

RRF OPERATIONS MANAGEMENT MANUAL

TECHNICAL EXHIBIT 1 (TE1)

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1. RRF MANAGEMENT MANUAL - OVERVIEW

1.1 GENERAL

The Ready Reserve Force (RRF) Operations Management Manual contains the Office of Ship Operations policy and procedures for maintenance and operation of the RRF vessels. This document contains several "RESERVED" sections to permit growth.

1.2 FOR SHIP MANAGER CONTRACTS:

The *RRF Operations Management Manual* is Technical Exhibit 1 (TE-1) of all Ship Manager contracts (SMC) resulting from DTMA8R04004. Changes to TE-1 will be made by contract modification. For purposes of Ship Manager contracts the terms *RRF Operations Management Manual*, *MARAD Ops Manual* are interchangeable with the term TE-1. All editions of this management manual associated with other contracts or RFPs are obsolete and should be destroyed.

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2. ACRONYMS, ABBREVIATIONS, and DEFINITIONS

The following acronyms, abbreviations and definitions are used throughout the contract and technical exhibits:

Side line – indicates new acronym or revised definition.

100% on-hand or on-order: For each line item, the number of items on board the vessel plus the number of items “on order” equals the vessel’s authorized allowance in PC-SAL.

ABS - American Bureau of Shipping.

Accountable Property – MARAD-owned Personal Property with an original purchase price of greater than \$2,500.00 or as identified in TE-L1. Term interchangeable with any reference for Controlled Property. Controlled Property or Controlled Equipment is old terminology.

ACP – Alternative Compliance Program.

ADCON- Administrative Control.

Administrative Contracting Officer (ACO) - a warranted Contracting Officer (CO) in a MARAD Regional Contracting office, authorized by the Procuring Contracting Officer (PCO) to enforce and administer contracts, within specified guidelines set by MARAD.

AFFF - Aqueous Film Forming Foam.

agent - Is used to designate those people traditionally termed as agents in ports, example: chandlers, or transfer agents. It in no way signifies that the Ship Manager awarded this contract may transfer the authority or responsibilities of this contract to another entity.

Agent - The Ship Manager. The Ship Manager is an Agent of the Maritime Administration except when executing a repair work order as a prime.

Alcohol - Any form or derivative of ethyl alcohol (ethanol).

Alcohol Concentration - Either grams of alcohol per 100 milliliters of blood, or grams of alcohol per 210 liters of breath.

ALMSC - All MSC messages addressed to all MSC Commands, activities, units and elements.

Alterations - Planned changes to the configuration, location, type, or number of pieces of equipment or systems; changes in the arrangement and outfitting of ship's structure.

AMVER - Automated Mutual-Assistance Vessel Rescue (System).

Ancillary Equipment - Subordinate equipment. All references to an RRF vessel and its appurtenances shall be interpreted to include subordinate equipment and their appurtenances. Should a Ship Manager have any doubt with respect to a given piece of equipment, he should contact the marine surveyor who will determine whether or not the equipment is ancillary equipment.

Anniversary Date of NTP: Same calendar day as NTP one year later.

AOA - Amphibious Objective Area.

AOR - Area of Responsibility.

APF - Afloat Preposition Force.

APL - Allowance Parts List.

APO - Accountable Property Officer. Also military postal address for Army personnel stationed overseas. Needs to be read in context.

Articles - an agreement between the Master and a crewmember stipulating the basic terms and conditions of employment and wages for a specific voyage.

As Required (Fixed Price) - Is included in the fixed price.

As Required (Reimbursable) - A reimbursable contract item, requires the approval of the Administrative Contracting Officer.

Assistant Contracting Officer's Technical Representative (COTR) - a person who assists the Contracting Officer's Technical Representative (COTR). This position is delegated specific authority and responsibility by the PCO or ACO.

AT/FP - Anti Terrorism/Force Protection

Availability - A period of time assigned a ship for the accomplishment of inspections, maintenance, repairs, alterations, or drydocking. Industrial assistance is usually used in connection with an availability. Sometimes referred to as Repair Availability or RAV.

AWR-3 - Army Warfare Reserve -3.

BAC - Blood Alcohol Concentrate.

BAL - Builder's Allowance Lists.

BOA - Basic/Blanket Ordering Agreement.

BRF - Beaumont Reserve Fleet.

BUMEDINST - Bureau of Medicine Instruction. In this contract, an instruction issued by the Naval Bureau of Medicine.

Bunker "C" - A residual fuel used in the marine industry to propel steam turbine vessels. Also referred to in the petroleum trade as #6 oil.

Business Plans - encompass all known facets of the maintenance, repair, manning, training, regulatory compliance, and operations (if planned) of the vessel. The Business Plans shall identify all estimated resources and scheduling for successful execution. Each vessel shall have three Business Plans associated with it: Current Year Business Plan; Budget Year Business Plan; Five Year Business Plan

Current Year Business Plan – is the COTR approved work plan the ship manager executes during the current fiscal year.

Budget Year Business Plan - includes estimates, schedules, and projects work the ship manager will execute in the following fiscal year. The Budget Year Business Plan becomes the Current Year Business Plan in the following fiscal year.

Five Year Business Plan - Estimates, schedules, and projects work the ship manager will execute during the five fiscal years subsequent to the Budget Year Business Plan.

C-Rating - Used as part of Department of Navy casualty reporting system for RRF vessels when in full operating status (FOS) under DOD operational control (OPCON.) **C-1** fully capable, **C-2** minor equipment casualty which does not affect the day to day operation of vessel; **C-3** equipment failure which restricts the day to day operation of the vessel and **C-4** major equipment or system failure which prevents the vessel from performing its mission.

C-Status - Readiness status of RRF vessels when in Phase IV maintenance:

- **C-1 No mission degrading deficiencies.** Describes a ship having no known deficiencies which impact its mission or activation within assigned R-Status.
- **C-2 Documented and correctable mission degrading deficiencies.** Describes a ship, which has mission degrading deficiencies, which can be corrected within the assigned R-Status.
- **C-3 Mission degrading deficiencies exist which cannot be corrected within the assigned readiness period.** Describes a ship which, can be activated within its prescribed R-Status but has deficiencies which cannot be corrected within the R-Status, and limits the full mission capability of the ship.
- **C-4 Major Deficiencies Prevent the Ship Activating or Performing its Primary Mission and cannot be corrected within the assigned R-Status:** Describes a ship which cannot be fully mission capable within the assigned R-Status, or a ship which has a COI which will either expire within 15 days or a COI that has expired. RRF-20/30 ships are excepted from C-status downgrade due to COI expiration C4 C-status applies to unscheduled or otherwise unplanned events that result in the vessel's downgrade in Readiness Status. Correction of C4 deficiencies does not merit change in status to C5 (planned availability).
- **C-5 Scheduled Major Repairs in Progress,** unable to meet assigned R-Status: Describes a ship undergoing scheduled major repairs which prevent it from meeting its assigned R-Status.

CAS - Collision Avoidance System.

CASCAN - Casualty Canceled Report (Refer to COMSCINST 3121.9).

CASCOR - Casualty Correction Report (Refer to COMSCINST 3121.9).

CASREP - Casualty Report (Refer to COMSCINST 3121.9).

CBR-D - Chemical, Biological, and Radiological Defense.

CDR - Contract Discrepancy/Deficiency Report. Needs to be read in context.

CDRL – Contract Data Requirement list. TE-3.

CDS - Construction Differential Subsidy.

CFE -.Contractor Furnished Equipment.

CFM -.Contractor Furnished Material.

CFR - Code of Federal Regulations.

Chief of the Contracting Office (COCO) The individual(s) responsible for managing the contracting office within an operating administration or region. The COCO is a fully warranted contracting officer, awarded certain authority under the Department of Transportation Acquisition Regulations, and the Department of Transportation Manual. Although certain authority is reserved to the PCO under Ship Manager contracts, the COCO may perform all the duties of an ACO.

Chemical Test - Means a test, which analyzes an individual's breath, blood, urine, saliva, and/or other bodily fluids or tissues for evidence of drug or alcohol use.

CHOP - Change of Operational Control.

CI - See "Commercial Item."

CINCLANTFLT - Commander-In-Chief, U.S. Atlantic Fleet.

CINCPACFLT - Commander-in-Chief, US Pacific Fleet.

CINCUSNAVEUR - Commander-In-Chief, U.S. Naval Forces, Europe.

CINCUSTRANSCOM - Commander-In-Chief, U.S. Transportation Command.

CIVMAR - Civilian Mariner.

CLF - Combat Logistics Force.

CLIN - Contract Line Item Number.

CM - Configuration Management. Also Chief Mate. Needs to be read in context.

CMS – Continuous Machinery Survey

CNO - Chief of Naval Operations.

COI - Certificate of Inspection.

COMGUARD - Communications guard.

Commitment - An administrative reservation of funds against a future obligation on a contract, such as the earmarking" of funds when the agency solicits offers.

Commercial Item - Any item, other than real property, customarily used for non-Governmental purposes that has been or is offered for sale, lease, or license to the general public. Also, any installation, maintenance, repair, training, or other service offered or sold to the general public competitively in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. MARAD will define on Task Orders.

COMNAVSEASYSKOM - Commander, Naval Sea Systems Command.

COMSC - Commander, Military Sealift Command.

COMSCINST - Commander, Military Sealift Command Instruction.

CONREP - multiple acronym: Connected Replenishment or Construction Representative depending upon usage.

CONSOL - Consolidated Replenishment. Similar to UNREP except ship can only receive cargo, it cannot send to another ship.

Consumables - Consumables (supplies) are that part of the vessel's outfitting which when once used are not recoverable or have no further value. Examples of consumable items include: cleaning gear, paint, packaged petroleum products, and lubricants, rags, bulk lube oil, and general hardware.

Contracting Office - (or Office of Acquisition) Functional area within a MARAD regional office with specified mission for procurement support.

Contracting Officer - The warranted representative of the Government with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Contracting Officer's Technical Representative (COTR) - An employee in the Region's Operations Office acting with oversight from MARAD Hq, Office of Ship Operations, who is responsible for the programmatic aspects of the SM contract. COTR duties are two fold: (1) To oversee and monitor the Ship Manager's technical duties, ensure technical and programmatic input to the ACO; and (2) be responsible to the Office of Ship Operations regarding the readiness and operation of RRF ships. The designation does not include any authority to make any obligations or changes that affect price, quality, and quantity, delivery, or other terms and conditions of the Ship Manager contract.

Contractor Purchasing System Review (CPSR) - The complete evaluation of the SM purchasing system for material and services, subcontracting, and management of subcontractors from development of the requirement through the completion of subcontract performance (FAR 44.101).

Controlled Material - Controlled equipment and High Value Items are those items which are referred to as Controlled Material(s). Controlled Material are those items that are part of the vessel's outfitting which require special attention to ensure positive control over the inventory.

Controlled Substance - Has the same meaning assigned by 21 U.S.C. 812 and includes all substances listed on Schedules I through V as may be revised from time to time (21 CFR 1308).

CONUS - Continental United States (contiguous 48 states).

Corrective Maintenance - Maintenance to restore a piece of equipment or structure to proper functioning.

COSAL - Coordinated Shipboard Allowance List.

COTP - Captain of the Port (USCG).

CPM - Critical Path Method.

CPX - Command Post Exercise.

CR - Central Region, MARAD regional office located in New Orleans, LA.

CREWED ROS BILLET - ROS billets are crewed each day of the year (365 days). MARAD considers the billet "crewed" over non-duty hours such as a weekend period when the crewmember is away from the ship, and when a crewmember is on temporary duty at another location such as training, or on another RRF vessel, on sick leave, or on vacation. This definition is for purposes of determining whether a billet is crewed or gapped (see gapped) when a ROS crewmember is absent.

CSR - Continuous Synopsis Record - in connection with International Ship and Port Facility Security Code (ISPS).

DC - Damage Control.

DCAA - Defense Contract Audit Agency. Upon request by MARAD, DCAA audit contracts.

DCASR - Defense Contract Administration Service Region.

DEA - Drug Enforcement Administration.

DEFCON - Defense Condition.

Deficiency - Any material defect or regulatory body requirement which requires RRF funding. Deficiencies are recorded in the MARAD IT system.

DESC – Defense Energy Supply Center. New name for agency formerly called Defense Fuels Supply Center.

Designated Maritime Physician - Hospital, clinic, or individual (licensed physician) used by the Ship Manager to provide primary care, opinion, or emergency medical care.

DFM - Diesel Fuel Marine.

DFSC - Defense Fuel Supply Center. Now obsolete. Replaced by DESC.

Director/Deputy Director of Acquisition - Appoints PCO and all ACOs, a MARAD acquisition executive.

Diversion, Medical - Deviation of the ship from its assigned course/mission to transfer a sick or injured crew member to other medical facilities afloat/ashore.

Dock Trial - A period of tests for equipment and personnel usually held dockside/in port. May include various safety/damage control, engineering, deck drills, or training.

DOD - Department of Defense.

DON - Department of the Navy.

DOS - Disc Operating System.

DOT - Department of Transportation.

DPAS - Defense Priorities and Allocation System.

Drug - Means any substance (other than alcohol) that has known mind or function-altering effects on a person, specifically including any psychoactive substance, and including, but not limited to, controlled substances.

DSN - Deficiency Sequence Number; an acronym for a deficiency – used in the MARAD prototype maintenance mgt program called RRF-MARTS. This terminology may carry over into the new MARAD IT system.

DTG - Date Time Group.

ECR - Equipment Configuration Records.

ECSMIS - Equipment Configuration and Spare Parts Management Information System.

EMCON - Emission Control. A readiness posture whereby electronic emissions (RADAR, Radio, Satellite or other transmissions) are limited to minimize detection.

Emergency Repair - In Phase O - Operations, a repair or repairs which must be accomplished immediately to maintain the seaworthiness, safety, and readiness (at the C1 or C2 level) of the ship.

Emergency Work - any action that is needed to protect or prevent loss of life, limb, or property. See Chapter 12 of J2 for further details.

Emergent Work - Work that is economically attractive to accomplish concurrently with other work being performed even though it is not necessarily essential to do so, and is not specified on the existing Task Order.

EMI - Electromagnetic Interference.

Employee Agreement - any agreement for services that makes the worker an employee of the Ship Manager, whether or not through collective bargaining.

EMR - Electromagnetic Radiation.

EOM - Engineering Operating Manual.

EPA - Environmental Protection Agency.

EPIRB - Emergency Position Indicating Radio Beacon.

ETR - Estimated Time of Repair.

Expendable - are part of the vessel's outfit which are used in the normal day to day operation and maintenance of a vessel. Such items are subject to gradual deterioration but cannot normally be repaired economically. Examples of expendable items include: hawsers, towing and mooring wire cables, certain low cost hand tools and certain portable power tools, certain inexpensive test

equipment, shackles, slings, cargo securing gear, linens, silverware, crockery, draperies and curtains, desks and chairs.

FAR - Federal Acquisition Regulation.

FAS - Fueling At Sea.

FBI - Federal Bureau of Investigation

FCC - Federal Communications Commission.

FCO - Funds Control Officer, a MARAD employee.

FLTCINC - Fleet Commander-In-Chief.

FPM - Fleet Program Manager.

FOS - Full Operational Status, a Department of the Navy's (DON) phrase that is synonymous with Phase O Operation. Ship is manned, provisioned, all equipment operational, and performing its mission.

FOSC - Federal On-Scene Coordinator (USCG Oil Spill Rep)

FPG - Force Protection Gear

FPO - Fleet Post Office.

FSCM - Federal Supply Code for Manufacturers.

FWPCA - Federal Water Pollution Control Act.

FY - Fiscal Year.

GAA - General Agency Agreement.

GAO - General Accounting Office.

GAPPED BILLET - when an ROS crewmember permanently leaves the service of the vessel, is no longer being paid by the Ship Manager, but the replacement crewmember is not onboard, the billet is gapped.

General Agent - A vessel operating company which has been appointed by the Maritime Administration via a General Agency Agreement to be eligible to carry out specific duties and actions on behalf of the Maritime Administration.

GF - Government Furnished

GFE - Government Furnished Equipment.

GFI - Government Furnished Information.

GFM - Government Furnished Material.

GFP - Government Furnished Property. It may include any or all of the following:

"Contractor-acquired property," means property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title. See applicable GFP clause, FAR 52.245-2 or FAR 52.245-5, for explanation of title.

"Government-furnished property," means property in the possession of or directly acquired by the Government and subsequently made available to the contractor.

"Government property" means all property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and contractor-acquired property as defined in this contract. All such "Government property" are subject to the provisions of the applicable clause: FAR 52.245-2 or FAR 52.245-5.

GMDSS - Global Maritime Distress and Safety System.

Good Marine Practice - practices, actions, or prudent measures which business managers or operators would take to ensure safe and economic operation of a vessel and its equipment.

Government Standards – those standards issued by the US Government to which the Ship Manager shall comply.

GPS - Global Positioning System.

Growth - Growth is additional work required to be accomplished to complete the work, which was specified. Funding for Growth is not normally included or definitized on the original repair availability subcontract, unless it is included in the initial DSN estimate, or included in the Region availability Standard DSN under "Supplement".

GRT - Gross Registered Tons.

H, M & E - Hull, Mechanical and Electrical.

HF - High Frequency.

HM/HW - Hazardous Material/Hazardous Waste.

HAZMAT - Hazardous Material. The term "hazardous material", as used in this contract, is as defined for hazardous chemicals in 29 CFR 1910.1200, the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, and the Emergency Planning and Community's Right-To-Know Act. No RRF ship shall transfer (donate) hazardous materials or hazardous waste to any private sector, state or local/city agency

HAZWOPER - Hazardous Waste Operations Emergency Response (oil or other spill, OSHA)

HIV-AIDS – HIV (a type of virus)-Acquired Immune Deficiency Syndrome.

IAW - In Accordance With.

IC - Incident Commander (oil spill manger)

ICS - Incident Command System (oil spill)

IMO - International Maritime Organization.

Industrial Assistance - The use of the commercial segment of the maritime industry to provide services and/or materials.

INMARSAT - International Maritime Satellite.

Installed Equipment - Any equipment which is connected to the hull or is integral to the functioning of ship system with spare parts support.

International Ship and Port Facility Security Code (ISPS) – an amendment to the International Maritime Organization's 1974 Safety of Life at Sea Convention (SOLAS) Chapter XI Part A and B.

ISM – International Safety Management. Voluntary consensus by which an operating company has Safety policy and procedures including a Safety plan for the vessel. Required for international trade. There are two certificates: a. the International Safety Management (ISM) Document of Compliance (DOC), which pertains to the policy and plans of the company; and b. the Vessel Safety Management Certificate (SMC) which is specific to an individual vessel. The DOC is required before the SMC. Voluntary domestic compliance is in 33 CFR

Intoxicant - Means any form of alcohol, drug, or combination thereof.

Inventory Documentation – The count sheets used by the inventory team to inventory property.

IOPP - International Oil Pollution Prevention.

IPE - Industrial Protective Equipment (CBRD)

ITOPF - International Convention for the Prevention of Pollution from Ships

JCS - Joint Chiefs of Staff.

JLOTS - Joint Logistics Over The Shore.

JRRF - James River Reserve Fleet.

JTR - Joint Travel Regulations. Under this contract JTR is interchangeable with Federal Travel Regulations (FTR).

KW - Kilowatt.

Label - To place a standard PC-SAL generated label as provided for in TE-L1.

LASH - Lighter Aboard Ship.

Like Work - All approved DSNs for maintenance, repair, or upgrade to hull or machinery for the vessel, NOT the subject of a standard DSN.

LLTM - Long Lead Time Materials.

LMO - Logistics Management Officer, MARAD employee.

LOA - Length Overall.

Logistics Management Manual - The RRF Logistics Management Manual. Provided by MARAD as part of the Ship Manager performance work statement (TE-5). This manual provides policy, procedures, and responsibilities relative to the RRF Logistics Support Program.

LOGREQ - Logistics Request.

LOTS - Logistics-Over-The-Shore.

LSS - Logistics Support System.

M&R - Maintenance and Repair.

MA-949 - "Supply, Equipment or Service Order/Contract" is the MARAD form used to obligate funding. MARAD provides specific instruction with respect to usage of this document, including issuance of Work Orders on a MA-949 in Section G of the contract.

Maintenance Activation - Scheduled activation included in the annual ship preventative maintenance and business plan. Primary purpose of a maintenance activation is to identify and document deficiencies, test and inspect vessel and provide training for crews. Specific guidance with respect to provisions and stores will be provided by the COTR and IAW the Ship Manager-developed preventative maintenance plan. Dock trials, quarterly lite-offs are not considered maintenance activations. They are, however, separate maintenance functions which are addressed in the ship's preventative maintenance plan. An activation followed by a period of operation either steaming to/from a drydock/major repair facility is an example of a maintenance activation, similarly an activation and operational period to prove out a major repair to critical components such as boiler/turbine/stren tube/ etc. may be considered a maintenance activation.

MAP - Maintenance Activation Program.

MAR-### A MARAD Headquarters office, division or branch. For example:

- MAR-380 Office of Acquisitions.
- MAR-383 Ship Manager Branch.
- MAR-782 Division of Marine Insurance.
- MAR-610 Office of Ship Operations.
- MAR-611 Division of Ship Maintenance and Repair.
- MAR-612 Division of Reserve Fleet.
- MAR-613 Division of Operations Support.
- MAR-614 Division of Logistic Support.

MARAD - Maritime Administration.

MARAD OPCON - MARAD Operational Control.

MARPOL - International Convention for the Prevention of Pollution at Sea by Oil.

MARTS - Maintenance and Repair Tracking System. (acronym associated with former maintenance management program called RRF-MARTS)

MCDS - Modular Cargo Delivery Station.

MDR - Medical Department Representative.

MEDEVAC - Medical evacuation.

MEI - Master Equipment Index.

MHE - Material Handling Equipment.

MFDS - Modular Fuel Delivery System

MIS - Management Information System.

MISSION ACTIVATION – with or without previous notification to MARAD, DOD issues request for ship(s) in support of military actions. All aspects of vessel activation must be completed IAW with the designated activation timeframe. Vessel will be delivered to Commander, Military Sealift Command for OPCON.

MISSION ESSENTIAL REPAIR - repair(s) necessary to support a no-notice activation, or repairs necessary to prevent or correct an unanticipated change of a ship's readiness status to C3 or C4. See J-2 Part 8.

MLSS - MARAD Logistics Support System

MOA - Memorandum of Agreement.

MOU - Memorandum of Understanding.

MOVREP - Movement Report.

MPIC – Medical Person in Charge

MRA – NAVSEA Material Readiness Assessment

MSC - Military Sealift Command.

MSC Area Command - During Phase O the ships will be under the OPCON of one of the MSC Area Commands (COMSCLANT, Norfolk, VA; COMSCPAC, Pearl Harbor, HI; COMSCEUR, Naples, Italy; or COMSCFE, Yokohama, Japan) depending upon where the ship is located. The administrative task organization numbers described in *MSC SOM* chapter 1, Section 2 may be used by MSC Area Commanders in originating message traffic such as voyage sailing orders. For example, CTG FOUR EIGHT PT ONE (Commander Task Group Four Eight Point One/CTG 48.1) may be used by COMSCLANT in lieu of his MSC administrative organization title (COMSCLANT).

Following assumption of OPCON responsibilities, MSC Area Commands will enter each RRF ship into the Navy's Status of Resources and Training System (SORTS), which feeds the Navy Command and Control System/World Wide Military Command and Control System (WWMCCS). This system is used by the national command structure to obtain force operational readiness data

MSC OPCON - MSC Operational Control.

MSC SOM - Military Sealift Command Standard Operating Manual. COMSCINST 3121.9, Subj: MSC Standard Operating Manual (SOM) is the primary MSC operational reference for all ships operating under MSC OPCON, including RRF ships. The MSC SOM consolidates MSC policies and procedures pertaining to MSC Force operations and administration, and references other applicable directives. The MSC SOM is applicable to any person or activity connected with the operation or administration of MSC Force ships.

In the event of conflicts between the MSC SOM or COMSC instructions and Ship Manager contracts, **the provisions of Ship Manager contracts shall take precedence.**

MSCEUR - Military Sealift Command, Europe.

MSCFE - Military Sealift Command, Far East.

MSCLANT - Military Sealift Command, Atlantic.

MSCMR - Military Sealift Command Movement Report.

MSCO - Military Sealift Command Office.

MSCPAC - Military Sealift Command, Pacific.

MSD - Marine Sanitation Device.

MSDS - Material Safety Data Sheet. See 29 CFR 1910.120.

MSN - Maintenance Submodule (RRF MARTS)

MSO - Marine Safety Office (USCG).

MTMC – **formerly called** Military Traffic Management Command; **now see** Surface Deployment and Distribution Center (SDDC)

N42 - Director, Strategic Sealift Division, OPNAV.

National Defense Waivers - COMSC obtains National Defense Waivers. National defense considerations may require that precedence be given to meeting ship mission deadlines over inspection and certification regulations. In such cases, Ship Managers shall notify the MARAD Surveyor of the need for a National Defense Waiver. This shall be passed to MARAD HQ and MARAD HQ will notify COMSC. Because of contractual and fiscal lines of responsibility, activation facility personnel and the on-site MARAD and Ship Manager representatives shall not take direction or accept requirements directly from any on-site MSC representative.

NAVAL OPCON as defined in the *MSC Standard Operating Manual* as "the authority delegated to a commander to direct forces (including ships) assigned in order to accomplish specific missions or tasks which are limited by function, time, or location; to deploy units concerned; and to retain or assign tactical control of those units." In respect to the OPCON of MSC Force ships, it is control for the purpose of routing, sailing, protecting, diverting, bunkering and operating ships including tactical and in-port operational control.

MSC, including all of its subordinate commands, activities and assigned ships (including RRF ships), is part of the Operating Forces of the U.S. Navy. COMSC is the administrative commander of MSC and a Navy Type Commander (TYCOM), and as such is responsible to the Chief of Naval Operations (CNO) for MSC Force readiness. An example of MSC functioning as a type commander of RRF ships is when MSC arranges for UNREP or small arms crew training.

Depending on Navy operational requirements, MSC Area Commanders may transfer OPCON of RRF ships to other Navy operational commanders. For example, OPCON of UNREP equipped dry cargo ships and tankers may be transferred to Navy Combat Logistics Force (CLF) Commanders. OPCON of RRF ships may also be transferred to Navy Amphibious Force Commanders responsible for deploying U.S. Marine Corps (USMC) forces. OPCON of T-ACS and OPDS tankers may also be transferred to Navy Amphibious Force Commanders within an AOA when supporting logistics-over-the-shore (LOTS) operations.

When RRF ships are under MSC Area Commander OPCON, Ship Managers shall conduct direct liaison with Area Command staffs as necessary to plan and coordinate ship repairs, regulatory survey and inspection, and husbanding requirements which could impact in-port cargo operations or a ship's schedule.

A change of operational control (**CHOP**) occurs at a date and time (Greenwich mean time) when the responsibility for ship OPCON passes from one OPCON authority to another. This occurs when a ship passes from one Area Commander's AOR into that of another. Since RRF ship Masters are required to send various reports to their operational commander (OPCON authorities), it is important to remember that OPCON will change upon entering another MSC Area Commander's AOR.

NAVCHAPGRU - Naval Cargo Handling and Port Group.

NBC - Nuclear, Biological and Chemical.

NCS - Naval Control of Shipping.

NDRF - National Defense Reserve Fleet. MARAD maintains the NDRF as a reserve source of vessels for use in national emergencies.

NEURS - Naval Energy Usage Report System. See COMSC will provide directions in filling out this fuel usage report required by the Navy. Report is not required until MSC requests it.

NFAF - Naval Fleet Auxiliary Force.

NIS - Naval Investigative Service

NLS - Noxious Liquid Substance.

"Non-consensus standards," "Industry standards," "Company standards," or "de facto standards," - are developed in the private sector but not in the full consensus process.

Non-expendables – Non-expendable supplies are those outfitting items required for the maintenance and operation of the vessel but are subject to economical repair when no longer serviceable, rather than disposed of and replaced. Examples of Non-expendables include: Chronometers, televisions, and sextants. Many of these items may also be considered Accountable Property.

No-Notice Activation - An activation request issued to MARAD by DOD without advance discussion. Intended to test MARAD's complete response system.

Normal Operational Period - Vessel in Phase O, up to 180 days.

NOSC - Naval On-Scene Coordinator (oil spill when RRF under MSC OPCON).

Notice Activation - An activation request issued to MARAD by DOD with previous discussions held with respect to the activation scenario. In some cases activation time frames are stretched out and Ship Managers are given specific instructions, such as crew training or equipment preparation

Non-official visitors: must sign a Waiver of governmental Responsibility for injury/accidents/ or illness occurring while onboard the vessel. MARAD will provide the Ship Manager with the appropriate waiver form upon request. The Ship Manager shall retain the signed forms for two years. All costs associated

with non-official visitors shall be borne by the Ship Manager. Non-official visitors are not authorized to remain overnight onboard an RRF vessel.

No-notice Activation: An activation request issued to MARAD by DOD without any advance discussion. Intended to test MARAD's complete response system. No –notice activations may stand alone or be followed by a military mission or humanitarian operations. Also called "Turbo-Activations."

NPFC - Naval Publications and Forms Center.

NRC - National Response Center. Also Nuclear Regulatory Commission. Needs to be read in context.

NSA - National Shipping Authority.

NSN – Navy Stock Number.

NSN - National Stock Number.

NTP - Naval Telecommunications Publication. Also Notice to Proceed. Needs to be read in context.

NTP - Notice to Proceed. The date designated by a contracting officer after contract award, via contract modification, as the start of work. Work performed before that date will not be subject to payment.

NWP - Naval Warfare Publication.

Obligation - A Government liability resulting from a contract, purchase order, or similar contractual document. A legal duty is incurred to pay the amount due. When a contractor has delivered the supplies or services and the Government has accepted them, the obligation is liquidated by payment to the contractor.

OCA - Operational Control Authority.

OCMI - Officer In Charge of Marine Inspection, USCG.

OFA - Office of Financial Approvals.

Official Visitor – are those personnel routinely expected to be associated with the vessel who are specifically authorized by MARAD. This includes: members of the ship's crew, Ship Manager personnel, Union personnel with union identification and business onboard the ship. MARAD personnel, vendors acting in their official capacity, Government personnel designated as supercargo during Phase O, USCG, and ABS inspectors. Official visitors do not include: spouses,

friends/guests, children, or the general public unless a specific MARAD sponsored event is scheduled..

OMA - Operational Maintenance Actions.

OPA 90 - Oil Pollution Act of 1990.

OPCON - Operational Control.

OPDS - Offshore Petroleum Discharge System.

OPCTR - Operations Center. Also abbreviated Ops Ctr. MARAD establishes centers during mission operations such as Desert Shield/Desert Storm, Enduring Freedom and Operation Iraqi Freedom. The mission of these centers is support senior MARAD management during the operation. The centers are staffed by Government civilians and reservists. MARAD regions may also establish operations centers. Ship Managers will be notified of the establishment of such a center during mission operations and provided directions for both classified and unclassified communications with the centers.

Operations Manual - The *RRF Operations Management Manual* (TE-1). Provided by MARAD as part of the Ship Manager contract. This manual provides policy, procedures, and responsibilities to support the RRF program. References to this manual are abbreviated "TE-1, SEC #."

OPNAV - Office of the Chief of Naval Operations.

OPNAVINST - Chief of Naval Operations Instruction.

OPSEC - Operational Security.

ORB - Oil Record Book.

OSC - On-Scene Coordinator.

OSHA - Occupational Safety and Health Administration.

OSRO - Oil Spill Response Organization

OTSR - Optimum Track Ship Routing.

OUB – OPDS Utility Boat

Outfit - Includes consumable, expendable, mission essential material, and all items required by regulatory authorities such as the U.S. Coast Guard and the American Bureau of Shipping, e.g., lifesaving, fire fighting, transfer at sea, communications, stewards, deck, navigation, and engineering items and equipment.

Outfitting – All Personal Property other than the vessel itself.

Outport Locations - Various berthing locations for RRF vessels remote from NDRF sites. Berths may be located on the U.S. east, west, and gulf coasts, Tsuneishi, Japan; at either commercial port facilities, repair facilities or U.S. Government-owned facilities. Vessel berths are GFP.

PAS - Project Administrative System. Also Pre-Award Survey. Needs to be read in context.

PBSC – Performance Based Service Contract.

P&I - Protection and Indemnity (Insurance).

P4P - Phase IV Maintenance Procedures. Old terminology.

PETS – Performance Evaluation and Tracking System. An internal MARAD software program to enable MARAD to maintain a record of Ship Manager performance.

Preventative Maintenance - is the process of inspecting, testing, and conditioning machinery, equipment, outfitting, and spaces (including structure, habitability areas, cargo areas, etc.) to ensure readiness and mission capability is sustained at the required readiness level (ROS 4, ROS 5, RRF 10, RRF 20, and RRF-30) and during any Phase O periods. Preventative maintenance includes all regulatory body inspections and tests for the vessel .

Procuring Contracting Officer (PCO) - A warranted contracting officer with the authority to issue the solicitation, negotiate, award and administer SM Contracts. In accordance with FAR 42.2, the PCO shall delegate specific duties to the ACO, in writing, at time of award. Such delegation shall be distributed to Ship Managers at notice to proceed. Without additional, specific written authority, only the PCO may modify the basic terms and conditions of a SM contract. The PCO may perform all the duties of the ACO.

PE - Port Engineer.

Phase(s) - The RRF Program is divided into phases. The Ship Manager will participate in some but not all phases, nor does each phase automatically have a per diem associated with it.

Physical Condition - The physical condition of an equipment item that considers cracks, chips, dents, abrasions, rust, corrosion, and general cleanliness.

Physical Inventory – The sighting, or the physical “hands on” counting of property.

PM/CM – Preventative Maintenance/Condition Monitoring.

PMI - Phased Maintenance submodule (acronym associated with former maintenance management program called MARTS)

PMS - Preventive Maintenance System - Those inspections, servicing procedures, and tests accomplished on equipment to prevent failure.

POA&M - Plan of Action and Milestones.

POSIT - Position Report.

PPE - Personnel Protective Equipment.

PREREP - Prearrival Report.

Procurement Contracting Officer (PCO) - That MARAD individual with the assignment, authority, and responsibility to issue the Ship Manager solicitation, negotiate and award a Ship Manager contract. The PCO delegates authority for the administration of the contract to the ACO.

Program Phases

The RRF Program has five (5) phases. Phases I through III, (Acquisition, Upgrade and Initial Deactivation) deal with the acquisition of vessels new to the RRF and their preparation for RRF service. Since this process takes place before the assignment of a Ship Manager, these phases will not be discussed. Ships assigned to Ship Managers are in one of the following Phases; Phase M - Maintenance, or Phase O - Operation.

Phase M – Maintenance.

During this phase, the vessel is preserved, tested, repaired and maintained in its required state of readiness.

Phase O - Operation.

This Phase involves the operation of the vessel for a specific mission or exercise.

Property Custodian - Any person authorized to have public property in his custody or possession. The person having the property in his custody assumes a public trust that the property will be utilized for the purpose authorized by law or regulation. The property custodian must always be prepared to produce the property or evidence of its authorized disposal.

PRS - Performance Requirements Summary.

PTS - Personnel Tracking System.

PWS - Performance Work Statement. Section C and ALL Technical Exhibits.

QA - Quality Assurance.

QASP – Quality Assurance Surveillance Plan (TE-2). Developed by and used by the Government to monitor performance during the performance period.

QI - Qualified Individual. See documents on oil spill response.

Quality Control - Those actions taken by a Ship Manager to control the production of goods or services in the most efficient and effective manner.

RADHAZ - Radiation Hazard.

RAS - Replenishment At Sea.

RCHB - Reserve Cargo Handling Battalion.

Reasonable Cost - A cost is reasonable if, by its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.

Region or Regional Office - A MARAD office located other than Washington DC with authority, duties, and obligations towards specific NDRF/RRF vessels assigned to it.

Regional Contracting Office - Functional area within a MARAD Regional Office with a specific procurement support mission for SM Contracts. These include: South Atlantic Region (SAR); Central Region (CR); and Western Region (WR). This does not include the Office of Acquisition, MAR-380, at Headquarters.

Repair Parts - Items carried on board IAW the vessel's allowance list to support the maintenance and repair of equipment.

Repair Period - That period of time when a ship is undergoing scheduled inspections, repairs, maintenance, preventive maintenance, or alterations/conversions. Repairs shall be accomplished IAW regulatory requirements.

Repatriation, Medical - The return, for medical reasons, of a crew member, to a required home/port of embarkation or as may be required by employment agreement.

Reserve Fleet Sites - Nested anchorages for RRF and NDRF vessels located at James River Reserve Fleet, Fort Eustis, Virginia; Beaumont Reserve Fleet at Beaumont, Texas; and Suisun Bay Reserve Fleet, Benicia, California.

RFP - Request For Proposals.

RFS - Ready for Sea.

RMA - Retention Maintenance Actions.

RO - Radio Office(r).

RO/RO - Roll On/Roll Off vessel.

ROB - Remain On Board.

