season and thank you for supporting WHOI Marine Operations. We will work to make your cruise logistics run as smoothly as possible.

This letter contains information for the Principle Investigator and Chief Scientist in planning their research cruise. There are many items to attend to, and we will be available to help you at any and every point in the process. For the moment we would like to call your attention to a few items that are discussed in greater detail below, but these four represent the 'must have' items to conduct your cruise:

**Cruise Planning Questionnaire** (submit as soon as possible)

**Pre-Cruise Meeting** (We will schedule this together, the sooner the better)

**Personnel Forms** (1 month or greater prior to sailing)

**Customs Declaration Form 4455** (No less than 5 days prior to sailing if required)

Once you have submitted the questionnaire, if any changes need to be made you can contact us and we will make the change. These changes will be shown and time stamped on the Cruise Synopsis for all to see. While filling out our cruise questionnaire your work should be automatically saved as you move through the form. You will also be able to share your questionnaire with Co-PI's and Chief Scientists to add input, or have your Chief Sci fill out the questionnaire for you. You can upload diagrams, station positions, lists, maps, equipment, photos, and anything that will aid us in the planning process.

The following is a more detailed list of information and links for you to run down in the months prior to departure.

**1. Checklist/Time line of Pre-Cruise Requirements & Due Dates for Chief Scientists:**

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-checklist-for-chief-scientist/>

**2. Cruise Planning Questionnaire: (Imperative, please complete as soon as possible):**

This is the most important document to be completed by the PI or Chief Scientist because it allows all cruise planning support departments, including the ship to view your requirements and get a detailed understanding of the cruise you wish to execute. You are required to read/ review the following documents before you complete your Cruise Planning Questionnaire.

Chief Scientist Cruise Planning Questionnaire:

<http://www.whoi.edu/main/cruise-planning/cruise-planning-questionnaire>

Safety Guidelines:

WHOI Safety Guidelines and UNOLS Research Vessel Safety Standards must be read and understood by all members of your science party. Please inform your science participants that they must read this information.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-policies-required-reading/>

UNOLS Research Vessel Safety Standards:

<https://www.unols.org/document/research-vessel-safety-standards-rvss>

Be as detailed as possible if you can and include information on equipment required, station locations and depths, and any special requirements you have. Please follow the instructions for using Isotopes and use of Hazmats.

Hazmat link:

<https://www.whoi.edu/sbl/liteSite.do?litesiteid=7092>

Radioactive Isotope link:

<https://whoiforms.whoi.edu/radioactive-material-use-authorization-requests/>

The sooner we have this information the sooner several WHOI departments can begin reviewing the requirements involved and granting necessary approvals. In addition to filling out the cruise planning questionnaire, it is important to provide us with as much information as possible on what you will be loading onto the ship for your cruise. Please give details on the following: estimated number, weight, and size and type of equipment, winches, boxes, lab vans/containers etc. to be mounted on the decks of Atlantis.

This information will be put into an online cruise synopsis that can be viewed by your cruise participants. You can view cruise synopsis at:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-cruise-synopsis/>

### 3. Web Sites, Links and Tools:

Useful sites to help you gather information download forms and answer your questions. Note: please review the pertinent ISM Regulations on the WHOI / ISM web site. It is the Chief Scientist's responsibility to insure the scientific party complies with these regulations.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-use-of-hazardous-radioactive-materials/>

### 4. Ship info pages, layout and schematics and berthing diagrams:

*Atlantis* Info: <http://www.whoi.edu/main/ships/atlantis>

*Atlantis* Deck, Lab Layout & Berthing Diagrams:

<https://www.whoi.edu/what-we-do/explore/ships/ships-atlantis/ships-atlantis-layout-berthing-diagrams/>

*Armstrong* Info: <https://www.whoi.edu/what-we-do/explore/ships/ships-neil-armstrong/>

*Armstrong* Deck, Lab Layout & Berthing Diagrams:

<https://www.whoi.edu/what-we-do/explore/ships/ships-neil-armstrong/ships-neil-armstrong-ship-diagrams/>

Information for the Chief Scientist to consider

Before the Cruise: <http://www.whoi.edu/main/cruise-planning/before-the-cruise>

Shipboard/At Sea: <http://www.whoi.edu/main/cruise-planning/shipboard-at-sea>

After the Cruise: <http://www.whoi.edu/main/cruise-planning/after-the-cruise>

Additional Useful Website links can be found at:

<http://www.whoi.edu/main/cruise-planning/additional-resources>

### 5. Shipboard Scientific Personnel Form

(returned to us no less than 1 month prior to cruise):

This is a mandatory form for all participants going on the cruise. It stipulates each participant's citizenship, clearly written passport information, medical history, participating sponsor, Insurance requirement, food or dietary restrictions etc.

Each cruise participant must complete, sign, and fax or email this form to our office 1 month prior to your cruise. Please tell your entire science party that the name on their personnel form must match the name on their passport.

