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USC WIES BOATING SAFETY MANUAL

SECTION 1

OVERVIEW

1.1 PURPOSE

The purpose of this manual is to facilitate safe boating under the auspices of the University of Southern California/Wrigley Institute for Environmental Studies (USC/WIES). These policies and procedures are set forth with an intention to promote research boating activities in a safe, prudent, efficient manner, and to familiarize participants with the basic procedures that affect their safety as well as the safety of their fellow users.

All personnel designated as USC/WIES small boat operators are required to observe the provisions of this manual.

1.2 CONTENTS

The Boating Safety Manual includes:

1. Policy and procedures that pertain to vessels engaged in scientific boating operations under the auspices of USC/WIES.
2. Requirements for obtaining and maintaining operator certification.
3. Administrative procedures for conducting the USC/WIES boating program.
4. Vessel equipment and maintenance procedures.
5. Regulations for compliance with applicable State and Federal laws and USC/WIES rules.

1.3 AUSPICES

The provisions of this manual apply whenever personnel are using a small boat for scientific or other purposes under USC/WIES auspices, whether or not the institution owns the boat.

Specific examples of boat operations under USC/WIES auspices include but are not limited to: persons engaged in research; employees acting within the scope of their employment; students engaged in any research operation including those receiving boat operation instruction or involved in boat
checkouts; and boat operations conducted during educational programs sponsored by USC WIES.

For the purpose of this program, a small boat is any vessel less than 26 feet in length (United States Coast Guard (USCG) Class 1 or Smaller). In order to be approved for use by USC/WIES personnel, a small boat must be numbered in accordance with the regulations of the State of California or in accordance with applicable Federal Law or with a federally approved numbering system of another state.

Small boats used under USC/WIES auspices fall into five categories:

1. Boats owned and operated by USC/WIES.
2. Boats owned by individual USC programs.
3. Privately owned boats used for USC research.
4. Boats chartered by USC/WIES personnel for the purpose of conducting research, education or training.
5. Boats from visiting institutions or entities operating from the USC/WIES facility known as the Wrigley Marine Science Center (WMSC).

Boat operations conducted in accordance with University policies from recreational or other university programs not under the auspices of USC/WIES are exempt from this manual. It is recommended that these programs have their own boating safety procedures and manuals.
2.1 DEAN, USC DORNISFE COLLEGE OF LETTERS, ARTS AND SCIENCES

The Dean of the College has the ultimate authority for the small boat program and its related activities. The Dean is responsible for overseeing the administration of the program and for approving changes to this manual.

2.2 BOATING CONTROL BOARD

The USC Boating Control Board (BCB) is responsible for recommending changes to the Boating Safety Manual and general oversight of small boat operations at USC/WIES. This includes: reviews of accidents involving injury, loss of life, or damage to equipment, disciplinary action for unsafe practices, act as board of appeal, review Boating Safety Officer's performance and program, and approval of exceptions to this manual.

The Boating Control Board will consist of:

1. Boating Safety Officer- He/she has the ultimate responsibility for the boating program and its related activities.
2. WIES Director of Operations
3. The Marine Operations Manager (MOM)
4. USC/WIES Diving Safety Officer (DSO)
5. Board Members- Board Members should consist of a majority of persons who are involved and knowledgeable with boating operations and WIES administration.

2.3 BOATING SAFETY OFFICER

The Boating Safety Officer (BSO) is responsible to the Dean and Boating Control Board for the conduct of the Boating Safety Program. Routine operational authority for the USC/WIES Boating Safety Program, including certification of operators, approval of boat request forms/float plans, maintenance of boats, and ensuring compliance with this manual by all operators under the auspices of USC/WIES rests with the BSO.
With approval from the Dean and BCB, the BSO may permit portions of this program to be carried out by a qualified delegate, although the BSO may not delegate responsibility for the safe conduct of the USC/WIES Boating Safety Program.

The BSO shall suspend boating operations that are considered unsafe. He or she will ensure that all boats are in compliance with USCG requirements, with respect to equipment and safety procedures.

The BSO is responsible for explaining procedures to be used by USC personnel who wish to charter a non-institutional boat. The procedures are to be consistent with USC/WIES and USCG guidelines. Boats operated by USC/WIES or other visiting personnel that are not owned by USC/WIES will be inspected not less than yearly with respect to safety equipment. The BSO or designee shall conduct these inspections.

