



Boating Safety Program Guidelines

The following guidelines are meant as recommendations and not formal policy. Organizational Members are expected to use these sections as a framework upon which they will develop specific guidelines or policy relevant to their local personnel and equipment resources as well as environmental conditions and project specific requirements.

Revised: January 2023
Revised: December 2016
Revised: March 2014
Revised: February 2011
Revised: January 2010;
Original Version: January 2006

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**SCIENTIFIC BOATING SAFETY ASSOCIATION
BOATING SAFETY GUIDELINES**

**SECTION 1.00
OVERVIEW**

1.10 PURPOSE

The purpose of the Scientific Boating Safety Association (SBSA) boating guidelines is to provide recommendations and a guide to Organizational Members (OMs) wishing to set up and/or formalize their boating safety programs. These guidelines are also designed to help ensure boating is conducted in a manner that will maximize safety and to set forth standards for training and certification that will allow a working reciprocity between organizational members.

Note: The terms “Boating Manual, Boating Safety Committee and Boating Safety Officer” are used here as generic descriptions. Organizations may use any terms they wish to describe a document that spells out boating guidelines, policy or standards (section 1.20); a group of two or more knowledgeable persons who fill the requirements of section 2.20; and the person who has operational control of the program (section 2.30).

1.20 CONTENTS

The SBSA Boating Program Guidelines establishes minimum recommendations for the operation of all non-UNOLS (University-National Oceanographic Laboratory System) boats by Organization Members (OM).

The Organizational Members’ SBSA Boating Program Guidelines should include:

- 1 Policy that pertains to all vessels operating under the auspices of the OM.
- 2 Guidelines for obtaining and maintaining boat operator authorization.
- 3 Administrative procedures.
- 4 Operational procedures.

1.30 APPLICABILITY

The provisions of these guidelines can be followed whenever OM personnel are using a boat under OM auspices, regardless of ownership of the boat.

Specific examples of boat operations under OM 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 OM auspices should include:

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

SECTION 2.00 RESPONSIBILITY

2.10 BOATING SAFETY COMMITTEE (BSC) MEMBERSHIP

If an OM decides to establish a group of knowledgeable people to oversee boat use, a “Boat Safety Committee” membership should consist of:

- 1 Chief Administrative Officer (CAO)
The CAO has the ultimate responsibility for the boat program and its related activities.
- 2 Other Members
Should consist of a majority of persons who are knowledgeable about boating operations.
- 3 Boat Safety Officer (BSO), [or OM equivalent].

2.20 BOATING SAFETY COMMITTEE RESPONSIBILITY

- 1 Has authority over the boating program’s operation.
- 2 Review and revise any boating safety guidelines and establish additional standards, protocols, and operational procedures beyond the SBSA Guidelines to address OM specific needs and concerns.
- 3 Assure compliance with the boating safety guidelines.
- 4 Take disciplinary action for unsafe practices and act as a board of appeal.
- 5 Recommend the issue, reissue, or the revocation of boating authorizations.
- 6 Establish and/or approve training programs through which the applicant can satisfy the requirements of the organizational member’s boating safety guidelines.
- 7 Suspend boating operations that are considered to be unsafe or unwise.
- 8 Periodically review the Boating Safety Officer’s performance and program.
- 9 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 guidelines.
- 10 May grant exceptions to their boating safety guidelines.

2.30 BOATING SAFETY OFFICER

The Boating Safety Officer (BSO) serves as a member of the Boating Safety Committee (BSC). This person should have broad experience in boating.

Duties and Responsibilities

- 1 Reports to BSC and/or CAO or designee, for the conduct of the boating program of the OM. The BSO is the operational authority for this program and is responsible for the conduct of training and authorization of operators, and ensuring any scientific boating activities occur in a safe and effective manner.
- 2 May permit portions of this program to be carried out by a qualified delegate(s), although the Boating Safety Officer may not delegate responsibility for the safe conduct of the OM boating program.
- 3 Shall have the ability to suspend boating operations considered to be unsafe or unwise.