ROS - Reduced Operational Status.

a. During any Phase MARAD may designate a vessel in ROS with a specific maintenance crew assigned.

b. In Phase O, ROS is a Department of the Navy term indicating that period of time during which no operational need for the ship exists. Such times may include periods when the ship is layberthed or at anchor. Ships are often manned at less than full complement, but must maintain the capability of transitioning to Full Operating Status within a short time frame. In

either (a) or (b), the Ship Manager will be notified by MARAD that the vessel is entering ROS.

And ROS per diems still apply.

ROS-# "#" indicates a timeframe, to make a Reduced Operational Ship Ready For Tender, for example: ROS-4 indicates 4 days to activate; ROS-5 indicates five days to activate. MARAD may change ROS-readiness periods on a case by case basis.

RRF - Ready Reserve Force.

RRF-ECMIS - Ready Reserve Force Equipment Configuration and Spare Parts Management Information System.

RRF-LMM - Ready Reserve Force Logistics Management Manual.

RRF-MARTS - Ready Reserve Force Maintenance and Repair Tracking System. The prototype maintenance tracking program used by MARAD. Has been replaced.

RRF Operations Management Manual – TE-1.

RMS – Ready Reserve Force Management System. MARAD database for maintenance, repair, and budget.

RRF- (10), (20), (30) Status - Maximum mandated activation intervals in days designated upon notice to activate for non-ROS RRF ships to become fully operational and tendered.

RO/RO – Roll-on/Roll-off vessel.

SAILORD - Sail Order.

SAL - Ship's Allowance List. A MARAD approved document which lists:

1. The equipment/components installed in a ship to perform its operational mission.
2. The repair parts and special tools required for operation, overhaul, and repair of these equipment/components.

SALREPT - Request for Salvage Assistance.

SAR - Search and Rescue.

SAR - South Atlantic Region. Headquartered in Norfolk, VA, with a field office in New York City.

SBRF - Suisun Bay Reserve Fleet.

SBS - Shore-Based Spares.

SCA - Service Contract Act.

SEA TRIAL - An underway period of tests for equipment and personnel. May include various damage control, engineering, deck drills, and training.

SEABEE - barge carrying vessel with heavy lift capability of 2,000 tons via stern elevators.

SEF - Sealift Enhancement Features.

Serviceable – Parts or material that can still be used for its intended purpose.

SDDC – Surface Deployment and Distribution Center, formerly known as MTMC - a component of USTRANSCOM.

SHIP - Seaman's Health Improvement Program. A joint MARAD/Industry program to implement U.S. standards for medical care, fit for duty status/physician qualifications, and mariner training.

ship - an ocean going vessel; in context with this contract, the term is used interchangeably with “vessel.”

Ship Manager - A firm awarded a Ship Manager contract. The term “Ship Manager” and “contractor” may appear interchangeably in MARAD documents. May be abbreviated "SM".

Ship Manager Contract - A contract through which MARAD acquires management expertise, personnel, operational and technical support and supplies to maintain and operate RRF ships. May be abbreviated SMC or SM contract.

Ship Manager Contracting Officer - an employee of the SM corporation who is authorized by the corporation to perform contracting functions and bind the firm contractually on its behalf. This is not a Government official and may not bind the US government to any obligation.

Ship Manager Purchasing Official - an employee of the SM corporation who is authorized by the SM corporation to perform specific purchasing/procurement functions and bind the firm contractually on its behalf. This is not a Government official and may not bind the US Government to any obligation.

Shore-based Spares (SBS) – Useful Spare parts, equipment and technical manuals removed from current or former RRF or NDRF vessels and stored in the three RRF SBS warehouses.

SITCASREP - Situation Casualty Report.

SITREP - Situation Report.

SLP - Standard Lay-up Procedures.

SM - See “Ship Manager”

SMC - Ship Manager Contract. A contract through which MARAD acquires management expertise, personnel, operational, technical support and supplies, to maintain and operate RRF ships.

SNDL - Standard Navy Distribution List.

SOA - Speed of Advance.

SOCP – Ship Owner’s Cooperative Program.

SOL - Shipboard Outfit List.

SOLAS - Safety of Life at Sea convention.

SOM - Standard Operating Manual.

SOMO - Ship Operations and Maintenance Officer (position located in a MARAD regional office). The individual responsible for the administration and management of a MARAD region’s resources, operations, and maintenance.

SOPEP - Shipboard Oil Pollution Emergency Plan

SORTS - Status of Resources and Training System.

SOW - Statement of Work.

Spare Parts - Interchange with “repair” parts.

SPCC - Ships Parts Control Center.

SRV - Regulatory Body Documentation submodule

STCW - Standards of Training, Certification and Watchkeeping Convention

STREAM - Standard Tensioned Replenishment Alongside Method.

Stow – The return or initial placement of spare parts, outfitting, drawings and technical manuals to their assigned storage location as assigned or provided for in PC-SAL.

Subcontractor - any supplier, distributor, vendor, or firm which furnishes reimbursable supplies or services to the Ship Manager either directly or indirectly when the Ship Manager is functioning as a prime contractor to MARAD under this contract.

Subsistence - Stores of food required to feed the ship's crew.

Supercargo - Terminology for personnel (military or civilian) placed onboard a ship during a voyage, many of whom are tasked to assist in the care of the cargo being carried, but may also include observers or other ship riders. While supercargoes may have a military commissioned or non-commissioned officer in charge of their task, all supercargoes will take direction from the Master or his designated representative with respect to their conduct and the safety of the vessel.

Supplemental - to be determined.

Surface Transportation Command – Component command of US TRANSPORTATION COMMAND which is responsible for depot to foxhole distribution of military cargo including waterborne transportation.

T-ACS - Auxiliary Craneship.

T-AVB - Aviation Logistics Support Ships.

TAR - Transportation Acquisition Regulations, 48 CFR Chapter 12.

Task Order (TO) - An order for services placed against an established contract or with Government sources, as evidenced by a fully executed OF 347 by a duly warranted Contracting Officer. Previous references to Work Order (WO) is old terminology and should be disregarded.

TE - Technical Exhibit. In depth attachment explaining specific issues, policies, procedures, or responsibilities.

Tender - MARAD offers RRF vessels for Tender to MSC IAW COMSCINSTR 4626.1B *Activation and Operational Testing of RRF Ships*. Depending upon the MSC representative perception of ship condition, tender may be either accepted or rejected.

TURBO-Activation – a no-notice activation. All aspects of vessel activation must be completed within the assigned readiness period.

TYCOM - Type Commander.

UCS - Unified Command System (multiple management major oil spill)

UHF - Ultra High Frequency.

UNREP - Underway Replenishment. The process of transferring supplies from one ship to another while both ships are underway. It is accomplished using either one or both of the following methods: horizontal transfer via Connected

Replenishment (CONREP) rigs and Vertical Replenishment (VERTREP) which uses helicopters to move materials between ships.

Unserviceable – Parts or material that cannot be used for its intended purpose.

USC – United States Code.

USCG - United States Coast Guard.

USCINCEUR - U.S. Commander-In-Chief, Europe (Unified Commander of European Area).

USDA - US Department of Agriculture.

USMC – United States Marine Corps.

USNS - United States Naval Ship, owned and operated by MSC.

USPHS - US Public Health Service.

USTRANSCOM - United States Transportation Command.

UWILD - Under Water Inspection in Lieu of Drydocking.

Vendor - One who sells a commercial product or service.

VERTREP - Vertical Replenishment. Transfer of cargo or personnel by helicopter.

Vessel - Ocean going conveyance. Term used interchangeably with Ship in Ship manager contract.

Vessel Configuration – An index or database of installed equipment that populate an MARAD RRF Vessel.

Voluntary Consensus Standards - In accordance with OMB Circular A-119 Voluntary Consensus Standards will be used. "Voluntary consensus standards" are standards developed or adopted by voluntary consensus standards bodies, both domestic and international. These standards include provisions requiring that owners of relevant intellectual property have agreed to make that intellectual property available on a non-discriminatory, royalty-free or reasonable royalty basis to all interested parties."

VMA - Vessel Maintenance Action.

VRP - Vessel Response Plan.

VRR - Voyage Repair Request.

Waivers – See “National Defense Waivers”

WCD - Worse Case Discharge

WR - Western Region. Headquartered in San Francisco, CA.

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7. Phase O - OPERATIONS

This section describes procedures and responsibilities unique to Phase O (Operations). Phase O operations can be conducted under MARAD or Navy operational control (OPCON.)

7.1 GENERAL

Once Phase O is achieved, the Ship Manager shall maintain the ships readiness at such a level so that the ships can comply fully with sailing orders. At the completion of the operational period, the vessel's operational control shall be redelivered to MARAD, and the vessel subsequently deactivated and laid up by the Ship Manager.

7.1.1 Naval Directives

A representative SAMPLE of routine directives and instructions is contained in the Military Sealift Command (MSC) Standard Operating Manual (SOM). Any Naval directives or instructions whose cost exceeds funding authorized by MARAD Task Orders shall be immediately referred to the MARAD COTR by the Ship Manager with a cost estimate.

7.1.2 Sail Orders

During Phase O, the MSC Area Commander or another operational commander will provide the ship with operational direction and may provide specific courses and speeds, restricted zone routings, or similar information for the safety of the ships based upon intelligence reports or other information not readily available to the ships.

Sealift operational task organization numbers described in *MSC SOM* Chapter 2, Section 1 may be used by MSC Area Commanders in originating message traffic such as voyage sailing orders. However, the administrative task organization numbers described above and in *MSC SOM* Chapter 1, Section 2 have been used most frequently.

MSC SOM Chapter 2, Section 2 describes the use of voyage sailing orders, frequently referred to as SAILORDs, to direct the movement of MSC Force ships, including RRF ships. Voyage sailing orders are operational orders which provide specific guidance to ship Masters with regard to load and discharge cargo ports, transit speeds, bunkering instructions, and requirements to file various reports.

Voyage sailing orders are drafted to be a useful guide to Masters and they note authorized variations to the route and speed. They also call attention to specific reporting requirements along with the reference for developing the reports.

Reporting requirements typically addressed in voyage sailing orders include: Movement Reports (MOVREPs), Daily Optimum Track Ship Routing (OTSR) Reports, Weather Observation Reports, Casualty Reports (CASREPs), Ship

Sighting Reports, Prearrival Reports (PREREPs), Communications Guard (COMGUARD) Shift Reports, Position (POSIT) Reports (if required by the OPCON authority), and Mail Routing Information Reports (when applicable).

Voyage sailing orders are usually issued by message, but may be issued by letter. Sailing orders may be issued verbally and subsequently confirmed by message. As a minimum, COMSC requires that sailing orders include: task organization, any CHOP provisions, specific speed of advance (SOA) instructions, reporting requirements, and bunkering instructions. Movements of MSC point-to-point cargo ships shall be kept unclassified, except when a ship's mission and/or cargo necessitate classification. Classification will be determined by the Military Service shipping the cargo, the Navy Fleet Commander-in-Chief, COMSC, or the Naval Control of Shipping Authority. MARAD Headquarters and Regions have the capacity to receive/send classified traffic. RRF ships are not normally supplied with secure communications.

7.1.3 Deviation

MARAD vessels follow the operational commander's prescribed course until in the Master's judgment they must deviate to respond to life-saving or other common marine practices regarding aid and assistance to vessels in distress. If a vessel diverts from the operational commander's directions, full particulars shall be entered into the vessel's log including a statement as to the amount of fuel onboard at the time of diversion. When the vessel resumes her intended voyage, a second entry shall be made in the vessel's log stating full particulars, including fuel onboard and fuel consumed.

7.1.4 Inability to Perform

If a ship is unable to comply with immediate sailing orders because the Master determines compliance is not feasible or it jeopardizes the safety of the ship, he must advise the operational commander and MARAD within one hour, by immediate precedence message. The message must include intended actions and reasons for not accepting the direction. The Ship Manager shall keep the Operational Commander and MARAD fully informed of the ship(s) status until it is capable of complying with sail orders.

7.1.5 Navy Recommendations During OPCON.

As the Ship Manager reads the MSC SOM, he shall notice that COMSC frequently addresses reimbursable actions, for example the bunkering of a vessel. Please note, that although COMSC can provide endorsement for a reimbursable action, under the terms and conditions of this Ship Manager's contract, COMSC cannot direct or ensure the authorization of a reimbursable action, only the designated MARAD ACO can do this. Administrative control of the Ship Manager contract is retained by MARAD at all times. The Ship Manager must use his judgment during an operational period with respect to Naval recommendations. For example, the Ship Manager may choose to follow orders

to bunker the vessel because of mission dictates. The Ship Manager should notify the MARAD COTR as soon as possible and provide a copy of MSC's written direction or endorsement for reimbursement which ordered the bunkering. As a rule in a contingency, MARAD will not take exception to any directive issued by COMSC. In a peacetime exercise, MARAD may wish to ensure the availability of funding before concurring with the recommendation. If the Ship Manager has any questions with respect to a COMSC directed action/and whether he will be reimbursed for it, he should advise the MARAD COTR and/or the ACO and request clarification BEFORE committing himself.

Similarly, COMSC may recommend a vessel be placed "off-hire," however, COMSC cannot place a vessel off-hire, only the MARAD ACO can authorize a penalty for failure of performance.

7.1.6 Deck Operations.

The Ship Manager shall operate and navigate the ship safely in support of naval operations and arrange for services when in port (including anchorages and alongside facilities.)

General

Navigation and Seamanship Policies

Masters shall be on the bridge when: a vessel must pass in the vicinity of shoals, outlying rocks or other hazards to navigation; when making landfall; while maneuvering in ice or restricted visibility; during heavy traffic or near other ships; while steaming in restricted waters; docking and undocking; upon entering and leaving port; shifting berths; embarking/disembarking a pilot; when anchoring or weighing anchor; or at any time when the condition is such that the possibility of danger warrants the Master's presence on the bridge.

Masters shall observe weather conditions closely at all times and not hesitate to alter course or speed, or put into port or go to sea to avoid heavy weather. When varying from voyage sailing orders and resulting MOVREPs, Masters must keep operational commanders advised of all such changes and file MOVREP revisions. In addition to keeping the operational commander informed, this advisement will assist the Navy OTSR routing facility to adjust support accordingly.

Masters shall ensure that:

1. A bridge organization is established and all watch officers and unlicensed personnel are thoroughly familiar with and capable of performing their duties in accordance with the Master's Standing Orders.

2. Watch officer staffs are proficient in the Rules of the Road, the use of navigation equipment, and all steering systems including emergency steering.
3. Lookouts are posted during reduced visibility and that the bridge organization is augmented when in his judgment additional vigilance is required (e.g., posting of additional lookouts where threats of boarding occur).
4. Bridge logs and records are properly maintained. The original pages of the Deck Logbook are to be retained in the Master's files. Maintain a Night Order Book when underway.
5. Diagrams of ship maneuvering characteristics are posted conspicuously in the wheelhouse. These diagrams must be readily available when maneuvering in restricted waters, embarking a pilot, maneuvering in formation, and conducting ship handling exercises.
6. Daily readiness checks shall be performed on all bridge, navigation, and mooring equipment. Defective equipment shall be repaired and deficiency reports filed when necessary.
7. Weekly checks shall be performed on all lifesaving, fire and emergency equipment and that all steps necessary are taken to correct deficiencies.

7.1.7 Conduct Routine Deck Operations.

The Ship Manager shall conduct routine deck operations while in Phase O - Operations, which include, but are not limited to, watch standing, routine and special evolutions, material handling operations, arranging port services, performing administrative functions, and providing security.

7.1.8 Conduct Special Evolutions.

7.1.8.1 Conduct Cargo/Material Handling Operations.

7.1.8.2 Self-Service Laundry.

The Ship Manager shall make available laundry facilities for the use of Government embarked personnel. Laundry facilities shall be available at all times and shall include sufficient amounts of all laundry and cleaning supplies.

7.1.9 Husbanding the Vessels.

7.1.9.1 Pilots.

Note: Some State Pilot Associations maintain that state licensed pilots must be used when entering and leaving U.S. Ports. Furthermore, they maintain that full charges for their services will be charged although services were rendered by a third party. The Offices of Counsel (of both MARAD and COMSC) have determined that the State Pilot Associations claim to "monopoly rights" on pilotage service for RRF vessels is incorrect.

MSC typically directs RRF ships to use Government or Government contract tugs and pilots where available. In areas of non-availability, RRF ships should use whatever services are available, technically acceptable, and cost effective.

MARAD Regions will not accept "double billing" by State Pilot Associations for "non-service." Ship Managers must bring any such occurrences to the MARAD Regions attention so that the Federal Government may take appropriate action.

Note: Compulsory pilotage laws of the various states are not applicable to RRF ships due to their public vessel status. The following statement by the Attorney General of the United States is quoted for information: "The public vessels of the United States have the right of entering the ports and harbors of the United States without employment of pilots, if the officers in command, under instructions, shall deem it consistent with the safety of their command. This exemption extends to all ships which belong to the United States, and employed in the public service, whether they be armed ships or not."

7.1.10 Embarked Personnel

General

Ship Managers and Masters may be required to support the embarkation of Government personnel including passengers, supercargo personnel, and observers as directed by MSC or MARAD.

The Ship Manager shall provide food service, laundry service, and cleaning services comparable to the shipboard rating equivalent when directed. These services shall be provided on a cost reimbursable basis. When Government personnel are carried, Ship Manager crew augmentation shall be reviewed by the MARAD COTR on a case by case basis.

Information concerning various categories of embarked personnel is provided in MSC SOM Chapter 2, Section 7. The latest edition of COMSCINST 3120.19, Subj.: Administrative Procedures for Embarkation of, Carriage, and Debarkation of Supercargo Personnel in MSC Force Ships, addresses the Master's responsibilities and relationships with military personnel, allocation of space, shipboard safety requirements, behavior and discipline, weapons security, and other related subjects.

Masters shall ensure living quarters are clean and ready to receive Government personnel. Masters shall also provide assistance to properly stow all personnel gear and equipment.

7.1.11 Communications in Phase O

7.1.11.1 Use Government provided GMDSS and INMARSAT A or telex, voice data and e-mail for all Government (DOD and MARAD) operational communications and ship business.

Changes in GMDSS equipment must be provided by MAR-613 to update terminal information with INMARSAT. Application for access to the INMARSAT system must also be coordinated with MAR-613.

7.1.11.2 Message Traffic

Only official message traffic shall be handled via the Defense Messaging System. If the Ship Manager desires to send company message traffic, a commercial service shall be employed. This includes e-mail, "post offices," "store and forward" services. All communications in FOS are reimbursable.

C-7.2 DOD/DON ISSUED MANUALS, FORMS, PUBLICATIONS.

C-7.2.1 PRECEDENCE.

If any requirements of this Contract are in conflict with any COMSCINST, including the MSC SOM, the Contract shall take precedence, unless otherwise directed by the MARAD ACO. If the Ship Manager has any question about precedence, he should contact his MARAD ACO/COTR.

C-7.2.2 COMSC STANDARD OPERATING MANUAL.

RRF vessels are provided either a print copy or CD-ROM of the Military Sealift Command (MSC) Standard Operating Manual (SOM) as part of the standard administrative documents filing cabinet. This manual is the primary MSC instruction that addresses the unique missions of the MSC fleet, and is applicable in part to RRF ships. It provides policies and procedures pertaining to the operation of ships under MSC cognizance and should be the primary reference when under MSC OPCON".

Changes to COMSC publications during operations will be forwarded to the ship by the cognizant MSC Area Commander or sub-area Office.

C-7.2.3 COMSC INSTRUCTIONS - GENERAL.

If a Ship Manager desires advance copies of COMSCINSTs, he may request them from either COMSC, M-11, Bldg 210, Washington Navy Yard, Washington, DC 20398-5100, or from the regional MSC office. COMSCINSTs and publications are provided to the Ship Manager during Phase V - Activation by the cognizant MSC Area Commander. For example, a ship activating in Mobile, AL, and intending to tender to COMSCLANT Norfolk, VA, will receive a publications

package consisting of COMSCINSTs and forms from COMSCLANT.
COMSCINST are also available on line at www.msc.navy.mil

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14. GENERAL ADMINISTRATION

This section describes general administrative policies, procedures, and responsibilities that apply to the RRF Program.

14.1 GENERAL

MARAD has designated a standard administrative filing cabinet onboard each RRF vessel. Usually it is located in the Master's or business office. If not readily found, consult the MARAD COTR for location and description. MAR-613 maintains the list of what is to be contained in each cabinet. The Ship Manager is responsible for the custody of these documents. The documents may be signed out via a custody card system.

14.2 VESSEL FILES

NOTE: If the Ship Manager's ISM requires a specific filing system, this system is authorized for use instead of the following. If no specific ISM filing system has been specified, then the following pertains.

Ship shall establish and maintain a separate central filing system for each assigned RRF ship. The filing system should be divided into four categories:

- (1) "G" for General Shipboard correspondence and information;
- (2) "D" for Deck Department correspondence and information;
- (3) "E" for Engine Department correspondence and information; and
- (4) "S" for Steward's Department correspondence and information.

Phase M During Phase M, Ship Managers shall set up and maintain a master set of vessel files. An index shall be included and maintained in the front cover of each file folder as a ready reference to file contents. ROS vessels should maintain a duplicate copy onboard. Ship Manager shore staffs shall continue to maintain the master set of vessel files. However, duplicate copies of these files shall be turned over to the Master and cognizant department heads as they arrive onboard ship. Masters and Chief Engineers shall be provided with a set of all four file categories (i.e., "G", "D", "E" and "S") in their respective offices. Chief Mates shall receive a set of the General and Deck files and Chief Stewards shall receive the Steward file.

Phases O. All Ship Manager-generated correspondence shall be coded with the appropriate files series (i.e., "G", "D", "E", or "S") to facilitate proper distribution and shipboard filing. Ship Manager shore staffs shall continue to maintain the master set of vessel files to include all outgoing and incoming correspondence and messages relating to each ship. Each department head is responsible for returning the duplicate files to the Ship Manager's Port Engineer. The contents of the duplicate files shall be compared against the master set of files, which shall then be upgraded to include a copy of all pertinent information.

14.3 LISTING OF ADMINISTRATIVE FORMS, TECHNICAL MATERIALS, PUBLICATIONS AND REFERENCE MATERIALS TO BE STOCKED ONBOARD RRF SHIPS

It is the Ship Manager's responsibility to have the proper outfitting of administrative forms and publications onboard RRF vessels for operation. The following list is provided for illustrative purposes only:

Deck Department (including items of Master's responsibility):

Miscellaneous Forms, Supplies, and Records

- Abstract of Deck and Engine Log
- Accident, Damage Report on Hull/Machinery
 - Alcohol Testing following a serious marine incident
- Allotment List
- AMVER Forms
- Articles of Engagement - Foreign Placards
- Barograph Paper
- Bunk Cards
- Cargo Declaration
- Cargo Load or Ballast Plan
- CASREP Instructions
- Certificate for Search for Narcotics and other Prohibited Charter Party)
- Chronometer Rate Book
- Clearance of Vessel to a Foreign Port (US Customs
- Compass Observation Book
- Contracts for Applicable Unions
 - copier toner, etc.
- Course Recorder Paper
- Crew Data Cards
- Crew Members Individual Declaration
- Crew Payoff Envelopes
- Crew Repatriation Transportation Payroll
- Dangerous Cargo Manifest
 - Death
- Deck Bell Books
- Deck Logs
- Deck Noon Slips (Noon Position Report)
- Deck Port Log: Report of Bunkers and Water
- Direction Finder Observation Book
- Discharge for Cause Form
- Fathometer Paper
- Fax Paper
- "Consumables" for office supplies; i.e., scotch tape,
- General Customs Declaration
 - Goods on Board
- I-9 Immigration Form
- Individual Articles
- Inventory of Hazardous Materials on Board
- Leave of Absence Form
- List of Agents
- List of Officer Personnel
- Mariners Annuals

Master Payroll Spreadsheet
 Master's Cash Record Receipt
 Master's Cash Settlement Account
 Master's Cash Statement
 Master's Night Order Book
 Master's Oath of Vessel in Foreign Trade
 Master's Report of Oil Spillage
 Master's Report of Seamen Shipped or Discharged (CG-735)
 Notice of Readiness (vessel ready for load/discharge per
 Official Crew List
 Official Log Books
 Overtime Sheets
 Panama Canal Forms
 Payroll for Advances Account Wages Earned
 Petty Cash Receipts
 Pratique (Readiness Report)
 Radar Operation and Maintenance Log
 Repair or Equipment Purchase
 Report of Crew Shortages
 Report of Property Damage Claims
 Requisitioning Forms
 Satellite Telex Paper
 Service)
 Shipping Rules for Applicable Unions
 Ships Stores Declaration
 Slop Chest Inventory
 Stability Work Forms
 Standard Office Supplies
 Station Bills
 Suez Canal Forms
 Ullage Report
 US Customs Form 226: Record of Vessel/Aircraft Foreign
 USCG Discharge Books
 USCG Form 2692: Report of Marine Accident, Injury or
 USCG Form 2692B: Report of Required Chemical Drug and
 USCG Oil Record Book, CG-4602A
 W-4 Tax Withholding Forms, with Tax Withholding Tables
 Wage Vouchers
 Weather Fax Paper
 Weather Reporting Forms/Instructions
 Weather Reporting Instructions/Forms
 Weatherfax Transmission Sheets

Publications/Technical Manuals

AMVER Instructions
 Code of Federal Regulations:
 33 Parts 1-199; 200-end
 46 Parts 41-69; 70-89; 90-155; 156-199; 200-499;
 500-end & Panama Canal
 COMSAT INMARSAT Guide
 DMA Pub 1310, Radar Navigation Manual
 DMA Pub 217, Maneuvering Board Manual
 HO 109, Code of Signals

HO 229, Sight Reduction Tables
HO 249, Sight Reduction Tables
IMO Publications
Light Lists
Nautical Almanacs
Naval Control of Shipping Instructions
NOAA Marine Weather Schedule
Operation Manuals for all electronics
Sailing Directions (DMA)
Tide and Current Tables
US Coast Pilots (DMA)
USCG Rules of the Road

Miscellaneous Forms, Supplies, and Records

"Consumables" for office supplies; i.e., scotch tape,
Alcohol Testing following a serious marine incident
copier toner, etc.
Death
Medical Sores & Hospital Equipment for Freight Vessels;
Report of Diseases, Injuries, Births and Deaths (USPHS)
Ships Medical Log Book
Standard Inventory & Requisition
Standard Office Supplies
USCG Form 2692: Report of Marine Accident, Injury or
USCG Form 2692B: Report of Required Chemical Drug and

Radio Department

Miscellaneous Forms, Supplies, and Records

"Consumables" for office supplies; i.e., scotch tape,
copier toner, etc.
List of Contracted Shore Comm Facilities/Schedules
Overtime Sheets
Radio Messages Transmitted/Received
Satellite Telex Paper
Standard Office Supplies

Engine Department:

Miscellaneous Forms, Supplies, and Records

"Consumables" for office supplies; i.e., scotch tape,
Accident, Damage Report on Hull/Machinery
CASREP Instructions
copier toner, etc.
Engineering Bell Books
Engineering Logs: Steam or Diesel
Engineering Noon Slips
Foreign Repair Forms
Fuel and Water Report
Noon Soundings
Oilers Log
Overtime Sheets
Requisitioning Forms
Standard Office Supplies

USCG Oil Record Book, CG-4602A

Steward Department:

Miscellaneous Forms, Supplies, and Records

"Consumables" for office supplies; i.e., scotch tape,
copier toner, etc.

Menu Forms

Overtime Sheets

Requisitioning Forms

Standard Office Supplies

15. READINESS, REGULATORIES, and LEGAL STATUS OF RRF

15.1 VESSEL LEGAL STATUS

15.1.1 Federal and State Laws

All RRF ships are public vessels and are fully documented with the USCG as evidence of ownership and nationality, and are assigned official numbers and home ports. By Congressional direction RRF ships are subject to inspection (46 U.S.C. 2109), but otherwise are given full status as public vessels. This exempts the RRF ships from *in rem seizure* in domestic litigation, pursuant to the Public Vessels Act (46 App. U.S.C. 781-790) and the Suits in Admiralty Act (46 App. U.S.C. 741-752), from State regulation, including pilotage requirements, and from many pollution control statutes. This last exemption includes, but is not limited to, strict compliance with the 1973 International Convention for the Prevention of Pollution from Ships, and its 1978 Protocol (MARPOL 73/78)(implemented by the USCG via the Act to Prevent Pollution from Ships, 33 U.S.C. 1901-1912), exemption from the 1973 International Convention for the Prevention of Maritime Pollution By Dumping of Wastes and Other Matter (commonly referred to as the London Dumping Convention and implemented domestically by the Marine Protection, Research, and Sanctuaries Act a.k.a. the Ocean Dumping Act, 33 U.S.C. 1401-1445) and exemption from the Oil Pollution Act of 1990 (33 U.S.C. 2701-2761; 46 U.S.C. 3703a). Moreover MARAD's public vessels are exempted from *in rem seizure* in foreign jurisdictions (under a sovereign immunity theory).

15.1.2 International Law

RRF ship Certificates of Documentation identify MARAD as ship owner. These ships also have distinctive U.S. Government markings; i.e., gray hull, and red, white, and blue horizontal banded stack.

Under customary international law, all vessels owned or operated by a country or used on government non-commercial service are entitled to sovereign immunity. Accordingly, RRF ships are entitled to full sovereign immunity which means these ships are:

- Immune from arrest and search, whether in foreign internal or territorial waters or on the high seas;
- Immune from all foreign taxation except canal fees taxes;
- Exempt from any foreign state regulation requiring flying the flag of such foreign state either in its ports or while passing through its territorial sea; and
- Entitled to exclusive control over persons onboard such vessels with respect to acts performed onboard.

Ships accorded full sovereign immunity are expected to comply voluntarily with the laws of the host country with regard to order in the port, casting anchor, sanitation, quarantine, etc.

In the case of MSC Force ships (government-owned USNS, bareboat-chartered USNS, voyage- and time-chartered, and during contingencies, RRF ships) full sovereign immunity has only been claimed, and has generally been accorded, to USNS and Afloat Prepositioning Force (APF) ships. Although the U.S. Government has taken the position that all MSC Force ships are entitled to full immunity, our Government has not pressed this position. This avoids

numerous requests for diplomatic clearance for MSC Force time- and voyage-chartered ships and RRF ships, and avoids confusion on the part of foreign countries.

In the case of MSC Force time- and voyage-chartered ships and RRF ships, it is U.S. Government policy to claim immunity only from arrest and taxation. However, circumstances may arise where assertions of full sovereign immunity may be required for these ships, in which case the U.S. State Department will provide specific guidance.

If in the future full sovereign immunity status is claimed for RRF ships, then diplomatic clearance or a notification of visit is required prior to entering certain foreign ports. Such procedures are provided for in the latest edition of COMSCINST 3121.9, Subj: MSC Standard Operating Manual (MSC SOM).

RRF vessels display a Certificate of Public Vessel status on the bridge.
The USCG Vessel Compliance Branch advised MARAD of the following:

USCG interprets the exception to the requirements of SOLAS (SOLAS 1974, chapter I, Part A regulation 3 (a) (i) for ships of war and troopships as being applicable to military auxiliary vessels owned by Commander, Military Sealift Command (MSC) and Maritime Administration Ready Reserve Force (RRF) vessels. No part of SOLAS is applicable to these vessels except as noted below.

Notwithstanding the general exception of Coast Guard certificated ships of war and troopships from SOLAS requirements, we have from time to time invoked requirements on MSC ships and MARAD RRF vessels based upon SOLAS. This has been done on a case-by-case basis when it is clear that specific U.S. regulations have clearly been overtaken by a superior SOLAS standard.

Individual Officers-in-Charge, Marine Inspection and District Commanders are not authorized to invoke any SOLAS requirements on RRF vessels unless it has first been established as a matter of policy by Commandant. In all cases where we invoke a SOLAS requirement as a substitute for, or in addition to, a U.S. regulatory requirement your agency (MARAD) will first be consulted and then advised in writing by this office (Vessel Compliance Branch.)

16. SECTION 16 - RESERVED

17. SECTION 17 - RESERVED

18. OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

18.1.1.1.1 Safety Drills

The senior crew member shall ensure that the minimum number of drills as required by USCG are held each month. Drills onboard ROS vessels shall be logged in the official deck and engine logbooks as is customary onboard any vessel. Drills must be realistic as possible to reinforce the circumstances that crewmembers will face in an actual emergency and be conducted with due regard to the safety of all personnel involved.

18.1.1.1.2 Safety Hazards

Safety hazards are to be corrected upon discovery. If this is not possible, all safety hazards are to be reported to the department supervisor who is responsible for marking the hazard so that no personnel are injured while correction is being arranged. Every crewmember is a safety participant.

18.1.1.1.3 Safety Equipment

All ROS crew members are entitled and encouraged to use this consumable safety equipment in the course of their duties. The Ship Manager is responsible for re-stocking consumable safety equipment as it is used. This is a reimbursable item. Department supervisors shall require all personnel to use safety equipment that is appropriate to the task at hand, during the performance of their work.

18.1.1.1.4 ROS Crew Attire

It is the responsibility of the Ship Manager to ensure proper and safe working attire for ROS crewmembers. As part of his employment practices the Ship Manager may determine whether individual ROS crewmembers are to bring clothing, shoes, glasses with them, or whether the Ship Manager shall provide it once onboard. This is a fixed price item.

18.1.1.1.5 Safety Bulletins

Although not required by the Ship Manager contract, Ship Managers who routinely provide safety bulletins to ships under their cognizance as part of their own safety effort, may do so for RRF vessels.

MARAD is dedicated to maintaining and operating ships in a safe and efficient manner. The safety of personnel shall be given primary consideration during all ship activities. MARAD has established the following requirements to promote effective occupational safety and health practices involving all personnel associated with RRF ships. The primary intent of these requirements is to define areas of desired emphasis and also to support safety requirements imposed through statutes, regulations and the International Safety Management (ISM) Code. Nothing in this section is to be construed as preventing the Ship Manager or master from taking the most effective action, which, in their judgment, may be necessary to avoid accidents.

The 1983 Memorandum of Understanding (MOU) between the United States Coast Guard (USCG) and Occupational Safety and Health Administration (OSHA) defined the statutory authority pertinent to the responsibilities of each agency. This MOU established the USCG as the dominant federal agency to prescribe and enforce standards or regulations that affect the occupational safety and health of seamen aboard Coast Guard certificated vessels. It also stated that OSHA may not enforce the Occupational Safety and Health Act with respect to the working conditions of seamen aboard USCG inspected vessels.

The ISM Code provides an international standard for the safe management and operation of ships. It requires companies to establish safety objectives and requires that they develop, implement, and maintain a Safety Management System (SMS) specifying the functional requirements for maintaining safe ships in a Safety Management Plan. The Ship Manager shall, upon request, provide MARAD with a current copy of vessel safety practices and procedures contained in the Ship Manager's Safety Management Plan.

The Ship Manager shall ensure that the Safety Management Plan, required by 46 CFR 3204(a), covers the specific needs of each RRF ship assigned during the performance of the contract. A copy of the plan shall be placed in the ship's standard administrative document cabinet.

These safety and health requirements apply directly to everyone on board vessels in Full Operating Status (FOS) as well as vessels in Reduced Operational Status (ROS). This includes, but is not limited to, the master, crew, passengers, riding crew, Ship Manager's representatives, outside contractors employed on board, port and terminal personnel, vendors, and all visitors. This section should be applied with the understanding that no set of requirements can be realistically expected to cover each and every specific circumstance or set of circumstances that may arise. Therefore, all personnel, particularly those individuals in positions of authority, are expected to exercise good judgement and discretion in applying these safety and health requirements consistent with good marine practice.

The program also applies to the RRF ships without ROS crews that are 1) initiating a safety program with a new FOS crew, 2) undergoing repair or maintenance work is being performed, or 3) as other circumstances warrant in the judgement of the Ship Manager. Individual Ship Managers must ensure that key shipboard personnel that are assigned to medical department functions, in both ROS and FOS status, have a current certification for administering Cardio-Pulmonary Resuscitation (CPR) and for the use of Automatic External Defibrillators (AED). Certifications must be issued under the auspices of a nationally recognized training curriculum such as the American Red Cross or American Heart Association. This is a Government directed (reimbursable) expense.

18.2 GOVERNMENT FURNISHED SAFETY ITEMS (GFE)

MARAD Headquarters will to make large scale start up purchases in the interests of standardizing safety equipment throughout the RRF. Once the initial start-up has been completed, each Ship Manager, in conjunction with the individual MARAD Region, is expected to assume responsibility for the maintenance and upkeep of this equipment. Each Ship Manager, in conjunction with the individual MARAD Region, shall also be responsible for small scale purchases that are ship specific. Examples of small scale purchases include, but are not limited to the following: Multi-gas detector sensors, Evacuation signs, Automatic External Defibrillator (AED) batteries, etc.

Equipment such as gas detectors, AEDs, SCBAs, etc. shall be maintained and serviced in accordance with manufacturers instructions as well as applicable Federal and NFPA requirements.

18.2.1 Safety Videotapes

Seven (including one double pack) safety awareness videotapes are located in the standard administrative documents cabinet (also known as the yellow cabinet). These shall be used for crew indoctrination training (see below).