## 2.4 PRINCIPAL INVESTIGATOR

Principal Investigators are personally responsible for assuring that all boat operations conducted at the WMSC that are part of a program under their direction are conducted in accordance with this manual. Principal Investigators who operate boats that are either owned by individual USC programs, privately owned, or USCG registered boats used for USC/WIES research purposes are required to meet the same safety standards as USC/WIES boats. All vessels must have on board the required safety equipment as outlined in the USC/WIES boating safety manual (see *APPENDIX V*).

## 2.5 BOAT OPERATOR

Only authorized USC/WIES boat operators may operate small boats under USC/WIES auspices, whether or not the boat is owned by USC/WIES. Exceptions may be granted by the BSO for vessels operated by non-USC/WIES owner/operators.

In US waters, non-USC/WIES owner/operators must comply with USCG, State, and local regulations covering chartered vessels. In foreign waters, the responsible USC/WIES representative shall ensure the vessel meets the equipment requirements of this manual (see *APPENDIX V*).

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:

1. Safety of the vessel and all persons on board.
2. The safe operation of all equipment, either handling the vessel or in the collection of data.
3. Safe transport of the vessel to and from the launch site.
4. Ensuring that all required operational and safety equipment is on board before getting underway, and properly cleaned and stowed upon return (see APPENDIX V).
5. Operators are responsible to cancel the trip if in their opinion weather conditions have become unsafe or the proper required equipment is not onboard.

Failure to comply with the provisions of this Boating Safety Manual may be cause for the revocation or restriction of the operator’s certification by the BSO or BCB. However, any operator may deviate from the requirements of this manual to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, major environmental damage, or damage to the vessel. A written report of such actions must be submitted within 24 hours to the BSO explaining the circumstances and justifications.
SECTION 3

ADMINISTRATIVE PROCEDURES

3.10 GENERAL

The regulations in this manual must be observed whenever small boat operations are carried out under the auspices of USC/WIES. All operators must follow the provisions of this manual and all equipment used must conform to USCG requirements.

All administrative procedures must be followed to the specifications of this manual and maintained in accordance by the BSO.

3.20 AUTHORIZATION OF BOAT OPERATORS

To become a USC/WIES authorized boat operator, one must demonstrate proficiency in safe boat operations, knowledge of the “Rules of the Road” and a familiarity with the operation of safety equipment. Operators are required to:

1. Complete a National Association of State Boating Law Administrators (NASBLA) approved boating safety course and provide proof of documentation to the BSO.
2. Complete a shore-based orientation for filing float plans, familiarization with boating procedures and required boating equipment for boat use by the BSO or other approved USC/WIES personnel.
3. Demonstrate proficiency in the safe operation of small boats through hands-on boat handling exercises while accompanied by the BSO or other approved USC/WIES personnel.

3.21 OPERATOR LEVEL

Small boat operators are classified into two distinctions:

Trainee: Meets all the above listed requirements. Trainees are limited to tiller driven vessels with boating activities to be conducted entirely within the Small Boat Boundary (SBB) (see APPENDIX J). Voyages outside the SBB must be approved by the BSO or other BSO appointed USC/WIES personnel on an as needed basis.
**Motorboat Operator:** Exceeds the above listed requirements. To become a Motorboat Operator one must complete one of the following:

1. Maintain a USCG Captain’s license of 6-passerger or greater.
3. Complete a SBSA MOTC at a SBSA approved institution and provide proof of completion to BSO.
4. Apply for Motorboat Operator status to be determined by the BSO. Application will require completion of all Trainee requirements plus logged sea-time of at least 50 days on the water and description of boating experience.

### 3.22 VISITING BOAT OPERATOR

Visiting boat operators must provide proof of practical experience in boat operations though either:

1. Boating Letter of Reciprocity (BLOR) from the home institution.
2. SBSA Motorboat Operators Training Course Certifications or
3. Other equivalent information to be evaluated and approved by the BSO.

### 3.23 MAINTAINING AUTHORIZATION

Boat operators are required to maintain authorization by correctly following all USC/WIES Boating Manual procedures and regulations while completing at least 5 voyages in a calendar year. Operators not reaching this quota will be required to review boating activities with the BSO or approved USC/WIES personnel prior to the continuation of boating activities. Practical training may be required at the discretion of the BSO or other approved designee.