2.40 PRINCIPAL INVESTIGATORS AND ADMINISTRATIVE OFFICERS

- 1 Principal Investigators and Administrative Officers are responsible for assuring that all boat operations that are part of a program under their direction are conducted in accordance with these guidelines.
- 2 Principal Investigators and Administrative Officers should determine that all individuals assigned to boat operations related to their projects are properly authorized as described in section 3.10 of these guidelines.

2.50 BOAT OPERATOR

- 1 Only authorized OM boat operators may operate small boats under OM auspices, whether or not the boat is owned by the OM. Exceptions may be granted by the BSO for vessels run by non-OM owner/operators.
- 2 In US waters, non-OM owner/operators shall comply with USCG, state, and local regulations covering chartered vessels. In foreign waters, the authorized OM boat operator should ensure the vessel meets all requirements set forth by their home institution as well as any/all applicable local requirements for vessels of this type and purpose.
- 3 The following metrics should be used when designating a boat operator:
 - a. Experience and history within the Boating Safety Program.
 - b. Familiarity with the boat, related equipment, project and boating environment.
 - c. Communication skills of the candidate (Operator to Crew, BSO and BSC).
 - d. A history of demonstrated good judgement.
 - e. Boating experience and appropriate training as determined by the BSC.
- 4 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 OM's 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 members know the location and how to operate safety/survival equipment.
 - f. Report all accidents, incidents, boardings, citations, safety concerns, and issues to the BSO.

- 5 Failure to comply with provisions of the OM's boating policy may be cause for the revocation or restriction of the operator's authorization. However, any operator may deviate from the requirements of the boating safety policy 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.
- 6 The operator or person in charge of a vessel should provide emergency assistance that can be safely provided to any individual in danger at sea as required by USCG.

SECTION 3.00 ADMINISTRATIVE PROCEDURES AND TRAINING REQUIREMENTS

3.10 AUTHORIZATION OF BOAT OPERATORS

Boat Operator Authorization

To become an authorized boat operator, he/she should submit the OM's application form and:

- 1 Complete boating safety course(s) and licensing requirements listed below in Section 3.70 from a BSC approved provider.
- 2 Provide documentation of, and/or acquire, practical experience in operating a boat.
- 3 Demonstrate proficiency in the safe operation of the proposed type of boat in local conditions.
- 4 Demonstrate proficiency, to the BSO or designee, in the operation of any specialty equipment and procedures specific to the boat.

3.20 MAINTAINING AUTHORIZATION

OM's should set standards for maintaining authorization. At a minimum, operators should be re-authorized every five years.

3.30 REVOCATION OF AUTHORIZATION

A boat operator's authorization may be revoked for any action deemed unsafe or unlawful or for not meeting the procedural requirements of the OM.

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 Boating Safety Officer may impose. The operator should be given the opportunity to present his/her case to the BSC before conditions for re-authorization are stipulated.

3.50 TRAILERING

To become qualified to tow a boat and trailer, the operator or designated driver should demonstrate to the Boating Safety Officer or his/her designee, the proper procedures for towing the boat and trailer over the road, if applicable, as well as launching and retrieving the boat from the trailer to the water.

3.60 LAUNCHING AND RETRIEVING

OMs should set forth guidelines for launching and retrieving as applicable.

3.70 TRAINING AND OPERATOR LICENSING

The following training and licensing are recommended as the minimum requirements for vessel operators:

Class A & 1 (<26') - Successful completion of a state specific NASBLA approved course plus underway hands-on training including vessel and local conditions/environment familiarization. Motorboat Operator Training Course (MOTC), or equivalent training recommended.

Class 2 (26' - <40') - Above plus MOTC or equivalent training required.

Class 3 (40' - <65') - Above plus any required USCG licensing or designation as appropriate for the local mission, geography & conditions, operations, crew requirements, possibility of non-crew on board.

All Operators – Skills/knowledge check-off sheets (to be kept in operator's permanent file). Appropriate level of first aid training required.

SECTION 4 ADMINISTRATIVE PROCEDURES AND RECORD KEEPING

4.10 FLOAT PLAN – SEE APPENDIX 2

The use of float plans and a contact list in case of an overdue vessel is required. For trips in remote sites and/or multiple days a communication schedule shall be established before departure.