The video titles are:

- Back Injury, Slips, Trips, and Fall Prevention
- Heat Stress, Sight, Hearing, and Respiratory Protection
- Electrical Safety Overview
- Safety Awareness Overview
- Shipboard Drug and Alcohol Testing Policy
- Shipboard Safety Inspection Program.
- Back Care for Maritime Industry” (the double pack)

Please note that “Back Care for Maritime Industry” is a new title that has been added to the original set. All shipboard personnel will be required to watch Part One of this video, with the appropriate entries made in Video Log. Part Two is pertinent to supervisory personnel only.

Ten maritime medical emergency videotapes are also located in the standard administrative document cabinet. These tapes are intended to provide the ship’s medical officer with supplemental references in addition to any medical publications currently on board.

The video titles are:

- An Elephant on the Chest – Treatment of Angina
- Green with Envy – Treatment of Seasickness
- Don’t Get Choked Up – Treatment of Choking
- The Eyes Have It – Treatment of Contaminated Eyes
- Use Your Head – Treatment of Head Injury
- Don’t Be a Fall Guy – Treatment of Severe Trauma
- Be Prepared – Treatment of Seizure
- One Hand for the Ship – Treatment of Amputation
- A Shock to the Heart – Treatment of Heart Attack
- Cooking Up Trouble – Treatment of Burns.

18.2.2 Reference Documents

Documents provided for reference regarding safety and emergencies are:

- Marine Fire Prevention, Firefighting and Fire Safety ¹
- .²

¹ This manual is available through the U.S. Government Printing Office (GPO) and is written under the auspices of the U.S. Maritime Administration (MARAD).

This book shall be kept in the standard administrative document cabinet (yellow cabinet). The Contracting Officer's Technical Representative (COTR) is the initial MARAD point of contact for issues concerning updated items that affect the scope of the contract.

18.2.2.1 Replacement of Videotapes and Reference Documents

MARAD may, when feasible, add, delete, substitute, or modify videotapes or reference documents to maintain consistency with current technology, procedures or requirements. The Ship Manager shall maintain current editions of government furnished reference publications and safety videotapes listed in this section (Section 18). Outdated videotapes and publications shall be discarded upon receipt of current editions. It is the responsibility of the Ship Manager to notify the MARAD COTR of videotapes or publications that are damaged or missing and require replacement.

18.2.3 Material Safety Data Sheets (MSDS)

It is the Ship Manager's responsibility to maintain updated MSDS for all the hazardous material on the ship.

- MSDS shall be kept on the ship in a file labeled "Safety: MSDS" for all hazardous materials currently in use onboard. This file may be kept as a paper or electronic copy.
- MSDS shall be reviewed before working with any hazardous material.
- MSDS shall be posted in relevant and conspicuous places when significantly dangerous hazardous material exposure situations exist (i.e. when hazardous cargo is being carried).
- The Material Safety Data Sheet (MSDS) files (either electronic or paper) shall support the HAZMAT inventory as accurately as possible (80% accuracy is normally considered satisfactory) and shall be maintained in such a manner as to easily cross-reference items on HAZMAT inventory with the applicable MSDS.

Federal law requires that MSDS be available from the supplier of any hazardous material (29 CFR 1910.1200 APP E). Requests should be made to obtain these when a particular product is being ordered. Missing MSDS shall be obtained from original suppliers or manufacturers whenever possible.

The Ship Manager shall train crewmembers to read and use the appropriate MSDS and heed warning labels for hazardous materials. This training shall be completed at least once in every three-month period and be noted in the Deck Logbook.

Defense Logistics Agency no longer produces the Hazardous Materials Information System (HMIS) CD-ROM, therefore its retention is no longer required. Any copies onboard may be discarded.

18.2.4 Safety Posters

MARAD shall annually provide new safety posters for each RRF vessel. MARAD shall send safety poster packets to each ship manager during the first quarter of each calendar year. It is the responsibility of each ship manager to promptly forward these safety poster packets to the RRF vessels for which the ship manager is responsible. These posters shall be placed in prominent locations, such as passageways, messrooms, lounges, etc, on all RRF vessels in full operating status (FOS) or with an ROS crew on board.

- Each vessel poster packet shall carry the vessel's annual allotment of MARAD safety posters. Individual safety poster packets shall be marked with the name of each individual RRF vessel for which the ship manager is responsible. Individual safety poster packets will contain a total of eight (8) posters consisting of two (2) posters in each category of NAV/OPS, DECK, MACHINERY/PROPULSION, and GENERAL as reviewed and approved by MARAD. .

The packet also contains a feedback form, which is to be completed by the responsible crewmember upon receipt of the safety posters from the ship manager and mailed to MARAD in the self-addressed envelope provided with the packet.

Ships without crews shall keep the same posters, changing them only after being in extended FOS status or if the posters become damaged. It shall be the responsibility of the ship manager to place the annual safety poster packet in the administrative cabinet at the earliest opportunity after receipt of the safety poster packet, on all uncrewed RRF vessels for which the ship manager is responsible.

18.2.5 Personal Protective Equipment

The Ship Manager shall ensure that appropriate levels of safety equipment and consumables are provided on each ship and that the crew is able to use the equipment. Manuals or instructions for the equipment shall be maintained and readily accessible at all times. As a reimbursable item, MARAD provides the personal protective equipment (PPE) as indicated in Exhibit A of this section. Customized specific equipment can be substituted for this equipment if it meets the same safety standards as the required equipment. MARAD does not provide customized individual specific equipment. It is the Ship Manager's responsibility to supply general-purpose head protection, hats, and hard hats.

It is the Ship Manager's responsibility to ensure that:

- A respirator (Self Contained Breathing Apparatus or SCBA) maintenance program is implemented for all respiratory protective equipment used by fire party personnel., including accurate record keeping. Record keeping is a critical element of any respiratory protection program.

Records shall include:

1. The SCBA and regulator identification numbers, test equipment identification numbers, dates of servicing, a description of the action taken (including parts replaced and part numbers involved), and identification of the repair person [29 CFR 1910.134; 49 CFR 173; NFPA 1989; NIOSH 1987].

2. Results of the regular calibrations of the test equipment recommended by the manufacturer.
 3. Results of regularly conducted performance tests, repairs made during routine preventive maintenance and necessary maintenance on SCBAs taken out of service.
 4. A tracking system for SCBA cylinders to ensure that they are hydrostatically retested and recertified (every 3 or 5 years, depending on cylinder specification) as required by the Department of Transportation (DOT) [49 CFR 173.34] and NIOSH [30 CFR 11.80(a)].
- SCBA service and maintenance procedures are rigidly enforced to provide respirators that are dependable and are constantly evaluated, tested, and maintained in a NIOSH/MSHA-approved condition so that they are the equivalent of devices that have received a certificate of approval [30 CFR 11.2(a)].
 - Members of the fire party (may also be referred to as the Damage Control Team) are trained in the use, care, and maintenance of respiratory equipment.
 - Safety footwear in accordance with ANSI Z41.91 shall be worn at all times by persons working on deck and in the machinery spaces (see ROS crew attire).
 - General-purpose gloves for the purpose of keeping hands and fingers warm and clean are available to the ship's crew.
 - All individuals have protective eyewear readily available for shipboard activities. Special arrangements shall be made for individuals that are required to have corrective lenses to properly perform their duties.
 - All individuals have hearing protection readily available for shipboard activities to keep noise exposure within required levels. Special arrangements shall be made for individuals that are required to have special hearing aids to properly perform their duties.
 - Workers have work clothing that conforms to safety standards for the tasks being performed.

The following basic standards are provided as guidelines for acceptable work clothing.

- Clothes should be comfortable but sufficiently close fitting to not catch on projections or machinery parts.
- Gaping pockets, trailing straps, sweat rags, watch straps, loose clothing, gloves, and rings or jewelry that can be caught when working with or near moving machinery shall not be worn.
- Synthetic fabric clothing should not be worn in engine rooms because of the tendency for the material to melt leading to a concentrated heat source that causes severe burns. A blend of 65% polyester and 35% cotton is acceptable.

Clothing should be regularly laundered. If coveralls are severely damaged, they should be replaced. Disposable coveralls may be necessary when working in an environment where

special harmful contaminants can adhere to the surface of the coverall and then be carried to a clean area where contamination could occur.

Exhibit A of this section shows a matrix (table1) of the Personal Protective Equipment (PPE) allowance for each PPE ship group within the RRF. It provides direction on the item's use, quantity of items to be provided, and their location. The allowance list is based on ship surveys of one ship in each PPE ship group. If changes to the safety items list are desired, contact the COTR with suggestions.

Replacement PPE items are obtained through normal requisitioning. The COTR through the Logistics Management Officer (LMO) is able to obtain the items listed through the Federal Supply System.

The Ship Manager shall provide training to all crewmembers with respect to the availability and use of PPE. This includes procedures for issuing, maintaining, and using the equipment. Training shall be completed at least once in every three-month period and be recorded in the Deck Logbook.

18.2.5.1 Safety Equipment on Board

RRF vessels without ROS crews have some of their safety equipment and supplies on board. This equipment shall be checked semi-annually by the ship manager during the required periodic ship checks. Non-ROS crewed RRF vessels shall, at all times, be fully stocked with a full allowance of required PPE items (see table 1), which have an indefinite shelf life. These items and equipment shall be maintained in satisfactory condition. The Ship Manager shall specifically inquire on the status of safety equipment and check on the condition of the safety equipment, particularly if personnel at the MARAD Fleet anchorage sites are responsible for Phase IV inspections.

When a non-ROS crewed vessel is deactivated, PPE items with an expiration date shall be discarded in accordance with the applicable environmental requirements and safety practices. These items shall only be replaced if a vessel is scheduled for an extended activation, or as individual circumstances warrant in the judgement of the ship manager.

ROS crews are to inspect the safety equipment at least once every three months for material condition and shortage. The ship manager shall ensure that deficiencies are corrected at the earliest opportunity.

18.2.5.2 Safety Equipment in Warehouse

Ships without ROS crews may not have all their safety equipment and supplies on board. The Ship Manager shall make an inquiry to the COTR to understand if the full complement of safety equipment is on board the vessel or partially stored elsewhere.

A minimal number of safety equipment sets are set aside in MARAD Chesapeake, VA warehouse to be utilized for some ships upon activation. In this case, the Ship Manager shall include, in the ship's activation plan, the method and timing of retrieving safety equipment from the warehouse and installing it aboard the vessel so that it is operational for the crew. In the event that warehoused items are not available, the Ship Manager shall order the items needed and ensure delivery to the ship as soon as possible.

18.3 INDOCTRINATION TRAINING

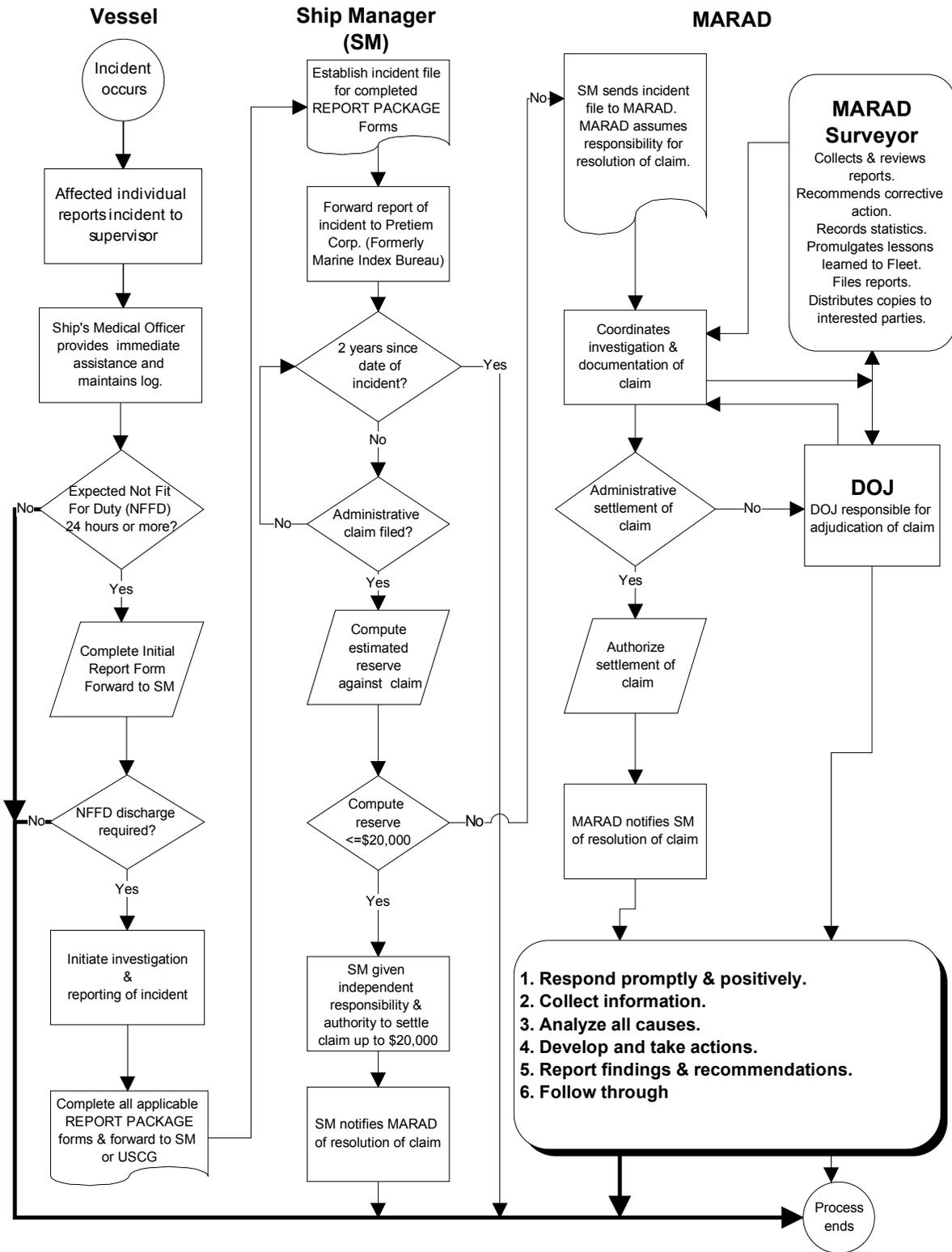
The purpose of indoctrination training is to ensure that all personnel are familiar with the location, operation and maintenance of lifesaving and general safety equipment provided on the vessel and the procedures associated with standard safety practices. As a result of indoctrination training, personnel shall be able to perform their duties without endangering the health and safety of either themselves or other crewmembers.

In addition to regulatory requirements found in 46 CFR 15.1105, all crewmembers shall view the MARAD Safety Training Awareness videotapes (see Sec. 18.1.1) that are provided. These videos will be found in the standard administrative documents filing cabinet. **All crewmembers, including returning crewmembers, shall watch these tapes within fourteen days of joining the ship as part of their orientation.** Personnel continuously employed on a ship shall review the safety tapes annually. MARAD may periodically add or delete individual Safety Awareness videotapes as required viewing, as circumstances dictate. The Ship Manager shall be notified accordingly of any changes. A record of the names of the crewmembers and the dates when each tape was viewed in its entirety shall be made. This record shall be kept on the ship for at least five years in a dedicated file labeled "Safety Training". The following information shall be typed or printed legibly in a free form style in a Safety Training Video Tape Log. Include: Crewmember's name, Crewmembers Rating (i.e. 3rd A/E, A/B, etc), Name of Tape, and Date the video was observed. Sufficient space shall be provided for the individual crewmember's signature. In the event that the individual is unable to sign, a witness shall sign in the appropriate location. An officer shall sign the training log at the bottom of each page. The Ship Manager shall semi-annually provide MARAD (MAR-612) with the information contained in the Safety Training Videotape Log of each assigned RRF vessel. The information may be provided either in written or electronic format.

18.4 PERSONAL INJURY.

Attachment J-3, Supplement A to the Ship Manager Contract provides the reporting requirements for personal injury claims. See the flow chart titled "Investigation and Resolution of Personal Injury/ Illness Claims for a conceptual diagram of the reporting and action process. Supplement B provides instructions and forms for processing third party personal injury and property damage/loss claims and reports.

INVESTIGATION AND RESOLUTION OF PERSONAL INJURY/ILLNESS CLAIMS



Claim for personal injury from incident becomes time-barred after 2 years from date of incident

18.5 HAZARD PREVENTION

The prevention of accidents and the reduction of risks can be achieved by training, the use of risk-management strategies, and job hazard analysis for vessel operation practices.

The Ship Manager shall develop and maintain formal hazard prevention practices, including reporting procedures, to identify and eliminate or safely control unsafe acts or conditions. This system shall also include a methodology for investigation of injury-causing accidents and recommendations for possible safety improvements. The Ship Manager shall review and, if necessary, act upon safety deficiencies reported by the ship's crew.

Unsafe conditions cover the immediate environment surrounding those personnel doing the work. These conditions can be identified before beginning work by a thorough assessment of the work to be performed and examining any possible factors affecting the work environment. This applies to a wide range of situations including faulty equipment, hazardous atmosphere, improper PPE, and working on energized systems.

The following conditions shall be monitored to control general shipboard hazards. Maintain:

- good sanitation and hygiene,
- walkways free of trip and slip hazards,
- safety chains across openings in life lines and rails,
- non-skid deck paint on decks ladders and walkways,
- non-skid tape on decks ladders and walkways,
- ladder treads,
- guard rails installed around openings in decks and walkways,
- securing of removable deck plates and gratings,
- cushioning material with yellow and black stripes on piping and conduits that protrude less than 77 inches above walkway decks and ladder steps,
- safe stowage of flammable materials away from heat sources,
- seaworthy stowage racks for portable tools, supplies and equipment,
- segregated seaworthy stowage racks for compressed gas bottles,
- decks and gratings free from oil,
- tools in good repair,
- insulation and guards on hot (125⁰F or higher) pipes and surfaces,
- guards on rotating machinery and shafting.

Unsafe acts are human errors that result from individuals being unaware of the potential dangers, ignoring instructions or procedures, following improper procedures, or becoming complacent as a result of over-familiarity with the task at hand. Unsafe acts should be identified and communicated in the monthly safety meetings.

18.6 MONTHLY SAFETY MEETINGS

A safety meeting shall be held at least monthly on all RRF vessels that have ROS crews or are in extended FOS status. The first meeting shall be held within 15 days after the activation date for those vessels in extended FOS status. The Ship Manager shall specify

requirements for Safety Meeting attendance as well as the designation of a chairman. Each Safety Meeting shall include a review of the minutes from the previous Safety Meeting, a discussion of new concerns that emerge during day to day operations, and the approval of a list of items to be included in the meeting's minutes. The topics covered shall include:

- unsafe conditions;
- unsafe acts;
- increasing crew safety, health, and environmental awareness;
- improvements to the Safety Management Plan;
- near misses (close call missed injuries); and
- lessons learned.

Minutes of the meeting shall be kept in a file on the ship marked "Safety Meeting" for at least five years. Deficiencies identified shall be corrected directly by the ship's crew, by entering a MARTS item, or by updating the Safety Management Plan.

The findings of Safety Meetings shall be communicated to the crew through training sessions where lessons learned from operations and previous accidents are discussed. Training shall be completed at least once in every three-month period and be recorded in the Deck Logbook. The date and time of each Monthly Safety Meeting shall be recorded in the Deck Logbook.

Nothing in this section is to be construed as preventing the Ship Manager from action consistent with existing labor relations contracts or bargaining agreements.

18.7 ANNUAL SAFETY INSPECTION

The ship manager shall conduct a comprehensive annual safety inspection each calendar year, utilizing the Safety Checklist in Exhibit B of this section. One of the primary purposes of this inspection is to ensure that safety equipment is maintained in a fully operational status. This inspection shall be conducted in conjunction with a scheduled Sea Trial, Dock Trial, or Full Notice Activation whenever possible. Safety inspections may not be conducted less than six (6) months apart and not more than eighteen (18) months apart. The completed annual safety inspection shall be submitted to MARAD Division of Reserve Fleet (MAR-612) within thirty (30) days after the inspection is completed.

The Safety Checklist, in Exhibit B of this section, shall serve as the minimum inspection criteria. This checklist may be periodically updated during the course of the ship manager contract in order to maintain relevancy, including the addition, deletion, or modification of individual checklist items. Safety deficiencies that cannot be corrected on board shall be entered in MARTS. A report describing the result of the inspection with a copy of the completed checklist shall be developed. Include comments on the status of actions to satisfy deficiencies. A copy of the report shall be kept in the "Safety Meeting" file on the ship for at least five years.

MARAD reserves the right to conduct periodic Quality Assurance (QA) inspections. The Safety Checklist, previously mentioned in this paragraph, will serve as the primary inspection document. The purpose of these inspections is to assure compliance with MARAD safety policy throughout the RRF and to evaluate the effectiveness of the

individual MARAD Regions in carrying out the task. MARAD reserves the right to utilize qualified contract personnel to conduct this inspection in lieu of MARAD personnel.

18.8 OUTSIDE SAFETY AUDITS

There are a number of occasions when the vessel may be subject to audits and inspections by external authorities. These range from inspections by regulatory bodies, or their contracted agents to surveys and audits by local, state and federal authorities. In all instances, the authority of the inspector is to be checked before the audit begins by contacting the COTR. Once satisfied that the inspection is valid, the inspectors are to be given full cooperation from the crew. Deficiencies shall be rectified as soon as possible after discovery. If a task is beyond the capability of the crew it shall be entered in MARTS.

18.9 PERMIT TO WORK

The Ship Manager shall develop procedures for establishing working permits for work of a non-routine nature. The permits shall identify the hazards involved in the work tasks and ensure that appropriate safety measures and precautions are taken. Controlling the safety aspects of work processes includes the wearing of proper clothing, using proper PPE, and ensuring that equipment and power systems involved are rendered harmless through a lock out and tag out procedure.

The Ship Manager shall develop and use work permit forms for the following evolutions: electrical maintenance; enclosed space entry; hot work; lockout/tagout; working aloft/outboard/over the side; working on the condenser and seawater systems; and under water work. Sample forms are provided in Exhibit C of this section (Permits to Work) for electrical maintenance; enclosed space entry; hot work; lockout/tagout; working aloft/outboard/over the side; working on the condenser and seawater systems; and under water work. The forms provided may be used or modified at the Ship Manager's option. A task requiring multiple permits shall have all approved secondary permits attached to the principal task permit.

Executed work permits shall be kept on the ship in a file maintained onboard each RRF under the ship manager's stewardship for a period of four years, unless otherwise directed, and shall be readily available to authorized personnel.

An Equipment Tagout/Lockout Log for each RRF Vessel shall be maintained and kept current. Except as noted in this contract, Tagout/Lockout physical procedures shall be conducted in accordance with individual ship manager safety requirements.

18.10 SAFETY PROCEDURES

The Ship Manager's Safety Management Plan shall contain written safety procedures for:

- maintaining safety signs³ and labels;

³ Including evacuation signs: These signs are required by SOLAS II 28 & 41 for passenger vessels, but are used by most commercial tankers and cargo ships. MARAD desires to follow this practice on RRF vessels as well, because escape and evacuation routes and muster stations have to be clearly marked and maintained to ensure the orderly and safe evacuation of the ship. This purchase is best handled at the local level, because the number and type of signs will vary to the vessel type

- enclosed space entry;
- flammable and combustible material storage and use;
- hazardous material storage and use;
- crane and boom operations;
- working over the side or aloft;
- bulk fuels transfer;
- abrasive (grit) blasting;
- painting;
- underway replenishment⁴;
- small boat operations;
- housekeeping;
- proper care of personal protective equipment;
- proper care of work clothing;
- proper lifting procedures;
- use of pesticides;
- helicopter operations⁵
- towing operations;
- underwater work;
- anchoring and mooring;
- heavy weather;
- food preparation;
- machinery space safety;
- fixed firefighting system maintenance and repair;
- electrical and electronic safety procedures;
- tool handling;
- Marine Sanitary Device maintenance and repair;
- hot work; and
- sea water systems repair work.
- vessel pre-fire plans (see below)

The Ship Manager's Safety Management Plan may utilize and refer to existing safety procedures outlined in U.S. Navy publications for underway replenishment (UNREP), which includes both connected replenishment (CONREP) and vertical replenishment (VERTREP). The Safety Management Plan may also refer to either U.S. Coast Guard (USCG) or International Maritime Organization (IMO) publications for maritime helicopter rescue and evacuation procedures.

and class. Security arrangements must not compromise escape capability.

⁴ Applies to MCDS equipped ships only.

⁵ All ship managers must address procedures for helicopter rescue and medical evacuation, however vertical replenishment (VERTREP) procedures are applicable only to RRF vessels with NAVAIR certified helicopter platforms.

- **VESSEL PRE-FIRE PLANS:**

The pre-fire plan is a document addressing a specific fire scenario onboard a ship (An engine room fire for example). The plan identifies the strategies and tactics necessary to confine and/or extinguish a fire in a particular area. At a minimum, individual pre-fire plans should be created for high threat areas such as the main engine room (known in the Navy as the “Main Space Doctrine”), auxiliary machinery spaces, pump rooms, cargo areas and the ship’s galley. The plan should (in part) include information regarding:

- Fire boundaries (exposures)
- Special hazards (such as acetylene cylinders)
- Fire stations used to effect boundary cooling
- Closures (doors, hatches, scuttles, vents and fans)
- Emergency shut down procedures and options
- Paths of ingress and egress
- Primary and back up staging areas
- Availability and procedures for using fixed suppression systems
- Hose line attack options including which fire stations to use and from where to enter.
- Personnel extrication options
- Crew evacuation from specific spaces, such as the engine room
- Chain of command
- Details as to personnel assignments to affect overall plan.
- A standard identification system that can rapidly account for each crewmember at the scene.

Critical to the effectiveness of any pre-fire plan is that the ship’s crew drill with the plan; making sure that what’s been put to paper is realistic and feasible. Practical application of a pre-fire plan generally lends to corrective adjustments to the plan to make it more effective. Having a volume of proven pre-fire plans readily available to the ship’s officer or shore side fire department incident commander will greatly enhance the speed and effectiveness of firefighting efforts and further reduce the possibility of chaos and confusion. Fire fighters must always be fully aware of standard operating procedures and of their roles and responsibilities.

Ship Managers may utilize compressors either individually or within a group of ships (whenever practical), cascade systems, or additional air bottles in support of more realistic use of the SCBA during fire fighting drills. This equipment shall be maintained and serviced in accordance with the manufacturers instructions. Location of compressors or cascade systems and desired number of spare SCBA bottles shall be determined by vessel class. The Ship Manager shall include these items as part of a proposed fire fighting doctrine.

The ship manager shall develop and complete a pre-fire plan for each vessel class awarded (includes each individual vessel within the class) within 90 days after contract award. Existing pre-fire plans shall be reviewed by the ship manager during the aforementioned 90 day time period, including any initial changes that the ship manager desires to make.

The following vessels currently have prefire plans in place: Cape Henry, Cape Horn, Cape Hudson, Cape Inscription, Cape Intrepid, Cape Island, Cape Isabel, Curtiss, Cape Mohican, Cape Fear, Green Mountain State, Mount Washington and Beaver State.

18.11 SAFETY RULES AT RESERVE FLEET ANCHORAGE SITES

All Ship Manager employees, their contractors and vendors working at Reserve Fleet Sites shall follow safe working practices and abide by MARAD safety and health rules. Each of the Fleet Anchorage sites (James River Reserve Fleet, Beaumont Reserve Fleet, and Suisun Bay Reserve Fleet) establish their own specific safety rules under the general guidance of MARAD policy.

EXHIBIT A

PERSONAL PROTECTIVE EQUIPMENT BY SHIP CLASS

TABLE 1

The first column of Table 1 lists ship names alphabetically. NOTE that changes in the Ship Manager's contract may add or remove individual ships. The second column is called PPE Group. This grouping depends on similar crew requirements and space configurations. The second column is called PPE Group. This grouping depends on similar crew requirements and space configurations.

TABLE 2

Table 2 provides the allowance of safety equipment that is to be retained on RRF vessels. Equivalent equipment certified for the same type of use as that in the table may be substituted. Example: Multi-purpose respirator cartridges may be substituted for individual respirator cartridges.

If the column labeled ROQ (Reorder Quantity) has a "Y" in the space, it indicates the number of unopened or unused items at which point a restock order shall be made.

Those items having an ROQ of "N" are, generally, non-consumable equipment and indicate the number of items that are to be on board, in good repair, clean, and ready for use.

The numbers are based on ship surveys made of one ship of a particular ship group. For example, the DIAMOND STATE, TACS-7 survey was used as the basis for the EQUALITY STATE, GEM STATE, GRAND CANYON STATE, KEYSTONE STATE and GREEN MOUNTAIN STATE allowance.

TABLE 3

Table 4 provides guidance for storing and installation of PPE.

TABLE 4

Table 5 provides guidance on the use of PPE.

Suggestions for changes to these tables are encouraged and should be provided to the MARAD COTR through the Ship Manager.

TABLE 1: RRF PPE SHIP GROUPS

<u>SHIP NAME</u>	<u>PPE GROUP</u>	<u>SHIP TYPE</u>
ADM WM M. CALLAGHAN	ADM WM M. CALLAGHAN	RO/RO
ALATNA (T-AOG)	T-1	TANKER
BEAVER STATE	T-ACS7	CRANE
CAPE DECISION	CAPE D	RO/RO
CAPE DIAMOND	CAPE D	RO/RO
CAPE DOMINGO	CAPE D	RO/RO
CAPE DOUGLASS	CAPE D	RO/RO
CAPE DUCATO	CAPE D	RO/RO
CAPE EDMONT	CAPE E	RO/RO
CAPE FAREWELL	CAPE F	BARGE CARRIER
CAPE FEAR	CAPE F	BARGE CARRIER
CAPE FLATTERY	CAPE F	BARGE CARRIER
CAPE FLORIDA	CAPE F	BARGE CARRIER
CAPE GIBSON	CAPE J	BREAKBULK
CAPE GIRARDEAU	CAPE J	BREAKBULK
CAPE HENRY	CAPE H	RO/RO
CAPE HORN	CAPE H	RO/RO
CAPE HUDSON	CAPE H	RO/RO
CAPE INSCRIPTION	CAPE I	RO/RO
CAPE INTREPID	CAPE I	RO/RO
CAPE ISABEL	CAPE I	RO/RO
CAPE ISLAND	CAPE I	RO/RO
CAPE JACOB	CAPE J	BREAKBULK
CAPE JOHN	CAPE J	BREAKBULK
CAPE JOHNSON	CAPE J	BREAKBULK
CAPE JUBY	CAPE J	BREAKBULK
CAPE KENNEDY	CAPE W	RO/RO
CAPE KNOX	CAPE W	RO/RO
CAPE LAMBERT	CAPE L	RO/RO
CAPE LOBOS	CAPE L	RO/RO

TABLE 1: RRF PPE SHIP GROUPS (cont.)

<u>SHIP NAME</u>	<u>PPE GROUP</u>	<u>SHIP TYPE</u>
CAPE MAY	CAPE M	HEAVY LIFT
CAPE MENDOCINO	CAPE M	HEAVY LIFT
CAPE MOHICAN	CAPE M	HEAVY LIFT
CAPE NOME	T-1	BREAKBULK
CAPE ORLANDO	CAPE D	RO/RO
CAPE RACE	CAPE R	RO/RO
CAPE RAY	CAPE R	RO/RO
CAPE RISE	CAPE R	RO/RO
CAPE TAYLOR	CAPE T	RO/RO
CAPE TEXAS	CAPE T	RO/RO
CAPE TRINITY	CAPE T	RO/RO
CAPE VICTORY	CAPE V	RO/RO
CAPE VINCENT	CAPE V	RO/RO
CAPE WASHINGTON	CAPE W	RO/RO
CAPE WRATH	CAPE W	RO/RO
CHATAHOOTCHEE (T-AOG)	T-1	TANKER
CHESAPEAKE	OPDS	PRODUCT TANKER
COMET	CAPE W	RO/RO
CORNHUSKER STATE	T-ACS4	CRANE
CURTISS	T-AVB	RO/RO
DIAMOND STATE	T-ACS7	CRANE
EQUALITY STATE	T-ACS7	CRANE
FLICKERTAIL STATE	T-ACS4	CRANE
GEM STATE	T-ACS7	CRANE
GOPHER STATE	T-ACS4	CRANE
GRAND CANYON STATE	T-ACS7	CRANE
GREEN MT STATE	T-ACS7	CRANE
KEYSTONE STATE	T-ACS7	CRANE
METEOR	CAPE W	RO/RO
MT WASHINGTON	OPDS	PRODUCT TANKER
NODAWAY	T-1	TANKER
PETERSBURG	OPDS	PRODUCT TANKER
WRIGHT	T-AVB	RO/RO

TABLE 2
SHIP GROUP PPE
ALLOWANCE LIST

Quantity of Safety Equipment per Ship Class	R O Q	A C D A M L L A G H A N	T A V B	C A P E D	C A P E E	C A P E F	C A P E H	C A P E I	C A P E J	C A P E L	C A P E M
Safety Line, ea.	N	2	2	2	2	2	2	2	2	2	2
Safety Harness, ea.	N	1	1	1	1	1	1	1	1	1	1
Hearing Protectors Soft plug Type (Box of 200)	Y	2	2	2	2	2	2	2	2	2	2
Hearing Protectors Ear Muff Type, ea.	Y	4	4	4	4	4	4	4	4	4	4
Respirator cartridges Dust or HEPA (Red) (Bx 10)	Y	1	1	1	1	1	1	1	1	1	1
Respirator Cartridges Acid/Organic vapors (Yellow) (Bx 10)	Y	1	1	1	1	1	1	1	1	1	1
Air Purifying Respirator Face Mask (Nose & Mouth), ea.	Y	2	2	2	2	2	2	2	2	2	2
Emergency Breathing Device, ea.	N	2	2	2	2	2	2	2	2	2	2
Respirator Cartridges Organic Vapor (Black) (Bx 10)	Y	1	1	1	1	1	2	1	1	1	1
Welding Goggles, ea.	N	2	2	2	2	2	4	2	2	2	2
Welding Helmet, ea.	N	2	2	2	2	2	2	2	2	2	2
Safety Glasses w/ Side shield, ea.	Y	6	6	6	6	6	6	6	6	6	6
Particle Goggles w/ vents, ea.	Y	6	6	6	6	6	2	6	6	6	6
Chipping Goggles, ea.	Y	2	2	2	2	2	4	2	2	2	2
Eye wash Stations - Portable, ea.	N	2	2	2	2	5	3	2	2	2	2
Bacteriostatic Agent For Eyewash Stations, boxes of 4 bottles	Y	1	1	1	1	2	1	1	1	1	1

Face Shield, ea.	N	4	4	4	4	4	4	4	4	4	4
Chemical Splash Goggles w/ Covered vents, ea.	N	2	2	2	2	2	2	2	2	2	2
Rubber Chemical Gloves, each	Y	3	3	3	3	3	3	3	3	3	3
Vinyl and PVC Chemical Gloves, each	Y	4	4	4	4	4	4	4	4	4	4
Kevlar Diver's Gloves, each	Y	2	2	2	2	2	2	2	2	2	2
Leather Welder's Gloves, each	Y	3	3	3	3	3	3	3	3	3	3
Noise Hazard Area-Hearing Protection Required, Signs ea.	N	5	8	2	1	5	5	6	10	4	3
CAUTION-Eye Protection Required in this Area, Signs ea.	N	2	1	4	5	4	3	4	3	2	3
CAUTION-Hearing Protection Required in this Area, Signs ea.	N	6	6	2	8	4	4	6	3	4	1
Eye Hazard Warning Tape, roll	Y	4	3	4	5	3	5	6	3	4	3
Non-Skid Tape Strips, ea.	N	13 5	10 0	42	84	16 8	11 0	13 8	78	11 8	22

TABLE 2 (cont.)
SHIP GROUP PPE
ALLOWANCE LIST

Quantity of Safety Equipment per Ship Class	R O Q	C A P E R	C A P E T	C A P E V	C A P E W	T - A C S 7	T - A C S 4		O P D S	T - 1
Safety Line, ea.	N	2	2	2	2	2	2		2	2
Safety Harness, ea.	N	1	1	1	1	1	1		1	1
Hearing Protectors Soft plug Type (Bx 200)	Y	2	2	2	2	2	2		2	2
Hearing Protectors Ear Muff Type, ea.	Y	4	4	4	4	4	4		4	4
Respirator cartridges Dust or HEPA (red) (Bx 10)	Y	1	1	1	1	1	1		1	1
Respirator Cartridges Acid/Organic vapors (Yellow) (Bx 10)	Y	1	1	1	1	1	1		1	1
Air Purifying Respirator Face Mask (Nose & Mouth), ea.	Y	2	2	2	2	2	2		2	2
Emergency Breathing Device, ea.	N	2	2	2	2	2	2		4	4

Respirator Cartridges Organic Vapor (Black) (Bx 10)	Y	1	1	1	2	1	1		1	1
Welding Goggles, ea.	N	2	2	2	2	2	2		2	2
Welding Helmet, ea.	N	2	2	2	2	2	2		2	2
Safety Glasses w/ Side shield, ea.	Y	6	6	6	6	6	6		6	6
Particle Goggles w/ vents, ea.	Y	6	6	6	6	6	6		6	6
Chipping Goggles, ea.	Y	2	2	2	2	2	2		2	2
Eye wash Stations - Portable, ea.	N	2	2	2	1	2	2		3	2
Bacteriostatic Agent For Eyewash Stations, Boxes of 4 bottles	Y	1	1	1	1	1	1		1	1
Face Shield, ea.	N	4	4	4	4	4	4		4	4
Chemical Splash Goggles w/ Covered vents, ea.	N	2	2	2	2	2	2		2	2
Rubber Chemical Gloves, each	Y	3	3	3	3	3	3		3	3
Vinyl and PVC Chemical Gloves, each	Y	4	4	4	4	4	4		4	4
Kevlar Diver's Gloves, each	Y	2	2	2	2	2	2		2	2
Leather Welder's Gloves, each	Y	3	3	3	3	3	3		3	3
Noise Hazard Area-Hearing Protection Required, Signs ea.	N	7	6	12	5	11	10		23	2
CAUTION-Eye Protection Required in this Area, Signs ea.	N	2	3	2	3	3	3		2	3
CAUTION-Hearing Protection Required in this Area, Signs ea.	N	2	2	6	4	3	4		6	2
Eye Hazard Warning Tape, roll	Y	2	3	5	5	3	3		3	4
Non-Skid Tape Strips, ea.	N	10 6	82	88	11 6	15 4	56		12 0	40

TABLE 3

PPE LOCATION AND INSTALLATION GUIDANCE

Safety Harness and Safety Line. Stow in deck gear locker for use by personnel going aloft or working over the side.