### 3.24 REVOCATION OF AUTHORIZATION

A boat operators’ authorization may be revoked for any action deemed unsafe, unlawful or for not meeting the procedural requirements of USC/WIES. Revocation will be determined by the BSO.

### 3.25 RE-AUTHORIZATION

If a boat operator’s authorization is revoked, he/she may re-qualify after the operator complies with conditions the BSO may impose. The
operator shall be given the opportunity to present his/her case to the BCB before conditions for re-authorization are stipulated.

3.30 BOAT RESERVATIONS

Boat Reservations will be approved by the BSO on a first come, first serve basis. The BSO reserves the right to modify any boating reservation. All boat reservations must be received at least 24 hours prior to date of the scheduled voyage. Same day requests may or may not be approved on an as available basis.

3.40 FLOAT PLAN – SEE APPENDIX II

All boat operators conducting boat operations under the auspices of USC are required to file a Float Plan with the BSO prior to departure. All Float Plans must be filled out in their entirety in order to comply with the USC Boating Manual.

Float Plans will be used as an invoice for billing purposes, (see APPENDIX III), as well as documentation of sea-time.

Float Plans must be closed out upon termination of boating activities; failure to fulfill these requirements may result in disciplinary action by the BSO or BCB.

Failure to completely fill out the time information on the Float Plan upon termination of boating activities may result in the operator being charged a Full Day vessel rental fee.

3.50 RECORD KEEPING

3.51 ROUTINE RECORDS

The BSO or designee shall keep a file for usage of all boats, including a log of scheduled and unscheduled maintenance for each boat.

3.52 BILLING-SEE APPENDIX III

The BSO or designee shall be responsible for collecting Float Plans for billing purposes on a no less than monthly basis.

3.53 ANNUAL REPORT
The BSO shall be responsible for the annual statistics report of boat use to be submitted to the BCB and SBSA.

3.54 ACCIDENT REPORTING- (SEE APPENDIX IV)

All accidents and incidents involving boats must be reported to the Boating Safety Officer within 24 hours.

Accidents vs. Incidents Defined

Incidents are defined as events that result in minor injuries (cuts and scrapes) or "cosmetic" damage to vessels (dents and scratches that don't effect the operations of the vessel). Incidents also include “close calls” in which a situation occurred that could have led to an accident.

Accidents are defined as events in which serious injury requiring medical attention beyond basic first aid, or serious damage to property estimated at a value of over $200 occurred.

The BSO shall review all accidents and incidents and will circulate a report concerning all accidents to the BCB, MOM, WIES Director and USC Environmental Health and Safety.

Accident reports shall be held by BSO for five years.

Any accident causing loss of life, loss of the vessel, damage over $2,000, or requiring medical treatment beyond first aid must be reported to the USCG.

Reporting Resources and Guidelines:

1. Any accident or incident must be reported on the USC/WIES Boating Accident Report Form, see (APPENDIX IV).
2. Any accident resulting in a serious injury or damage to property must be reported to:

   Boating Safety Officer: Office (310)-510-4022, Cell (213)-447-5396, toudin@usc.edu
   USCG Sector Los Angeles: (310)-521-3815
   USC Environmental Health and Safety: (323)- 442-2200
SECTION 4

OPERATIONAL PROCEDURES

4.10 BOATS AND EQUIPMENT

All boats and equipment used by USC/WIES authorized operators in U.S. waters, regardless of ownership, will, at a minimum, conform to USCG, state, and local standards set forth in this manual.

All boats operated outside of USCG jurisdiction shall at a minimum comply with USCG regulations in addition to any applicable local requirements and to the set of standards set forth in this manual.

4.11 VESSEL DISTINCTION

The USC/WIES vessels are separated into two groups for designated use. These consist of:

Small Boats: Tiller driven vessels under 19 ft. of length that are restricted to use inside of the Small Boat Boundary (SBB) unless prior approval of the Float Plan has granted by the BSO or USC/WIES designated personnel to exit the SBB.

Large Boats: Center console driven vessels from 16 to 23 ft. in length (or any other vessel approved by the BSO) that are permitted to exit the SBB including waters surrounding Santa Catalina Island within one nautical mile from shore. Prior approval of Float Plans by the BSO or USC/WIES designated personnel is required before exiting the SBB.