The use of Personal Locator Beacons (PLBs), Emergency Position-Indicating Radio Beacons (EPIRBs) and/or similar communication devices is strongly recommended. See Appendix 6 & 7 for additional equipment information.

4.20 MAINTENANCE OF RECORDS

- 1 Operator records to be kept shall include training, time underway, location, vessel and any other pertinent information. Copies of these activities are to be kept in the operator's file with their home institution.
- 2 Other records kept shall include an up-to-date record of vessel activity, engine time and maintenance/repairs for the vessel and for its trailer if applicable.
- 3 Records should be maintained for a period deemed appropriate by their home institution.

4.30 ACCIDENT AND INCIDENT REPORTING

- 1 All accidents should be reported to the Boating Safety Officer and other OM responsible personnel within 24 hours of the incident.
- 2 Incidents and near accidents, breakdowns or other unsafe events whether on land or at sea should be reported to the Boating Safety Officer within a time period specified by the OM.
- 3 Any accident causing loss of the vessel, damage over \$2,000, requiring medical treatment beyond first aid, or loss of life shall be reported to the U.S. Coast Guard and state authorities as prescribed by the Code of Federal Regulations, 33CFR, 173, sub part C. See <http://law.justia.com/us/cfr/title33/33-2.0.1.8.38.html#33:2.0.1.8.38.3>
- 4 The Boating Safety Committee should investigate and document the accident as described in 4.33 above, and related personal injury and/or property damage, and prepare a report as outlined by the USCG:
See <https://uscgboating.org/recreational-boaters/accident-reporting.php>
- 5 Accident reports shall be held for at least five years.

SECTION 5.00 OPERATIONAL PROCEDURES

- All boats and equipment operated by SBSA members in US waters, regardless of ownership, shall, at a minimum, conform to U.S. Coast Guard, state, and local requirements and to the standards set forth in the Organizational Member's 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 the OM's manual.

5.10 STABILITY

No person may operate a vessel loaded in a manner that will jeopardize the safety of the operator or crew.

5.20 EQUIPMENT

- 1 The operator shall be familiar with the operation of all vessel equipment and shall inspect all emergency equipment prior to departure.
- 2 The operator and/or crewmember shall notify the responsible person of any malfunctioning equipment.
- 3 The nature of specific operations may require vessels and boating equipment to meet higher standards than these guidelines as determined by the Boating Safety Officer or the Boating Safety Committee.

5.30 COMMUNICATIONS

The OM should set minimum communication guidelines for their boating operations (emergency procedures, shore contact, etc.).

5.40 WEATHER

The OM should establish weather guidelines for boating operations to ensure the safety of all passengers as well as the security of the vessel and associated equipment.

5.50 SPECIAL OPERATIONS

The OM should 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 other all relative equipment.
- 2 Assess all environmental conditions – weather, water conditions, etc.
- 3 Give a briefing to all on board including, at minimum, emergency procedures, location of PFDs, fire extinguishers, man overboard, and methods of seeking assistance with a VHF radio, satellite device or other predetermined communication equipment.

After Returning:

- 1 Upon return the operator should close the float plan as agreed upon before departure.
- 2 Notify the responsible person of any problems with the boat or equipment within at least 24 hours of return, or during a time period determined appropriate by your home institution.

5.70 OCEANOGRAPHIC RESEARCH VESSEL (ORV) DESIGNATION

In some instances, an OM may find it beneficial to obtain ORV status for a specific class 2 or 3 vessel. The vessel must be used for exclusively for oceanographic or limnologic research and/or instruction.

To begin the process, contact the USCG Sector Officer in Charge (OIC) of Marine Inspections. This will be at a major USCG Sector base or a field office in your region.

- 1 The OIC of the Inspections office will require a USCG Application form [OMB No. 1625--0014](#).
- 2 The OIC MI will require a detailed operating plan defining the intended use for the vessel.
- 3 The OM should be prepared to provide supporting documentation, program and policy guidelines and be prepared to answer a variety of questions from the Inspector.