Hearing Protectors. One box of soft hearing protectors shall be mounted at each entrance to the machinery casing. Two pairs of ear muffs shall be placed in the emergency diesel generator room. The reorder quantity amount shall be stowed in the original packaging so they can be readily used.

Respirators and cartridges. One air purifying respirator and five of each cartridge shall be placed in the electric shop in a locker. One air purifying respirator and five of each cartridge shall be placed in the machine shop in a locker. The reorder quantity amount shall be stowed in the original packaging so they can be readily used.

Emergency Breathing Devices. Two shall be placed in the MSD spaces on all ships and an additional two shall be placed in the pumproom on tankers. They shall be mounted on a permanent structure at about chest height so they are ready for immediate use.

Welding Goggles and Helmets. The welding goggles and helmets shall be stowed in the machine shop in a locker or hung on hooks on the bulkhead.

Safety Glasses w/side shields, Particle goggles w/vents, Chipping Goggles. Three pairs of safety glasses, three pairs of particle goggles, and one pair of chipping goggles shall be stowed in the electrical shop. Three pairs of safety glasses, three pairs of particle goggles, and one pair of chipping goggles shall be stowed in the machine shop. The reorder quantity amount shall be stowed in the original packaging so they can be readily used.

Portable Eye Wash Station. One eye wash station shall be installed, in accordance with the manufacturer's instructions, in each separate electric shop and machine shop. Bactericide water additive (HYDROSEP ® or equivalent) must be added to portable eyewash stations to control organic growth in the water.

Face Shield. Two face shields shall be stowed in the electric shop and two shall be stowed in the machine shop.

Chemical Splash Goggles w/Covered Vents. One pair of chemical splash goggles shall be stowed in the paint locker, and one pair at the engine room distiller.

Gloves. The reorder quantity amount shall be stowed in the original packaging so they can be readily used. These gloves are to be used as the work requires.

TABLE 3 (cont.)
PPE LOCATION AND INSTALLATION GUIDANCE

NOISE HAZARD AREA Signs. A NOISE HAZARD warning sign shall be posted, at eye height, outside each entrance to the engine casing, the emergency diesel generator room, and the electric shop.

HEARING PROTECTION CAUTION Signs. A HEARING PROTECTION sign shall be located, outside each entrance to the engine casing, the emergency diesel generator room, and the electric shop.

EYE PROTECTION CAUTION Signs. An EYE PROTECTION CAUTION sign shall be posted, at eye height, outside each entrance to the electric shop and the machine shop.

EYE HAZARD AREA DECK MARKING TAPE. Eye Hazard Area Deck Marking Tape shall be placed on the deck to identify the eye hazard area adjacent to the lathe, drill press, and grinder.

NON-SKID STRIPS. Non-skid strips shall be installed on clean walking surfaces:

- at the top and bottom of vertical and inclined ladders exposed to the weather,
- at the inside and outside of doors opening to the weather,
- at the bottom of vertical ladders to the mast and king posts,
- in the laundry rooms,
- in the galley,
- around the emergency diesel generator and inside the entrance to the space,
- in the electrical shop,
- at the operator area of all boom and windlass operating stations,
- at the inside and outside of all entrances to the steering gear room, and
- at the top and bottom of all ladders within the engine casing where the decking is neither diamond tread nor grating.

TABLE 4 USE OF PPE

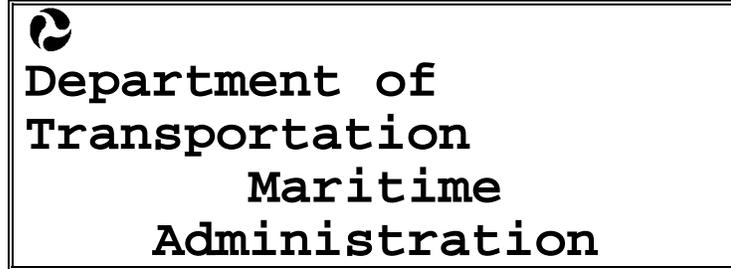
- **Red Respirator Cartridges:** High Efficiency Particulate Arresting (HEPA) cartridges for dust, fume, mist, and asbestos containing dust and mist.
- **Yellow Respirator Cartridges:** Acid gases and Organic vapors
- **Black Respirator Cartridges:** Organic vapors
- **Air Purifying Respirator Face Masks:** To hold respirator cartridges.
- **Emergency Escape Breathing Devices:** These are portable sources of oxygen that can be worn to make an emergency exit from a contaminated space.
- **Rubber Chemical Gloves.** These provide some abrasion resistance and are typically used when handling chemicals and corrosives.
- **Vinyl and PVC Chemical Gloves.** These are particularly effective when petroleum products are handled.
- **Kevlar Diver's Gloves.** These are used when working with knives or other sharp implements to prevent cuts and abrasion. They also provide protection against heat and cold.
- **Leather Welder's Gloves.** These resist sparks, moderate heat, chips and rough objects encountered when welding and torch cutting. They provide some cushioning against blows.
- **Safety Glasses with Eye Shields.** Wear these when performing eye hazardous activities that produce dust and for small particle producing operations.
- **Particle Goggles with vents.** Wear these when performing the eye hazardous activities of drilling, grinding, and milling.
- **Chipping Goggles.** Wear these when performing the eye hazardous activities of chipping paint and rusted areas.
- **Face Shields.** Wear these when performing the eye hazardous activities of sand blasting, or other severe dust and particle producing operations that could impact facial skin.
- **Chemical Splash Goggles with Covered Vents.** Wear these when performing the eye hazardous activities of pouring or handling corrosive liquids and solids.
- **Welding Goggles.** Wear these when performing eye hazardous activity of welding and torch cutting.
- **Welding Helmets.** Wear these when performing the eye hazardous activity of welding.
- **Eye Protection Caution Signs.** These signs are used to identify areas that require protection for the eyes against hazards.
- **Portable Emergency Eyewash Facilities.** These are used to flush out eyes in the event of damaging material entering eyes.
- **Hearing Protectors Soft Plug Type.** These are partially inserted into the ear canal.
- **Hearing Protectors Ear Muff Type.** These are worn over the ears and can be used in conjunction with the soft plug type.
- **Noise Hazard Area Signs.** These signs are used to identify areas that normally have noise levels above regulated levels.
- **Noise Caution Signs.** These signs are used to warn that activities in the locality may be generating noise levels that are above regulated levels. These signs can be carried to the location of activities where high noise levels are expected.
- **Safety Harnesses.** Full Body Harnesses with Shock Absorbers are provided for working aloft, outboard, over the side of the bulwarks/railings, and in other cases where a risk of falling is present. Safety lines (lifelines) are also provided for use with the

safety harnesses. These lines shall be dedicated for use with the harness, stored in a cool dry place, and kept in good condition.

EXHIBIT B

**Department of Transportation
Maritime Administration**

SHIPBOARD SAFETY CHECKLISTS



**IN-HOUSE
SHIPBOARD SAFETY
CHECKLISTS
(MAY 2003)**

VESSEL:

SURVEYOR:

DATE:

LOCATION:

OCCASION:

POC:

SHIPBOARD SAFETY CHECKLISTS

ADMINISTRATIVE

- | # | Question | Yes | No |
|----|---|-----|----|
| 1. | Is a current copy of the Safety Management Plan in the standard administrative document filing cabinet? (All RRF vessels) (TE-1, Section 18 Introduction)
Comments: _____ | | |
| 2. | Does the Safety Management Plan contain the currently required Ship Manager Contract items? (All RRF vessels) (TE-1, Sect.18.8/18.9)
Comments: _____ | | |
| 3. | Are the current MARAD Safety Videos onboard? (All RRF vessels)
(TE-1, Section 18.1.1/18.1.2.1)
Comments: _____ | | |
| 4. | Is the complete Maritime Medical Emergency (MME) videotape series on board and current? (All RRF vessels) (TE-1, Section 18.1.1)
Comments: _____ | | |
| 5. | Is the Safety Training Videotape Log up to date in the "Safety Training" file? (check against crew list) (ROS/FOS) (TE-1, Section 18.2)
Comments: _____ | | |
| 6. | Are required reference documents available and current? (All RRF vessels)
(TE-1, Section 18.1.2/18.1.2.1) (Marine Fire Prevention, Firefighting, and Fire Safety)
Comments: _____ | | |
| 7. | Are current MARAD Safety Posters displayed? (ROS/FOS) (TE-1, Section 18.1.4)
Comments: _____ | | |
| 8. | Are copies of the Monthly Safety Committee Meeting Minutes maintained in the "Safety Records" file? (ROS/FOS) (TE-1, Section 18.5)
Comments: _____ | | |
| 9. | Are copies of the Headquarters/Regional Annual Safety Inspection in the "Safety Meeting" file? (ROS/FOS) (TE-1, Section 18.5/18.6)
Comments: _____ | | |
| 10 | Is there a notation on Safety Meeting Findings training in the Deck Log book within the last three months? (ROS/FOS) (TE-1, Section 18.5)
Comments: _____ | | |
| 11 | Are safety equipment manuals maintained in the "Safety Equipment" file?
(All RRF vessels) (TE-1, 18.1.5.1)
Comments: _____ | | |

SHIPBOARD SAFETY CHECKLISTS

ADMINISTRATIVE (CONT.)

#	Question	Yes	No
12	.		
13	Are applicable Material Safety Data Sheets available when hazardous exposure situations exist and when hazardous cargo is being carried? (All RRF Vessels) (TE-1, 18.1.3) Comments: _____		
14	Are copies of MSDS sheets for hazardous material used on the ship in the "Safety: MSDS" file? (check against hazardous material inventory) (All RRF vessels) (TE-1, 18.1.3) Comments: _____		
15	Is there a notation on the completion of MSDS and warning label training in the Deck Logbook within the last three months? (ROS/FOS) (TE-1,18.1.3) Comments: _____		
16	Are hearing and sight hazard warning signs posted as required by Exhibit A of the MARAD Safety Reference folder? (All RRF vessels) (TE-1, 18.1.5) Comments: _____		
17	Is all Personal Protective Equipment in good condition and above the re-order quantities as required by Exhibit A of the MARAD Safety Reference folder? (ROS/FOS) (TE-1, 18.1.5) Comments: _____		
18	Is there a notation on the completion of PPE training in the Deck Log book within the last three months? (ROS/FOS) (TE-1, 18.1.5) Comments: _____		
19	Is the crew using work clothing that is suitably intact, clean, and safe? (ROS/FOS) (TE-1, 18.1.5) Comments: _____		
20	Are work permits (hotwork, confined space entry, working over the side, working aloft, diving operations) kept on file for at least four years? (ROS/FOS) (TE-1, 18.8) Comments: _____		

SHIPBOARD SAFETY CHECKLISTS

LIFE LINES AND RAILS, LADDERS, AND WALKWAYS

#	Question	Yes	No
21	Are safety chains installed for use across openings in lifelines and rails? Comments: _____		
22	Is non-skid deck paint in good repair? Comments: _____		
23	Is non-skid tape applied in required areas? Comments: _____		
24	Are guardrails installed around all openings in the deck? Comments: _____		
25	Are all walkways free of trip hazards and free of slip hazards? Comments: _____		
26	Are all head knocking hazards (fittings, piping, angle irons, conduit, etc. less than 77 inches above walkways) fitted with cushioning material and marked with yellow and black stripes? Comments: _____		
27	Are all ladder treads in good repair? Comments: _____		
28	Are all removable deck plates and gratings secured in place? Comments: _____		

TAG-OUT / LOCKOUT

29	Is Deck Tag-out / Lockout Log maintained current? Comments: _____		
30	Is Engineering Tag-out / Lockout Log maintained current? Comments: _____		
31	Does random sampling (from log to tag and from tag to log) indicate adherence to procedures? Comments: _____		

SHIPBOARD SAFETY CHECKLISTS

STOWAGE

- | # | Question | Yes | No |
|----|---|-----|----|
| 32 | Are flammable materials properly stowed in safe areas away from all heat sources?
Comments: _____ | | |
| 33 | Are portable tools, supplies and equipment properly set up for stowage at sea?
Comments: _____ | | |
| 34 | Are compressed gas bottles properly segregated and properly stowed in racks?
Comments: _____ | | |
| 35 | Is hazardous material properly stowed and marked?
Comments: _____ | | |
| 36 | Is hazardous waste properly stowed and marked?
Comments: _____ | | |
| 37 | Is all trash, garbage and food waste placed in proper receptacles in interior spaces and are these receptacles kept from overflowing? (ROS/FOS only)
Comments: _____ | | |

EGL STOWAGE

- | | | | |
|----|---|--|--|
| 38 | Has SCBA allowance been brought up to new standards?
Comments: | | |
| 39 | Has FFE allowance been brought up to new standards?
Comments: | | |
| 40 | Has EEBD allowance been brought up to new standards?
Comments: | | |
| 41 | Has Gas Analyzer allowance been brought up to new standards?
Comments: | | |

SHIPBOARD SAFETY CHECKLISTS

ELECTRICAL

#	Question	Yes	No
42	Are all live-back switchboards caged and secured? . Comments: _____		
43	Are electrical receptacles in good working order? (by random sample) . Comments: _____		
44	Are portable electrical tools and equipment in good repair and ready for service? (by random sample) . Comments: _____		
45	Are extension cords of the 3 wire, 3 prong grounded type and in good repair? (by random sample) . Comments: _____		
46	Are lighting fixtures in good working order with lamp covers in place? (by random sample) . Comments: _____		

MECHANICAL

#	Question	Yes	No
47	Are all oil leaks kept wiped up and not allowed to puddle? . Comments: _____		
48	Are all grinders, drill presses and lathes in good repair with guards and steady rests in place? . Comments: _____		
49	Are all hot (125°F or higher) pipes and surfaces properly insulated or guarded? . Comments: _____		
50	Are all rotating machinery and shafting fitted with proper guards? . Comments: _____		
51	Are fuel systems tight, without any leaks? . Comments: _____		

Abstract of Relevant Ship Manager Contract Sections and Laws

46 USC 3202 (c) Public vessels are excepted from Chapter 32 that requires compliance with International Safety Management Code for vessels.

46 USC 3204 (a) Safety Management Plans shall be submitted to Sec. Trans.

46 USC 3204 (c) A Safety Management Plan shall be submitted to Sec. Trans. for approval.

46 USC 3203 (a) Regulatory authority is given to Sec. Trans.

46 CFR 175.540 (d) Alternative compliance for ISM is allowed.

1983 MOU between USCG & OSHA established USCG as the agency to prescribe and enforce occupational safety and health regulations on USCG certificated vessels.

SM Contract H.19 The Ship Manager shall maintain ISM DOC current throughout the life of the contract.

SM Contract TE-1 18 A copy of the Safety Management Plan shall be placed in the ship's standard administrative document cabinet.

TE-1 18.1 MARAD provides specific safety items.

TE-1 18.1.5 The Ship Manager shall provide and ensure use of Personal Protective Equipment.

TE-1 18.2 Crewmembers shall view safety tapes and the Ship Manager shall provide a log semi-annually to MAR-612.

TE-1 18.3 Reporting requirements for personal injuries.

TE-1 18.4 The Ship Manager shall develop and maintain hazard prevention practices.

TE-1 18.5 Safety meetings shall be held on ROS & FOS and safety training shall be completed once every 3 months.

TE-1 18.6 The Ship Manager shall conduct annual safety inspections each calendar year using the checklist, submit reports to MAR-612 within 30 days, and keep the report in the "Safety Meeting" file.

TE-1 18.7 Only the COTR can approve outside inspections.

TE-1 18.8 the Ship Manager shall develop permit to work procedures.

TE-1 18.9 The Ship Manager's Safety Management Plan shall contain 29 items.

TE-1 18.10 The Ship Manager shall abide by the Fleet Safety rules when working in the Fleet anchorages.

Department of Transportation

Maritime Administration

**SAMPLE
PERMIT TO WORK FORMS
AND
LOCKOUT/TAGOUT FORMS**

PERMITS TO WORK

See the RRF Ship Operations Manual (Contract TE-1 Section 18) for an explanation on the optional use of these forms.

File Name

PTW_EMW.DOC
PTW_ESEP.DOC
PTW_HWP.DOC
PTW_LOTO.DOC
PTW_OTS.DOC
PTW_SWS.DOC

PTW_UWP.DOC

Permit Title

Electrical Maintenance Work Permit
Enclosed Space Entry Work Permit
Hot Work Permit
Lockout/Tag Out Permit
Working Aloft, Outboard, and Over The Side
Inspection/repair Permit
Condenser/Seawater System
Underwater Work Permit

**PERMIT TO WORK
ELECTRICAL MAINTENANCE
WORK PERMIT**

Form: PTW_EMW
Date:
Prep'd by:
Apprv'd by:
Page 1 of 2

This checklist must be completed prior to starting any electrical maintenance. If any of the listed conditions change, then this Permit is invalid and a new permit shall be issued before work continues.

VESSEL	DATE & TIME (MAX 12 HRS)	WORK TO START (TIME)
--------	--------------------------	----------------------

Location and Description of Work to be Done

ALL QUESTIONS MUST BE ANSWERED TO PROCEED	YES	NO	N/A
1. Is the location of the electrical maintenance work an enclosed space? NOTE: If YES, the proper Enclosed Space Entry Permit must also be completed, authorized and attached.			
2. Does the electrical maintenance work involve working aloft, outboard or over the side? NOTE: If YES, the proper Working Aloft, Outboard and Over the Side Permit must also be completed, authorized and attached.			
3. Does the electrical maintenance work involve any form of hot work? NOTE: If YES, the proper Hot Work Permit must also be completed, authorized and attached.			
4. Has the proper electrical tagout/lockout procedure for the work detailed been carried out? NOTE: If YES the proper lockout/tagout permit must also be completed, authorized and attached			
5. Can electrical maintenance work be done safely in accordance with NFPA requirements?			
6. Have all electrical supplies to the work area been isolated, fuses pulled, circuit breakers tripped and switches set to "OFF"?			
7. Have voltmeter confirmation checks been carried out at the work position while remote and local power-on switching is carried out?			
8. Have ship's electrical drawings been referenced to ensure all power supply routes to the work area are isolated?			
9. Have appropriate warning signs been placed on equipment switches, circuit breakers and fuses?			
10. If working on or near live electrical equipment, is a second man present who is competent in the treatment of electric shock and is trained in fighting electrical fires and proper medical response?			
11. Have personnel been provided with the proper Personnel Protective Equipment (PPE)? SEE NEXT PAGE			
12. Have all items of metallic personal jewelry such as watches, rings and identity bracelets been			

removed?			
13. Have the correct tools and equipment required for electrical maintenance work been provided?			
14. Have the tools and equipment been inspected prior to starting work and found to be in good condition?			
15. Is required electrical testing equipment certified accurate and within its calibration period?			
16. Have the workers done a Job Hazard Analysis in which clear instructions been given on how to minimize or circumvent these hazards?			
17. Have instructions and plans been discussed in case of emergency?			

IF ANY CHECK MARKS MUST BE PLACED IN THE SHADED AREAS ABOVE, THEN THIS ITEM MUST BE RECTIFIED BEFORE PROCEEDING

PERMIT TO WORK ENCLOSED SPACE ENTRY WORK PERMIT	Form: PTW_ESEP
	Date: Prep'd by: Apprv'd by: Page 1 of 2

This checklist must be completed prior to entering any enclosed spaces. If any of the listed conditions change, then this Permit is invalid and a new permit shall be issued before work continues.

_____	_____	_____
VESSEL	DATE & TIME (MAX. 12 HRS)	WORK TO START (TIME)
Location and Description of Work to be Done		

ALL QUESTIONS MUST BE ANSWERED TO PROCEED	YES	NO	N/A
1. Is the enclosed space the location for electrical maintenance work? NOTE: If YES, the proper Electrical Maintenance Work Permit must also be completed, authorized and attached.			
2. Is the enclosed space the location for hot work? NOTE: If YES, the proper Hot Work Permit must also be completed, authorized and attached..			
3. Has work space been ventilated?			
4. Has atmosphere been gas tested and found "Safe for Men" and safe for work to be done?			
5. Have all pipeline openings into the work space been tested and found free of combustible liquids or gases?			
6. Have all valves on piping/interconnected with piping in the work space been blanked or closed, locked and tagged to prevent accidental opening and appropriate signs been posted?			
7. Has forced ventilation been provided for use during job?			
8. Have all the appropriate PPE items, rescue harness and lifelines been provided?			
9. Do the workers have the tools required?			
10. Has a man been assigned to stand by the			

workers?			
11. Have approved communications been established and tested via walkie-talkies or other means between the workers, the man standing by and the Officer on Watch?			
12. Has the standby been instructed what to do in case the worker(s) get into difficulties?			
13. Have adequate approved lights been provided?			
14. Has continuous monitoring of the work space been provided for, with approved testing equipment?			
15. Have emergency procedures been reviewed and understood?			
16. Is a self-contained breathing apparatus on standby for rescue?			

IF ANY CHECK MARKS MUST BE PLACED IN THE SHADED AREAS ABOVE, THEN THIS ITEM MUST BE RECTIFIED BEFORE PROCEEDING

**PERMIT TO WORK
ENCLOSED SPACE ENTRY
WORK PERMIT**

Form: PTW_ESEP
Date:
Prep'd by:
Apprv'd by:
Page 2 of 2

TYPES OF GAS TESTS

Combustible Gas Test	Oxygen Reading	H ₂ S	Benzene
% LEL	%	PPM	PPM
IGS Vessels only - CO		Other Gases _____	
%		PPM	

PROTECTIVE EQUIPMENT

**Boxes marked with checks denote PPE to be used.
This section must be filled out by Officer in Charge of Safety.**

Clothing	Fire Extinguisher	Gloves	Boots
Safety Harness	Flashlight	Hard Hat	Hearing Protection
Safety Line	Gas Tester	Respirator(s)	SCBA/ELSA
Eye Protection			Other

Special Instructions:

I HAVE READ THE ABOVE PERMIT AND WILL CARRY OUT THE WORK REQUIRED IN A SAFE MANNER.

SIGNATURE OF WORKER

I inspected the enclosed area described on the top of this form and state that the work can be done and in compliance with rules of the US Coast Guard, ABS, and other authority whose rules I am bound to enforce.

OFFICER IN CHARGE OF SAFETY

OFFICER IN CHARGE OF WORK

MASTER _____

OFFICE USE ONLY

PERMIT REVIEWED BY: _____

DATE: _____

Original: Master's File

Copy 1: Posted

Copy 2: Office Copy (Mail)

PERMIT TO WORK HOT WORK PERMIT

Form: PTW_HWP
Date:
Prep'd by:
Apprv'd by:
Page 1 of 2

**This checklist must be completed prior to starting any hotwork.
If any of the listed conditions change, then this permit is
invalid and a new permit shall be issued before work continues.**

VESSEL

DATE & TIME (MAX. 12
HRS)

WORK TO START (TIME)

Location and Description of Work to be Done:

ALL QUESTIONS MUST BE ANSWERED TO PROCEED

**YE
S**

NO

**N/
A**

1. Is the location of the hot work an enclosed space? NOTE: If YES, the proper Enclosed Space Entry Permit must also be completed, authorized and attached.

2. Does the hot work involve any form of electrical maintenance work? NOTE: If YES, the proper Electrical Maintenance Work Permit must also be completed, authorized and attached.

3. Is the location of the hot work aloft, outboard or over the side? NOTE: If YES, the proper Working Aloft, Outboard and Over the Side Permit must also be completed, authorized and attached.

4. Has the meter used to sample monitor the welding area been calibrated in the last 24 hrs. (If not, do so.)

5. Has the area to be worked on been thoroughly purged of hydrocarbons and inert gas?

6. Has the area to be worked on been thoroughly ventilated?

7. Has the work area been cleaned by machine washed and are gas free?

8a. If not, are the surrounding areas fully ballasted?

8b. Are the surrounding areas inerted?

9. Can hot work be done safely in accordance with NFPA-306?

10. If the work area if a pipe, has it been thoroughly flushed with water and disconnected from the surrounding piping?

11. Is the area free of all flammable debris and scale?

12. Have all potential source of flammable vapors that could reach the site of the hot work been prevented from doing so?

13. Have ships drawings been referenced to ensure the area is safe for hot work?

14. To assure combustible gases will not reach the work site, have winds and air currents been

considered?			
15. Have bilges within the hot work been inspected to assure that hot work can be done safely?			
16. Have precautions been taken to ensure the personnel near the area are protected from such hazards as fumes and ultra-violet light?			
17. Have personnel been provided with the proper Personnel Protective Equipment (PPE)?			
18. Has a fire watch been set up with appropriate fire fighting equipment?			
19. Can the fire watch continually see the worker? (If not, a safety watch must be set for this purpose.)			
20. Have the workers done a Job Hazard Analysis in which clear instructions have been given on how to minimize or circumvent these hazards?			
21. Have instructions and contingency plans been discussed in the event of an emergency?			
22. If welding, has the ground wire been properly connected to the ship's structure?			
23. Has the equipment to be used been inspected prior to starting work and found to be in good condition?			
24. If the firemain charged, hoses let out, monitors pointed out and all in good condition?			

Original: Master's File

Copy 1: Posted

Copy 2: Office Copy
(Mail)

IF ANY CHECK MARKS MUST BE PLACED IN THE SHADED AREAS, THEN THIS ITEM MUST BE RECTIFIED BEFORE PROCEEDING.

PERMIT TO WORK HOT WORK PERMIT

Form: PTW_HWP
Date:
Prep'd by:
Apprv'd by:
Page 2 of 2

TYPE, MAKE AND MODEL OF ALL GAS DETECTION EQUIPMENT USED:

REQUIRED PERIODIC ATMOSPHERE TEST RESULTS

	DATE/TIME	LEL	O ₂	H ₂ S	BENZENE	TOXIC A	TOXIC B
						NAME:	NAME:
1st Hr.	/	%	%	PPM	PPM	.	.
	÷						
2nd Hr.	/	%	%	PPM	PPM	.	.
	÷						
3rd Hr.	/	%	%	PPM	PPM	.	.
	÷						
4th Hr.	/	%	%	PPM	PPM	.	.
	÷						
New Shift	/	%	%	PPM	PPM	.	.
	÷						
New Shift	/	%	%	PPM	PPM	.	.
	÷						
New Shift	/	%	%	PPM	PPM	.	.
	÷						
Break	/	%	%	PPM	PPM	.	.
	÷						
Break	/	%	%	PPM	PPM	.	.
	÷						
Break	/	%	%	PPM	PPM	.	.
	÷						

PROTECTIVE EQUIPMENT

Boxes marked with checks denote PPE to be used. This section must be filled out by Officer in Charge of Safety.

Clothing	Fire Extinguisher	Gloves	Boots
Safety Harness	Flashlight	Hard Hat	Hearing Protection
Safety Line	Gas Tester	Respirator(s)	SCBA/ELSA
Eye Protection	Other		

I HAVE READ THE ABOVE PERMIT AND WILL CARRY OUT THE WORK REQUIRED IN A SAFE MANNER.

SIGNATURE OF WORKER:

SIGNATURE OF WORKER:

SIGNATURE OF WORKER:

SIGNATURE OF WORKER:

.

.

SIGNATURE OF WORKER:

SIGNATURE OF WORKER:

I have inspected the enclosed area described on the top of this form and state that the work can be done safely and in compliance with rules of the US Coast Guard, ABS, and any other authority whose rules I am bound to enforce.

OFFICER IN CHARGE OF SAFETY:

OFFICER IN CHARGE OF WORK:

MASTER:

WORK COMPLETED OR PERMIT VOIDED: DATE:

OFFICE USE ONLY

PERMIT REVIEWED BY:

DATE:

Original: Master's File
Copy 1: Posted
Copy 2: Office Copy (Mail)

**PERMIT TO WORK
LOCKOUT/TAGOUT
PERMIT**

Form: PTW_LOTO
Date:
Prep'd by:
Apprv'd by:
Page 1 of 1

This checklist must be completed prior to starting any _____ . If any of the listed conditions change, then this permit is invalid and a new permit shall be issued before work continues.

VESSEL

DATE & TIME

**WORK TO START
(TIME)**

Location and description of work to be done:

ALL QUESTIONS MUST BE ANSWERED TO PROCEED	YES	NO	N/A
1. Is the location of the maintenance work an enclosed space? NOTE: If YES, the proper Enclosed Space Entry permit must also be completed, authorized and attached.			
2. Does the maintenance work involve working aloft, outboard, or over the side? NOTE: if YES, the proper Working Aloft, Outboard and Over the Side Permit must also be completed, authorized and attached.			
3. Does the maintenance work involve any form of hotwork? NOTE: If YES, the proper Hot Work Permit also be completed, authorized and attached.			
4. Has the proper tagout/lockout procedure for the work detailed been carried out?			
5. Can maintenance work be done safely IAW NFPA requirements?			
6. Have all power supplies to the work area been isolated, fuses pulled, circuit breakers tripped and switches set to "OFF"?			
7. Have confirmation checks been carried out at the work position while remote and local power-on switching is carried out?			
8. Have ship's drawings been referenced to ensure all power supply routes to the work area are isolated?			
9. Have appropriate warning signs been placed on equipment switches and valves?			
10. If working on or near live electrical equipment, is a second man present who is competent in the treatment of electrical shock and is trained in fighting electrical fires and proper medical response?			
11. Have the tools and equipment been inspected prior to starting work and found to be in good condition?			
12. Have the workers done a Job Hazard Analysis in			

which clear instructions have been given on how to minimize or circumvent these hazards?			
13. Have the instructions and plans been discussed in case of an emergency?			
IF ANY CHECK MARKS MUST BE PLACED IN THE SHADED AREAS ABOVE, THEN THIS ITEM MUST BE RECTIFIED BEFORE PROCEEDING.			
I HAVE READ THE ABOVE PERMIT AND WILL CARRY OUT THE WORK REQUIRED IN A SAFE MANNER.			
SIGNATURE OF WORKER _____.			
SIGNATURE OF WORKER _____.			
SIGNATURE OF WORKER _____.			
SIGNATURE OF WORKER _____.			
SIGNATURE OF WORKER _____.			
SIGNATURE OF WORKER _____.			
I have inspected the area described on the top of this form and state that the work can be done safely and in compliance with rules of the US Coast Guard, ABS, and any other authority whose rules I am bound to enforce.			
OFFICER IN CHARGE _____.			MASTER
OFFICE USE ONLY			
PERMIT REVIEWED BY: _____.			
DATE: _____.			

Original: Master's File

Copy 1: Posted

Copy 2: Office Copy (Mail)

PERMIT TO WORK		Form: PTW_OTS	
WORKING ALOFT, OUTBOARD AND OVER THE SIDE PERMIT		Date:	
		Prep'd by:	
		Apprv'd by:	
		Page 1 of 2	
This checklist must be completed prior to starting any work aloft, outboard or over the side. If any of the listed conditions change, then this Permit is invalid and a new permit shall be issued before work continues.			
VESSEL	DATE & TIME (MAX. 12 HRS)	WORK TO START (TIME)	
Location and Description of Work to be Done:			
ALL QUESTIONS MUST BE ANSWERED TO PROCEED			YES S
			NO
			N/ A
1. Does the work involve any form of hot work? NOTE: If YES, the proper Hot Work Permit must also be completed, authorized and attached.			
2. Does the work involve any electrical maintenance work? NOTE: If YES, the proper Electrical Maintenance Work Permit also be completed, authorized and attached.			
3. If work is to be done on electrical equipment or any other energy sources, is the source locked out and tagged out and have all other lockout/tagout requirements been satisfied? NOTE: If YES the proper Lockout/Tagout Permit must also be completed, authorized and attached			
4. Have a safety harness and lifeline been provided, inspected and found in good order?			
5. If a safety net is rigged, has it been inspected and found in good order?			
6. If staging or ladders provided, have they been inspected and found in good order?			
7. If the work is overside, is the vessel stopped?			
8. If working near the ship's whistle, radio/radar antennae or other potentially hazardous equipment, are warning notices in place, lockout/tagout procedures carried out and the crew informed of work in progress?			
9. If working in the funnel area, has the Duty Engineer been notified to reduce the emission of steam, harmful gases and fumes as far as is practicable?			
10. Have ship's drawings been referenced to ensure the area is safe for working in?			
11. Has a safety man been provided?			
12. Have personnel been provided with the proper Personnel Protective Equipment (PPE)?			
13. If working outboard of the railings or over the side, are life vests provided?			
13a. Is a lifebuoy with sufficient line ready for immediate use?			
14. Have the correct tools and equipment required been provided?			
15. Have the tools and equipment been inspected prior to starting work and found to be in good condition?			

16. Has a tool belt or other tool storage device been provided?			
17. Are ropes available to raise/lower tools and equipment?			
18. If the work involves using a bosun's chair, are the workers trained in its use and has the equipment been tested prior to use?			
19. Have the workers done a Job Hazard Analysis in which clear instructions have been given on how to minimize or circumvent these targets?			
20. Have instructions and plans been discussed in case of an emergency?			

**IF ANY CHECK MARKS MUST BE PLACED IN THE SHADED AREAS ABOVE, THEN
THIS ITEM MUST BE RECTIFIED BEFORE PROCEEDING
CONTINUED NEXT PAGE**

**PERMIT TO WORK
WORKING ALOFT, OUTBOARD AND
OVER THE SIDE PERMIT**

Form: PTW_OTS
Date:
Prep'd by:
Apprv'd by:
Page 2 of 2

PROTECTIVE EQUIPMENT

Boxes marked with checks denote PPE to be used. This section must be filled out by Officer in Charge of Safety.

Clothing	Fire Extinguisher	Gloves	Boots
Safety Harness	Flashlight	Hard Hat	Hearing Protection
Safety Line	Gas Tester	Respirator(s)	SCBA/ELSA
Eye Protection			Other

I HAVE READ THE ABOVE PERMIT AND WILL CARRY OUT THE WORK REQUIRED IN A SAFE MANNER.

SIGNATURE OF WORKER

SIGNATURE OF WORKER

SIGNATURE OF WORKER

SIGNATURE OF WORKER

SIGNATURE OF WORKER

SIGNATURE OF WORKER

I inspected the enclosed area described on the top of this form and state that the work can be done and in compliance with rules of the US Coast Guard, ABS, and other authority whose rules I am bound to enforce.

OFFICER IN CHARGE OF SAFETY

MASTER

OFFICE USE ONLY

PERMIT REVIEWED BY:

DATE:

Original: Master's File

Copy 1: Posted

Copy 2: Office Copy (Mail)

<input type="checkbox"/> Fleet Manager required concurrence obtained <input type="checkbox"/> Emergency Response Plan discussed & agreed. <input type="checkbox"/> Safety Meeting held & job scope/technical aspects clarified. <input type="checkbox"/> Diver's additional safety request/or instruction agreed. <input type="checkbox"/> Diver constantly available and ready to dive on short notice. <input type="checkbox"/> Deck officer in way of diving location has adequate personnel to handle diving boat mooring lines, etc.	<input type="checkbox"/> Propeller status agreed. <input type="checkbox"/> Code flag "A" hoisted. <input type="checkbox"/> Walkie-talkie radios and communication between dive boat, deck, bridge watch officer and watch engineer tested. <input type="checkbox"/> Weather forecast obtained and suitable for the work period. <input type="checkbox"/> Sea condition checked and found acceptable for the work.	<input type="checkbox"/> Work plan made. <input type="checkbox"/> Diver advised of sea intakes or overboard discharges actually in use. <input type="checkbox"/> Diver properly instructed/informed about intakes and overboard discharges in use and shown location of same on drawings. <input type="checkbox"/> Main engine isolated or turning gear tagged-out or locked out. <input type="checkbox"/> Bilge pumps are lined up and valves have been test operated. <input type="checkbox"/> Diver instructed as to location of HFO, DO & LO tanks.	<input type="checkbox"/> All sea intakes/or overboard discharge lines not in use secured by double valve protection to reduce risk of siphon effect and locked / tagged out. <input type="checkbox"/> Method of sea chest/piping blanking agreed. <input type="checkbox"/> Inboard blank flanges prepared and ready for installation. <input type="checkbox"/> Cathodic protection off. <input type="checkbox"/> Senior Engineer to be at the repair site to verify the inboard blank flange is secured. <input type="checkbox"/> All applicable emergency tools, materials, equipment checked and ready for use.	
Master:		Chief Engineer:		Diver:
Start Date/Time	Completed Date/Time	Overside Blank Installed Date/Time	Overside Blank Removed Date/Time	
OFFICE USE ONLY				
PERMIT REVIEWED BY: _____				
DATE: _____				

Original: Master's File

Copy 1: Posted

Copy 2: Office Copy (Mail)

19 ENVIRONMENTAL CONCERNS

This section describes policies, procedures, and responsibilities regarding protection of the environment.