4.12 STABILITY

All motorboats used by USC/WIES approved personnel shall follow the number of passengers allowed and weight capacity allowed as designated on the additional information reference page posted (see APPENDIX VI) by the BSO near the vessel sign-out area. It is the responsibility of the operator to stay within the limits and to have all weight distributed so that the boat will trim properly.

4.13 SAFETY EQUIPMENT: (SEE APPENDIX V)

The operator shall be familiar in the use and function of all equipment and shall inspect all emergency equipment prior to departure. The
operator shall notify the BSO in the event that any equipment was
damaged or malfunctioned during operation.

All required safety equipment will be introduced and a demonstration
of function explained during the boat checkout by the BSO or
approved USC/WIES personnel.

4.20 EMERGENCY PROCEDURES

Emergencies on board a vessel are unforeseen in nature and can be life-
threatening, thus it is the responsibility of every lead operator to ensure that
all crew knows what actions are needed in order to react to emergencies at
sea. All crew must be briefed with emergency procedures so that they are
comfortable enough to effectively receive help or remove the vessel from a
dangerous situation.

At the first indication of trouble or developing emergency, always call for
assistance. Assistance can be from the nearest US Coast Guard Station, local
authorities, another vessel or shore support by VHF radio, cell phone or
voice. All persons on board should don PFDs if not already being worn.

4.21 FOUL WEATHER

The BSO or other authorized USC/WIES personnel shall suspend all
boating activities when the National Weather Service forecasts marine
forecasts reach Gale Force level. Marine forecasts for Small Craft
Advisories shall be determined by the BSO whether conditions are
safe enough to allow boating activities to continue.

In the event that wind or waves start to build to dangerous levels or are
forecast to become hazardous, the operator in charge shall:

1. Have all passengers don life jackets.
2. Cancel all research activities, suspend voyage and begin travel back to
   port.
3. Call for help if you foresee losing control of the vessel.
4. If the engine fails, immediately deploy anchor or any other object that
can create drag and make fast to bow in order to hold bow into to the
waves and avoid broaching.
5. In the event that travel back to the homeport is not possible due to
weather conditions, locate the nearest safe harbor, head for that
location, secure the vessel and stay there until weather subsides or
help arrives.

4.22 CAPSIZE
Most capsized small boats will still float even with the outboard motor(s) attached. In case of vessel capsizing:

1. Don life jackets
2. Call for help
3. Stay with the boat. It is easier to be seen by rescue personnel than if separated from the boat and also provides flotation.
4. Right the boat if possible. Get in and bail it out or use paddles and/or hands to get closer to shore safety.

### 4.23 FIRE

Fire is one of the most dangerous situations on board a vessel. In case of fire:

1. Call for help.
2. Throw burning materials overboard if possible.
3. Slow the boat to idle and change heading to keep fire and smoke downwind.
4. Don life jackets ASAP.
5. Turn off electricity if fire is deemed electrical.
6. Shut off fuel supply, close all hatches, doors, ports and ventilators that will confine fire to the smallest place and reduce its oxygen supply. Only open doors if fire extinguisher is ready to trigger and point, discharge fixed system if available. Direct hand fire extinguisher at base of flames and sweep side to side.
7. Jettison any materials likely to catch fire in order to reduce potential further fuel for fire.
8. Use buckets of water only on burning wood, fiberglass or other non-petroleum based materials; never use water on fuel, oil or grease or electrical fires.

### 4.24 SUBMERGED OBJECT STRUCK

If the boat operator strikes a submerged object it is important to take the following steps to keep the vessel from sinking:

1. Stop the engines instantly, drift and/or set anchor.
2. Inspect vessel throughout for incoming water.
3. If vessel is taking on water immediately hail USCG on VHF Ch. 16.
4. Determine the source of incoming water and take steps to stem water flow by either closing valves, clogging hole(s) with objects on hand or any other means to keep vessel afloat.
5. Engage manual bilge pump, hand pump, or hand bail with buckets.
If there is no serious leak, or it is under control, slowly try to get underway to nearest harbor with haul-out facilities.

4.25 GROUNDED

If the vessel were to become grounded:

1. Stop the engine.
2. Check tide, bottom composition, direction and proximity to deep water.
3. Determine what part of boat is aground and whether there are any leaks. If leaking refer to section 4.24 SUBMERGED OBJECT STRUCK.
4. To refloat a small boat, do not start the engine, try shifting weight in the boat and pushing off with oars.
5. The anchor can be used to pull vessel to deeper water if it can be set out in deeper water.
6. If all steps fail standby for the next incoming tide to float vessel.