<https://www.whoi.edu/wp-content/uploads/2020/01/Shipboard-Scientific-Personnel-Waiver-2019-update-harassment-policy-page-1-only.pdf>

If you have foreign cruise participants / collaborators, or anyone who is not in the US educational system (UNOLS), an observer, or the like, they will need to fill out the "Scientific Personnel Waiver form (Non UNOLS participants).

<https://www.whoi.edu/wp-content/uploads/2020/02/Shipboard-Scientific-Personnel-Waiver->

[2019-update-harassment-policy-non-UNOLS.pdf](#)

Please remit all cruise personnel forms to [sspi@whoi.edu](mailto:sspi@whoi.edu), these forms are kept confidential.

**6. TWIC Card:** <https://www.tsa.gov/for-industry/twic>

The Transportation Worker Identification Credential (TWIC) is now a required I.D. at every U.S. port and terminal and at many UNOLS ports. It is the only way to access any dock or terminal to get to the vessel. If a person does not have a TWIC card, the **U.S. Government C.A.C. cards may work in place of the TWIC**. For those who do not carry either Identification, they can be escorted inside the port facility and on-board w/ a person who has either a TWIC or C.A.C. card (Depending on the port terminal *1 TWIC card holder can normally escort up to 5 non-TWIC card holders but this depends upon the facility*). While we will help escort if we can, it is very important to note that WHOI's crew cannot be expected to be escorts for the science party.

Here is the procedure on how to obtain a TWIC card:

- 1) Go to TWIC link provided above
- 2) Click on "Apply for a TWIC" in upper left column. Follow and fill out information
- 3) Make an appointment at a local enrollment center

If you do not work/live near a local enrollment center, check with your Institution, University, or Dept Head and ask if your employer has a "group enrollment" set up. Some institutions have done this. The average time frame is between 1 month and 4 months to get a TWIC card, depending on where your enrollment center is. Please, do not wait. Apply immediately if your cruise is going into a U.S. port (departing or arriving) and if you expect no one to be carrying this I.D.

This federal requirement is not going away, so everyone in our industry will require this sooner or later. TWIC's are NOT required if ports are foreign.

**8. Embarking / Disembarking our vessel:**

If the cruise begins away from Woods Hole, the science party can move on board TWO (2) nights before departure and will move off the day after arrival. If embarking the vessel at WHOI, the science party will be able to move on board the (1) night prior to departure and move off the day after arrival. Loading dates and off-loading of gear will be organized directly between you and with WHOI Marine Ops as all cases are different. The science party is responsible for entry fees for embarking or disembarking onto the vessel in a foreign port.

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-transit-planning/>

**Please consider the following in your planning:** WHOI Ships depart in the AM of the day or departure and arrives in the AM on the day of arrival.

## **9. U.S. Customs Forms and Certificate of Registration (4455) and Sample**

### **Forms (must be submitted no less than 5 days prior to departure of US port):**

U.S. Customs "Certificate of Registration" forms or "4455's" as they are commonly referred to, are required if your gear is loaded onto the ship in the U.S. and the ship makes a foreign port stop before returning to the U.S. They are also required if your gear is loaded in a U.S. port and you ship it back from a foreign port. These documents will help you enter your equipment back into the country. This includes all of your science equipment IE Major instruments, cases of sample bottles, lab computer etc over \$1000 in value. Remit to your Cruise Planner.

The Master has the right to refuse the lading of scientific equipment that is not accompanied by certified export documents. Further, scientific equipment found on board without proper documentation when the vessel returns to the U.S. will be manifested and may become subject to import duties. The owner of the equipment retains financial and legal responsibility for the proper re-entry of equipment into the United States.

Required forms and sample forms can be found at:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-logistics/u-s-customs/>

IF you have equipment and gear being shipped and loaded in a foreign port, you must send SSSG Admin Chris Lewis ([ctlewis@whoi.edu](mailto:ctlewis@whoi.edu)) all Bills of Lading or Air Way Bills (BOL's or AWB's) when your gear is shipped so that the captain can have all documents proving that your gear originated in the United States. You can get these forms from your shipper / freight forwarder. We would require these documents **prior to your mobilization on either ship.**

## **10. Visas, Foreign Nationals, and Travel:**

The following U.S. State Dept. Website has information on what countries require entry visas.

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/americans-traveling-abroad.html>

Please review the website. Take special note that this link refers to U.S. citizens only. Please have your foreign participants research their own requirements as well. It is the science party's responsibility to confirm the visa requirements for U.S. and foreign nationals entering foreign countries or returning to the U.S. on our ships. The science party is responsible for obtaining documents and covering any fees.

All cruise participants that embark onto our vessels in a foreign port and disembark in the U.S., that are not U.S. citizens, that do not hold a U.S. Green card or a U.S. multi entry visa, will be required to have a U.S. visa to enter back into the U.S. on board our vessels. Our vessels are "non-signatory sea carriers or unofficial carriers" so we do not fall under the Visa Waiver Program.

There are new requirements for all foreign participants traveling into the U.S. either by plane or vessel after Jan 19, 2009. They must submit a Travel Authorization 72hrs prior to

arriving into the U.S. They can use the Electronic System for Travel Authorization (ESTA™).