19.1 GENERAL

Environmental protection is a continuing concern at all levels of Government and to the public in general. The pollution of air, water, and land has resulted in the enactment of strict pollution control laws. It is imperative that MARAD RRF personnel, Ship Manager and Ship Manager employees be aware of the laws and programs for abating and controlling the release of harmful pollutants.

19.1.1 Directives

MARAD maintains different response plans for oil or hazardous material spills from RRF vessels as follows:

- VRP "Vessel Response Plan" Required by 33 CFR 155 and OPA-90 for tank vessels. MARAD's plans have been approved by the USCG. For tankers: the VRP and SOPEP are combined into one plan.
- SOPEP ..."Shipboard Oil Pollution Emergency Plan" required by 33 CFR 151 and MARPOL 73/78 Regulation 26 for all vessels. MARAD's plans have been approved by the USCG.
- COMSCINST 5090.1B Ch-1 Military Sealift Command's "Environmental Protection Program" (all RRF)
COMSCINST 5090.5 Ch-1 (Tankers) - VRP
COMSCINST 5090.6 Ch-1 (Non-tankers) SOPEP are to be complied with by all vessels under MSC OPGON.
- ERP "Emergency Response Plan for Oil or Hazardous Material Spills" at the National Defense Reserve Fleets, issued by MARAD. RRF ships do not have this plan on board in the NDRF.
- Section 29 of this Manual -- RESERVED

The following description contains the situation and applicable plan:

<u>SITUATION</u>	<u>APPLICABLE PLAN</u>
RRF Tankers operating under MARAD OPGON in waters under USCG jurisdiction	VRP
RRF Dry cargo vessels operating under MARAD OPGON in waters under USCG jurisdiction	SOPEP
All RRF vessels operating under MARAD OPGON other than waters under USCG jurisdiction.	SOPEP
All RRF vessels operating under MSC OPGON in any waters	COMSCINST 5090.1B
All ROS crewed vessels laid up at outport berths	SOPEP
All unmanned vessels laid up at NDRF locations, temporary berths, ship repair facilities, or under tow.	ERP
<u>All RRF Tankers operating under MSC OPGON in any waters</u>	<u>COMSCINST 5090.1B</u> <u>CH-1 and COMSCINST</u> <u>5090.5 CH-1.</u>
<u>All RRF non-tankers in any waters under MSC OPGON</u>	<u>COMSCINST 5090.1B</u> <u>CH-1 and 5090.6 CH-1.</u>

19.1.1.1 Location of Each Directive

Go To Original

RRF tankers will have their own VRP with USCG letter of approval or current document reference, and COMSCINST 5090.1B CH-1 and COMSCINST 5090.5 CH-1 in the standard administrative file.

RRF dry cargo vessels will have their own SOPEP with USCG letter of approval or current approval reference and COMSCINST 5090.1B CH-1 and COMSC 5090.6 CH-1 in the standard administrative file.

Each MARAD region SOMO, as the Qualified Individual (QI), will have a copy of the VRP and SOPEP, with USCG letter of approval for each vessel under the region, and a copy of their fleet ERP and COMSCINST 5090.1B CH-1, COMSCINST 5090.5 CH-1 and COMSCINST 5090.6 CH-1. These documents are readily available to Region Alternate QI's (AQI's).

Each MARAD Fleet Superintendent has a facility and fleet ERP. The documents are readily available to Alternate QIs at the fleets.

Ship Managers will familiarize themselves with the VRP and SOPEP copies aboard RRF vessels in the standard administrative cabinet usually found in the Master's office and COMSCINST 5090.1B CH-1 (All RRF Ships), COMSCINST 5090.5 CH-1 (Tankers) and COMSCINST 5090.6 CH-1 (Non-Tankers) copies of which are also contained in the aforesaid standard administrative cabinet. Ship Managers desiring copies for corporate office retention must reproduce them at their expense.

Each RRF cargo vessel will have its SOPEP with current USCG approval reference, COMSCINST 5090.1B CH-1 and COMSCINST 5090.6 CH-1 in the standard administrative cabinet.

Each RRF tanker will have its VRP with current USCG approval reference, COMSCINST 5090.1B CH-1 and COMSCINST 5090.5 CH-1 in the standard administrative cabinet.

Each MARAD region SOMO, as the Qualified Individual (QI), will have a copy of the VRP and SOPEP, with USCG letter of approval for each vessel under the region, and copies of the ERP and COMSCINST 5090.1B CH-1, 5090.5 CH-1 and 5090.6 CH-1. These documents are readily available to the region Alternate QIs. (AQIs)

Questions regarding the VRP, SOPEP, ERP, and COMSCINST 5090.1B CH-1, 5090.5 CH-1, 5090.6 CH-1 should be addressed to MAR-613.

19.1.1.2 Responsibilities Regarding Directives

The Ship Manager is responsible for being familiar with these documents and carrying out the procedures contained therein. Ship Managers shall use the MARAD SOPEP/VRPs for MARAD vessels in lieu of corporate SOPEP/VRPs.

Questions regarding the VRP, SOPEP, ERP, or COMSCINST 5090.1B should be addressed to MAR-613.

19.1.2 Pertinent Environmental Regulations

MARPOL Annex I: Regulations for the Prevention of Pollution by Oil (implemented in 33 CFR 151 et seq.)

MARPOL Annex II: Regulations for the Control of Pollution by Noxious Substances (implemented in 33 CFR 151 et seq.)

MARPOL Annex IV: Regulations for the Prevention of Pollution by Sewage from Ships.

MARPOL Annex V: Regulations for the Prevention of Pollution by Garbage from Ships (implemented in 33 CFR 151 et seq., includes ballast water management.)

MARPOL Annex VI: Prevention of Air Pollution from Ships.

APPS: Act to Prevent Pollution from Ships implements MARPOL.

RCRA: Resource Conservation and Recovery Act (40 CFR 260 et seq.) pertains to the handling, storage, and disposal of solid and hazardous wastes.

CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act includes long-term liability associated with generators or owners of disposed/discarded hazardous wastes.

CAA: Clean Air Act (40 CFR 50 et seq.) includes the regulation of asbestos activities, ozone depleting substances, VOCs, stack emissions and incinerator emissions at port facilities.

CWA: Clean Water Act (40 CFR 112 et seq.) pertains to the discharge activities of ship repair and port facilities.

19.1.2.1 Location of These Environmental Regulations

CFRs are available via the Internet at the EPA website www.epa.gov/.

19.1.2.2 Responsibility Regarding Regulations

Ship Managers must be knowledgeable in the regulations that pertain to vessel operations and shipyard/repair activities and ensure that these regulations are complied with.

Questions regarding this section shall be forwarded to MAR-611 who will coordinate with MAR-820 and provide guidance.

19.2 HAZARDOUS MATERIALS POLICY

The term "hazardous material", as used in this section, is as defined for hazardous chemicals in 29 CFR 1910.1200, the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, and the Emergency Planning and Community's Right-To-Know Act.

All RRF ships will comply to the maximum extent practicable with all federal, state, local, and foreign hazardous material and hazardous waste regulations. In foreign ports, Masters of RRF ships will conform with USCG, OSHA and EPA laws and regulations where foreign regulations are less stringent.

19.2.1 Ordering, Transfer, and Use of Hazardous Materials

Ship Managers should screen all consumable requisitions to identify hazardous materials. If a requisition for a hazardous material does not appear valid, based on common sense and shipboard experience, it should be determined if there is a valid requirement prior to placing the order.

No RRF ship shall transfer (donate) hazardous materials or hazardous waste to any private sector, state or local/city agency.

19.2.1.1 Labeling of Shipboard Hazardous Materials (All Phases)

The Department of Transportation (DOT) regulates hazardous materials marking and labeling for all modes of shipment. The Department of Labor (OSHA) Hazardous Communications Standard applies to the occupational use of hazardous material. The labeling requirements of OSHA standards require that containers of hazardous materials be labeled, tagged, or marked with the identify of the hazardous material, appropriate hazardous warning, and the name and address of the manufacturer, importer, or other responsible party. The intent is to allow the users to make an informed decision on how to use and store hazardous material in a safe manner.

Ship Managers ordering hazardous material are responsible for complying with safety precautions from procurement through disposal, (life cycle management.) Marking, labeling, stowing should be accomplished by use of information contained in Material Safety Data Sheets (MSDS.)

Ship Manager procurement of hazardous materials will require that an MSDS accompany the material and that safety precautions and directions for use and stowage be clearly stated on all hazardous material containers. Ship Managers and RRF ship Masters will ensure that proper labels or markings are placed on containers when hazardous materials are transferred to other containers from shipping containers.

Ship Managers will ensure that procedures are in place onboard assigned RRF ships to:

- (1) limit issuance of hazardous materials to essential needs,

(2) require workers to follow MSDS instructions when using hazardous materials, and

(3) ensure that such materials are returned to appropriate stowage upon completion of use or at the end of the work day, whichever is sooner. I.

Ship Managers will comply with the requirements for disposal of hazardous materials as required by 40 CFR 260et. seq., state and local regulations.

19.2.1.2 Special Hazardous Materials requirements for Phase O

RRF ships shall not dispose of any paint, solvent, chemical, acid or any other potentially toxic or hazardous material over the side. Such materials must be retained onboard for discharge ashore. Hazardous materials may be jettisoned only if the Master believes this action will prevent or substantially reduce hazards to life and property.

Throughout Phase O, RRF ship crews should attempt to minimize the generation of hazardous waste.

- Near the end of an RRF ship's operational period (on its return voyage), Ship Manager shall make every effort to have HAZMAT especially in partially filled containers, be fully consumed so as to minimize disposal requirements during lay-up. This will also keep onboard inventories at a minimum while the vessel is in retention status check to see if this is moved to another section.

19.2.2 Handling Hazardous Materials and Hazardous Cargo (All Phases).

The Ship Manager is responsible for the proper handling of hazardous material and cargo for the assigned ship(s) in all Phases. These materials may include, but not be limited to, corrosives, oxidizers, compressed gasses, petroleum products, solvents, paints, and other chemicals. All such materials shall be handled and secured IAW Titles 29, 46, and 49 of the Code of Federal Regulations, applicable USCG directives, and applicable COMSCINSts . A MSDS must accompany all hazardous materials IAW 29 CFR 1910.120.

The Ship Manager is responsible for the handling of hazardous cargo in all phases, although this is most likely to occur in Phase O Operations. Hazardous cargoes include materials such as explosives, ammunition, and certain grades of petroleum products. Additional costs for handling hazardous cargoes, including extra crew wages, are reimbursable to the extent that the cost exceeds basic compensation already provided for in this contract. It is the Ship Manager's responsibility to provide any required training in the handling of hazardous materials for his direct staff.

19.2.3 Hazardous Materials Inventory

A minimum level of hazardous material may be retained onboard ROS vessels as well as RRF-10, and RRF-20 vessels. However, those materials may be left onboard only if their containers are in good condition and they have a shelf life (or expiration date) of greater than 2 years (from the time the vessel is deactivated.) No hazardous materials shall be retained aboard RRF-30 vessels.

The Ship Manager must develop and maintain an inventory of all hazardous materials onboard. This inventory must include:

- Name of material and manufacturer
- Quantity and size of containers
- Storage location,
- Condition of Containers

- Shelf life information (if available)

19.2.3.1 Development and Verification of the Hazardous Materials Inventory

The inventory shall be provided to MARAD by the Ship Manager at the end of a vessel's deactivation and/or completion of a repair availability. If neither have occurred, the inventory will be verified and updated on an annual basis. If no changes have occurred, the date of the existing inventory shall be updated and the Ship Manager shall provide written notification to the COTR (and if the ship is at a Fleet site, to the Fleet Occupational Health and Safety Specialist) that no changes have occurred.

As part of the inventory process, the Ship Manager shall conduct a joint survey with the MARAD COTR to:

- Determine/verify the physical inventory of all hazardous materials, solvents, chemicals, and waste products of known and unknown classification, and
- an assessment of their containers.

For ships that will be returning to a Reserve Fleet site, the Ship Manager will notify the reserve fleet or region environmental representative of the plan for a joint survey. Based upon the results of the survey, the MARAD representative will make a determination as to the retention or removal of any hazardous materials.. Waste shall be removed as required.

19.2.3.2 Distribution of the Hazardous Material Inventory

Four (4) bright yellow folders will be prepared and labeled "SHIP'S NAME -- INVENTORY OF HAZARDOUS MATERIALS ABOARD" Each folder will contain a copy of the inventory and copies of the complete set of all appropriate MSDS for the inventoried materials.

Distribution of the folders and their contents shall be as follows:

- Ship's records in the vessel Chief Engineer's office
- Ship Manager's corporate office
- MARAD Region Office (COTR) files
- Reserve Fleet Occupational Safety and Health Officer (specialist's) Office when the vessel is retained at an NDRF site.

19.2.3.3 Hazardous Material Retention -- General

The stowage locations of hazardous materials, solvents and chemicals aboard the vessel will be as directed by the MARAD Marine Surveyor. The physical containment and stowage of these materials aboard the vessel must comply with applicable Federal regulations, in general shall consider the following:

- preventing deterioration of containers from moisture or other environmental insult
- preventing spillage/turnover of any container in a moderate sea.
- inhibiting or eliminating leakage and breakage of the containers which could produce poisonous gases, flammable atmospheres, chemical corrosion, or spontaneous chemical combustion.
- Presenting incompatible storage or co-mingling that could procedure poisonous gasses, flammable atmospheres, chemical corrosion, or spontaneous chemical combustion.

Storage of packaged fuels, lubricants, solvents, paints, chemical and other hazardous materials will be in authorized and protected spaces. A portable fire extinguisher of a type

suitable for the material stowed therein will be installed outside the door to those authorized spaces not equipped with an installed fire suppressant.

The door to each stowage location will be posted with appropriate signs, e.g., "WARNING - FLAMMABLE MATERIALS STOWED INSIDE". If the door is not marked, it is the Ship manager's responsibility to mark it and keep the marking current.

All refrigeration and air conditioning equipment receivers, halon, and refrigerant storage cylinders will be labeled or stenciled with appropriate lettering/numerals identifying the specific type of fluorocarbons stored therein. (See section on "ozone depleting compounds".

All retained chemicals onboard vessels shall be documented by the Ship Manager in the shipboard hazardous materials inventory.

19.2.4 Hazardous Materials Retention Policy for Ships at NDRF Sites

No ship will be allowed to enter a Reserve Fleet Site until it has been inspected by a MARAD region or Reserve Fleet Environmental Representative for hazardous materials. Those hazardous materials which are retained onboard must be properly contained, covered, labeled, inventoried, and stowed. MSDS must be included as part of the inventory. In no case will ships enter Reserve Fleet Sites with unlabeled hazardous materials or wastes onboard. The inventory must be provided to the Fleet Occupational Health and Safety Officer (specialist) at the time the vessel arrives at the fleet or on an annual basis if the vessel remains in the fleet.

Normally hazardous materials are retained onboard to the extent they are required for preservation or activation of the vessel. Only those hazardous materials in unopened, proper and structurally sound containers, having a shelf-life in excess of two years may be retained onboard. Any exceptions to this must be approved by the Fleet Superintendent. The decision to retain hazardous material onboard must be coordinated with the Fleet Superintendent and should include factors such as, but not limited to, climate, retention maintenance, readiness status, fire fighting and spill response capabilities. Fuel, bulk lube/hydraulic oils stored in double bottoms, deep tanks, settlers, sumps, machinery crankcases, power assembly receivers, designated storage tanks, day tanks, etc., materials and containers with fluorocarbons, greases, oils, solvents, rust inhibitors, slushing compounds, preservatives, etc., used for Phase IV maintenance may be retained with permission of the Fleet Superintendent.

For vessels maintained in Reserve Fleet sites, Ship Managers shall coordinate their hazardous materials procedures with the Fleet Superintendent

19.2.5 Hazardous Materials Retention Policy for Ships at ROS Layberths

In addition to hazardous materials required to activate the vessel to full operating status, ROS Ship Managers shall maintain the minimal amount of properly identified hazardous materials required for Phase IV Maintenance Procedures and general ROS operations aboard ROS vessels. Material to be retained aboard the ROS vessel includes:

- Bulk lubricating/hydraulic oils and fuel oils. This includes lubricating/hydraulic oils stored in designated settlers, storage and head tanks, equipment sumps, machinery crankcases, power assembly receivers, etc.
- Fuels oils stored in double bottoms, deep tanks, settlers, designated storage tanks, etc.
- Fluorocarbons stored in the receivers of refrigeration and air conditioning systems.

- Maintenance related items, in easily resealable, properly labeled and structurally sound containers, barrels, drums, cans, etc. Examples include: greases and grease removers and cleaners; cleaning solvents; aerosol type solvents, rust inhibitors, electrical dryers/cleaners and the like; lubricants and hydraulic oils; paint, paint thinners and solvents; wire slushing compounds; preservatives; etc.

ROS Ship Managers shall maintain the minimal amount of properly identified hazardous materials required for Phase IV Maintenance Procedures, general ROS operations aboard ROS vessels, and potential transition to full operating status.

Analysis of unknown substances for identification purposes is reimbursable. Hazardous waste disposal utilizing properly permitted transporters and treatment/storage/disposal facilities, is reimbursable. No disposal shall occur without prior approval of the Marine Surveyor.

Normally, only those hazardous materials, solvents, and chemicals in unopened, legibly labeled packages and containers and in structurally sound containers, having a shelf life in excess of two years may be selected for retention onboard. Exceptions may be made as appropriate such as broached containers of lubricants, hydraulic oil, gear and slushing grease, etc.

Note: if the shelf life is greater than two years but there is doubt about the ability of the container to withstand a two year storage period, the item should be disposed of appropriately.

19.2.6 Hazardous Materials Retention Policy For RRF Ships at Ship Repair Facilities

The Ship Manager is responsible for disposal of used or unidentifiable hazardous materials and hazardous materials with an expired shelf life.. These items should be identified prior to a repair availability, and their removal appropriately arranged for.

Disposal costs for these shipboard wastes are reimbursable provided proper analytical data and disposal documentation are supplied with the invoice. Proper analytical data are those analyses required by the disposal facility to characterize the waste. This requirement is sometimes satisfied with an MSDS, but in many situations a laboratory analysis is required. The Ship Manager shall document the disposal facility's analytical requirements for a given waste. Disposal documentation may consist of a hazardous waste manifest, a trip ticket to a waste oil recycling facility, or sufficient paperwork to document that the proper, legal method was used and the ultimate disposition of the waste.

The industrial facility has the responsibility for the removal and disposal of materials and wastes generated in the course of performing the requirements under its contract, whether for repair, overhaul or activation/deactivation. In this case, the industrial facility shall be considered "Generator" of the wastes. The Ship Manager shall insure at the completion of the contract that a copy of all proper disposal-related documents for wastes generated by the industrial facility aboard the vessel are provided to the MARAD COTR. These documents shall be provided to the COTR no later than 60 days after the completion of the contract.

19.3 HAZARDOUS WASTE POLICY

Upon direction by the MARAD COTR, the Ship Manager shall obtain EPA identification numbers on behalf of MARAD. See Section 11 of this Manual. No disposal paperwork requiring EPA Identification numbers shall be initiated by the Ship Manager without prior approval by the COTR. In many states, EPA Identification numbers are not required where

hazardous waste generation does not exceed 100 kg in a one-month period. Ship Managers must ensure that organizations and facilities used for both the transportation and disposal have current and valid permits and EPA Identification numbers. All paperwork associated with the disposal of a hazardous or solid waste must be provided to the COTR at the completion of a disposal activity, no later than 60 days after the event.

The term "hazardous waste" is any discarded material, liquid, solid, or gaseous, which meets the definition of a hazardous material and/or is designated a hazardous waste by 40 CFR 261.3, et seq.

A "generator" of a hazardous waste (per 40 CFR 260.10) is any person, by site, whose act or process produces a hazardous waste... or whose act first causes a hazardous waste to become subject to regulation.

The Federal Facilities Compliance Act clarifies the regulations concerning military ships and other public vessels for the generation and storage of hazardous waste. The law specifies that the vessel shall not be subject to the storage, manifest, inspection, or record keeping requirements of the Resource Conservation and Recovery Act (RCRA) until the waste is transferred to a shore facility. However, the RCRA rules would apply if:

- The waste is stored on the vessel for more than 90 days after the vessel is placed "in reserve or otherwise is not longer in service," or
- The waste is transferred to another vessel, within the territorial waters of the United States, and the waste is stored for 90 days after the date of transfer.

The inventory, storage and/or disposal procedures for hazardous waste are governed by voluminous sets of Federal, State, and in most cases, local rules and regulations which address classification, labeling, handling, transportation, disposal and record keeping requirements. It is impossible to abbreviate these rules and regulations, however, both MARAD and the Ship Manager have hazardous waste, hazardous regulation compliance responsibilities.

If at any time there is doubt in the Ship Manager's mind with respect to compliance, the Ship Manager shall consult the MARAD COTR or MARAD regional environmental representative. If HQ input is required, the MARAD COTR will coordinate agency response via MAR-611.

19.3.1 Hazardous Waste Disposal Guidance for Ships at NDRF Sites

Hazardous wastes are defined in 40 CFR 261.3. Also included are all hazardous materials whose containers have deteriorated and anything in an unmarked container.

All materials that are in opened or partially filled packages/containers, or in containers/packages in which it is not possible to identify the contents, or in packages/containers of questionable structural integrity and durability must be removed from the vessel and properly disposed of in accordance with Federal, state, and local regulations.

No hazardous waste generation activities shall occur at the NDRF sites.

Preparation for hazardous waste disposal includes identification of the material to be disposed of (see TE-5 Logistics Management Manual). If a Ship Manager requires a chemical analysis in order to identify the disposition of an onboard unmarked material, the analysis is reimbursable. However, Ship Managers shall instruct personnel to take care in retaining labels on materials.

All materials that are:

- in opened or partially filled packages/containers, or

- in packages/containers in which it is not possible to identify the contents, or
- in packages/containers of questionable structural integrity and durability must be removed from the vessel and properly disposed of in accordance with federal, state and local regulations. The Ship Manager shall remove all questionable material from the vessel at the time of repair availabilities to prevent the situation of having to dispose of hazardous wastes from reserve fleet sites.

19.3.2 Hazardous Waste Disposal Procedures

Disposal of hazardous waste, in some cases, will require the Ship Manager to determine who the generator of the waste is. When wastes are generated during the course of vessel operations, the vessel is the generating entity; the Ship Manager must begin the process of disposing of a potential hazardous waste from the generator's point of view. When wastes are generated during the course of a contract (and the actions of the Contractor cause the waste to be generated), the Ship Manager must insure that the Contractor begins and completes the process of disposing of the waste as the generator.

Is the waste hazardous?

Once an item has been designated for disposal, the generator must make the determination as to waste type. This is typically accomplished via laboratory analysis. A solid waste is considered a hazardous waste, per 40 CFR 261.3, if it is not excluded from the regulations or if it meets any of the following criteria: exhibits the characteristic of ignitability, corrosivity, reactivity or toxicity, or is a listed waste. It is important to understand that many states have the authority to regulate the disposition of hazardous wastes; the appropriate state agencies must be contacted for disposal guidance as well. The Ship Manager must be aware of the need to verify the requirements of state environmental agencies to insure proper disposal is arranged for.

What is the generator classification?

Per 40 CFR 261.5 and in many states, entities generating less than 100 kg per month of hazardous waste are considered Conditionally Exempt Small Quantity Generators (CESQG) and are not as strictly regulated as larger generators. The Ship Manager shall make every attempt to keep the generation of shipboard hazardous wastes to a minimum and shall contact the cognizant state authorities to determine the generator requirements for that state. No hazardous wastes shall be co-mingled with non-hazardous wastes. The Ship Manager shall make every attempt to insure that Contractor-generated wastes are not disposed of as ship-generated wastes. The Ship Manager, based on the waste generation level, may have to acquire an EPA Identification number on behalf of MARAD. No disposal paperwork requiring EPA Identification numbers shall be initiated by the Ship Manager without prior approval by the COTR.

The disposal manifest

Disposal of hazardous waste requires the use of a multicopy shipping manifest to track the movement of the waste as it moves through the disposal process. Each time the custody of the hazardous waste changes, the manifest must be signed by the accepting party. Although a CESQG may not be required to acquire an EPA Identification number, the waste transporter or disposal facility may require the use of a manifest. If a manifest is used and the Ship Manager is the generator of the waste, a completed copy of the

manifest will be provided back to the generator. A copy of the completed manifest must be provided to the COTR. If a Contractor is the generator of the waste, the Ship Manager shall get a copy of the completed manifest and provide it to the COTR. At the time the completed manifests are provided to the COTR, copies of applicable test results, waste analyses or other determinations relating to the disposition of the waste shall also be provided. All documents shall be provided no later than 60 days after the completion of the contract. If the disposal activity is not associated with a repair contract, then all paperwork must be provided to the COTR no later than 60 days after the waste is transported from the site.

Generally, completed copies of manifests are provided back to generators within 45 days of the removal of the wastes from the site.

Hazardous materials and wastes cannot leave the vessel for disposal or be transported without being in approved containers, properly labeled, and with an MSDS available for attachment to the manifest. In the event a MSDS is not available, the applicable laboratory analysis must be available for waste identification purposes. In addition, DOT placards must also be available or provided by the transporter.

Disposal Sites

Disposal shall be accomplished by properly certified disposal companies at EPA (or State, when applicable) certified (permitted) disposal sites.

19.4 OZONE DEPLETING COMPOUNDS

In accordance with section 608 of the Clean Air Act of 1990, all Ship Managers will ensure that anyone servicing refrigeration or air conditioning equipment is certified with EPA and that a record is kept of any handling of or maintenance to chlorofluorocarbon (CFC) and hydrochlorofluorocarbon (HCFC) refrigeration systems. MARAD regional offices will issue detailed instructions on procedures and format of the log. This log will be maintained on the ship.

THE DELIBERATE DISCHARGE OF OZONE DEPLETING COMPOUNDS TO THE ATMOSPHERE DURING THE SERVICING, DISCHARGE, OR DISPOSAL OF REFRIGERATION OR AIR CONDITIONING EQUIPMENT IS ILLEGAL. ANYONE SERVICING THIS EQUIPMENT MUST BE CERTIFIED WITH THE EPA. A RECORD MUST BE KEPT OF ANY HANDLING OF OR MAINTENANCE TO CHLOROFLUOROCARBON (CFC) AND HYDROCHLOROFLUOROCARBON (HCFC) REFRIGERATION SYSTEMS. ALL RECORDS SHOULD BE MAINTAINED ONBOARD THE VESSEL AND BE READY FOR REVIEW.

The Ship Manager shall report each occurrence using the following format:

REFRIGERATION MAINTENANCE RECORD DATE:
 Vessel Name: _____ Location _____
 Status: (circle one) Activation Deactivation ROS Laid-up Operationa
|

System/Location"

Reason for Maintenance:

Corrective Action:

Refrigeration Added: _____ LBS. Bottle No(s):

Refrigeration Removed: _____ LBS Bottle No(s)

Oil Added: QTY Brand:
Refrigeration Supplied to Vessel: _____ LBS Bottle No(s)
Refrigeration Removed fr Vessel _____ LBS Bottle No(s)
Serviced By:
Name: Position:
Comments:

19.5 POLLUTION PREVENTION -- GENERAL

All RRF ships will comply to the maximum extent practicable with all federal, state, local, and foreign pollution abatement and control regulations. When under MSC operational control, RRF ships must also comply with applicable MSC Instructions.

Ship Managers and Masters of RRF ships will take all appropriate actions within their authority to minimize shipboard activities that could lead to polluting the environment .

19.6 OIL POLLUTION (ALL PHASES)

As Public Vessels, the RRF is exempt from most requirements of the Oil Pollution Act of 1990 (OPA-90) and the subsequent regulatory requirements of the USCG in 33 CFR.

Since it is MARAD's stated environmental policy to comply with as many requirements as is feasible and practical, RRF vessels will conform as outlined below:

a. MARAD requires compliance with the following requirements as normal operation standards and will continue to do so without further specific action.

- (1) Reporting of Marine Casualties (33 CFR 151.15);
- (2) Autopilot/Unattended Engineeroom (33 CFR 164);
- (3) Manning Standards (46 CFR 33);
- (4) Second Licensed Officer (46 CFR 35).

b. MARAD has complied with the requirements for a Vessel Response Plan (VRP) (33 CFR 155.1010) and a Shipboard Oil Pollution Emergency Plan (SOPEP) (33 CFR 151). ROS vessels will use these plans vis-à-vis response actions to oil or hazardous material spills.

c. As funding, and individual ship repair cycles permit, MARAD will procure, install, and maintain Tank Overfill Devices (33 CFR 155); Tank Outflow Protection (33 CFR 156); Discharge Removal Equipment (33 CFR 155.205); **Emergency Towing** Capability (33 CFR 155.235); Damage Stability Information (33 CFR 155.240); and Containment of Oil (33 CFR 155.310).

19.6.1 Regulations Governing the Discharge of Oil and Oily Mixtures (All Phases)

The regulations that prohibit and/or restrict the discharge of oil and oily mixtures are dependent on a ship's geographic location. Ship Managers shall know the regulations and their applicability and shall comply with these regulations.

In the Navigable Waters and Contiguous Zone of the U.S.

The Federal Water Pollution Control Act (FWPCA), also known as the Clean Water Act (CWA), as implemented by 40 CFR Part 110, governs the discharge of oil and oily mixtures in the navigable waters and contiguous zone of the United States. The FWPCA prohibits

any oil or oily mixture discharge into or upon the navigable waters and contiguous zone of the U.S. The "contiguous zone" extends to 12 nautical miles from the nearest U.S. land. Outside the Navigable Waters and Contiguous Zone of the U. S. The Act to Prevent Pollution from Ships, as amended, and MARPOL 73/78, as implemented by 33 CFR 151 et seq (Subchapter O Pollution,) prohibits and/or restricts the discharge of oil or oily mixtures outside the navigable waters and contiguous zone of the U.S.

(1) Refer to 33 CFR Subchapter O for specific prohibitions and conditions that must be satisfied before discharging any oil and oily mixtures. Regulations for dry cargo ships are provided in Parts 151.10 through 151.13. Regulations for tankers are provided in Parts 151.10 through 151.13 and 157.37.

(2) If the restrictions cannot be satisfied, oil or oily mixtures must be retained onboard or discharged to a reception facility ashore. Emergencies are the only exception.

(3) 33 CFR Subchapter O establishes three geographic areas, each with its own discharge prohibitions/restrictions:

- Special areas (i.e., Mediterranean, Baltic, Black and Red Sea areas and the Gulf area as defined in 33 CFR 151.13).
- Outside special areas and within 12 nautical miles from the nearest land.
- Outside special areas and more than 12 nautical miles from the nearest land.

(4) 33 CFR Subchapter O also establishes requirements for maintaining an Oil Record Book and the requirement for certain tankers and other ships to have valid International Oil Pollution Prevention (IOPP) Certificates.

19.6.2 MARAD and MSC Directives Governing the Discharge of Oil and Oily Mixtures (All Phases)

Directives to be complied with are a function of who has operational control of a vessel and the phase of a vessel.

MARAD Emergency Response Plan for Oil and Hazardous Materials Spills). MARAD Headquarters, Office of Ship Operations promulgated an Emergency Response Plan for Oil and Hazardous Materials Spills to implement the requirements of 33 CFR Part 153, 40 CFR Part 300, and the FWPCA. The Emergency Response Plan applies to all MARAD personnel, Ship Managers, General Agents, Ship Repair Contractors, and Layberth Operators in the event of an oil or hazardous material spill involving:

- (1) RRF/NDRF vessels at Reserve Fleet Sites,
- (2) outported RRF vessels at layberths,
- (3) RRF/NDRF vessels undergoing repairs at commercial facilities (including activation and lay-up),
- (4) RRF/NDRF vessels under tow.

MARAD Shipboard Oil Pollution Emergency Plan (SOPEP)/ Vessel Response Plan (VRP) These plans have been developed by MARAD Headquarters, Office of Ship Operations, to implement 33 CFR Parts 151 and 155. The SOPEP is to be used for dry cargo vessels under MARAD operational control in waters under USCG jurisdiction, and for all vessels under MARAD operational control in waters other than under USCG jurisdiction. The VRP is to be used for tankers under MARAD operational control in waters under USCG jurisdiction. The Ship Manager shall use the MARAD plans versus corporate plans.

19.6.3 Reporting Oil Spills/Discharges (All Phases)

Reporting procedures for oil pollution incidents vary based on RRF Program phase.

Phases IV, V. Reporting procedures are provided in the MARAD Emergency Response Plan (ERP) for Oil and Hazardous Materials Spills. The ERP applies to all MARAD personnel, Ship Managers, General Agents, Ship Repair Contractors, and Layberth Operators. If a vessel is in Phase IV and underway under its own power, reporting procedures to be followed are found in the Shipboard Oil Pollution Emergency Plan (SOPEP) for dry cargo vessels and the Vessel Response Plan (VRP) for tankers. MARAD's QI's and Alternate QI's have limited authority to obligate funds required to order emergency spill clean-up services under USCG Basic Ordering Agreements (BOAs) in place with various commercial oil spill response organizations. Instructions for utilizing BOAs are contained in the Department of Transportation -- Maritime Administration Headquarters and Regional Offices: How to Order for Clean-up of Oil/Hazardous Material Spills from RRF/NDRF Vessels at Reserve Fleets, Outports, Layberths, or vessels undergoing repairs at commercial facilities or under tow. Notification procedures for oil pollution events are consistent across all MARAD response plans (ERP, VRP, and SOPEP).

A complete list of USCG BOA's by geographic areas and their phone numbers are contained in MARAD's VRP and SOPEP. It is recommended that choosing of an appropriate OSRO with USCG BOA be discussed with the QI or AQI before contacting OSRO for oil spill clean-up and removal assistance.

Phase O. COMSCINST 5090.1B, applies to all RRF ships when operating and 5090.5 CH applies to RRF tankers when operating, and 5090.6 CH-1 applies to all RRF non-tankers when operating under MSC OPGON. The Ship Manager shall comply with these requirements while under MSC OPGON if a spill occurs.

19.6.4 Maintenance of Oil Record Books (All Phases)

Throughout all RRF Program phases, Ship Managers must maintain Oil Record Books (ORB) for each assigned ship as required by 33 CFR 151.25 and COMSCINST 6240.4C. The following is an overview of Oil Record Book related information and procedures. The purpose of the ORB is to record all shipboard oil transfer and discharge operations. An improperly maintained ORB may be used as evidence against a ship suspected of an illegal oil discharge, while an accurately kept ORB could establish a successful defense to an alleged violation.

Oil Record Books printed by the U.S. Government are available to Ship Managers from any Coast Guard Marine Safety Office or Captain of the Port Office. Detailed instructions are contained within each book. Oil Record Books remain the property of the U.S. Government and shall be maintained onboard RRF ships for not less than three years.

Ship Managers of RRF tankers of 150 gross tons and above and each RRF ship of 400 gross tons and above must maintain an Oil Record Book, Part I (Machinery Space Operations). Ship Managers of RRF tankers of 150 gross tons and above must also maintain an Oil Record Book, Part II (Cargo/Ballast Operations).

In the event of discharge or escape of oil from an RRF ship in a prohibited zone, a signed statement shall be made in the Oil Record Book by the officer in charge of the operation and by the Master of the ship, stating the circumstances and the reason(s) for the discharge or escape.

Oil Record Book entries shall be completed on each occasion, on a tank to tank basis if appropriate, whenever any of the following operations occur in RRF ships:

- (1) For machinery space operations (all ships):

- ballasting or cleaning of fuel oil tanks;
 - discharge of dirty ballast or cleaning water from fuel oil tanks;
 - disposal of oily residues (sludge);
 - discharge overboard or disposal otherwise of bilge water which has accumulated in machinery spaces.
- (2) For cargo/ballast operations (oil tankers):
- loading of oil cargo;
 - internal transfer of oil cargo during voyage;
 - unloading of oil cargo;
 - ballasting of cargo tanks and dedicated clean ballast tanks;
 - cleaning of cargo tanks including crude oil washing;
 - discharge of ballast except from segregated ballast tanks;
 - discharge of water from slop tanks;
 - closing of all applicable valves or similar devices after slop tank discharge operations;
 - closing of valves necessary for isolation of dedicated clean ballast tanks from cargo and stripping lines after slop tank discharge operations;
 - disposal of residues.