4.26 ABANDONING SHIP

Before abandoning ship due to fire, swamping, capsizing or other emergency:

1. Call for help and give your location.
2. Don life jackets, immersion suits or other thermal protection (wet or dry suits) if available.
3. Use any available signaling devices to attract the attention of potential help that is seen, whether it is, flares, sound making devices, mirrors or waving of hands.
4. Retain any potential life saving equipment and place in dry bag if possible.
5. Stay with the vessel if it is still afloat and remain in one group.

4.27 SINKING

If the vessel is taking on water that bilge pumps, hand pumps, or hand bailing cannot keep up with:

1. Call for help by hailing the closest authorities. Lifeguard boats, harbor patrol or US Coast Guard vessels usually carry portable engine driven high volume pumps to keep vessels afloat.
2. Make way toward the nearest accessible land or docking location in order to prevent vessel from sinking.
3. Most small boats usually maintain enough buoyancy within the hull so that they will not sink completely.
4.30 NON-EMERGENCY ASSISTANCE

In any instance in which a vessel is disabled and there is no immediate threat to life or safety of the vessel and deemed “non-emergency”, attempt to make contact for assistance in the order listed below:

1. BSO or USC/WIES Waterfront Personnel (Channel 9 or 16) or Phone (310) 510-4042
2. Two Harbors Harbor Patrol (Channel 9)
3. Boat U.S. Vessel Assist (Channel 16, card and account information located inside Boat Box)
4. Baywatch Isthmus (Channel 16)
5. US Coast Guard (Channel 16)

4.40 COMMUNICATION

Small boat operators must communicate with the BSO or other USC/WIES authorized personnel at an agreed upon frequency during their voyage. To initiate any changes in the approved float plan the BSO or designee must be notified by either VHF radio or cell phone and changes confirmed. If the boat operator is unable to notify the BSO or designee of change, the float plan must be adhered to. Failure to follow procedures may be the cause for suspension or revocation of operator’s authorization.

4.50 WEATHER

Prior to all boating activities the vessel operator must review the National Weather Service’s (http://www.weather.gov) marine forecast for the period of the proposed trip. Use of any boat is always contingent upon weather conditions, SEE 4.21 FOUL WEATHER. When the NWS forecasts for Gale Force Winds are issued for the waters of the proposed trip, operations shall be postponed until conditions become more favorable or special permission to operate has been granted by the BSO. Small craft advisories shall be reviewed by the BSO to determine whether or not boating activities may continue on a case-by-case basis.

4.60 SCUBA DIVING

Any persons diving from USC/WIES boats are required to adhere to any and all provisions of the USC Diving Safety Manual. The DSO must approve all dives conducted under the auspices of USC. The designated lead diver will be in charge of all dive operations. See Diving Safety Manual for requirements on boat diving operations.
4.70 TRAILERING

The trailering of vessels shall be conducted solely by USC/WIES staff or personnel approved to conduct such activities by the BSO.

4.80 SPECIAL OPERATION

Special operations such as night operations, equipment deployment, live boating, operations in foreign waters or other activities not described in this manual shall be reviewed and conducted only with the consent of the BSO.
Red Zone = USC/WMSC Small Boat Boundary

Yellow Zone = No Anchoring Zone of Blue Cavern SMCA
APPENDIX II FLOT PLAN

Small Boat Request - Float Plan – Manifest
University of Southern California - Wrigley Marine Science Center

Complete this form for each day (Multiple out & back in one day with the same participants is one trip.)
Please print clearly

Operator: ___________________ Affiliation: Faculty Staff Grad Undergrad Other
Vessel: __________________ Date of request: __________ Date of trip: __________
Cell Phone Number: _________________ Radio: __________
Destination/Route: ___________________________________________________________________

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<tr>
<th>Crew (Last, First)</th>
<th>Affiliation</th>
<th>Status (circle one)</th>
<th>(Y/N)</th>
<th>(Y/N)</th>
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<td>Faculty</td>
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In signing this form I agree to have correctly followed all Federal, State and USC/WMSC rules and protocols including, but not limited too; Ensuring there is sufficient fuel, Observing the weather forecast, Obtaining all required equipment, Ensuring all participants have signed the USC “Release of Liability” Form, Cleaning any mess made and de-watering boat, and Receiving approval from the waterfront staff for trips conducted outside the Small Boat Boundary or trips during nighttime hours. Furthermore, I accept all fees for small boat use based on the hours I provided above.

