

Notice of Change to Controlled Documents #113-118 /12 Oct 2012

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
113	SOP-GEN-007I Sec 5.2	Any CG-2692 forms submitted to the Coast Guard are to be immediately copied to the Company President, Port Captain and Compliance Officer as soon as possible.	10
114	Ch 10, Sec 4	Maintenance standard of vessels include Class, Load Line and USCG requirements	11
115	SOP-GEO-007O Sec 4	Master to monitor stability if vessel should conduct ballasting procedures	7
116	SOP-GYRE-007O Sec 4	Master to monitor stability if vessel should conduct ballasting procedures	7
117	SOP-BMC-007O Sec 4	Master to monitor stability if vessel should conduct ballasting procedures	7
118	SOP-RYT-007O Sec 4	Master to monitor stability if vessel should conduct ballasting procedures	8

Approvals	Approvals

NOC #113
SOP-GEN-007I Incident Reporting and Investigation
Section 5.2

Topic: Any CG-2692 forms submitted to the Coast Guard are to be immediately copied to the Company President, Port Captain and Compliance Officer as soon as possible.

Revision #	Section(s)
Revision #10	<p>5.2 Reporting a Marine Accident, Injury or Death- Form CG-2692</p> <p>If an incident meets any of the following criteria, a CG-2692A form must be filled out and delivered or mailed to the nearest Coast Guard Marine Safety or Marine Inspection Office as soon as practicable. This form is located on the ship web pages on the Bridge Resource page.</p> <p>The completed form will be scanned and sent to the Company President, Port Captain and Compliance Officer as soon as possible. Consult the Compliance Officer or Port Captain if you are not sure the situation meets the following requirements. When in doubt -- fill it out.</p>

NOC #114

Chapter 10 Maintenance of Ship and Equipment

Section 4 Maintenance Program

Topic: Maintenance standard of vessels include Class, Load Line and USCG requirements.

Revision #	Section(s)
Revision #11	<p>4.0 Maintenance Program</p> <p>Maintaining the vessel in good operating condition will require input and assistance at all levels of the organization—from the president to the vessel crew.</p> <p>Vessels require both pro-active or preventative maintenance, as well as reactive or unplanned maintenance. Unplanned maintenance occurs when something breaks and requires repair. Preventative maintenance is scheduled regularly to prevent failures and minimize reactive maintenance. Both types of maintenance are tracked in NS-5.</p> <p>The NS-5 system tracks maintenance issues through scheduled standard jobs which are automatically linked to the associated equipment. Unplanned maintenance is entered as a new work order and manually linked to the associated equipment, creating a maintenance history. This system directly links the office with the vessels via routine replication to ensure that current information is available to all concerned parties.</p> <p>To ensure the vessels are maintained to the required standard, which include their class, Load Line and USCG requirements, a series of inspection checklists have been developed for the vessels as part of the Quarterly Maintenance Inspection. This inspection will be conducted aboard each vessel and documented in NS5. It is designed to review several departments in detail to ensure the vessel is properly and consistently maintained. Work orders are created as needed for repairs and are to remain open until the repair is complete.</p>

NOC #115
SOP-GEO-007N Ballast Water Management Plan
(GeoExplorer) Sections 1 and 4

Topic: Master to monitor stability if vessel should conduct ballasting procedures.

Revision #	Section(s)
Revision #7	<p>1.0 Introduction</p> <p>This SOP describes the procedures on the R/V GeoExplorer for ballast management. The U.S. Coast Guard has mandated issued final rules mandating a Ballast Water Management Program for vessels in U.S. waters to prevent the introduction of non-native species that could have a deleterious impact on the local ecology. Ballast water is carried on ships to provide stability and to adjust the vessel's trim for optimal steering and propulsion. The use of ballast water varies. Seawater may be pumped into the ballast system from ports and coastal regions that may contain indigenous flora and fauna. Discharging seawater used from ballast from one region to another may result in the introduction of non-native species that could have a deleterious impact on the local ecology.</p> <p>Ballasting operations on board this vessel are generally necessary to adjust the vessel's trim and to correct a port or starboard list. There are many situations that may necessitate ballasting but the two most common are the use and loading of fuel and loading and offloading of equipment.</p> <p>It is TDI-Brooks' policy to only use potable water in all water ballast tanks. However, should a situation arise that seawater is used, the following protocol is to be used in order to reduce any environmental and health-related issues associated with the importation of non-native marine species.</p> <p>...</p> <p>4.0 Responsibilities</p> <p>The master has the overall responsibility for ballasting and monitoring the stability of the vessel. The engineering staff,</p>