19.7 GARBAGE AND SOLID WASTE POLLUTION (ALL PHASES)

19.7.1 Regulations Governing the Discharge of Garbage and Solid Waste

Appendix V of MARPOL 73/78, as ratified by The Marine Plastic Pollution Research and Control Act of 1987, and as implemented in 33 CFR 151.51 through 151.77, prohibits and/or restricts ship discharge of garbage and solid waste including plastics. Definitions given in 33 CFR 151.05 are applicable. The regulations address the following topics: special areas, waste management plans (to implement 151.51 to 151.77), placards, reporting requirements, and various discharge restrictions. Refer to 33 CFR 151.51 through 151.77 for detailed information and requirements. . These regulations apply when ships are *operating* in the marine environment but should be complied with as applicable.

Figure 19.1 summarizes requirements defined in 33 CFR 151.66 through 151.75.

Exceptions to these requirements in the event of emergency are given in 33 CFR 151.77.

Garbage Type	Outside Special Areas (33 CFR 151.69)	In Special Areas (33 CFR 151.71)
Plastic (bags, synthetic ropes, fishing nets)	Disposal prohibited (33 CFR 151.67)	Disposal prohibited (33 CFR 151.67)
Dunnage, lining and packing materials that float	Disposal prohibited less than 25 mi. from nearest land and in navigable U.S. waters	Disposal prohibited (33 CFR 151.67)
Paper, rags, metal bottles, glass, crockery and other refuse	Disposal prohibited less than 12 mi. from nearest land and in navigable U.S. waters	Disposal prohibited (33 CFR 151.71)
Paper, rags, glass, etc. comminuted or ground ₂	Disposal prohibited less than 3 mi. from nearest land and in navigable	Disposal prohibited (33 CFR 151.71)

	U.S. waters	
Food waste not comminuted or ground ₂	Disposal prohibited less than 12 mi. from nearest land and in navigable U.S. waters	Disposal prohibited less than 12 miles from nearest land
Food waste comminuted or ground ₃	Disposal prohibited less than 3 mi. from nearest land and in navigable U.S. waters	Disposal prohibited less than 12 miles from nearest land
Mixed garbage types	See Note 3	See Note 3
<p>Note 1: Special areas include the Mediterranean, Baltic, Red, and Black Sea areas and Persian (Arabian) Gulf areas defined in 33 CFR 151.53.</p> <p>Note 2: Comminuted (pulverized) or ground garbage must be able to pass through a screen with a mesh size no larger than 25 mm (1 inch approximately). (33 CFR 151.75)</p> <p>Note 3: When garbage is mixed with other harmful substances having different disposal or discharge requirements, the more stringent disposal restrictions shall apply (e.g., medical waste).</p>		

Figure 19.1 Summary of Garbage Discharge Restrictions

19.7.2 Discharges of Garbage and Solid Waste (All Phases)

The following briefly describes the problem of disposal of plastics in the oceans, relevant legislation and requirements, actions taken by MARAD, actions required by each ship, and actions required by each crewmember when RRF ships are operational.

Definitions

Plastic waste includes styrofoam, nylon, vinyl, polypropylene and other synthetic materials, made from one or more synthetic organic high polymers that normally float when thrown overboard.

Garbage includes non-plastic waste such as food (victual) waste, paper, cardboard, metal, glass, rags, crockery and other similar types that normally sink when thrown overboard.

Garbage includes non-plastic waste such as food (victual) waste, paper, cardboard, metal, glass, rags, crockery and other similar types that normally sink when thrown overboard.

Floating garbage includes non-plastic waste such as dunnage, lining and packing materials that float when thrown overboard.

For more comprehensive definitions of wastes, refer to 33 CFR 151.05.

MARAD RRF vessels shall not discharge overboard into any waters plastics or garbage mixed with plastic, including but not limited to synthetic ropes, nets, and plastic garbage bags. All plastics shall be retained onboard for discharge at a port reception facility.

When MARAD vessels are operating outside of Special Areas (Mediterranean, Baltic, Red and Black Seas, and Persian Gulf North Sea area, Antarctic and the Wider Caribbean region) garbage that has been separated from plastic may be discharged overboard if the distance from the nearest land is more than:

- (1) 25 nautical miles for dunnage, lining and packing materials that float; or
- (2) 12 nautical miles for victual (food) wastes and all other garbage including paper products, rags, glass, metal, bottles, crockery, and similar refuse, except that) such

garbage may be discharged outside of 3 nautical miles after it has been passed through a grinder or communiter to be able to pass through a screen with a mesh size no larger than 25mm.

Mixtures of garbage having different discharge requirements must be discharged in accordance with the more stringent requirement applicable.

When MARAD vessels are operating in Special Areas, all garbage must be retained aboard except victual waste, which can be discharged beyond 12 nautical miles from the nearest land.

19.7.2.1 Ship Manager Waste Management Plan Requirements

There are three type of plastic materials typically taken onboard: plastic items, plastic packaging, and plastic packing materials. Ship Managers must take the initiative to reduce the supply of plastic materials aboard MARAD ships. Plastic packaging should be avoided, particularly for items likely to contain food residues after use, such as milk and juice containers, condiment containers, prepared food containers, etc. . Ship Managers shall incorporate procurement policies for the use of non-plastic substitutes into their commercial procurement procedures. Department Heads shall order non-plastic substitutes where possible for consumable items such as garbage bags, coffee cups and stirrers, etc. Department Heads shall ensure that plastic wrapping and shipping materials are removed to the maximum extent possible from stores and spares prior to receipt onboard. Plastics need not be removed if degradation or damage to the items will result.

Ship Managers shall ensure crew orientation in marine plastic pollution policies and requirements. Placards and notices are to be posted and periodic training conducted. Training must be documented. All crewmembers shall be educated on plastic segregation and collection procedures. All crewmembers shall separate plastic waste from other solid waste and dispose of plastics in appropriately marked containers.

Ship Managers shall incorporate quality assurance controls for waste management into their Quality Management Procedures.

Waste Management Plans

Individual ship Waste Management Plans shall be developed by the Ship Manager and be placed on each vessel when it is activated . Instructions for crewmembers should be an integral part of these plans MARAD will provide and update training videotapes and information plaques for distribution to each vessels.

Ship Managers shall develop a Shipboard Solid Waste Management Plan for each voyage. Each Plan must be in writing and:

- (1) provide for the discharge of garbage in accordance with Annex V of MARPOL 73/78 and 33 CFR 151.51 through 151.77;
- (2) describe procedures for collecting, processing, storing and discharging garbage; and
- (3) designate the Master of the vessel as responsible for carrying out the plan.

Ensure crew support through the chain of command for the Shipboard Solid Waste Management Plan.

Recordkeeping

The Ship Manager will ensure that vessels maintain a Solid Waste Disposal Record in accordance with 33 CFR 151.55. This must remain aboard the ship at all times and for a period of not less than two years.

Placards

The Ship Manager shall ensure that placards are properly displayed aboard the vessel, are in sufficient number, and provide the reader with the information delineated in 33 CFR 151.59. This information includes:

- (1) The discharge of plastic or garbage mixed with plastic into any waters is prohibited.
- (2) The discharge of all garbage is prohibited in the navigable waters of the United States and, in all other waters, within 3 nautical miles of the nearest land.
- (3) The discharge of dunnage, lining and packing materials that float is prohibited within 25 nautical miles of the nearest land.
- (4) Other unground garbage may be discharged beyond 12 nautical miles from the nearest land.
- (5) Other garbage ground to less than one inch may be discharged beyond 3 nautical miles of the nearest land.
- (6) A person who violates these requirements is liable for a civil penalty for each violation, and the criminal penalties of a Class D felony.

Notifications

The Master of a vessel shall notify the port or terminal at least 24 hours prior to arrival, of the name of the ship and the estimated volume of garbage requiring disposal, if any of the following types of garbage are to be discharged:

- (1) garbage regulated by the Animal and Plant Health Inspection service
- (2) medical wastes
- (3) hazardous wastes

Other Considerations for Controlling Garbage

The Ship Manager shall ensure that all garbage is handled and disposed of in accordance with the promulgated regulations. Records must be maintained for discharges of garbage to the sea as well as (receipts) for garbage discharges to port reception facilities. All crewmembers shall ensure that no plastic trash bags are disposed of overboard. Any trash disposed of over the side shall meet Annex V requirements and be in paper trash bags. In the case of discharges to port facilities where the garbage is transported by shipboard personnel, the Ship Manager must ensure that the garbage is properly deposited into the port or terminal's reception facility. Ship Managers shall use shoreside dumpster service when available. Timing of the pickup schedule will vary depending upon the amount of food-contaminated waste generated and weather conditions. When returning from a foreign port a special handling may be required because of Department of Agriculture rules.

Shipboard equipment required for treatment of ship-generated garbage must be operable; this equipment includes incinerators, grinders and comminuters. Ship Managers shall issue instructions on the use and maintenance of comminuters, garbage grinders, pulpers, trash compactors and/or incinerators. The Chief Engineer shall ensure that all solid waste management equipment is properly maintained and in working order. Particular attention should be given to all food service grinders/pulpers and trash compactors.

Designate a ship's officer as the Plastics Waste Control Coordinator in charge of managing plastics waste. The name of the officer and designation shall be in writing with a copy to the officer and a copy to the ship's file.

Adequate facilities shall be provided for segregation and retention of plastics. The best approach to ensure compliance with segregation requirements is to provide separate

containers (trash cans) for plastic and non-plastic waste at the source (where the waste is generated, such as work spaces, berthing areas, galley, etc.).

- Mark the cans clearly.
- Line cans appropriately, with plastic liners for plastic only, with paper liners for non-plastics.
- For plastics contaminated with food, have a separate container. Remove all liquids and collect daily. Remove as much food as possible from plastics before mixing with other plastics.

Determine the best storage locations for plastic waste, and document how long it takes to fill each location with plastic refuse. Issue instructions in the shipboard solid waste management plan for the collection of refuse from each location.

The type and amount of onboard storage space dedicated to plastic waste will vary depending upon whether or not the ship has a trash compactor or incinerator, and the ship's operational area. Ships on short-term operations shall address waste management BEFORE departure. Vessels without a trash compactor or incinerator may use a refrigeration container. Vessels with trash compactors/incinerators shall use them (but dispose of the ash in accordance with the applicable regulations).

While most vessels will store non-food plastics in an easily accessible area, near the ship's fantail for later disposal in port, special storage precautions shall be taken on ships with VERTREP capability.

19.7.3.1 Ship Manager Medical Waste Requirements within Waste Management Plans

The U.S. Public Vessel Medical Waste Anti-Dumping Act prohibits public vessels from dumping medical waste into oceans during peacetime, except under emergency conditions. Medical waste, although not generated in large quantities, is considered shipboard waste and must be included as part of the vessel's Waste Management Plan. For the purposes of this section, medical waste can be divided into two broad categories: potentially infectious waste and "other" medical waste. Either type may contain plastic. Potentially infectious waste is waste exposure to which could result in an infectious disease. Examples of potentially infectious waste generated aboard RRF ships includes:

- Isolation wastes -- generated by patients placed in isolation to protect others from communicable diseases.
- Sharps -- includes hypodermic needles, syringes, scalpels, pipettes, broken glass and other medical instruments that have come into contact with infectious agents during patient care or laboratory research.
- Blood -- includes waste blood, serum, plasma and the products and components of blood.

Other medical waste is defined as disposable medical equipment and material which do not fall into the categories listed above, such as medication dispensing containers, packing materials, etc.

Waste Management Plan Requirements

Potentially infectious waste shall be suitably packaged, stored separately from other wastes, and disposed of ashore in a manner that meets with local regulations and does not pose a potential risk to public health and welfare. State regulations govern the disposal of medical wastes.

Before entering a port, Ship Managers shall prepare a message to the ship's agent detailing the type of potentially infectious waste intended for disposal so that proper

arrangements shall be made in advance. Other medical wastes shall be segregated into plastic and non-plastic and disposed of properly.

Dispose of controlled substances such as narcotics IAW TE-5.

Notifications

The Master of a vessel (per 33 CFR 151.65) shall notify the port or terminal at least 24 hours prior to arrival, of the name of the ship and the estimated volume of garbage requiring disposal, if any of the following types of garbage are to be discharged:

- (1) garbage regulated by the Animal and Plant Health Inspection service
- (2) medical wastes
- (3) hazardous wastes

19.7.3.2 Reporting Requirements for Phase O -- MSC OPCON

The applicable directive for Phase O is COMSCINST 6240.4C Military Sealift Command Environmental Protection Program (Phase O). This basic instruction as well as enclosures (1) and (4) apply to RRF ships when operating under MSC OPCON. Enclosure (1), paragraph 1.e. "Other Ship Wastes" applies to RRF ships.

Note: COMSCINST 5090.2, Disposal of Plastic, Medical and Other Waste in a Marine Environment (which implements MARPOL 73/78 requirements) only applies to USNS civil service manned ships and not RRF ships.

19.8 AIR POLLUTION (ALL PHASES)

19.8.1 Regulations Governing Air Pollution (All Phases)

Air pollution regulations vary from state to state. The Ship Manager shall be knowledgeable in the applicable air pollution requirements. The more common local in-port ordinances require:

Air pollution regulations vary from state to state. The Ship Manager shall be knowledgeable in the applicable air pollution requirements. The more common local in-port ordinances require:

- (1) the prohibition of smoke emission that has a darker shade than Number 1 on the Ringelmann Smoke Chart for a period greater than three minutes in a consecutive 30-minute period, or an opacity greater than 20 percent, exclusive of water vapor; and,
- (2) the prohibition of blowing boiler tubes that would result in excessive quantities of soot being deposited on the local harbor and shore area;
- (3) restrictions on liquid bulk-fuel transfer operations that result in hydrocarbon emissions.
- (4) restrictions on the use of shipboard incinerators, or the need for a permit to operate the incinerator in port.

The Ship Manager shall be aware of the port requirements as they apply to air pollution sources aboard ships.

Asbestos has been determined to be a hazardous air pollutant. The Ship Manager shall insure that asbestos abatement activities are carried out in accordance with applicable laws and regulations. This includes insuring that abatement contractors use properly trained personnel and that the contractor utilizes techniques for controlling the emission of asbestos fibers to the atmosphere during the abatement activity as well as during the storage for disposal process. The Ship Manager shall provide to the COTR a copy of

laboratory analyses that documents that asbestos was found during a repair activity. A copy of completed disposal manifests shall be provided as well. All persons are cautioned that asbestos may be found on pipes, ducts, boilers, tanks, reactors, turbine furnaces, structural members, etc., or in holds or compartments of RRF ships.

19.8.2 Directives Governing Air Pollution (All Phases)

No separate air pollution directive has been promulgated by MARAD Headquarters. However, the following shall be considered:

- (1) Ship Managers, Masters and Chief Engineers will familiarize themselves with pertinent local and state regulations governing air pollution and will comply with these requirements.
- (2) MARAD Region COTRs and Marine Surveyors will be familiar with pertinent local and state air pollution ordinances, and will periodically monitor RRF ship conformance to these regulations.

COMSCINST 6240.4C, Subj: Military Sealift Command Environmental Protection Program (Phase O). The basic instruction as well as enclosures (1) and (4) apply to RRF ships when operating under MSC OPGON. Enclosure (1), paragraph 2. Air Pollution Control applies to RRF ships when under MSC OPGON.

19.9 NOISE POLLUTION CONTROL (ALL PHASES)

19.9.1 Regulations Governing Noise Pollution (All Phases)

Local area noise pollution laws vary from one port to another. Though not a visible environmental pollutant, noise is irritating and may have a harmful effect physical effect on personnel.

19.9.2 Directives Governing Noise Pollution (All Phases)

No separate noise pollution directive has been promulgated by MARAD Headquarters. However, the following shall be considered:

- (1) Ship Managers and Masters and Chief Engineers will familiarize themselves with pertinent local and state regulations governing noise pollution and will comply with this these requirements.
- (2) MARAD Region COTRs and Marine Surveyors will be familiar with pertinent local noise pollution ordinances and will periodically monitor RRF ship conformance to these regulations.
- (3) Crewmembers shall use protective equipment to prevent injury when exposed to noise pollution..

There are no applicable MSC noise control directives that apply to RRF ships under MSC OPGON.

19.10 BALLAST WATER AND SEDIMENT DISCHARGES

MARAD vessel Masters will comply with IMO's "International Guidelines for the Control and Management of Ships' Ballast Water to Minimize the Transfer of harmful Aquatic Organisms and Pathogens adopted November 1997. ". Ballast water management guidelines can be found in 33 CFR 151 Subpart D: Ballast Water Management for Control of Nonindigenous Species in Waters of the United States.

The ballast water management guidelines provide voluntary precautions for ballast water uptake and discharge for the purpose of avoiding the transfer of harmful aquatic organisms from waterway to another. Subpart D also provides mandatory ballast water management requirements that include notifications, record keeping and ballast water management alternatives. Alternatives include retention of ballast water, exchange of ballast water at sea, management of sediments and discharge of ballast water to reception facilities ashore.

19.11 The Ship Manager shall also insure that applicable state regulations pertaining to the management of ballast water are complied with. *BUNKERING REQUIREMENT*

MARAD has developed a bunkering video and bunkering checklist that will be included in the Standard Administrative Cabinet ("Yellow Cabinet") aboard all RRF vessels.

Ship Managers will be required to instruct all crew members participating in the bunkering of an RRF vessel or internal fuel oil transfer for purposes of stability, trim or ballasting to view the bunkering video prior to initiating these processes and to use the checklist to substantiate that all steps therein that apply to the bunkering/internal transfer are executed and checked off.

The bunkering checklist is laminated to allow for continuous use with an accompanying grease pencil. The viewing of the bunkering video and use of the bunkering checklist must be logged.

Maritime Administration

**RRF
Program**

BUNKERING CHECKLIST

These preparations do not exclude procedures and contingency plans contained in MARAD Response Plans and the SOPEP.

Date Bunkered _____ Port Bunkered _____
 Bunker Supplier _____ Type/Quantity _____ / _____
 Max, Pumping Pressure _____ Max Flow Rate _____

Initial Preparation

- Ensure all personnel are aware of intention to bunker and are familiar with emergency response procedures. Warn personnel not to conduct burning or hot work during bunkering.
- Discuss bunkering plan and tank sequence with ship's personnel.
- Close and lock all associated overboard discharge valves.
- Close and blank all unnecessary manifold valves/connections.
- Ensure overflow tank is empty. Pump down if necessary.
- Deploy oil spill containment boom. Record and report existing oil slicks near the ship.
- Ensure all bunker tank air pipes are open and unblocked.
- Plug deck scuppers. Make sure drip pans are empty and plugged.
- Check bunker stations for integrity. Equip with new gaskets. Ensure there is a bolt in every hole.
- Stage wrenches at bunkering stations. Prepare emergency wrench kit (crescent, allen, spline wrench)
- Check operation of deck crane, if applicable.
- Display Bravo flag during day operations or all round red mast light by night. Avoid night operations if possible.
- Check that all high-level alarms are operational.

- Post minimum ullage readings for bunkering at each sounding tube.
- Place diesel cans, rags, tapes at sounding tubes. Pour diesel down sounding tubes.
- Check valve meters, indicators or automated valve system, if applicable.
- Stage portable fire extinguishers/sorbents/oil spill clean-up equipment at key stations.
- Post warning signs, particularly "No Smoking" sign and "No Burning or Welding During Bunkering" sign.
- Prepare sample bottles supplied by oil Analysis Company. (2 bottles for each type of fuel).
- Test and distribute communications equipment.
- Ground cable for bunkering hoses.
- Conduct pre-bunkering soundings.

Prior to Bunkering

- Inspect condition of hoses and couplings. Ensure hose is of sufficient length.
- Ensure hose weight does not exceed SWL of lifting gear. Ensure correct number and specifications of delivery hose(s).
- Conduct pre-bunkering conference with bunkering crew and vendor representative.

Discuss and agree on:

___ Bunkering Plan ___ Emergency response procedures ___ Emergency shutdown procedures.

___ Quantity, quality & type of fuel to be delivered ___ Maximum pumping pressure
___ Measurement units (metric tons, cubic meters, barrels, etc.)

- Establish communication link between ship and supplier Agree on signaling system with supplier:

___ Commence pumping. ___ Reduce pumping rate. ___ Cease pumping.

___ Emergency Stop.

- Ensure paper work is in order. Declaration of Inspection signed.
- Place drip containers under hose couplings, flanges and vents.

During Bunkering

- Commence bunkering at minimum pressure.
- Monitor supply line pressure (where applicable ___ Examine hose connections for leakage.
- Reduce pumping rate and/or open next tank before topping up. ___ Close valves as each tank completed.
- Witness date, jointly countersign and retain sealed bunker samples.
- Ensure sufficient ullage in final tank for hose draining/line blowing.
- Notify supplier when final tank is reached.
- Give supplier timely warning prior to finish of fuel loading so they can reduce pumping rate and stop pumping.
- On completion of bunkering drain hoses and close all filling valves.

On Completion of Bunkering

- Take tank ullage/soundings and calculate amount received.
- Ensure all hoses are fully drained.
- Close and blank off manifold connection. Blank off disconnected hose couplings.
- Re-confirm all bunker line and tank filling valves are secured.
- Re-confirm all bunker tank ullages/soundings. Verify all bunker receipt details are correct.

If discrepancy exists between delivering and receiving figures, file Protest letter.

Note: Hiring an independent cargo surveyor/inspector can help avoid disputes and ensure specified fuel delivery.

Make appropriate entries in engine room and Official Log Books. Make entries in oil Record Book.

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22. SEA TRIAL GUIDELINES

(REV 10/96)

INTRODUCTION

The requirement to maintain the RRF in a high state of readiness creates an on-going need to sea trial RRF vessels in order to confirm their material condition and readiness for activation and sustained operation. This makes the Sea Trial Program critical to the continued success of the RRF program.

To the extent possible, and subject to the availability of funds, sea trials will be conducted annually on all ROS-4 vessels; biennially on ROS-5 and RRF-10 vessels; every 5 years on RRF-20 vessels; and on vessels returning from operational missions.

The Headquarters sea trial team will be reduced to a single participant, to the extent possible being the Type Desk individual assigned to the specific RRF vessel to be trialed. A list of qualified alternates has been developed to provide substitutes when the type desk is unavailable. Concurrently, efforts to reduce data collection requirements, utilize current computer technology, and improve the report format to expedite completion of the Sea Trial Report are continuing.

SEA TRIAL COORDINATOR

Sea Trial scheduling is the responsibility of MAR-613. The Sea Trial Coordinator is also responsible for assisting the Type Desk with finding a substitute when necessary, and the distribution and archiving of Sea Trial reports.

The Sea Trial Coordinator will distribute a schedule of upcoming sea trials and Type Desk assignments weekly to participants. In addition, when the schedule is confirmed, points of contact, vessel location, Ship Manager/General Agent information and previous trial reports, will be provided to the respective Type Desk or substitute.

TYPE DESKS

Type Desk assignees are tasked as the sole Headquarters sea trial participants for their assigned ships. Type Desk administration will be the responsibility of MAR-611. Occasionally, due to other work or personal commitments it will be necessary to find a replacement for the Type Desk designee, and a list of qualified alternates has been provided. The Type Desk as single participant approach makes it necessary for the participating Region Surveyor and Ship Manager/General Agent's Port Engineer to play a more active role in the sea trial than in the past.

Commander, Military Sealift Command's reorganization has tasked their local representatives with becoming familiar with each RRF vessel and to participate in sea trials. Region Surveyors will coordinate such MSC participation. In addition, observers

from TRANSCOM, N-42, or other RRF-interest organizations will be permitted if accommodations allow. Requests will be coordinated with the Region Surveyor.

Travel arrangements, orders, and related matters are the responsibility of the individual trial team member. Travel orders will use RRF accounting codes.

Type Desks are responsible for finding a replacement when their assigned trial conflicts with other work assignments or personal plans. In the event a Type Desk is unable to find a replacement, the assistance of the Sea Trial Coordinator should be requested.

ADVANCE PREPARATION

The Type Desk or alternate will arrange with the Region Surveyor to collect as much data for the sea trial report forms prior to the commencement of the trial as practical. Standard administrative items, such as the various manuals and instructions, should be collected at one location to facilitate check-off lists.

The Region Surveyor will prepare a draft schedule showing the proposed timetable and sequence of the various tests for approval by the Type Desk.

SEA TRIAL REPORTS

Sea Trial Reports are due as soon as possible, but no later than four weeks, after the sea trial is completed. The Sea Trial Coordinator is to be informed of any delays that prevent complying with this requirement. In view of the reduction of the sea trial team, data collection will be shared between the Type Desk, or alternate, and the Region Surveyor, with the Port Engineer, vessel s crew, and MSC representative utilized as much as possible.

Sea Trial Reports will consist of the standardized Sea Trial Report Microsoft Word format, with a "narrative" section summarizing the trial events; a conclusion section providing an opinion as to the vessel s status; a trial finding summary and remarks section providing comments on major ship systems and inspected areas; the forms containing data collected during the trial; the technical vibration, thermography and engine analysis reports; plus other reports pertinent to the condition of the vessel.

The various technical data collection forms and associated supporting material may be submitted in legible handwritten form.

The completed report with original attachments will be delivered to the Sea Trial Coordinator, who will check it for completeness, and then forward it to MAR-611. After review and annotation of any specific concerns, MAR-611 will forward the report to MAR-610 who will return it to the Sea Trial Coordinator for copying, distribution and follow-up action as required. The original report will become the official file copy. The Sea Trial Coordinator will forward copies of the Sea Trial Report to the Region Surveyor via the SOMO, the Port Engineer via the Ship Manager.

TECHNICAL SUPPORT

Methods and procedures for conducting engineering tests will be provided by MAR-611.

SEA TRIAL SCHEDULING

Sea trial schedules evolve from MAR-611's annual work plan and will be finalized by the attending Region Surveyor, who will communicate the proposed date of trials to the Sea Trial Coordinator.

The Sea Trial Team Leader should be in direct contact with the attending Region Surveyor a week prior to the scheduled trial date and based on the most probable sailing time to decide when the Trial Type Desk/Alternate should arrive.

The Region Surveyor and the Ship Manager's Port Engineer will arrange for ROS personnel to be part of the sea trial operating crew. This continuity of key personnel will make a significant contribution to the success of trials and subsequent activation and operation. When there is no ROS crew, the Ship Manager/General Agent should carefully screen the senior licensed individuals provided by the unions before accepting them as crew members.

PRE-TRIAL CONFERENCE

The Type Desk/Alternate will hold a pretrial conference with the key trial attendees, including the Master and Chief Mate, Chief and First Assistant Engineers, Ship Manager's Port Engineer, Region Ship Surveyor, plus the vibration, thermography and engine analysis technicians, and other Trial participants as appropriate.

The conference will establish an agenda for trial events and the plan for the schedule sequence. It also will provide time to air any concerns and discuss any constraints. The conference should present a clear picture of scheduled tests, inspections and other requirements, and each participant's specific role in the process. All key personnel will be requested to maintain a deficiency list and other notes and provide input at the post-trial conference.

Trial Team will schedule as many tests as possible prior to sailing. Although limited due to the vessel's activity immediately prior to sailing, accomplish such tests as the simultaneous lifting of the anchors when served by a single motor, cargo gear testing (cargo gear not tested prior to sailing is to be tested upon return from sea trial), and observation of watertight door and ramp operation.

POST-TRIAL CONFERENCE

A post-trial conference will be scheduled with the same attendees as at the pre-trial conference. A round table format, including input from the vibration, engine analysis and thermography technicians, works best.

NOTEBOOK COMPUTERS

There are six notebook computers available to take on sea trials to expedite compiling the sea trial reports.

DATA COLLECTION

Forms will be provided to the Type Desk/Alternate by MAR-612 (John Wiegand) for the collection and recording of trial data and test results. In many cases, items will be listed in a simple "sat/unsat" check-list format. This data may be maintained in handwritten form and will become worksheets for the Sea Trial Summary Report.

SPECIFIC TEST AND DATA COLLECTION ITEMS

(The following descriptions follow the order in which the items appear in the Sea Trial Report format for ease of cross-reference.)

1. ADMINISTRATION

A. Publications and Instructions

For ROS vessels, an overall assessment should be made of the attention to general administration given the vessel by the Ship Manager's Port Engineer, the Chief Mate and Chief Engineer.

Vessels should have the MARAD-issued RRF Operations Management.

The Shipboard Oil Pollution Emergency Plan for cargo ships, or the Vessel Response Plan for tankers, should be sighted, including the original signed USCG letter of approval, as this is now a COI item.

A checklist for other items that should be sighted, such as MARAD safety training videos and equipment, COMSC Operating Instructions, Public Vessel certificate, etc. is included in the data collections format.

(The following items are not in the checklist and deficiencies or other comments noted in the remarks section as appropriate)

B. Habitability

All crew members and supernumeraries in attendance during the sea trial should be requested to note their general assessment of the accommodations, and any problems will be noted in the report. Particular attention should be paid to toilet, shower and washing facilities, and the condition of furniture and fittings. Habitability survey forms are no longer required. Observe the condition of common spaces, lounges, messrooms, etc. and document observations. Overall impressions and specific problems will be noted in the report.

C. Preservation and Coatings

The overall condition of the hull, deck, topsides and cargo hold paint coatings will be observed and an assessment included in the sea trial report.

Proper painting of the cargo spaces should include proper safety, location, and permissible cargo size and weight information stenciling.

D. Lifesaving Equipment

The USCG lifeboat test will be observed if held, and the condition of the lifeboat motor and launching equipment noted. Proper capacities and the general condition and state of

preservation plus the test dates for renewal of falls and life-rafts should be noted and reported if at or near expiration.

E. Drawings and Technical Manuals

The library of engineering drawings, instruction books and technical manuals will be reviewed for completeness and any critical shortages noted for action.

F. Reserved.

2. AHEAD FULL POWER TRIAL

The ship is to be operated at the maximum safely obtainable speed for a continuous period of 16 hours, after steady conditions have been attained. For the full power run to be considered successful the vessel should attain at least RRF maximum speed. Upon mutual agreement of the sea trial participants the power run may be shortened but in no time will be less than 8 hours. Particular note of elevated bearing temperatures, exhaust temperatures, vibration, or other abnormalities, should be made. Accurate collection of fuel consumption rates is important.

Ship speed shall be checked during the Full Power Run. Speed over the ground shall be averaged over approximately one (1) hour on a course that minimizes the effect of current seas and wind. The vessel shall then make a very gradual turn to minimize loss of speed and proceed over the same ground on a reciprocal course for approximately one (1) hour. Speed over ground shall again be averaged. Trial speed is the average of the two runs.

Power shall be measured by the most reliable means available. Where multiple sources are available, all shall be recorded. Suggested methods of measuring or estimating power;

Diesel Ships: Fuel rack position
Electronic diesel analysis
Firing pressures

Steam Ships: 1st stage press & vacuum (from graph in turbine instruction book)

All Ships: Shaft Horsepower meter
Shaft RPM vs Horsepower (FP propeller)
Pitch vs Horsepower (CP propeller)
Ship speed vs Horsepower

Fuel consumption shall be measured using the installed fuel oil meter(s). On diesel ships separate meters are often provided for main engine supply, return, aux engines and boilers. Fuel system diagram should be checked to determine what the meters are actually measuring. Voyage logs should be checked to determine if a correction factor has been applied to the meter in the past. As a backup or in cases where fuel meters are known to be inaccurate, tank soundings may be used. Malfunctioning meters should be re-calibrated or replaced.

3. AHEAD STEERING TEST

The ahead steering test will be conducted during the full power run. The Master will have the final word on when this test will take place. Good communications between the bridge and the steering gear room are vital and must be tested prior to the commencement of maneuvers.

With the ship proceeding ahead at full power run horsepower, the wheel will be moved at the maximum rate as follows: (1) midships to hardover right and held for 10 seconds; (2) hardover right to hardover left and held for 10 seconds; (3) hardover left to hardover right and held for 10 seconds; and (4) hardover right back to midships. Hardover rudder shall mean 35 degrees unless otherwise indicated by the Master. After the ship's speed has been restored, switch the steering power unit and repeat the tests. Times for each segment will be recorded and compared to the satisfactory standard rate of hardover-to-hardover in 26 seconds.

The auxiliary means of steering will be demonstrated from the steering engine location by moving the rudder through the above motions by use of the trick wheel but without the need for timing to meet a standard time.

There should be one trial team member on the bridge and one in the steering engine room to record data and observe general performance, and watch for hydraulic leakage and vibration.

4. QUICK REVERSAL FROM AHEAD TO ASTERN

The quick reversal from ahead to astern is designed to demonstrate the ship's ability to stop and gain stern way in an emergency. The Trial Team Leader, Region surveyor and Chief Engineer should reach agreement on propeller RPM ahead, astern, and maximum acceptable low pressure turbine casing temperature for steam vessels prior to the start of the evolution. General guidelines are as follows:

- a. When agreed safe by the Master and Chief Engineer, the ship will come to full ahead (maneuvering turns).
- b. The Master will confirm that the ship's speed approximates the RPM ordered and that it is safe to commence the test.
- c. The Chief Engineer will verify readiness to conduct the test.
- d. The bridge will order full astern and record the time of order, time at zero RPM, time at full astern, and time to stop the vessel.
- e. The engine room will come to full astern (maneuvering) when ordered and maintain propeller RPM for 15 minutes or until the test is terminated by the Chief Engineer.
- f. The ship will then be returned to full ahead (maneuvering).

Engine room observers will take note of boiler water levels, excessive stack smoke, LP turbine casing temperature and the ability to maintain vacuum in the main condenser.

The quick reversal from ahead to astern should be closely followed by the astern endurance and astern steering tests, assuming an absence of navigational constraints.

This provides continuity and is more efficient than segmenting the three tests. These tests also require close coordination between the bridge, engine room and steering gear room.

5. ASTERN ENDURANCE TRIAL

There is always concern with possible damage to the LP turbine, bearings and gears. If the temperature exceeds 400 F at the low pressure casing, the stern endurance test can be terminated at the discretion of the Chief Engineer.

6. ANCHOR WINDLASS TEST

The anchor windlass test will substantiate the capability of each windlass motor to lower, hoist and hold the anchor and chain as follows. First, each anchor is to be lowered under power to just below the water's surface to test the brake and then raised until clear of the water. Second, each anchor and one shot (90 feet) of chain is to be dropped under the control of the hand brake and then raised to the hawse pipe.

The time should be recorded and compared to the satisfactory standard for hoist speed of 30 feet per minute, which can be measured as three minutes to raise the anchor from the time the one-shot marker breaks the surface to the point when the anchor swivel breaks the surface.

Note should be made of any tendency for the chain to jump whelps on the wildcats during braking, signs of excessive vibration at the foundations, loosening of any holding bolts, steam-line leaks, condition of levers and brake wheels, painting and marking of the chain, etc.

The simultaneous hauling of both anchors is not required if the vessel is equipped with separate windlass drives or motors. It is prudent to conduct the simultaneous anchor lift at the berth prior to sailing whenever possible.

7. BOW AND STERN THRUSTERS

Bow and stern thrusters shall be operationally tested. If lack of submersion prevents the test, request the Region Surveyor provide information concerning the most recent operation of the thrusters and their repair history for inclusion in the sea trial report.

The thruster tests consist of moving the bow/stern without engine or rudder assistance. The test should be conducted with the vessel stopped and headed into the wind. The thruster control is to be positioned for maximum thrust to swing the bow/stern to the left/right of the ship's heading.

The satisfactory standard will be 30 degrees within 10 minutes. If less than satisfactory the test should be terminated at the ten minute mark and the degree of swing within the interval recorded.

8. AUXILIARY SYSTEMS

The condition of the galley equipment, steward's stores spaces, and refrigeration system in operation will be noted. This may not be possible if the sea trial is catered, but a thorough inspection is still required.

The condition of the HVAC system is very important. In many cases the A/C systems have been enhanced or replaced to provide better living conditions for the crew. The cargo ventilation systems will be verified, in particular for RO/ROs. Freight and passenger elevators will be proven operational. The balance of pumps and systems will be checked and proved operational. MSD system operation and oily water separators are also significant items to be checked.

The electrical generating system, including SSG's auxiliary engines, switchboards, wiring, parallel operation and emergency generators will be proven operational. Ship's lighting, including house internal/external, main deck cargo working areas, cargo spaces, engine room spaces, storerooms and lockers will be checked for adequacy. Sound powered phone systems will also be tested.

Where auxiliary machinery has port/starboard or other backup system, the units should be switched over midway through the ahead full power run.

9. LOGISTICS

The adequacy and condition of stowage of the spare parts onboard and the date of the most recent inventory (including the inventory accuracy percentage) will be noted. In addition to the comments in the sea trial report, all discrepancies should be brought to the attention of MAR-614.

10. OIL ANALYSIS PROGRAM

This check-off determines if the fleet wide oil analysis program is being properly conducted. Determine if it being conducted by a commercial oil supplier or the MARAD fleet wide contractor if a regular schedule is observed for sampling and testing.

11. WATER TREATMENT PROGRAM

This check-off determines if the fleet wide water treatment program is being properly conducted. Determine if it is being conducted by a commercial supplier or the crew and if a regular schedule is observed for sampling and testing.

12. DISTILLING PLANT

Comparison of actual fresh water production to the manufacturer's stated capacity provides the standard for analysis. Trial team will observe water production under normal steaming conditions for a long enough period to determine the reliability and output capacity of all of the distillers on board. Distiller test should be of at least 6 hours duration and is normally conducted during the full power run. (The power may be required to achieve capacity on jacket water heated distillers.)