APPENDIX 1
Request for Scientific Boating Project Approval or Renewal

1. Name of project: _____
 2. Name of Principal Investigator or Administrative Officer: _____
 3. Department: _____
 4. New or an ongoing project? _____
 5. How will boat(s) be used to support this project? Use a separate sheet if necessary: _____

 6. Vessel name & description: _____
 7. Vessel owner & Operator(s): _____
 8. Names & affiliation of those on board: _____

 9. Location of project: _____

 10. Dates of start and end of operations: _____
 11. Special conditions or logistical considerations: _____

 12. Emergency procedures (EMS activation, nearest medical aid, etc.): _____

- Other universities, institutions or groups involved with the project: _____

FOR OFFICIAL USE

Project #: _____	Renew on: _____
_____ <i>Signature, Chair BSC</i>	_____ <i>Date</i>

APPENDIX 2
Float Plan

All vessels operating under the auspices of the OM shall, at the minimum, be in compliance with local, state and USCG regulations.

Date: _____ Departure time: _____ Estimated return: _____

Name & description of vessel: _____

_____ # of people on board: _____

Names: _____ Contact #: _____

Area of operations (be specific): _____

Type of activity: _____

Point of departure: _____

Description of tow vehicle if applicable: _____

If overdue, contact: _____ Contact #: _____

Emergency plan, including activation time: _____

Local information & emergency numbers Emergency: 911 USCG: Monitors VHF 16
--

APPENDIX 3 BOATING EMERGENCY MANAGEMENT PROCEDURES

Introduction

Most boating incidents take place through the culmination of several factors leading up to a single point when unsafe situations combine and pass a critical point resulting in an emergency situation. Identifying these factors and correcting them immediately is the best course of action.

General Procedures (Personnel Injury)

The nature and severity of personnel injury shall be the determining factor for the mode and method of patient transport.

Make contact with victim, if safely possible, and rescue as required.

1. Establish ABCs. (Airway, Breathing, Circulation) Then apply first aid as required.
2. Determine severity and select the mode of transport. (Self-transport, USCG, Sheriff or EMS.
3. As applicable, contact the pre-designated land base, USCG channel 16 VHF, or EMS 911. Or local equivalent.
4. Coordinate with EMS for patient transfer site and ETA.
5. Notify the Boating Safety Officer or the designated Assistant.
6. Complete the Accident Forms as required.

General Procedures (Non-urgent Disabled or Damaged Vessel)

For non-emergency related damage or disabling situations it is the responsibility of the operator to suspend the mission and assess all conditions then take appropriate action. The operator should communicate the situation to the designated mother-ship or land-based point of contact. A communication schedule should be established to monitor the situation until safe moorage is obtained.

1. Apply measures to minimize or correct the situation and contact land base or mother ship.
 - Location
 - Nature of problem
 - Type of assistance needed
 - Number of persons on board
 - Establish a communication schedule based on severity.
2. Arrange USCG or local authority's assistance if another assistance provider (such as Vessel Assist) is not available. Hail on VHF Channel 16 (or local equivalent) and follow their directions.
 - Same as #1 above.
 - Request notification of the land base that is holding your float plan.
2. Notify the Boating Safety Officer or the designated Assistant.
3. Complete the Accident Form if required.

Emergency Procedures (Collision, Fire, Flooding, Grounding, Crew overboard)

Severe situations that can lead to the loss of life and property are collision, fire, flooding, grounding and crew overboard. Each of these situations requires the operator to immediately initiate measures to correct the situation. Additionally, the USCG and/or another designated agency shall be notified to facilitate rescue and/or assistance.

1. Initiate control measures to prevent/minimize loss of life and the vessel.
2. Contact USCG or local authorities on Channel 16 VHF.
 - MAYDAY, MAYDAY, MAYDAY!
 - Location (Speak slowly and repeat position)
 - Nature of distress
 - Vessel name, ID number & description
 - Number of people on board
3. Request notification of the Boating Safety Officer or the designated Assistant as soon as possible.

APPENDIX 5

< OM >

BOATING SAFETY PROGRAM

VERIFICATION OF BOATER'S TRAINING AND EXPERIENCE

The < OM > is an Organizational Member of the Scientific Boating Safety Association.
As such, < OM > complies with SBSA guidelines and procedures for boating education and safety.

