

# Notice of Change to Controlled Documents #165-7 /12 Feb 2014

## Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
165	Ch 2 Sec 14	No lone deck work	#12
166	SMM Forms Only Vessel orientation forms	Vessel orientation form for science crew has been edited to update several parts of the HSE information section.	#10 Feb 2014
167	SOP-GEN-007K Secs 3 & 4	References to Hazcom Program updated. MSDS reference updated to SDS	#9

2-19-14 SS SMM TOC web page updated  
2-19-14 SS NOC web page updated  
2-19-14 SS SMM - each section updated  
 NOC sent to fleet  
 NOC pdf posted on CM

Approvals

Approvals

Approved for Distribution

Date 2/11/14 Initials JCH

Print Name James Howell

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Date 2/13/14 Initials JWB

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Date 2/13/14 Initials PTS

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**NOC # 165**  
**Ch. 2 General Company Policies**  
**Section 14.0 No Lone Deck Work**

**Topic:** Must use buddy system on deck. No lone workers on deck.

Revision #	Section(s)
Revision #12	<p><b>14.0 No Lone Deck Work</b></p> <p>During normal deck operations, there are several people observing and participating in the work. However, some tasks must be performed off hours.</p> <p>When performing deck operations during these times, the worker must have a buddy go with him and they must have radio communication with the bridge.</p>

**NOC # 166**  
**SMM Forms Only**  
**Vessel Orientation Forms for Scientific Crew & Contractors**

**Topic:** Vessel orientation form for science crew has been edited to update several parts of the HSE information section.

Revision #	Section(s)
Revision #10 Feb 2014	<p><b>HSE information</b></p> <p>A. Shipboard meetings</p> <p>B. Document locations</p> <ol style="list-style-type: none"> <li>1. HSE Manual <b>Ship Web Pages</b></li> <li>2. Safety <b>Management</b> Manual</li> <li>3. Coring Manual <b>TDI Crewing Module</b></li> <li>4. Emergency Response Plan</li> <li><b>4. Material Safety Data Sheets (MSDS) (SOP-GEN-013B)</b></li> </ol> <p>C. <b>Computer Based</b> Training program</p> <p>D. Short-service training Employees &amp; Mentors <b>(SMM Ch2)</b></p> <p>E. Modified or alternate work program <b>(SMM Ch2)</b></p> <p>F. TDI-Brooks drug and alcohol policy <b>(SMM Ch2)</b></p> <p>G. TDI-Brooks smoking policy <b>(SMM Ch2)</b></p> <p>H. Disabling or tampering with smoke detectors <b>(SMM Ch2)</b></p> <p><b>I. Lifting gear policy (SOP-GEN-013A)</b></p> <p>† <b>J . Forms</b></p> <ol style="list-style-type: none"> <li>1. Toolbox Meeting</li> <li>2. Near Miss</li> <li>3. Injury/Illness</li> <li><b>2. Employee Incident Report Form</b> <b>( For Injury/Illness / Accident or Near Miss)</b></li> <li><b>3. Alcohol Policy Acknowledgment form</b></li> <li><b>4. JSA's for all science ops on deck</b> <i>Ch 14 Sec 2</i></li> </ol>

**NOC # 167**  
**SOP-GEN-007K Hazardous Material Operations**  
**Sections 3 and 4 Components of Hazcom Program**

**Topic:** Updated to reflect revised Hazcom Policies and terms.

Revision #	Section(s)
Revision #9	<p><b>3.0 References</b></p> <p>The following are references governing the labeling, storage, and handling of classified hazardous materials.</p> <ul style="list-style-type: none"> <li>• 46 CFR 194.15-3, 46 CFR 194.20-3 Sub Chapter U Oceanographic Research Vessels</li> <li>• 46 CFR 147 Sub Chapter N Dangerous Goods</li> <li>• 33 CFR 151 Sub Chapter O Pollution</li> <li>• 49 CFR 171 Sub Chapter C Hazardous Materials Regulations</li> <li>• 29 CFR 1910.1200</li> <li>• SOPEP</li> <li>• TDI-Brooks "Hazardous Communication Plan (Right to Know <b>Understand</b>)"</li> </ul> <p><b>4.0 Components of Hazard Communication Program</b></p> <p>The major sections of the Hazardous Communication Plan that cover HazMat operations are as follows:</p> <ul style="list-style-type: none"> <li>• Labels and labeling of hazardous chemicals and materials containers.</li> <li>• Material Safety Data Sheets (MSDS).</li> <li>• Personnel training and information.</li> <li>• A written "Hazardous Communication Program".</li> </ul> <p>A list of all hazardous materials is maintained for this vessel. It is located in the MSDS book. Each identified material is to have an associated <b>MSafety Data Sheet</b> sheet filed in the MSDS book. The MSDS book will be kept in a central location that is available for employee review 24 hours a day. MSDS's for new items that did not arrive with those items may be requested from the office.</p> <p>All materials must be stored in appropriate containers and labeled properly (see Hazardous Communication Program for details). Hazardous materials must be stored in the appropriate storage area with only other compatible materials according to 46 CFR 147 and 49 CFR 171, 172, and 176.</p>