13. NAVIGATION EQUIPMENT

Test each piece of navigation and bridge equipment aboard and note findings in the checklist. The most common deficiencies are with radar tuning and clarity, malfunctioning weatherfax, inoperative bridge alarms, and rudder angle and RPM indicators.

Obsolete and non-operative/non-required equipment should be noted for removal.

14. COMMUNICATIONS EQUIPMENT

The condition of communication equipment will be assessed by requiring that the radio operator or a service technician test all equipment and then having a follow-up discussion regarding deficiencies and any recommended upgrades or other changes to enhance the ship's communications capability in accordance with MSC opcon requirements.

The vessel should have the new 1996 FCC form Cargo Ship Safety Radio Certificate validated and posted. The validity date of the Ship Radio Station License should be noted, however under the revised 1996 FCC rules, renewal licenses will not be issued to public vessels. EPIRB registration and battery life expiration dates should be checked.

15. MOORING EQUIPMENT

Operation and condition of the mooring equipment, including winches and lines, will be observed and any deficiencies noted.

16. CARGO GEAR

Satisfactory operation of the cargo gear is indicative of the vessel's mission readiness. Time permitting, trial teams are encouraged to witness the operation of cargo gear prior to the vessel embarking on the sea trial. There is a specific section in the format for each ship type as follows:

A. RO/RO

All hydraulic watertight cargo doors, external and internal ramps, side ports, and stern doors will be operated. Note any problems with dogging and locking. Close inspection should be made of the hydraulic cylinders, hoses and rams for indications of leaking.

All cargo hold fans and ventilation systems should be run. The complement of forklift trucks and other mechanized equipment will be inventoried and the Chief Mate requested to provide operational testing. The cleanliness and lighting of the holds, and an inventory and condition of securing and lashing gear will be noted. The dates of ramp weight tests and certifications should be noted.

B. Breakbulk

All booms (with the exception of the heavy lift, as generally there is insufficient time to rig and test), will be swung to substantiate that they are operational. Careful attention to the condition of the wire rope running rigging, stays and vang is of paramount importance, and any deterioration should be noted.

All hydraulic hatch covers will be opened and closed and careful attention should be given to hydraulic leaks, warped hatch covers and functioning of safety hooks.

The condition of the holds will be noted with regard to cleanliness, presence of water, steel deterioration, and safety items such as lighting, and access ladders.

C. SEABEE

Transporters/Elevators on the SEABEE vessels are a major area of concern due to the complicated nature of this equipment and its related power system. Both port and starboard transporters will be demonstrated and run the full length of a deck and back to stowed position. The port and starboard dollie jacks will be raised and observed in an empty barge space to verify operation. Periodically, the barges will be moved to the elevator and floated-off, reloaded and restowed. The Region Surveyor should be consulted regarding the last time this was done and the test scheduled if due.

The elevator will be lowered and raised to securing position. The make-up rails will also be exercised. Witness/inspect guillotine door operation and physical condition.

D. LASH

The gantry cranes will be operated along with peripheral devices such as limit switches, controls, and stowage/securing devices. The barge handling and positioning systems will also be proven operational. All hydraulic hatch covers will be exercised.

E. OPDS Tanker and point-to-point Tanker

All pumps will be operated and all suction and filling valves will be exercised whenever possible to ensure they are not frozen. Manifold valves in particular will be tested. HPU will be operated and all conduit reels tested.

F. Crane Ship (TACS)

T-ACS 1-3 vessels are outfitted with Lake Shore cranes which are electrically powered. The crane motors and winches are all electric. The analog controls were built by General Electric. For T-ACS 1-3 all crane luff wires are to be inspected for wear by observing the internal pay-out/pay-in of the luff wires on then winch drums during crane boom exercising through an entire arc.

T-ACS vessels 4 through 10 are outfitted with Hagglund cranes which are electro-hydraulically powered. Certain crane components were manufactured by Intercontinental Engineering Manufacturing Co. The crane motors and winches are hydraulic which are in turn powered by pumps driven by electric motors.

All cranes are to be proven operational. The cranes are to be rotated to the maximum possible extent and crane booms are also to be exercised to maximum practical extent. During the exercising of the cranes the operator cab controls and the rider block tagline system (RBTS) are to be proven operational. For T-ACS 4-10 all analog motor controllers are to be proven operational.

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23. COMSC INSTRUCTION 4626.

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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 4626.1B
PM5
3 JANUARY 1997

COMSC INSTRUCTION 4626.1B

Subj: ACTIVATION AND OPERATIONAL TEST OF READY RESERVE FORCE (RRF)
SHIPS

Ref: (a) Memorandum of Agreement, Department of Defense and
Department of Transportation for Administration of the Ready
Reserve Force

Encl: (1) Sample Transfer of OPCON message
(2) RRF Test Activation Quick Look

1. Purpose. To provide guidance and procedures to be implemented following notice of activation of RRF ships for contingencies or for tests in accordance with reference (a).

2. Cancellation. COMSCINST 4626.1A

3. Background. RRF ship activations are conducted as follows:

a. Contingencies and Exercises. Initiated by MSC to meet surge lift requirements,

b. Test Activations. MSC initiated with no prior notice (*no-notice*) in order to test the ability of the ships to meet established activation time frames, and

c. Maintenance Activations. Maritime Administration (*MARAD*) initiated as part of routine maintenance and scheduled upkeep periods.

4. Responsibilities.

a. For Contingencies or Exercises

(1) *MARAD* will provide a RRF ship ready for sea (*RFS*) in the applicable time frame of 4-, 5-, 10- or 20-days. This activation time frame may be extended by DOD to minimize costs and when the load date allows for the extension.

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(2) The appropriate MSC Area Commander will accept operational control of an RRF ship when MARAD determines the ship is RFS and will provide sailing orders and conduct briefings for key shipboard personnel similar to that provided for new time charters. Enclosure (1) provides a sample message from MARAD completing the transfer of OPCON.

(3) When possible, the MSC RRF Surge representative will observe sea trials for those ships that require trials as follows:

(a) ROS4 ships: no sea trial required.

(b) ROS5 ships: a sea trial is required when the interval since the last sea trial exceeds 12 months.

(c) RRF10/20 ships: a sea trial is required unless waived by MSC. A waiver may be granted if the ship has undergone a successful sea trial observed by MSC within the last 12 months.

b. For Test Activations

(1) The MSC RRF Surge representatives (*Atlantic Region, Gulf Region or Pacific Region*) or the MSC Far East (*MSCFE*) for those ships layberthed in Japan will observe and evaluate RRF test activations and sea trials. A grade of Satisfactory will be awarded when a RRF ship completes the test activation on or before the readiness time frame and is declared ready for sea.

(2) Following the activation, the Surge representatives or MSCFE will submit to COMSC (PM5) via cc:Mail or fax:

(a) within five (5) days after the ship is accepted as RFS, a "quick look" report in the format provided as enclosure (2), and

(b) within fifteen (15) days after completion of the activation, a narrative report on the ship's operations and redelivery.

c. For Maintenance Activations

(1) The MSC RRF Surge representatives or MSCFE will observe maintenance activations and sea trials when practicable. These observations are for familiarization with the ship status and not for the purpose of evaluation.

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5. Forms. MARAD documentation will be used for all activations, sea trials and inspections. Liaison with MARAD is paramount to ensure observations are thorough and to avoid redundant testing.

C.R. BURCHELL
Deputy Commander

Distribution
COMSCINST 5000.19
List I (*Case A, B*)

SNDL 41B (*Area Commanders*)

SAMPLE

FM MARITIME ADMIN WASHINGTON DC//MAR 613//
TO COMSC WASHINGTON DC//PM5//
COMSCPAC OAKLAND CA//N3//
COMSCFE YOKOHAMA JA//N3//

UNCLAS

MSGID/GENADMIN/ACTIVATION/001//

SUBJ/COMSC OPCON OF READY RESERVE SHIP (RRF) MV CAPE ISLAND//

REF/A/RMG/COMSC WASHINGTON DC 281833Z AUG 96

REF/B/TEL/MARAD AND COMSCPAC/ 10SEP96/0900Z//

AMPN/REF B IS PHONCON BTW MARAD MAR 613 AND COMSCPAC N3//

RMKS/1. REF A IS ACTIVATION ORDER OF MV CAPE ISLAND FOR
PARTICIPATION IS EXERCISE FOAL EAGLE 97//

RMKS/2. MV CAPE ISLAND HAS SATISFACTORILY COMPLETED ACTIVATION AND
IS READY FOR OPERATIONS. AS PER REF B, COMSCPAC ACCEPTED OPCON
100900Z SEP 96.

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24. SECTION 24 - RESERVED

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25. SECTION 25 - RESERVED

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26. RESERVED

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27. SECTION 27 - RESERVED

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28. SECTION 28 - RESERVED

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29. BLANKET ORDERING AGREEMENT - RESERVED

30. MEMORANDA OF UNDERSTANDING BETWEEN MARAD/USCG/ABS

MEMORANDUM OF UNDERSTANDING Between

The Maritime Administration
and
The United States Coast Guard

Ready Reserve Force Inspection and Certification

I. Purpose

This Memorandum of Understanding (MOU) sets forth policies and procedures to be followed by the Maritime Administration (MARAD) and the United States Coast Guard (USCG) relative to inspection and certification of vessels of the Ready Reserve Force (RRF). RRF vessels are Public Vessels of the United States, owned by the Maritime Administration and maintained in either Reduced Operating Status (ROS) or Inactive Status, as reserve sealift assets for national defense and other purposes. The purpose of this MOU is to describe the RRF Program, and identify differences between the RRF and active commercial US flag cargo vessels as they affect USCG regulatory certification. The following Annexes are attached to this MOU:

Annex I: Glossary
Annex II: Command, Control and Communications

II. Background

The Ready Reserve Force (RRF) was established in 1976 as a surge component of MARAD's National Defense Reserve Fleet (NDRF). Today, the RRF is a key element of the Department of Defense (DOD) Strategic Sealift Program, designed to provide reliable and responsive shipping to support the deployment of US military forces worldwide. Maintained in a high state of readiness, RRF vessels provide for the rapid availability of ocean shipping essential to the deployment of DOD equipment in a national emergency. MARAD is responsible for assuring that RRF vessels can be activated, i.e. transitioned to fully operational status, within their assigned Readiness Status (R-Status); i.e. 4, 5, 10, 20 or 30 days, and perform mission requirements. When operational for DOD, RRF vessels are under the Operational Control (OPCON) of the Navy's Military Sealift Command (MSC), however, MARAD retains responsibility for the inspection and maintenance of the vessels.

Vessel Legal Status: All RRF vessels are public vessels, fully documented with the USCG as evidence of ownership and nationality, and assigned official numbers and home ports. By Congressional direction RRF ships are subject to inspection (46 USC 2109) under U.S. law and regulation, but otherwise are given full status as public

vessels. RRF vessels are exempt from the requirements of all international conventions, including SOLAS and MARPOL. RRF vessels do not receive convention certificates (see Voluntary Compliance below), only a USCG Certificate of Inspection. RRF vessels are maintained in class with the American Bureau of Shipping (ABS), and, in general, conform to the regulatory requirements typical of commercial, US flag cargo and tank vessels.

RRF vessels are exempt from the following international conventions:

- SOLAS (including Chapter IX - ISM)
- MARPOL 73/78 (excluding Annex V)
- ISM (as invoked by 33 CFR Part 96)

In addition, RRF tank vessels are exempt from the double hull requirements of the Oil Pollution Act of 1990. Each RRF vessel displays a Certificate of Public Vessel Status on its bridge.

Voluntary Compliance: As a matter of policy, reflecting MARAD's decision to be a leader in the fields of marine pollution control and safety, MARAD has decided to voluntarily comply, to the maximum extent practicable, with the laws, treaties and international conventions listed above, and with all other environmental and safety laws from which MARAD is exempt, even though there is no legal requirement. This should not be construed as a waiver of the public vessel status of RRF vessels. The extent of compliance will be documented by a USCG recognized classification society, with appropriate documentation issued. Vessels which achieve full compliance may receive a Statement of Voluntary Compliance certificate.

III. RRF Program Management

Program Phases: To meet DOD program requirements established for the RRF, MARAD developed a seven (7) phase program for management of the RRF. Effective July 1, 1998, Phase VI; Sealift Enhancement Features, will be eliminated from the program. It is included here and in Annex I for reference. The seven phases are:

Phase I	Acquisition
Phase II	Upgrade (Reflag if applicable)
Phase III	Deactivation (initial only, following Acquisition/Upgrade)
Phase IV	Maintenance
Phase V	Exercise (Activation/Deactivation)
Phase O	Operation
Phase VI	Sealift Enhancement

Expanded definitions and discussion of the various phases are included in Annex I of this MOU, and also in Paragraph IV; Inspection Requirements, below.

Readiness Status: At the direction of the United States Transportation Command (USTRANSCOM), RRF vessels are maintained in one of several degrees of readiness, designated as either ROS-xx or RRF-xx; where ROS indicates Reduced Operating Status, and RRF indicates Inactive (laid-up) status. *[When using this MOU, please carefully consider the distinction between "RRF" when used to describe inactive*

vessels, and “RRF” when the term applies to the Ready Reserve Force as a whole]. The “xx” indicates the activation timeframe in days. ROS vessels are partially manned with hotel systems operational. ROS crews perform inspections, routine repairs, preventative maintenance and periodically operate equipment and systems. Inactive, or “RRF,” vessels are unmanned and are maintained in a state of deep lay-up, generally at one of MARAD’s three (3) NDRF sites. To prevent deterioration in lay-up, equipment and systems are preserved, critical spaces dehumidified and sea chests are blanked.

Activations / Deactivations: RRF vessels may be activated for a variety of purposes. Principally, activations are initiated for maintenance, readiness testing or to support a DOD mission or exercise. There are two types of activations: “Notice” and “No-Notice.” “Notice” activations are scheduled and planned in advance. The pace is generally slow, and activation timeframes are often not a factor. “Notice” activations typically support a planned DOD exercise, or are strictly for maintenance purposes as shown in Table 1. Where possible, “Notice” activations will be scheduled to coincide with required regulatory surveys and inspections.

During “No-Notice” activations, vessels are activated as quickly as possible in order to meet assigned readiness criteria. “No-Notice” activations typically support an emergent DOD requirement, or they may be initiated to test readiness and whether a vessel, or vessels, are being maintained such that they can meet their assigned activation timeframe(s).

Following activation (and any subsequent operation), the vessel is returned to either ROS or Inactive (RRF) status through Deactivation. The deactivation process is often used as an opportunity for making repairs, and scheduling inspections and surveys. Renewal of COI’s may be requested during the deactivation period (see Paragraph IV.B), in order to restore planned maintenance schedules.

USCG Notification: MARAD HQ shall notify the USCG Commandant (G-MOC)/ National Maritime Center when an activation occurs, identifying the vessel, Ship Manager, the activation shipyard or facility, and the vessel readiness status. Notification on the local level will be made as part of any request for inspection, if necessary. The scope of USCG inspection at activation is defined in Paragraph IV.C. For Notice activations, MARAD will provide advance notification (as required by 46 CFR Parts 31 & 91) to the OCMI to facilitate the scheduling of requested inspections.

Ship Management Services: The day-to-day management of RRF vessels is assigned to commercial ship management companies under either Ship Manager contracts or General Agency task orders. General Agency tasks are usually temporary; however, the responsibilities of a General Agent are generally the same as that of a Ship Manager, and for the purposes of this MOU, the terms are interchangeable. Primary oversight of Ship Managers is provided by the MARAD Region(s) in which the assigned vessel(s) is located.

Ship Managers manage all aspects of RRF vessel maintenance and operation. Ship Managers are contractually responsible for maintaining RRF vessels in class and certificated, and are responsible for their overall material condition and readiness. The

Ship Manager is responsible for requesting USCG inspections, with the Port Engineer designated as the primary Point-of-Contact for requested vessel inspections (see Annex II).

RRF Maintenance Program: The level of maintenance on RRF vessels is based on readiness criteria described above. The maintenance program includes preventative maintenance, periodic maintenance, and planned activations culminating in dock or sea trials. The frequency of maintenance actions and the type of activation trial is again dependent on assigned readiness, and is summarized in Table 1.

IV. Inspection Requirements

A. General

MARAD intends that RRF vessels will proceed to sea with a valid USCG Certificate of Inspection (COI) indicating the vessel complies with the applicable USCG rules and regulations. COI's on ROS and RRF-10 vessels will be maintained current; COI's on RRF-20 and RRF-30 vessels may expire, but will be renewed at activation (see Paragraph IV.B). Inspection intervals will be in accordance with 46 CFR schedules, unless specifically modified below. National security considerations may make it necessary for a vessel to get underway without full certification. In such cases, a National Defense Waiver (NDW) is obtained by the Department of the Navy, Commander, Military Sealift Command.

RRF vessel inspection requirements vary based on their assigned program management phase. Phases I through III, are specific phases related to the acquisition and initial entry of a vessel into the RRF. Vessels in these phases will comply with all applicable federal regulations, in the same manner as commercial vessels (including reflagging, if necessary). Selected RRF vessels have been, or may be, modified for a specific military function (Phase VI). In general, such modifications are performed in accordance with all normally applicable rules and regulations, except where military equipment is installed. Military equipment inspection requirements will be developed on a case-by-case basis and are to be entered into the vessel's MSIS file.

Routine day-to-day management of the RRF is conducted with ships in Phases IV, V and O; therefore, the following discussion considers these Phases only.

Phase IV - Maintenance: RRF vessels in lay-up, whether inactive or in ROS status, are generally assigned to Phase IV. Phase IV maintenance activations and cycles are based on a vessel's assigned readiness status, and are shown on Table I. Ship Managers will arrange for USCG inspection services as appropriate (see Annex II).

Phase V - Exercise (Activation/Deactivation): Phase V is divided into two non-sequential sub phases; *Activation* during which the vessel transitions from Phase IV Maintenance to Phase O Operation, and *Deactivation* during which the vessel transitions from Phase O back to Phase IV. Vessels are activated as discussed in Paragraph III. Any vessel which is tendered to the DOD through the Military Sealift Command (MSC), including vessels which are activated for military exercises, will transition through Phase V to Phase O. Note that vessels activated for Phase IV

maintenance activations do not transition to Phase V or Phase O, and remain under MARAD's Operational Control.

Phase O - Operation: During Phase O, RRF vessels come under the operational control of MSC (independent MARAD control of RRF vessel operations - other than Phase IV - is rare). Phase O inspection intervals will be in accordance with 46 CFR requirements (except drydocking, see paragraph IV.D)

B. COI Renewal and Mid-period Inspections

In order to assure uninterrupted operation when activated, MARAD may request renewal of a COI up to 3 months before expiration. Upon deactivation, MARAD may request early renewal of a COI; at up to three months before expiration for ROS vessels, and up to one year before expiration for Inactive vessels. COI inspection policy for RRF vessels is described below.

ROS vessels are to maintain current COI's . Biennial COI and Mid-period inspections are performed in accordance with 46 CFR requirements.

Inactive vessels, include RRF-10, 20, and 30 vessels. RRF-10 vessels are to maintain current COI's at all times. Biennial COI inspections are performed in accordance with 46 CFR at scheduled maintenance activations or ship availabilities. RRF-20 vessels will renew COI's at maintenance activation (every 2-½ years) or in the event of DOD ordered activation. RRF-30 vessels will renew COI's only in the event of a DOD activation. Mid-period inspections may be deferred until activation for all non-ROS ships due to the fully inactive status of the vessels.

When a deficiency or required inspection cannot be completed due to the laid up status of the vessel, a CG-835 shall be issued. To provide MARAD flexibility to schedule needed work to coincide with vessel drydock examinations, activations or deactivations following operations, CG-835's shall be satisfied within the following timeframes:

- one year, if issued at the COI inspection; or
- one year after the completion of the next COI inspection, if issued at any inspection other than the COI inspection; or
- one year from a final appeal decision if the issue is contested. (See Paragraph VI)

OCMI's may remove RRF vessels from certificated status if CG-835's remain uncorrected beyond the allowed time period as stated above. The cognizant OCMI will retain a list of requirements for inclusion in the vessel file. OCMI's may extend the completion dates of requirements at their discretion.

Upon completion of a COI inspection, the COI and a list of outstanding CG-835's and required completion dates, will be provided to the Ship Manager for inclusion in the vessel file. Additional copies will be issued to the cognizant MARAD Region. Certification information, permanent waivers, notations of alternative compliance or other permanent deviations granted at this time or in the future shall be entered and maintained in the USCG Marine Safety Information System (MSIS).

C. Inspections at Activation

Consistent with the general policy of maintaining valid COI's, inspections at activation will be based on the status of the COI. If COI renewal has been requested and is being performed concurrent with the activation, all normally required inspections will be conducted. Other USCG inspections of RRF vessels at activation are described below:

On ROS vessels with current COI's, the inspection will be limited to clearing "no-sail" deficiencies (CG-835's), and the master shall be responsible for conducting a fire and boat drill before the vessel sails.

On Inactive vessels with current COI's the inspection will include clearing "no-sail" CG-835's, observing a fire and boat drill and inspecting safety and other equipment removed and stowed during lay-up; however, during a Notice activation of an Inactive vessel with a current COI, renewal may be requested during the subsequent deactivation (see Paragraph IV.B).

D. Drydocking

General: RRF vessels fall into one of three drydocking intervals; a) the normal twice in five year interval typical of active commercial vessels, b) a five year interval with drydocking exams scheduled every five years and no intermediate examination, and c) a ten year interval with an intermediate exam or exams (see below). Unless otherwise requested by MARAD, the extension of drydocking intervals includes all external and internal hull exams normally conducted in conjunction with the drydocking inspection, (i.e. the Internal Structural Examination [ISE], Cargo Tank Internal Examination [CTIE], tailshafts, sea connections, and hull fittings). Those vessels which have a permanent cathodic protection system installed, will have the system inspected and serviced regularly. For vessels which are not fitted with hull blanks (typically ROS vessels); maintenance, dock and sea trial procedures must contain specific actions to assure that marine growth or foreign material is not restricting the flow of water through sea chests or salt water piping.

MARAD is responsible for tracking accumulated operating time for ROS and Inactive vessels. Note that operating time for ROS vessels is only those periods of time when the vessel is fully crewed and active. When a vessel accumulates three years of operating time during the five or ten year interval, an appropriate underwater exam will be scheduled immediately. Limited extensions of drydocking may be granted by the OCMI up to 90 days. Further extensions shall be forwarded to the COMDT (G-MOC) for action.

"Commercial" (twice in five year) Drydocking Interval: Operational RRF tank vessels (ROS, Pre-positioned, and Operating) will be drydocked in accordance with normal commercial practice, and the intermediate hull exam will be conducted on drydock.

Other operational RRF vessels will be subject to underwater hull exams in this interval if the "3 year trigger" (see above) is reached. Intermediate exams may be UWILD's, if the vessel has been previously prepared and found eligible for such an exam.

Five Year Drydocking Interval : RRF tank vessels in Inactive Status (RRF-10/20/30), and most other RRF dry cargo vessels, regardless of their readiness (ROS or Inactive, i.e. RRF 10/20/30) status, will be drydocked at five year intervals. The intermediate underwater examination will be waived for vessels in this interval (unless triggered by cumulative operating time).

Ten Year Drydocking Interval: Extended drydocking intervals for selected RRF vessels have been established, and are summarized below. Vessels selected for ten year drydocking interval must meet both the Coast Guard and ABS Rule requirements for Underwater Inspection In-Lieu-Of Drydocking (UWILD), whether or not UWILD's will be part of the underwater examination sequence. Before (or as part of) an application for ten year drydocking interval is submitted, RRF vessels will be prepared to the following minimum standards:

- have a high build, high performance anti-corrosive and anti-fouling underwater paint system, and be appropriately marked to facilitate underwater inspection by divers.
- have a permanent cathodic protection system installed or serviced/renewed as appropriate
- be fitted with arrangements to measure stern tube and rudder bearing clearances.

Vessels approved for a ten year drydocking interval must be approved in writing by the cognizant OCMI, and appropriate notations in the MSIS system must be entered. Eligibility by vessel type for ten year drydocking interval will be in accordance with applicable 46 CFR eligibility criteria (i.e. tank vessels are ineligible). Maximum age restrictions for entry into the extended drydocking intervals may be waived for RRF vessels.

Intermediate underwater examinations may be either UWILD's, or drydockings restricted to examination of the underwater hull only (see below). For vessels completing the mid-point intermediate underwater examination using UWILD (at approximately the five year mark), a second UWILD inspection within 24 - 36 months following the first UWILD will be required.

In certain circumstances, vessels which are eligible for UWILD examination may be drydocked instead. In general, this will occur when water clarity precludes the successful conduct of a UWILD exam (iaw NVIC 1-89 visibility requirements). In these circumstances, the scope of the drydock examination is limited to the same level of inspection as the UWILD (i.e. external visual inspection of the underwater hull, seachests and sea valves, and tailshaft/rudder pintle bearing clearances). However, recognizing the improved visibility afforded on the drydock, the OCMI may exercise his/her discretion and waive the second intermediate underwater exam.

E. Alternate Compliance Program / Streamlined Inspection Program

Alternate Compliance Program: RRF vessels that are in full compliance with the requirements of International Convention, ABS Class and the US Supplement to the ABS Rules may participate in the ACP. ABS issued "Statements of Voluntary Compliance" will be accepted as equivalent to convention certificates. However, such Statements of Voluntary Compliance must be free of exemptions, except for cargo

stowage exemptions endorsed by the USCG. Selected RRF vessels, which meet the above criteria, will be enrolled in the ACP program, in accordance with the applicable enrollment regulations contained in 46 CFR (due to the ABS statutory monopoly on classing U.S. government-owned vessels, only ABS will be authorized by the USCG to enroll RRF vessels in ACP).

Under the ACP, the USCG will accept surveys performed by ABS as equivalent to tests and examinations required for initial and in-service inspections for certification, periodic reexamination, and drydock examinations. The USCG will conduct oversight of ABS under this program. For vessels in the ACP, the USCG shall credit all inspections performed by ABS with the same credit date as ABS.

Streamlined Inspection Program: RRF vessels may participate in the Streamlined Inspection Program (SIP), which allows onboard and shoreside vessel operating personnel (principally Ship Manager employees, including RRF vessel crews) to conduct the majority of USCG required inspections, and to have these inspections verified by USCG marine inspectors on a regular basis. The intent of this program is to develop, under USCG supervision, a process by which the inspection of the vessel is carried out by qualified ship personnel with approved test procedures in a self-perpetuating, self-correcting format.

RRF vessels selected for participation in the SIP will be enrolled in accordance with the applicable regulations contained in 46 CFR; however, unlike the ACP, MARAD (not the Ship Manager) will submit the necessary application.

V. Application for Waiver

When compliance with the applicable laws or regulations is not compatible with DOD's operational requirements, waiver of specific regulations may be requested for a vessel in the interest of national defense. Waiver requests will be initiated by DOD and submitted, in writing, to the cognizant USCG District Commander or his designated representative in accordance with 46 CFR §6.01.

During activations of RRF vessels for rapid deployment of US forces during crisis situations or upon declaration of war or national emergency, the Commandant, or cognizant District Commander shall designate that the OCMI is authorized to grant temporary waivers, at the request of MARAD, for material deficiencies that do not adversely affect the safety of the vessel or crew (e.g. pollution prevention systems). The waiver procedure contained in 46 CFR §6.01(d) shall be followed for oral waiver applications.

VI. Appeals

Any decision of the OCMI may be appealed to the Commandant in accordance with 46 CFR §2.01-70 and 46 CFR §1.03. Due to the urgent nature of defense operations, all appeals will be acted upon within 24 hours of receipt, when vessels are being activated to support a contingency.

VII. Coordination

Meetings of OCMI's, regional MARAD staff and Ship Managers representatives are encouraged at least annually in order that this MOU be effectively implemented.

VIII. Modification / Termination

This agreement may be modified in whole or in part at any time by mutual agreement of the parties. Either party may propose modifications whenever deemed necessary or desirable. The parties agree to consider such proposed modifications promptly. Either party may terminate this agreement, upon delivery of written notification to the other party.

IX. Effective Date

This Memorandum of Understanding is effective July 20, 1998, and supersedes the previous Memorandum of Understanding dated 25 March 1992.

UNITED STATES COAST GUARD

MARITIME ADMINISTRATION

SIGNED*

SIGNED*

(Signature/Date)

(Signature/Date)

Robert C. North
Rear Admiral U.S. Coast Guard
Assistant Commandant for Marine
Safety
and Environmental Protection

James E. Caponiti
Associate Administrator for
National Security

* Original signed copies are on file in MAR-611.

Table 1: RRF Maintenance Frequencies

<u>R-Status</u>	<u>Outported</u>	<u>Crewe Size</u>	<u>Maintenance Activation w/Dock Trial</u>	<u>Maintenance Activation w/Sea Trial</u>	<u>Phase IV Maintenance Cycle</u>
ROS-4	Yes	10	None	1 yr	Continuou s
ROS-5	Yes	9	2 yr(1)	2 yr(1)	Continuou s
RRF-10	No(2)	n/a	None	2 yr	6 mo
RRF-20	No(2)	n/a	5 yr(3)	5 yr(3)	6 mo
RRF-30	No	n/a	None	none	1 yr

Notes:

- (1) Sea and dock trials alternate annually (i.e. yr 1 = ST, yr 2 = DT, yr 3 = ST, etc...)
- (2) generally located at an NDRF site, however, some exceptions exist. Maintenance frequencies do not differ based on lay-up site (NDRF or outport).
- (3) Sea and dock trials alternate. Dock trials are carried out approximately at the mid-period of the 5 year sea trial interval.

Remarks:

The maintenance frequencies shown for each "R-Status" assignment are subject to change. Direction on the frequency of maintenance actions is provided to MARAD by USTRANSCOM. The frequencies shown reflect guidance in effect at the time of signing this MOU. Any changes to these frequencies will be disseminated by updating this page.

Phase IV Maintenance Procedures (P4P) and ROS Vessel Maintenance Actions (VMA) are designed to ensure systematic exercising, maintenance, inspection and testing of ship systems and equipment. Preventative maintenance of equipment and machinery during Phase IV is performed on a cyclical basis, at intervals shown above.

Maintenance activations are carried out to conduct operational tests of equipment and systems. Dock trials involve activation of the vessel's machinery plant, but the vessel is not taken to sea. Regulatory inspections and surveys, including COI renewal and mid-period inspections, are scheduled to coincide with dock and sea trials whenever possible. In the case of RRF-20 vessels this may result in periodic expiration of COI's.

**ANNEX I to the MARAD /USCG Memorandum of
Understanding;
GLOSSARY**

C-Rating: Alternately referred to as "C-Status" or "Readiness." Not to be confused with "R-Status." A readiness reporting system established for vessels in Phase IV (Maintenance). Developed by MARAD in coordination with the U.S. Transportation Command, C-Ratings identify and report a vessel's condition relative to its ability to meet its assigned Readiness Status (R-Status) activation timeframe. See C1, C2, C3, C4, C5, OP and PP.

C1 {C-Rating}: No Mission Degrading Deficiencies: Describes a ship having no known deficiencies which impact its mission or activation within assigned readiness period.

C2 {C-Rating}: Documented and Correctable Mission Degrading Deficiencies: Describes a ship which has mission degrading deficiencies which can be corrected within the assigned readiness period.

C3 {C-Rating}: Mission Degrading Deficiencies Exist Which Cannot be Corrected (within the assigned readiness period): Describes a ship which can be activated within its prescribed readiness time frame but has deficiencies which cannot be corrected within the readiness time frame limiting the full operational capability of the ship.

C4 {C-Rating}: Major Deficiencies Prevent the Ship Activating or Performing its Primary Mission and cannot be corrected within the assigned readiness period: Describes a ship which cannot be fully mission capable within the activation period, or a ship which has a COI that will expire within 15 days or a COI that has expired. RRF 20/30 day ships are exempt from C-Status downgrade due to COI expiration.

C5 {C-Rating}: Scheduled Major Repairs in Progress; unable to meet assigned readiness period: Describes a ship undergoing major repairs which prevent it from meeting its assigned readiness time frame.

Commandant⁶: In general, the use of the term "Commandant" denotes USCG Headquarters and the various staff elements who act on the basis of the Commandant's authority and documentation. G-MOC administers the inspection program for merchant vessels, including those in the RRF.

⁶ For further information and more detailed descriptions, the USCG Marine Safety Organization and definitions of titles and functions are contained in Title 46, Code of Federal Regulations, Subchapter A. Subpart 1.01 of Subchapter A, "Organization and General Flow of Functions," contains a thorough list of organizational titles and corresponding functions pertinent to USCG inspection of merchant vessels. In addition to titles and organization, Subchapter A provides a useful description of the decision making flow within the Coast Guard Marine Safety Program. Various subchapters within Title 46 CFR also define organizational titles (e.g., OCMI).

District Commander: For marine inspection related issues within the boundaries of each geographic district, a staff officer designated as the Chief, Marine Safety Division acts on the basis of the USCG District Commander's authority. District Commanders are subordinate to the Commandant.

General Agent: A ship operating company that represents MARAD for the maintenance and operation of RRF vessels by letter of agreement. Is empowered as MARAD's agent in all matters related to vessel maintenance, inspection, activation and operation; analogous to "Ship Manager."

MARAD Liaison: Individual on staff at USCG Headquarters as delegated by Commandant, G-MOC. Acts as the liaison to and from MARAD as the need arises.

Marine Inspector: Either an officer or civilian federal employee of the USCG, designated by the OCMI to witness all required tests and inspections on board merchant vessels. The Marine Inspector is the primary individual in the field tasked with direct physical observation and initial evaluation of a particular vessel for compliance with vessel safety regulations. The marine inspector is subordinate to the OCMI.

Marine Surveyor: MARAD employee responsible for one or more RRF ships to oversee vessel maintenance, repairs and activations. Works closely with Port Engineers and their respective Ship Managers/General Agents to ensure that vessels are kept in their assigned readiness status.

"No-Sail" CG-835: A deficiency which, as determined by the OCMI, would seriously endanger the vessel or its crew if the vessel proceeded to sea.

Officer in Charge, Marine Inspection (OCMI): Designated and delegated to give immediate direction to marine safety functions including the inspection of vessels within their zone. OCMI's are subordinate to the District Commander.

OP {C-Rating}: Operational: Describes a ship placed in operational status for the purpose of supporting military exercises or operations as required for National Defense.

Phase I - Acquisition: The acquisition of a vessel for the RRF, whether by purchase, transfer from other government entities, or upgrade from the National Defense Reserve Fleet (NDRF).

Phase II - Upgrade: The initial upgrade of an acquired vessel to RRF standards, including USCG Certification, ABS Classification, and compliance with other regulatory requirements. If the acquired vessel is of foreign registry, this Phase includes re-flagging to United States registry.

Phase III - Deactivation: The initial deactivation of a vessel following acquisition, upgrade and operational testing. The vessel is laid-up in a state of preservation consistent with its assigned readiness status, and location (outport or NDRF site).

Phase IV - Maintenance: The retention phase wherein an RRF vessel is maintained, tested, and otherwise prepared to meet its assigned readiness status. Vessels in Phase IV are either in Reduced Operating Status (ROS), or Inactive (RRF). Inactive vessels undergo periodic "Phase IV Maintenance Cycles," based on ship specific maintenance procedures. ROS

vessels undergo continuous maintenance cycles performed primarily by the embarked ROS crew. The Ship Manager is contractually responsible for assigned vessels in this phase.

Phase V - Exercise: This phase is divided into two non-sequential sub phases, Activation during which the vessel transitions from Phase IV Maintenance to Phase O Operation and Deactivation during which the vessel transitions from Phase O back to Phase IV. Any vessel which is tendered to the DOD through the Military Sealift Command (MSC), including vessels which are activated for military exercises, will transition through Phase V to Phase O

Phase O - Operation: Vessels which have been activated for exercises, or National Defense purposes are placed in Phase O once tender to the MSC has been accepted. During Phase O, RRF vessels come under the operational control of MSC, but administrative control (ADCON) is retained by MARAD and the Ship Manager.

Phase VI - Sealift Enhancement: This phase is similar to Phase II Upgrade, however, it involves the installation of equipment and facilities to support DOD mission requirements. Such features include, but are not limited to, underway replenishment at sea rigs, vertical replenishment helicopter platforms, Offshore Petroleum Discharge System equipment on selected tankers, and craneship conversions for offloading conventional, non self-sustaining cargo ships. *Note: effective July 1, 1998, Phase VI will be eliminated as a separate program phase. Sealift Enhancement Features will be accomplished in either Phase II or Phase IV.*

Planned Maintenance: A program of routine and continuous maintenance of the hull and machinery. The program should be developed in consultation with the manufacturers of the machinery and the various lubricants and coatings used to preserve the hull and machinery. In the situation of idle vessels, the long term lay up may affect the retention of oil films in bearings which could lead to brinneling of the bearings. Particular attention is to be given to prevention of brinneling.

Port Engineer: The "on site" representative of the General Agent or Ship Manager. Responsible for the daily operations required for the various Phases of RRF Management. Works closely with the Marine Surveyor during activations and inspections.

PP {C-Rating}: Pre-Position: Describes a ship placed in operational status for the purpose of pre-positioning military cargo in a designated theater of operations.