NAME: _____ ID #: _____ Date: _____

Contact information: Phone: _____ E-mail: _____

Working with: _____ Dates: _____

< OM > boat check out: _____ Last date U/W: _____

Vessel experience, past 24 months: _____ Hours underway _____

Operating areas: _____

Additional training/experience: _____

Trailing/launch	___	Anchoring	___	1 st aid	___
Beach launch	___	Hoist launch	___	CPR/AED	___
VHF	___	Navigation	___	Oxygen	___
Electronics	___	Trawling	___		___
Restricted visibility	___	Instr. deploy	___		___
Towing	___	Scuba ops	___		___

Emergency contact: _____

This is to verify that _____ is current as a small boat operator at the <OM.>

For additional information contact me at the address below.

Boating Safety Officer

Boating Official/Office Contact information

APPENDIX 6
SUMMARY OF FEDERAL EQUIPMENT REQUIREMENTS FOR RECREATIONAL BOATS

Equipment	Federal Motorboat Requirements as of 2022. Specific requirements determined by Institution's Boat Safety Program. (page 1 of 2)	Vessel Length (in feet)			
		<16	16<26	26<40	40<65
Certificate of Number (State Registration)	All undocumented vessels equipped with propulsion machinery must be state registered. Certificate of Number must be on board when the vessel is in use. Note that some states require all vessels to be registered.	X	X	X	X
State Numbering	(a) Plain block letters/numbers, not less than 3 inches in height, must be affixed on each side of the forward half of the vessel, in a contrasting color to the background, and read from left to right.	X	X	X	X
	(b) State validation sticker(s) must be affixed within 6 inches of the registration number. Note: check with your local boating agency for specific state requirements.	X	X	X	X
Certificate of Documentation	(a) Original and current certificate must be on board.		X	X	X
	(b) Vessel name/hailing port must be marked on exterior part of hull in letters not less than 4 inches in height.		X	X	X
	(c) Official Number must be permanently affixed on interior structure in numbers not less than 3 inches in height.		X	X	X
Personal Flotation Devices (PFD)	(a) One Type I, II, III, or V* wearable life jacket for each person on board. Must be U.S. Coast Guard-approved. *If using a Type V, it must be worn at all times and used for the activity specified on the label.	X	X	X	X
	(b) In addition, must carry one Type IV throwable device.		X	X	X
Visual Distress Signals (VDS)	(a) One electric distress light, or three combination day/night red flares. Note: only required to be carried on board when the vessel is operating between sunset and sunrise.	X			
	(b) Three combination day/night red flares – hand-held, meteor, or parachute-type or one orange distress flag, or one electric distress light, or three hand-held or floating orange smoke signals and one electric distress light.		X	X	X
Fire Extinguishers	If your boat is less than 26' feet in length, uses an outboard engine, fuel is in a portable fuel tank, and there are no areas within the boat where fuel vapors can be trapped, the boat is not required to have a fire extinguisher.				
	(a) One 5-B or One 10-B. Note: fixed system equals one 5-B or one 10-B.	X	X		
	(b) Two 5-B, or two 10-B, or one 20-B. Note: fixed system equals one 5-B or one 10-B.			X	
	(c) Three 5-B, or three 10-B, or one 20-B and one 5-B or one 10-B. Note: fixed system equals one 5-B or one 10-B. *B-I and B-II extinguishers are acceptable if boat model is 1953-2017, and extinguisher is <12 years old.				X
Ventilation	(a) All vessels built after April 25, 1940 that are gasoline-fueled with enclosed engine and/or fuel tank compartments must have natural ventilation (at least two ducts fitted with cowls).	X	X	X	X
	(b) In addition, a vessel built after July 31, 1980 must have a rated power exhaust blower.	X	X	X	X
Backfire Flame Arrestor	Required on gasoline engines installed after April 25, 1940, except outboard motors.	X	X	X	
Engine Cut-Off Switch	Required to be worn anytime the motorboat is operating on plane or greater than displacement speed. Vessels whose main helms are inside an enclosed cabin are exempt.	X	X		

**Federal Motorboat Requirements as of 2022.
Specific requirements determined by Institution's
Boat Safety Program. (page 2 of 2)**

Vessel Length (in feet)