	<p>under the supervision of the chief engineer, is responsible for the ballast pumping operations. They are required to be familiar with ship's ballast tank and pumping arrangements.</p> <p>In the unlikely event that the vessel takes on seawater ballast, the Chief Engineer is responsible for ensuring that an entry is made in the bridge log that includes the location, date and time ballast was taken on, the location and date of discharge and the signature of the Master.</p>
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NOC #116
SOP-GYRE-007N Ballast Water Management Plan
(Gyre) Sections 1 and 4

Topic: Master to monitor stability if vessel should conduct ballasting procedures

Revision #	Section(s)
Revision #7	<p>1.0 Introduction</p> <p>This SOP describes the procedures on the R/V Gyre for ballast management. The U.S. Coast Guard has mandated issued final rules mandating a Ballast Water Management Program for vessels in U.S. waters to prevent the introduction of non-native species that could have a deleterious impact on the local ecology. Ballast water is carried on ships to provide stability and to adjust the vessel's trim for optimal steering and propulsion. The use of ballast water varies. Seawater may be pumped into the ballast system from ports and coastal regions that may contain indigenous flora and fauna. Discharging seawater used from ballast from one region to another may result in the introduction of non-native species that could have a deleterious impact on the local ecology.</p> <p>Ballasting operations on board this vessel are generally necessary to adjust the vessel's trim and to correct a port or starboard list. There are many situations that may necessitate ballasting but the two most common are the use and loading of</p>

	<p>fuel and loading and offloading of equipment.</p> <p>It is TDI-Brooks' policy to only use potable water in all water ballast tanks. However, should a situation arise that seawater is used, the following protocol is to be used in order to reduce any environmental and health-related issues associated with the importation of non-native marine species.</p> <p>...</p> <p>4.0 Responsibilities</p> <p>The master has the overall responsibility for ballasting and monitoring the stability of the vessel. The engineering staff, under the supervision of the chief engineer, is responsible for the ballast pumping operations. They are required to be familiar with ship's ballast tank and pumping arrangements.</p> <p>In the unlikely event that the vessel takes on seawater ballast, the Chief Engineer is responsible for ensuring that an entry is made in the bridge log that includes the location, date and time ballast was taken on, the location and date of discharge and the signature of the Master.</p>
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NOC #117
SOP-BMC-007N Ballast Water Management Plan
(Brooks McCall) Sections 1 and 4

Topic: Master to monitor stability if vessel should conduct ballasting procedures

Revision #	Section(s)
Revision #7	<p>1.0 Introduction</p> <p>This SOP describes the procedures on the R/V Brooks McCall for ballast management. The U.S. Coast Guard has mandated issued final rules mandating a Ballast Water Management Program for vessels in U.S. waters to prevent the introduction of non-native species that could have a deleterious impact</p>

on the local ecology. Ballast water is carried on ships to provide stability and to adjust the vessel's trim for optimal steering and propulsion. ~~The use of ballast water varies. Seawater may be pumped into the ballast system from ports and coastal regions that may contain indigenous flora and fauna. Discharging seawater used from ballast from one region to another may result in the introduction of non-native species that could have a deleterious impact on the local ecology.~~

~~Ballasting operations on board this vessel are generally necessary to adjust the vessel's trim and to correct a port or starboard list. There are many situations that may necessitate ballasting but the two most common are the use and loading of fuel and loading and offloading of equipment.~~

It is TDI-Brooks' policy to only use potable water in all water ballast tanks. However, should a situation arise that seawater is used, the following protocol is to be used in order to reduce any environmental and health-related issues associated with the importation of non-native marine species.