Operator Signature: ___________________ Date: __________

Trips beyond the Small Boat Boundary or operating at night require waterfront staff approval.

Approval: ___________________ Date: __________

Waterfront Staff
## APPENDIX III USC RATE SHEET

### USC Wrigley Marine Science Center

**2015 Rates for USC and Non-Profit Groups**

### More information on accommodations, related usage and rentals is available online at: wrigley.usc.edu

- All housing is subject to availability.
- 2015 rates begin for visits after 2015-01-01, rates subject to change without notice.

<table>
<thead>
<tr>
<th>HOUSING (DOUBLE ROOM OCCUPANCY):*</th>
<th>Daily</th>
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</thead>
<tbody>
<tr>
<td>Residence Hall, Dorm</td>
<td>$55</td>
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<tr>
<td>Residence Hall, 1 BR Apartment</td>
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</tr>
<tr>
<td>Residence Hall, 2 BR Apartment</td>
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<tr>
<td>Peregrine and Cortney Dorm Cottage (301, 303)</td>
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</tr>
<tr>
<td>Rose Hills and Aoun Cottage, Boone (305, 307)</td>
<td>$200</td>
</tr>
<tr>
<td>Gold Apartment / Residence Hall (101–105)</td>
<td>$80</td>
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<tr>
<td>Boone Center, 1 BR Boone Center</td>
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<tr>
<td>Boone Center, 2 BR Boone Center</td>
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*Additional guests, if approved, will be charged $10/night (Boone Center $20/night)

### MEALS:

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<tr>
<td>Breakfast</td>
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### STAND ALONE FEES:

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<tbody>
<tr>
<td>Facility Fee</td>
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<tr>
<td>Snorkel/Wetsuit/Kayak Fee</td>
</tr>
<tr>
<td>Tank and fills (LOR Required)</td>
</tr>
</tbody>
</table>

### TRANSPORTATION:

| Miss Christi Charter (limited to availability) | $750 |

### LAB SPACE:

<table>
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<th>Full Day</th>
</tr>
</thead>
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<tr>
<td>Cubicle</td>
<td>$20</td>
</tr>
<tr>
<td>Large Teaching Lab</td>
<td>$100 $175</td>
</tr>
<tr>
<td>Small Teaching Lab</td>
<td>$80 $140</td>
</tr>
</tbody>
</table>

### LECTURE ROOM SPACE:

<table>
<thead>
<tr>
<th>Half Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Hall</td>
<td>$90 $180</td>
</tr>
<tr>
<td>Library</td>
<td>$50 $100</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$15 $25</td>
</tr>
</tbody>
</table>

### BOATS:

<table>
<thead>
<tr>
<th>Hourly</th>
<th>Half Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Boat (12’–15’)</td>
<td>$12 $30 $55</td>
<td></td>
</tr>
<tr>
<td>Large Boat (17’–21’)</td>
<td>$20 $55 $100</td>
<td></td>
</tr>
</tbody>
</table>

### VEHICLES:

<table>
<thead>
<tr>
<th>Hourly</th>
<th>Half Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Van, 10 people</td>
<td>$18 $45 $80</td>
<td></td>
</tr>
<tr>
<td>(staff driver $50 per hour)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL SERVICES:

| Staff Time (hourly) | $50 |
| Private Tour        | $5 per person, $50 minimum |

### Exceptions / Circumstances

1. No instructional staff time fee, Lecture Hall, Library or Conference Room fees for USC Dornsife groups.
2. All non-profit organizations or groups outside of USC will incur an 8% administrative fee.
3. Stays of five nights or more, 85% of full rate for entire stay (excludes boats, vans, charters and staff time).
   - For durations exceeding two weeks, please contact Karen Erickson at klericks@usc.edu or (310) 510-4016.

For Conference Rates, please contact Katie Chvostal at chvostal@usc.edu or (310) 510-4015.