Equipment		<16	16<26	26<40	40<65
Sound Producing Devices	(a) A vessel of less than 39.4 feet (12 meters) must, at a minimum, have some means of making an efficient sound signal – i.e. handheld air horn or athletic whistle. A human voice/sound is not acceptable. (b) A vessel 39.4 feet (12 meters) or greater, must have a sound-signaling appliance capable of producing an efficient sound signal, audible for 1/2 mile, with a 4- to 6-second duration.	X	X	X	X
Navigational Lights	Required to be displayed from sunset to sunrise and in areas of restricted visibility.	X	X	X	X
Oil Pollution Placard	(a) Placard must be at least 5 by 8 inches and made of durable material. (b) Placard must be posted in each machinery space or at the bilge control station.			X	X
Garbage Placard	(a) Placard must be at least 4 by 9 inches and made of durable material (b) Displayed in a conspicuous place notifying all on board of the discharge restrictions.			X	X
Marine Sanitation Devices	If there is an installed toilet, the vessel must have an operable MSD Type I, II, or III.	X	X	X	X
Capacity Plate	Boats <20' must display a capacity plate defining the safe load limits.	X	<20'		
Navigation Rules (Inland Only)	The operator of a vessel 39.4 feet (12 meters) or greater while operating on U.S. inland waters must have on board a copy of these rules.			X	X

**APPENDIX 7
RECOMMENDED EQUIPMENT & SUPPLIES**

	Yes	No	N/A
Communication Devices			
VHF-FM Marine Radio			
EPIRB/PLB			
AM-FM Radio			
Cell Phone and Backup Batteries			
Navigation Aids			
Charts of the Area and Navigation Tools			
Magnetic Compass			
Binoculars			
Boat Supplies			
Tool Kit			
Fenders and Boat Hook			
Anchor and Line			
Mooring Lines and Heaving Line			
Manual Bilge Pump or Bailing Device			
Spare Parts (Fuses, Spark Plugs, Belts, etc.)			
Spare Propeller/ Shear or Cotter Pins			
Alternate Propulsion (Paddles/ Oar)			
Spare Battery (Fully Charged)			
Extra Fuel and Oil			
Safety Supplies			
Flashlight and Batteries			
Search Light			
Mirror			
Misc.			
First Aid Kit			
Food and Water			
Extra Clothing/ Foul Weather Gear			
Food and Water			
Sunscreen (SPF 30+)			
Float Plan			
+ Any Additional Equipment/ Supplies			
Scuba Diving			
100% Emergency Oxygen			
Dive/ Alpha Flags			
Save-A-Dive Kit			

Notes:

**APPENDIX 8
MOTORBOAT INSPECTION SHEET**

Personnel Information:				Vessel Information:			
Owner/Operator Name:				Make/Model:			
Location of Inspection:				Registration Number:			
	Yes	No	N/A	HIN:			
Operators have Institution Boating Authorization:				Length/Beam:			
Vessel Info Form on File:				Powered by: Gas, Diesel, Other			
				Area of Operations: Inland, Coastal			
				Type: PWC, Outboard, Inboard, I/O, Jet			
				Call Sign:			

Vessel Safety Check:								
	Yes	No	N/A		Yes	No	N/A	
1. Display numbers				18. Marine radio (VHF)				
2. Registration / documentation				19. Dewatering device				
3. Personal flotation devices (PFDs)				20. Anchor and line for area				
4. Visual distress signals (VDS)				21. First aid kit				
5. Fire extinguishers				22. Capacity plate (if ≤ 20')				
6. Ventilation				23. DISCUSSION ITEMS:				
7. Backfire flame arrestor				a. Float plan use				
8. Sound producing devices				b. Accident reporting				
9. Navigation lights				c. Offshore operations				
10. Pollution placard				d. Navigation aids/charts/GPS				
11. MARPOL Garbage placard				e. Survival equipment				
12. Marine sanitation devices				f. Weather and sea state				
13. Navigation rules				g. Insurance considerations				
14. State and local requirements				h. Planned science gear and tasks				
				i. Boat box - tools, spares				
15. Overall vessel condition:				j. Local knowledge				
a. Deck free of hazards/clean bilge				k. Logbook				
b. Electrical system				l. Inspections/maintenance				
c. Fuel system				m. Condition of engine(s)				
d. Heating systems				n. Redundant propulsion				
e. Hull condition				o. Fenders				
16. Engine Cut-Off Switch (open cabin <26')				p. Dock lines				
17. Engine start test				q. Boat hooks				