<https://esta.cbp.dhs.gov/esta>

Also be aware that there can be entry fees associated with travel, either by ship or air.

## 11. Shipping

If you are shipping equipment for Mobilization, please submit your tracking info and notify the SSSG Admin at [ctlewis@whoi.edu](mailto:ctlewis@whoi.edu), when anything is shipped.

Information on shipping can be found here:

<https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-before-the-cruise/cruise-planning-logistics/shipping-your-equipment/>

### **If You Are Shipping To A Foreign Or Domestic Port Please Read The Following Carefully:**

If you are shipping to a port other than WHOI, please begin your shipping plans early working with your Institution's shipping department on packing requirements (especially hazmats) and shipping logistics. Please also contact the WHOI Cruise Planner to coordinate with the local ship's agent and confirm the shipping address to send to. In many cases the shipping address for containers and air or small packages will be different. You are free to use any shipping agent you wish but we recommend using the same Agent as the vessel to coordinate shipments once they arrive at the port of departure.

Shipments to foreign ports should arrive at least two weeks prior to loading onto the vessel. Additional time may be required for hazardous materials or during holiday periods when local customs offices may be closed for extended periods. For domestic shipments the equipment should arrive at least 5 days before the day of loading to minimize any risk of impacting the departure of the cruise. There may be costs incurred to the science party for storing equipment prior to loading. Contact your Cruise Planner to confirm shipping details in advance.

All items in a shipment should be manifested including chemicals and hazmats. Shipping certain items to foreign ports (clothing, household goods, other) is prohibited in some countries and may delay or hold the full shipment from entering into the country.

Please identify any of these items to the WHOI cruise planner in advance of your shipment. The WHOI cruise planner will work with you and the local ship's Agent to confirm what items are prohibited and any special requirements for hazmats.

Agent link: <https://www.whoi.edu/what-we-do/explore/cruise-planning/cruise-planning-agent-information/?pid=8230>

**PLEASE** be sure to copy SSSG Admin Chris Lewis, ([ctlewis@whoi.edu](mailto:ctlewis@whoi.edu)) and WHOI Port Captain Eric Benway ([ebenway@whoi.edu](mailto:ebenway@whoi.edu)) on all correspondence emails between yourself, the shipping company, and agents.

## **12. Safety:**

Please inform all members of your science party that closed toed and closed backed shoes are required on board the vessel. Open toed and backed shoes are only allowed in your cabin. Crocks, sandals, and similar types of shoes are NOT considered closed toed and are NOT allowed on deck or in the lab areas. Sneakers, boots, hiking and similar shoes are considered closed toed and allowed common areas on deck if no over boarding is taking place and in the labs. Steel toed shoes are recommended when working on deck. If you will be deploying any instruments over the side, like moorings or large deployments, steel toed shoes are required. Fall protection and hard hats are required when working on equipment and containers and under cranes or overhead operations.

UNOLS Research Vessel Safety Standards are what we operate by as well. Please take some time to review these standards and the appendixes and send this information to your science participants.

<https://www.unols.org/document/rvss-11th-edition>

## **Vehicle Information:**

If you are using NDSF vehicles (Alvin, Jason, Sentry, other) please review the following links and fill in the appropriate information on your cruise planning questionnaire.

NDSF Cruise Planning: <https://ndsf.whoi.edu/plan-an-expedition/>

Underwater Vehicles: <https://www.whoi.edu/what-we-do/explore/underwater-vehicles/>

## **Post Cruise Assessment:**

[https://strs.unols.org/Public/diu\\_pre\\_pcar.aspx](https://strs.unols.org/Public/diu_pre_pcar.aspx)

## **Covid-19 Policy:**

At the beginning of July 2021, WHOI implemented mandatory vaccinations for all shipboard personnel; all personnel have been required to be “fully” vaccinated prior to joining the vessels.

To safely plan and conduct scientific missions on WHOI vessels during the COVID-19 outbreak and post pandemic, an extensive planning and risk mitigation process is undertaken. Each cruise will undergo a risk assessment process to identify and mitigate all potential COVID-19 risk associated with the cruise. This process takes 4-6 weeks with WHOI Marine Operations staff and the Chief Scientist/ Principal Investigators of each cruise. The excel template is used to tailor each cruises potential covid risks and develop a mitigation strategy.

[https://www.whoi.edu/wp-content/uploads/2020/06/Risk-Assessment-Template\\_SCIENCE\\_COVID-19.xlsx](https://www.whoi.edu/wp-content/uploads/2020/06/Risk-Assessment-Template_SCIENCE_COVID-19.xlsx)

For further information on WHOI’s COVID-19 Policy:

<https://drive.google.com/drive/folders/1CZmLk5ld4i53YLr77Xq1mtlosSxgyHnK?usp=sharing>

Thank you in advance for providing us with the requested information and reviewing the listed documents and websites. Please let me know if you need additional information.  
Looking forward to working with you,  
Best regards,

WHOI Marine Operations