...

4.0 Responsibilities

The master has the overall responsibility for ballasting **and monitoring the stability of the vessel.** The engineering staff, under the supervision of the chief engineer, is responsible for the ballast pumping operations. They are required to be familiar with ship's ballast tank and pumping arrangements.

In the unlikely event that the vessel takes on seawater ballast, the Chief Engineer is responsible for ensuring that an entry is made in the bridge log that includes the location, date and time ballast was taken on, the location and date of discharge and the signature of the Master.

NOC #118

SOP-RYT-007N Ballast Water Management Plan (Rylan T) Sections 1 and 4

Topic: Master to monitor stability if vessel should conduct ballasting procedures

Revision #	Section(s)
Revision #8	<p>1.0 Introduction</p> <p>This SOP describes the procedures on the OSV Rylan T for ballast management. The U.S. Coast Guard has mandated issued final rules mandating a Ballast Water Management Program for vessels in U.S. waters to prevent the introduction of non-native species that could have a deleterious impact on the local ecology. Ballast water is carried on ships to provide stability and to adjust the vessel's trim for optimal steering and propulsion. The use of ballast water varies. Seawater may be pumped into the ballast system from ports and coastal regions that may contain indigenous flora and fauna. Discharging seawater used from ballast from one region to another may result in the introduction of non-native species that could have a deleterious impact on the local ecology.</p> <p>Ballasting operations on board this vessel are generally necessary to adjust the vessel's trim and to correct a port or starboard list. There are many situations that may necessitate ballasting but the two most common are the use and loading of fuel and loading and offloading of equipment.</p> <p>It is TDI-Brooks' policy to only use potable water in all water ballast tanks. However, should a situation arise that seawater is used, the following protocol is to be used in order to reduce any environmental and health-related issues associated with the importation of non-native marine species.</p> <p>...</p> <p>4.0 Responsibilities</p> <p>The master has the overall responsibility for ballasting and</p>

	<p>monitoring the stability of the vessel. The engineering staff, under the supervision of the chief engineer, is responsible for the ballast pumping operations. They are required to be familiar with ship's ballast tank and pumping arrangements.</p>
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In the unlikely event that the vessel takes on seawater ballast, the Chief Engineer is responsible for ensuring that an entry is made in the bridge log that includes the location, date and time ballast was taken on, the location and date of discharge and the signature of the Master.

NOC #116
SOP-RYT-0070 Bilge and Ballast Handling Operations
(Rylan T) Sections 3 , 5 , 6

Topic: Updating references and ballast procedure.

Revision #	Section(s)
Revision #7	<p>3.0 References</p> <ul style="list-style-type: none"> • MARPOL regulation guide • 33 CRR 159.7 • 33 CFR 156.120(h) <p>...</p> <p>5.0 Bilge Pump and Ballast Procedure</p> <p>The bilge pump is only used for ballasting and emergency dewatering. The following procedure should be followed during bilge pumping and ballasting. (This procedure may need to be modified after the installation of the sea chest)</p> <ul style="list-style-type: none"> • Open ballast water suction valve. • Flush line for 15 to 30 seconds • Align appropriate valves on the ballast tank manifold • Once bilge pump is running a physical check of the pump should be undertaken • The ballast tanks are filled to the top and out the vent pipe • Sound ballast tanks to insure proper amount has been transferred • Bilge pump can be secured. • Close the valves opened on the ballast tank manifold. <p>6.0 Waste Oil Transfer Pump (WOTP) Procedure</p> <p>The WOTP is used to transfer used oil from main engines and generators to the dirty oil tank. The WOTP is used to transfer product from dirty oil tank to shore facility for disposal.</p> <ul style="list-style-type: none"> • Open valve on main engine or generator to be serviced • Open corresponding valve on the waste oil manifold

	<ul style="list-style-type: none">• Open main suction valve on WOTP• Open delivery valve to dirty oil tank• Start the WOTP at the local control.• Check dipstick for level.• Once the transfer is complete shut down WOTP• Close all of the valves opened at that beginning of this evolution
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