Notes:

**APPENDIX 9
TRAILER INSPECTION SHEET**

Personnel Information:				Trailer Information:	
Owner/Operator Name:				Manufacturer/Model:	
Location of Inspection:				Registration Number (VIN):	
	Yes	No	N/A	Capacity:	
Operators have Institution Boating Authorization:				Length/Width:	
Trailer Info Form on File:				Type: Bunk, Roller, Float-On	
				Axels: Single, Tandem	

Boat Trailer:			
	Yes	No	N/A
1. Boat trailer registered?			
2. Hitch correct size and non-binding?			
3. Safety chains and hooks adequate for weight?			
4. Safety chains adequate length to cradle tongue?			
5. Are all lights operational?			
6. Are tires in good condition (adequate tread, free of dry rot, inflation, date codes)			
7. Wheel bearings lubricated and proper torque on wheel nut?			
8. Bearing caps properly installed and functional?			
9. Bearing seals watertight?			
10. Are brakes working properly?			
11. Master cylinder checked for proper fluid level, any leaks in lines?			
12. Trailer tongue weight proper for boat?			
13. Rollers and/or bunks in good condition?			
14. Is the boat secured at the bow and stern?			
15. Proper suspension system for boat and load?			
16. Has a transom saver been installed?			

Tow Vehicle:			
	Yes	No	N/A
17. Adequate weight and power to tow trailer and load?			
18. Is the hitch properly rated for weight of boat?			
19. Is the hitch properly secured to the frame (not bumper)?			
20. Is the remote breaking mechanism properly adjusted?			
21. Does tow vehicle have adequate mirrors for size of load?			

Notes:

**APPENDIX 10
PADDLECRAFT INSPECTION SHEET**

Personnel Information:				Vessel Information:	
Owner/Operator Name:				Year/Make/Model:	
Location of Inspection:				Length/Beam:	
	Yes	No	N/A	Watercraft Type:	
Operator has Institution Boating Authorization:				Area of Operations: River, Lake, Estuary, Coastal	
Call Sign / Name:					
Vessel Info Form on File:					

Vessel Safety Check:							
	Yes	No	N/A		Yes	No	N/A
1. Personal flotation devices (PFDs)				12. Paddle check: Free of			
2. Sound Device (whistle or air horn)				a. Breaks / dents			
3. Visual distress signals (VDS) -if on federal waters after dark				b. Weak points			
4. Waterways Access Permit (if >10')							
5. Navigation lights (if out at night)				13. Communication device			
6. State and local requirements				14. Dewatering device			
7. In water check: Free of leaks				15. Anchor and line for area			
a. Hull				16. First aid kit			
b. Through fittings							
c. Gaskets				17. DISCUSSION ITEMS:			
d. Hatch covers				a. Float plan use / collection			
Out of water check: Free of				b. Accident reporting			
a. Oxidation (aluminum) - sand				c. Offshore operations			
a. Rock wear / weak spots				d. Navigation aids/charts/GPS			
b. Dry rot / wet rot (wood)				e. Survival Equipment			
c. Clean Hull				f. Weather, flow, hazards check			
d. Patch cracks or holes				g. Planned science gear and tasks			
e. UV inhibitor (if recommended)				h. Tools, spares			
8. Tighten screws				i. Local Knowledge			
9. Lines in good condition				j. Logbook			
10. Grab handles							
11. Flotation bags hold air (kayaks)							

Notes:

APPENDIX 11
BOATING ACCIDENT REPORT FORM

OM home institutions should have their own in-house accident reporting guidelines. It is also the boat operator's responsibility to know & follow reporting requirements in the area of operations.

Below are links for some examples of boating accident forms:

Federal: <http://uscgboating.org/recreational-boaters/accident-reporting.php>

California: <https://dbw.parks.ca.gov/>

Oregon: <https://www.oregon.gov/osmb/pages/accidents-and-fatalities.aspx>

Washington: <https://www.parks.wa.gov/435/Boating>