Updated 2014-09-12
APPENDIX IV ACCIDENT REPORT FORM

BOATING ACCIDENT REPORT FORM

(To be returned to Trevor Oudin, toudin@usc.edu)

Date of Accident: _______________________________________________________________

Your Name: ___________________________________________________________________

How can we contact you? _______________________________________________________

Vessel: _______________________________________________________________________  

Location of Accident: ___________________________________________________________

The USC Wrigley Institute for Environmental Studies is very interested in the well being of all boat operators using USC vessels. Please inform us of any malfunction, difficulty, scary situation, incident or accident that occurred while conducting boating activities under USC auspices. Please, in detail, describe the incident to the best of your knowledge. Don't be afraid to let us know if something was broken or you think it may have been broken as this will help to ensure the safety of our marine operations and improve our service.

Please provide detail of the Accident here:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
APPENDIX V SAFETY EQUIPMENT

All USC motorboats operating under the auspices of USC shall carry at least the following equipment:

- **Type I, II, III or V** Personal Floatation Device for each person on board.
- **Type IV** Throw able Personal Floatation Device - 1 per vessel

**LOCATED INSIDE BOAT BOX:**
- **Signal Flares**- At least 3 day/night pyrotechnic flares.
- **Fire Extinguisher(s)**- will meet or exceed those required by law.
- **Audible Signaling Device**- Horn, Storm Whistle, Bell, etc.
- **Registration** or documentation for vessel.
- **Vessel Assist Account Card**-Located under lid.
- **Emergency Contact Information Card**-Located under lid.

- **VHF Radio**- At least one per vessel.
- **Paddle**- At least 1 per vessel.
- **Anchor and Rode**- To be kept attached to each vessel.
- **Hand Bilge Pump**- At least 1 per vessel.
- **First Aid Kit**- At least 1 per vessel.
- **Dock lines**- To be kept attached to each vessel.

Additional Equipment for Diving:

- **Dive Flag**- At least 1 per vessel.
- **Oxygen Kit**- If required by USC Diving Safety Officer.
- **Ladder**- or other means to re-enter vessel.

Suggested additional equipment as appropriate for vessel and operations:

- **Cell Phone**
- **Water**
- **Extra Food Rations**
- **Emergency Repair Kit and Tools**
- **GPS**
- **Compass**
- **EPIRB**
- **Running Lights**
- **Boat Hook**
- **Spare Fuel or Oil if needed**
- **Spare Parts including prop, nut, etc.**
**APPENDIX VI ADDITIONAL INFORMATION REFERENCE PAGE**

Small boat limits: (including operator) Required Equipment

<table>
<thead>
<tr>
<th>Vessel</th>
<th>Dive gear</th>
<th>No dive gear</th>
<th>1 PFD for each person aboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loper</td>
<td>6</td>
<td>8</td>
<td>1 throwable PFD (ring or cushion)</td>
</tr>
<tr>
<td>Torpedo</td>
<td>4</td>
<td>5</td>
<td>Flares kit *</td>
</tr>
<tr>
<td>Triakis</td>
<td>4</td>
<td>5</td>
<td>Fire Extinguisher *</td>
</tr>
<tr>
<td>Chromis</td>
<td>2</td>
<td>3</td>
<td>First Aid Kit *</td>
</tr>
<tr>
<td>Navanax</td>
<td>2</td>
<td>3</td>
<td>Storm Whistle*</td>
</tr>
<tr>
<td>Nautilus</td>
<td>4</td>
<td>6</td>
<td>Vessel Registration *</td>
</tr>
<tr>
<td>Cetacea*</td>
<td>5</td>
<td>7</td>
<td>Emergency Information card *</td>
</tr>
<tr>
<td>Mercury*</td>
<td>3</td>
<td>4</td>
<td>VHF Radio (cabinet in dive office)</td>
</tr>
<tr>
<td>Beagle*</td>
<td>4</td>
<td>6</td>
<td>Anchor and Rode</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Paddle</td>
</tr>
</tbody>
</table>

Additional Equipment for Diving

- Dive Flag
- Oxygen kit (if leaving small boat area)
- Means to re-enter boat (ladder)

Limits are for good weather/protected waters.  
Reduce load in high wind/waves  
**Use common sense, don’t overload!**

USC/WMSC boats are permitted shoreward of a line drawn from Lions Head to Bird Rock (including adjacent reef) to Blue Cavern Point. Trips outside this area require BSO approval.

USC/WIES Small Boat Boundary