Readiness: Not to be confused with Readiness Status. See "C-Rating."

Readiness Status {R-Status}: Readiness status is defined as the timeframe in which MARAD must activate and tender a vessel to DOD. A vessel's R-Status is designated by the Department of Defense. The two categories of R-Status are: a) ROS and b) RRF.

Regional Director: The MARAD Regional Director administers all MARAD programs within his region, including the RRF program.

The director is the regional representative for the Maritime Administrator.

ROS/# {R-Status}: Reduced Operating Status/# Days - Vessels in Reduced Operating Status have a reduced crew of key personnel living on board for maintenance purposes. Vessels in this status conduct sea trials or dock trials on an annual basis. The 4 or 5 after "ROS" indicates the number of days authorized for vessel activation and tendering to Military Sealift Command's Operational Control.

RRF/##{R-Status}: Ready Reserve Force/## Days - RRF vessels are deep lay-up, generally at one of the National Defense Reserve Fleet Sites. A vessel in this status requires towing to a repair facility for activation, crewing, storing and sea trials prior to tendering to Military Sealift Command's Operational Control. The number following "RRF" indicates the number of days authorized for vessel activation and tendering to Military Sealift Command's Operational Control.

Rules: The requirements set forth by a classification society to which a vessel is constructed and maintained. For the purposes of the RRF, the term Rules refers to the Rules of the American Bureau of Shipping.

Ship Manager: A ship management company that is contracted to represent MARAD for the maintenance and operation of RRF vessels. Is empowered as MARAD's agent in all matters related to vessel inspection, activation and operation. The Ship Manager is an independent contractor for purposes of procurement of supplies and services for maintenance, and is contractually responsible for maintaining the vessel(s) in class and certified.

Ship Operations & Maintenance Officer: Is the primary point of contact in the Regional office for RRF vessel maintenance, repair, and activation contracts. Plans, submits and administrates budgets for vessel maintenance and repairs within the RRF program.

Surveyor, Exclusive: Not to be confused with the term Marine Surveyor. An Exclusive Surveyor is a full time employee of the American Bureau of Shipping.

USCG/ABS Liaison: Individual on staff at MARAD Headquarters as delegated by the Chief, Division of Ship Maintenance and Repair in the Office of Ship Operations. Acts as the liaison to both the USCG and ABS on matters pertaining to merchant vessel inspection requirements as they relate to the RRF.

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ANNEX II to the MARAD / USCG Memorandum of Understanding; COMMAND, CONTROL & COMMUNICATIONS

I. Introduction

As in all complex operations involving inter-agency coordination, rapid and effective communications are essential. This section identifies procedures ensuring that communication is maintained between USCG, ABS and MARAD decision makers to facilitate the inspection of the RRF.

II. USCG / ABS / MARAD Organization

Figure 1 illustrates an index of decision levels of the ship inspection team and the relationships between USCG, ABS and MARAD.

III. Organizational Points of Contact

Overview - ABS / USCG / MARAD: As Figure 1 illustrates, a one to one correlation among the three organizations does not exist at all levels of RRF inspections and activations. At the headquarters level, interagency coordination is expedited by ABS/USCG/MARAD liaison officers located at ABS, USCG and MARAD Offices and Headquarters. Below the Headquarters level the organizations diverge in both geographic distribution and assignment of responsibility for completion of ABS and USCG inspections. MARAD currently has five Regional offices; the USCG has 10 districts, each with two or more OCMI zones; and ABS has three divisions (not including the ABS Corporate Office). This results in each MARAD regional office spanning several OCMI zones and at least two USCG District Commanders, and the three ABS Survey Managers and Director of Government Services. Most OCMI inspection zones lie entirely within the boundaries of a single MARAD Region.

Inspection Scheduling and Conduct: OCMI's, ABS Attending Surveyors and MARAD coordinate scheduling of RRF vessel inspections, and work to resolve deficiencies noted during inspections on board the vessel in question. As discussed in the MOU, MARAD employs Ship Managers (and/or General Agents) to manage all aspects of RRF vessel maintenance and operations. The Ship Manager, through an assigned Port Engineer, is the primary point-of-contact when requesting and conducting RRF vessel inspections and surveys. This delegation of responsibility does not, however, relieve the cognizant MARAD region from its oversight responsibilities, or from its ultimate responsibility as vessel owner.

The following procedure shall be followed when scheduling and conducting vessel inspections and surveys:

Prior to the commencement of an inspection or survey, the Ship Manager shall contact the cognizant OCMI and/or responsible ABS field office in whose zone an RRF vessel is to undergo inspection or survey. The Ship Manager will identify the vessel, their designated Port Engineer and the MARAD Marine Surveyor who will be available to respond to inquiries and resolve inspection issues, when requested by the OCMI, USCG marine inspector, ABS field office, or ABS Surveyor.

Prior to, or as soon as possible after the commencement of any regulatory inspection or classification survey (i.e., COI, Drydock Exam, Cargo Gear, etc.) of an RRF vessel, the attending USCG Marine Inspector(s), and/or ABS Surveyor(s) will meet with the Port Engineer and MARAD Marine Surveyor. They will agree on a schedule for maintaining contact with each other to discuss inspection and survey issues. USCG, ABS and MARAD will be readily accessible to each other throughout the course of the inspection or survey and they will designate an alternative point of contact in the event of an individual's absence.

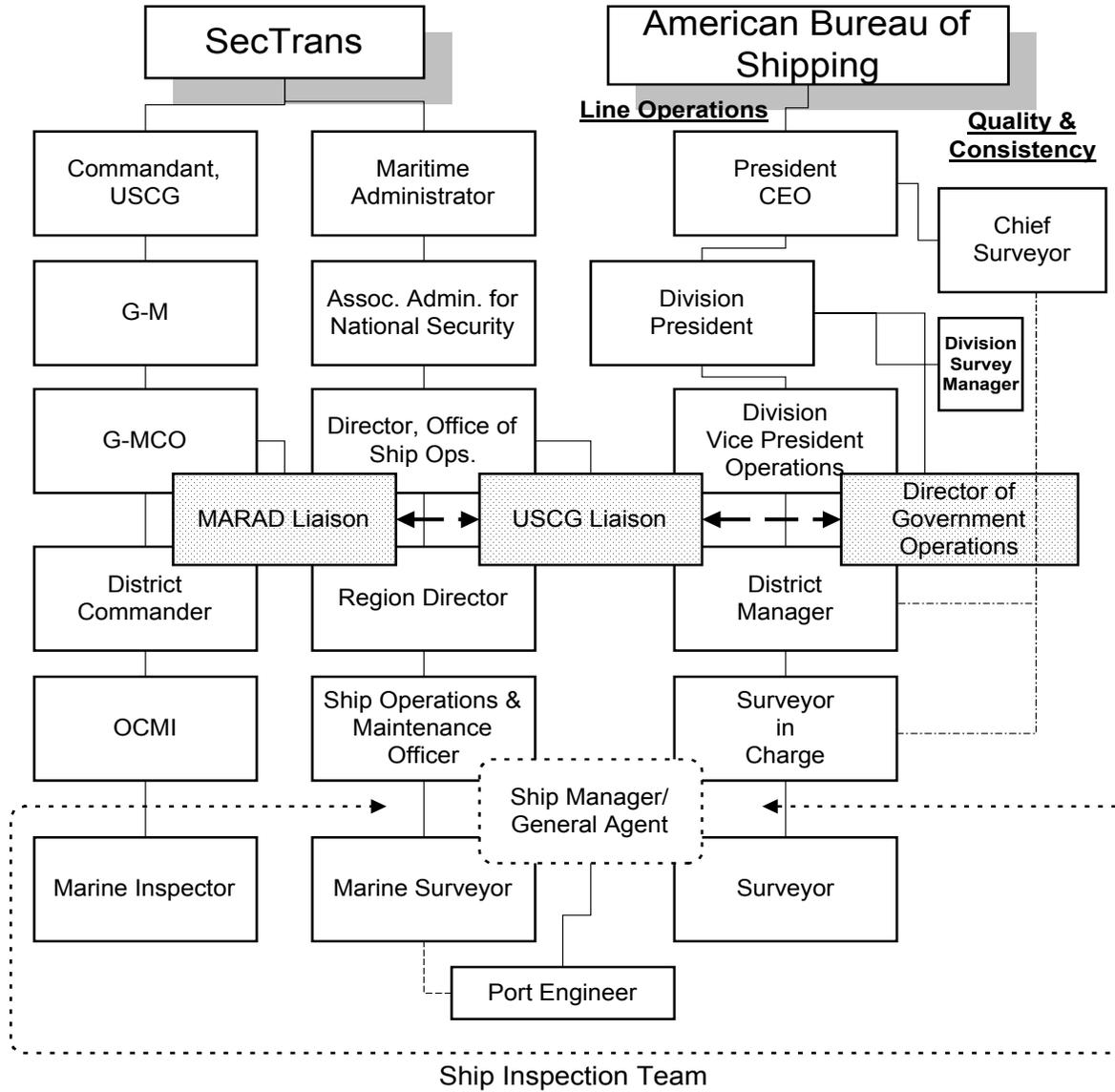
Coordination: When inspections or surveys involve multiple OCMIs, District Commanders, ABS Offices or MARAD Ship Manager(s) and Regional offices, these individuals are encouraged to make direct contact with each other when coordination is required to resolve inspection issues involving an RRF vessel. This should occur as early as possible.

For issues requiring headquarters level policy interpretation, or requiring a national defense waiver, either agency, at any level, may contact the ABS/USCG/MARAD liaison officers. The liaison officers will assist by contacting the appropriate headquarters staff at each agency and coordinate a response to the issue/inquiry. Each agency will then be responsible for rapidly transmitting its decision to the subordinate offices and commands involved.

#

Figure 1 - Ship Inspection Chain of

Command



**MEMORANDUM OF UNDERSTANDING
Between**

**The Maritime Administration
and
The American Bureau of Shipping**

Ready Reserve Force Surveys and Classification

I. Purpose

This Memorandum of Understanding (MOU) sets forth policies and procedures to be followed by the Maritime Administration (MARAD) and the American Bureau of Shipping (ABS) relative to the survey and classification of vessels of the Ready Reserve Force (RRF). RRF vessels are Public Vessels of the United States, owned by the Maritime Administration and maintained in either Reduced Operating Status (ROS) or Inactive Status, as reserve sealift assets for national defense and other purposes. The purpose of this MOU is to describe the RRF Program, and to discuss the classification of vessels in this program, giving particular attention to those conditions which differ from the "normal" classification requirements of active, commercial vessels. The following Annexes are attached to this MOU:

Annex I: Glossary
Annex II: Command, Control and Communications
Annex III: Program for Barges

II. Background

The Ready Reserve Force (RRF) was established in 1976 as a surge component of MARAD's National Defense Reserve Fleet (NDRF). Today, the RRF is a key element of the Department of Defense (DOD) Strategic Sealift Program, designed to provide reliable and responsive shipping to support the deployment of US military forces worldwide. Maintained in a high state of readiness, RRF vessels provide for the rapid availability of ocean shipping essential to the deployment of DOD equipment in a national emergency. MARAD is responsible for assuring that RRF vessels can be activated; i.e., transitioned to fully operational status, within their assigned Readiness Status (R-Status); i.e., 4, 5, 10, 20 or 30 days, and perform mission requirements. When operational for DOD, RRF vessels are under the Operational Control (OPCON) of the Navy's Military Sealift Command (MSC), however, MARAD retains responsibility for the inspection and maintenance of the vessels.

The American Bureau of Shipping (ABS) is recognized in 46 United States Code Section 3316 as the U.S. Government's sole agent for the classification of publicly owned vessels and for matters related to classification. ABS has been a principal team member surveying U.S. Sealift assets for fitness for their intended purposes.

Vessel Legal Status: All RRF vessels are public vessels, fully documented with the USCG as evidence of ownership and nationality, and assigned official numbers and home ports. By Congressional direction, RRF ships are subject to USCG inspection (46 USC 2109) under U.S. law and regulation, and are issued USCG Certificates of Inspection. RRF vessels are otherwise given full status as public vessels. Each RRF vessel displays a Certificate of Public Vessel Status on its bridge.

RRF vessels are exempt from the following international conventions:

- SOLAS (including Chapter IX - ISM)
- MARPOL 73/78 (excluding Annex V)
- ISM (as invoked by 33 CFR Part 96)

RRF vessels are exempt from the requirements of all international conventions, including SOLAS and MARPOL, except where incorporated in U.S. domestic regulations. In addition, RRF tank vessels are exempt from the double hull requirements of the Oil Pollution Act of 1990.

Voluntary Compliance: As a matter of policy, reflecting MARAD's decision to be a leader in the fields of marine pollution control and safety, MARAD has decided to voluntarily comply, to the maximum extent practicable, with the laws, treaties and international conventions listed above, and with all other environmental and safety laws from which MARAD is exempt, even though there is no legal requirement. This should not be construed as a waiver of the public vessel status of RRF vessels. The extent of compliance will be documented by ABS, with appropriate documentation issued (See Paragraph IV).

30.1.1 III. RRF Program Management

Program Phases: To meet DOD program requirements established for the RRF, MARAD employs a six (6) phase program for management of the RRF. The six phases are:

- Phase I Acquisition
- Phase II Upgrade (Change of class, if applicable)
- Phase III Deactivation (initial only, following Acquisition/Upgrade)
- Phase IV Maintenance (includes Upgrades and Sealift Enhancement - formerly Phase VI)
- Phase V Exercise (Activation/Deactivation)
- Phase O Operation

Expanded definitions and discussion of the various phases are included in Annex I of this MOU, and also in Paragraph IV, Survey Requirements, below.

Readiness Status: At the direction of the United States Transportation Command (USTRANSCOM), RRF vessels are maintained in one of several degrees of readiness, designated as either ROS-xx or RRF-xx, where ROS indicates Reduced Operating Status, and RRF indicates Inactive (laid-up) status. *[When using this MOU, please carefully consider the distinction between "RRF" when used to describe inactive vessels, and "RRF" when the term applies to the Ready Reserve Force as a whole].* The "xx" indicates the activation timeframe in days. ROS vessels are partially manned with hotel systems operational. ROS crews perform inspections, routine repairs, preventative maintenance and periodically operate equipment and systems. Inactive, or "RRF," vessels are unmanned and are maintained in a state of deep lay-up, generally at one of MARAD's three (3) NDRF sites. To prevent deterioration in lay-up, equipment and systems are preserved, critical spaces dehumidified and sea chests are blanked.

Activations / Deactivations: RRF vessels may be activated for a variety of purposes. Principally, activations are initiated for maintenance, readiness testing or to support a DOD mission or exercise. There are two types of activations: "Notice" and "No-Notice." "Notice" activations are scheduled and planned in advance. The pace is generally slow, and activation timeframes are often not a factor. "Notice" activations typically support a planned DOD exercise, or are strictly for maintenance purposes as shown in Table 1. Where possible, "Notice" activations will be scheduled to coincide with required regulatory surveys and inspections.

During "No-Notice" activations, vessels are activated as quickly as possible in order to meet assigned readiness criteria. "No-Notice" activations typically support an emergent DOD requirement, or they may be initiated to test readiness and whether a vessel, or vessels, area vessel, or vessels, is being maintained such that they can meet their assigned activation timeframe(s).

Following activation (and any subsequent operation), the vessel is returned to either ROS or Inactive (RRF) status through Deactivation. The deactivation process is often used as an opportunity for making repairs and scheduling inspections and surveys.

ABS Notification: MARAD HQ shall provide written notification (FAX & e-mail) to the Assistant Chief Surveyor when a No-Notice activation occurs, identifying the vessel, Ship Manager, the activation shipyard or facility, and the vessel readiness status. Notification at the local level will be made as part of any request for survey, if necessary. The scope of ABS survey(s) at activation is defined in Paragraph IV.C. For Notice activations, MARAD will provide advance notification to facilitate the scheduling of requested surveys.

Ship Management Services: The day-to-day management of RRF vessels is assigned to commercial ship management companies under either Ship Manager contracts or General Agency task orders. General Agency tasks are usually temporary; however, the responsibilities of a General Agent are generally the same as that of a Ship Manager, and for the purposes of this MOU, the terms are interchangeable. The MARAD Region(s) in which the assigned vessel(s) is located provides primary oversight of Ship Managers.

Ship Managers manage all aspects of RRF vessel maintenance and operation. Ship Managers are contractually responsible for maintaining RRF vessels in class, certificated, and are responsible for their overall material condition and readiness. The Ship Manager is responsible for requesting ABS surveys, with the Port Engineer designated as the primary Point-of-Contact for requested vessel surveys (see Annex II).

The Ship Manager is the designated billing entity for survey fees, and is contractually responsible for the processing and payment of invoices. However, ABS shall have the right to address serious delinquencies in invoice payments directly to MARAD.

RRF Maintenance Program: The level of maintenance on RRF vessels is based on readiness criteria described above. The maintenance program includes preventative maintenance, periodic maintenance, and planned activations culminating in dock or sea trials. The frequency of maintenance actions and the type of activation trial is again dependent on assigned readiness, and is summarized in Table 1.

IV. Survey and Maintenance of Classification Requirements

A. General

RRF vessels are maintained in class with ABS, and, in general, conform to the regulatory requirements typical of commercial, US flag cargo and tank vessels. RRF vessels are issued full convention loadline and tonnage certificates, and may be issued Statements of Voluntary Compliance for Safety Construction, Safety Equipment, Safety Radio, and International Oil Pollution Prevention (See Paragraph II, Voluntary Compliance). Taken together these certificates are collectively referred to as "International Trading Documents."

MARAD intends that RRF vessels will proceed to sea fully classed with valid International Trading Documents. National security considerations may make it necessary for a vessel to get underway without full certification. In such cases, a National Defense Waiver (NDW) is obtained by the Department of the Navy, Commander, Military Sealift Command.

RRF vessel survey requirements vary based on their assigned program management phase. Phases I through III, are specific phases related to the acquisition and initial entry of a vessel into the RRF. Vessels in these phases will comply with all applicable ABS Rules, in the same manner as commercial vessels. Where these vessels were previously classed with a classification society other than ABS, they will undergo required surveys and conversion, if any, for transfer to ABS class.

Selected RRF vessels have been, or may be, modified for a specific military function. In general, such modifications are performed in accordance with all normally applicable Rules and regulations, except where military equipment is installed. Military equipment survey and inspection requirements will be developed on a case-by-case basis.

Routine day-to-day management of the RRF is conducted with ships in Phases IV, V and O; therefore, the following discussion considers these Phases only.

Phase IV - Maintenance: RRF vessels in lay-up, whether inactive or in ROS status, are generally assigned to Phase IV. Phase IV maintenance activations and cycles are based on a vessel's assigned readiness status, and are shown in Table I. Ship Managers will arrange for ABS surveys as appropriate (see Annex II).

Phase V - Exercise (Activation/Deactivation): Phase V is divided into two non-sequential sub phases; *Activation* during which the vessel transitions from Phase IV Maintenance to Phase O Operation, and *Deactivation* during which the vessel transitions from Phase O back to Phase IV. Vessels are activated as discussed in Paragraph III. Any vessel which is tendered to the DOD through MSC, including vessels which are activated for military exercises, will transition through Phase V to Phase O. Note that vessels activated for Phase IV maintenance activations do not transition to Phase V or Phase O, and remain under MARAD's Operational Control.

Phase O - Operation: During Phase O, RRF vessels come under the operational control of MSC (independent MARAD control of RRF vessel operations - other than Phase IV - is rare). Phase O survey intervals will be in accordance with ABS Rules.

B. Classification based on Readiness

All MARAD vessels of the Ready Reserve Force are maintained using preventative maintenance techniques. Therefore, classification of the vessels may be maintained using approved Preventive Maintenance and Condition Monitoring Schemes generally in accordance with the latest version of the "ABS Guide for Surveys based on Preventative Maintenance Techniques." This will be done on a selective basis as decided by MARAD but will apply mostly to ROS 4 and 5 vessels.

ROS 4 and 5 vessels: ROS vessels will be considered active vessels by ABS. MARAD will maintain the classification of ROS vessels up to date. ROS vessels will receive notices of due and overdue surveys and will be subject to suspension and cancellation of classification for overdue surveys. The vessels are to be fully classed and fit to proceed within 4-5 days. Outstanding recommendations concerning fitness to proceed and/or overdue surveys are to be completed prior to departure from the outport. However, it will not be necessary to conduct an activation survey for an ROS 4 or 5 vessel entering Operations.

RRF 10, 20 and 30 vessels: These vessels will be considered Laid-Up vessels by ABS and will not receive notices of due and overdue surveys. These vessels will not be subject to suspension and cancellation of classification due to the passage of time. Although surveys for Laid-Up vessels need not be progressed, to satisfy readiness requirements MARAD will perform routine preventative maintenance (Table 1) and voluntarily progress surveys on these vessels.

RRF 10, 20 and 30 vessels are laid-up in accordance with Lay-Up specifications submitted by MARAD for approval. These specifications are to be in general compliance with the latest version of the "ABS Guide for Lay-up and Reactivation of Laid-Up Ships." Individual vessel or vessel class specific maintenance procedures (known as "Phase IV Maintenance Procedures") will also be submitted for approval. The frequency of maintenance activities for these vessels is based on readiness criteria, and is shown on Table 1.

C. Surveys at No-Notice Activation

As described in Section III, No-Notice Activations may be initiated either for test purposes or for an emergent DOD requirement. Surveys during No-Notice Activations are to be limited based on the activation timeframe.

ROS 4/5 vessels The vessels are normally to be classed and fit to proceed within 4-5 days; therefore, Reactivation Surveys are not required. Outstanding recommendations concerning fitness to proceed are to be completed prior to departure from the outport. Due surveys may be considered for completion if it will not interfere with the activation.

Inactive (RRF 10/20) vessels. Reactivation Surveys are required as described in paragraph IV.D. If necessary, International trading documents may be issued valid for 15 months. Overdue surveys and outstanding requirements will be completed within 15 months of activation.

Inactive (RRF 30) vessels. Reactivation Surveys are required as described in paragraph IV.D. If less than five years have elapsed from the date of lay-up, International-trading documents may be valid for 15 months. Overdue surveys and outstanding requirements will be completed

within 15 months of activation. For vessels that have been laid-up longer than five years, all overdue surveys will be completed during the activation period.

D. Surveys

To provide MARAD flexibility to schedule needed work to coincide with vessel drydock examinations, activations or deactivations following operations, surveys may be credited with outstanding requirements.

Load Line Inspections. RRF vessels carry International Convention Load Line Certificates. The USCG has required that the vessels be in full compliance in order to carry Load Line marks. Load Line renewal surveys will be requested at each scheduled drydocking.

Load Line Certification for ROS 4 and 5 Vessels is required to satisfy readiness requirements, and the vessels must maintain a full term Load Line certificate. It is recognized that the requirements for renewal of a Load Line Certificate are less detailed than those for maintaining classification. Therefore, it is possible for a Surveyor to credit the Load Line Renewal survey while items remain to credit the Special Survey of Hull. Provided that the vessel is in full compliance with the Load Line Regulations, the Load Line Certificate will remain valid for a period of five years.

Load Line Certification for RRF 10, 20 and 30 Vessels is not required to satisfy readiness requirements. On occasions of Activation, and provided the Cognizant Officer in Charge of Marine Inspection concurs, vessels that do not have a credited drydocking within five years of an intended period of operation may be issued a Provisional Load Line Certificate. Issuance of the Provisional Load Line Certificate will be subject to internal and external structural examination of the vessel to determine the fitness of the vessel to proceed for the requested period. The examination is to be to the satisfaction of the attending Surveyor and is to include a diver's examination of the underwater body of the vessel and its appendages. At the discretion of the Surveyor the average thickness of the vessel's hull may be required to be determined and repairs made to satisfy the surveyor of the vessel's fitness to proceed.

Annual Surveys of Lay Up for RRF 10, 20 and 30 Vessels: MARAD lay up procedures are to be verified as follows:

- Dehumidification systems are maintaining the relative humidity in all critical spaces and equipment at 38% to 41.
- Cathodic protection system for the hull is operating satisfactorily.
- Systems to detect flooding and sound an alarm are operating.

- That preservation of the hull, decks, deck houses, machinery and equipment appears satisfactory.
- That cargo gear including booms, blocks, runners, etc. is maintained in accordance with the applicable Phase IV Maintenance Procedures.
- That ballast tanks are either empty or filled with fresh water and appropriate chemicals added retain their ability to retard corrosion and microbial activity within the tank.

Drydocking. All RRF vessels will be subject to the most current Rule intervals for drydocking and their status will show due dates. Due to the stand-by service of the vessels, the Surveyors will be allowed to waive the Intermediate drydocking of ROS 4 and 5 vessels provided the following are found satisfactory:

- 1) It is to be verified that the vessel has no record of groundings, collisions or allisions that would need to be considered for a drydocking.
- 2) It is to be verified that cathodic protection system for the hull is operating satisfactorily.
- 3) It is to be verified that systems to detect flooding and sound an alarm are satisfactorily installed in the engine room, shaft alley and any other spaces considered appropriate, and there were no alarms of record that would require the vessel to be drydocked.
- 4) If considered necessary, it is to be verified by a qualified diver's modified (no TV camera) examination (usually at the time of an activation); that there are no apparent conditions of a concern on the vessel's underwater body or appendages.

Since RRF 10, 20 and 30 vessels are considered in an ABS laid-up status, there is no requirement to progress drydocking surveys. However, MARAD has a regular drydocking program at which time these vessels will be presented for credit.

Tail Shafts Surveys for oil lubricated bearing systems will be due as per the most recent Rule requirements. All other type Tail Shafts will be subject to special consideration on a case by case basis.

Special Surveys for ROS 4 and 5 vessels will be due as per the most recent Rules requirements, and will generally follow a 5-year cycle although special situations may exist and are covered in other sections of this document.

Progression of Special Surveys for RRF 10, 20, and 30 vessels will be suspended as allowed by the "ABS Guide for Lay-Up and Reactivation of Laid-up Ships." However, the maximum interval between examination of special survey items will not exceed ten (10) years. In order to qualify for this extended Special Survey period vessels must meet the following requirements:

- Comply with MARAD standard lay-up procedures.

- Comply with MARAD Phase IV Maintenance procedures.
 - Carry out Annual Surveys of Lay-up.
 - Be in extended lay-up a minimum of five (5) years (cumulative) during the applicable ten (10) year special survey period.
- In addition, MARAD will strive to maintain a condition monitoring program for these vessels during lay-up and periodic reactivations, particularly with regards to vibration measurement and oil analysis (lube oil and hydraulic oil). A list of machinery covered by this modified condition monitoring program will be submitted to ABS for entry on the SAFENET Survey Status system.

30.2 Reactivation Surveys: These surveys normally apply only to inactive vessels and do NOT apply to ROS vessels.

30.2.1.1 No-Notice

Inactive (RRF 10/20) vessels. Reactivation Surveys of vessels in these categories shall generally be in accordance with the "ABS Guide for Lay-up and Reactivation of Laid-up Ships" and may be limited with due consideration given for the conditions of lay-up, including ABS approved MARAD Lay-Up Specifications and Phase IV Maintenance Procedures, routine Dock Trial and Sea Trials, and the status of the USCG Certificate of Inspection. Intrusive type surveys, such as internal inspection of tanks, and opening up of machinery, are not normally required.

Inactive (RRF 30) vessels. Reactivation Surveys of vessels in this category are required in accordance with the "ABS Guide for Lay-up and Reactivation of Laid-up Ships."

Other than No-Notice

Inactive (RRF 10/20/30) vessels. Reactivation Surveys of vessels in this category are required in accordance with the "ABS Guide for Lay-up and Reactivation of Laid-up Ships" to the extent that they are not covered by other survey procedures being performed.

E. Alternate Compliance Program

Alternate Compliance Program: As authorized by the USCG, RRF vessels that are in full compliance with the requirements of International Convention, ABS Class and the US Supplement to the ABS Rules may participate in the Alternate Compliance Program (ACP). ABS issued "Statements of Voluntary Compliance" are accepted by the USCG as equivalent to convention certificates. However, such Statements of Voluntary Compliance must be free of exemptions, except for cargo stowage exemptions endorsed by the USCG, in order to permit a particular vessel's participation in the ACP. Selected RRF vessels, which meet the above criteria,

will be enrolled in the ACP program in accordance with the applicable enrollment regulations contained in 46 CFR.

Under the ACP, the USCG will accept surveys performed by ABS as equivalent to tests and examinations required for initial and in-service inspections for certification, periodic reexamination, and drydock examinations. The USCG will conduct oversight of ABS under this program.

V. Special Situations

Special Situations will occur when certain survey requirements for these vessels may be specially considered as allowed per ABS Rules and Guides. Any special situations to be considered must be proposed by MARAD in writing to the Assistant Chief Surveyor, ABS Americas. These special situations include all requests for postponement of due or overdue surveys.

VI. National Defense Waivers

National Defense Waivers may be required during activations of RRF vessels for rapid deployment of U.S. forces during crises or upon declaration of war or national emergency. Situations may arise where a vessel is required for service with incomplete or overdue surveys. In such cases where a statutory certificate is involved, MARAD will follow the procedures set forth in its MOU with the United States Coast Guard for the issuance of National Defense Waivers. Where such cases involve classification surveys that do not adversely affect the safety of the vessel or crew, the environment, or the vessel's fitness to proceed, MARAD will request from the ABS Americas' Assistant Chief Surveyor, requirements for appropriate extensions to complete the surveys.

VII. Appeals

Appeals of a decision of a local or Principal Surveyor that aggrieves the vessel's representatives may be appealed to the Assistant Chief Surveyor, ABS Americas in accordance with the terms of this MOU or the ABS Rules.

VIII. Coordination

Coordination of RRF Maintenance and Classification is critical to the success of the program. Local operating level meetings with MARAD, Ship Managers, and ABS should be held frequently to discuss the operation of this MOU. All parties are cognizant that:

- Surveys can occur in all three ABS divisions,
- All efforts are to be made to settle situations at the local level and with the Assistant Chief Surveyor of the division,
- All situations that cannot be resolved locally are to be referred to the Assistant Chief Surveyor, ABS Americas, with whom rests responsibility for coordination with MARAD. The Assistant Chief Surveyor, Americas will work

with the ABS Americas Director of Government Operations to mediate situations,

- Ultimate responsibility for survey matters will rest with the ABS Corporate Chief Surveyor,
- Ultimate responsibility for engineering matters will rest with the ABS Americas Vice President of Engineering,

IX. Modification / Termination

This agreement may be modified in whole or in part at any time by mutual agreement of the parties. Either party may propose modifications whenever deemed necessary or desirable. The parties agree to consider such proposed modifications promptly. Either party may terminate this agreement upon delivery of written notification to the other party.

X. Effective Date

This Memorandum of Understanding is effective Jan 28, 1999, and supersedes the previous Memorandum of Understanding dated 18 February 1987, and its Addenda.

AMERICAN BUREAU OF SHIPPING

MARITIME ADMINISTRATION

_____ SIGNED* _____

_____ SIGNED* _____

(Signature/Date)

Robert D. Somerville
President and Chief Operating
Officer
American Bureau of Shipping

(Signature/Date)

Clyde J. Hart
Maritime Administrator

*Original signed copy available from MAR-611.

Table 2: RRF Maintenance Frequencies

<u>R-Status</u>	<u>Outported</u>	<u>Cre w Siz e</u>	<u>Maintenanc e Activation w/Dock Trial</u>	<u>Maintenan ce Activation w/Sea Trial</u>	<u>Phase IV Maintenanc e Cycle</u>
ROS-4	Yes	10	None	1 yr.	Continuou s
ROS-5	Yes	9	2 yr. (1)	2 yr. (1)	Continuou s
RRF-10	No(2)	N/A	None	2 yr.	6 mo.
RRF-20	No(2)	N/A	5 yr. (3)	5 yr. (3)	6 mo.
RRF-30	No	N/A	None	none	1 yr.

Notes:

- (1) Sea and dock trials alternate annually (i.e. yr. 1 = ST, yr. 2 = DT, yr. 3 = ST, etc.)
- (2) Generally located at an NDRF site; however, some exceptions exist. Maintenance frequencies do not differ based on lay-up site (NDRF or outport).
- (3) Sea and dock trials alternate. Dock trials are carried out approximately at the mid-period of the 5 year sea trial interval.

Remarks:

The maintenance frequencies shown for each "R-Status" assignment are subject to change. Direction on the frequency of maintenance actions is provided to MARAD by USTRANSCOM. The frequencies shown reflect guidance in effect at the time of signing this MOU. Any changes to these frequencies will be disseminated by updating this page.

Phase IV Maintenance Procedures (P4P) and ROS Vessel Maintenance Actions (VMA) are designed to ensure systematic exercising, maintenance, inspection and testing of ship systems and equipment. Preventative maintenance of equipment and machinery during Phase IV is performed on a cyclical basis, at intervals shown above.

Maintenance activations are carried out to conduct operational tests of equipment and systems. Dock trials involve activation of the vessel's machinery plant, but the vessel is not taken to sea. Regulatory inspections and surveys, including COI renewal and mid-period inspections, are scheduled to coincide with dock and sea trials whenever possible. In the case of RRF-20 vessels this may result in periodic expiration of COI's.

**ANNEX I to the MARAD / ABS Memorandum of Understanding;
GLOSSARY**

C-Rating: Alternately referred to as "C-Status" or "Readiness." Not to be confused with "R-Status." A readiness reporting system established for vessels in Phase IV (Maintenance). Developed by MARAD in coordination with the U.S.

Transportation Command, C-Ratings identify and report a vessel's condition relative to its ability to meet its assigned Readiness Status (R-Status) activation timeframe. See C1, C2, C3, C4, C5, OP and PP.

- C1 {C-Rating}: No Mission Degrading Deficiencies: Describes a ship having no known deficiencies which impact its mission or activation within assigned readiness period.
- C2 {C-Rating}: Documented and Correctable Mission Degrading Deficiencies: Describes a ship which has mission degrading deficiencies which can be corrected within the assigned readiness period.
- C3 {C-Rating}: Mission Degrading Deficiencies Exist Which Cannot be Corrected (within the assigned readiness period): Describes a ship which can be activated within its prescribed readiness time frame but has deficiencies which cannot be corrected within the readiness time frame limiting the full operational capability of the ship.
- C4 {C-Rating}: Major Deficiencies Prevent the Ship Activating or Performing its Primary Mission and cannot be corrected within the assigned readiness period: Describes a ship which cannot be fully mission capable within the activation period, or a ship which has a COI that will expire within 15 days or a COI that has expired. RRF 20/30 day ships are exempt from C-Status downgrade due to COI expiration.
- C5 {C-Rating}: Scheduled Major Repairs in Progress; unable to meet assigned readiness period: Describes a ship undergoing major repairs which prevent it from meeting its assigned readiness time frame.

Commandant⁷: In general, the use of the term "Commandant" denotes USCG Headquarters and the various staff elements who act on the basis of the Commandant's authority and documentation. G-MOC administers the inspection program for merchant vessels, including those in the RRF.

District Commander: For marine inspection related issues within the boundaries of each geographic district, a staff officer designated as the Chief, Marine Safety Division acts on the basis of the USCG District Commander's authority. District Commanders are subordinate to the Commandant.

General Agent: A ship operating company that represents MARAD for the maintenance and operation of RRF vessels by letter of agreement. Is empowered as MARAD's agent in all matters related to vessel maintenance, inspection, activation and operation; analogous to "Ship Manager."

⁷ For further information and more detailed descriptions, the USCG Marine Safety Organization and definitions of titles and functions are contained in Title 46, Code of Federal Regulations, Subchapter A. Subpart 1.01 of Subchapter A, "Organization and General Flow of Functions," contains a thorough list of organizational titles and corresponding functions pertinent to USCG inspection of merchant vessels. In addition to titles and organization, Subchapter A provides a useful description of the decision making flow within the Coast Guard Marine Safety Program. Various subchapters within Title 46 CFR also define organizational titles (e.g., OCMI).

MARAD Liaison: Individual on staff at USCG Headquarters as delegated by Commandant, G-MOC. Acts as the liaison to and from MARAD as the need arises.

Marine Inspector: Either an officer or civilian federal employee of the USCG, designated by the OCMI to witness all required tests and inspections on board merchant vessels. The Marine Inspector is the primary individual in the field tasked with direct physical observation and initial evaluation of a particular vessel for compliance with vessel safety regulations. The marine inspector is subordinate to the OCMI.

Marine Surveyor: MARAD employee responsible for one or more RRF ships to oversee vessel maintenance, repairs and activations. Works closely with Port Engineers and their respective Ship Managers/General Agents to ensure that vessels are kept in their assigned readiness status.

"No-Sail" CG-835: A deficiency which, as determined by the OCMI, would seriously endanger the vessel or its crew if the vessel proceeded to sea.

Officer in Charge, Marine Inspection (OCMI): Designated and delegated to give immediate direction to marine safety functions including the inspection of vessels within their zone. OCMI's are subordinate to the District Commander.

OP {C-Rating}: Operational: Describes a ship placed in operational status for the purpose of supporting military exercises or operations as required for National Defense.

Phase I - Acquisition: The acquisition of a vessel for the RRF, whether by purchase, transfer from other government entities, or upgrade from the National Defense Reserve Fleet (NDRF).

Phase II - Upgrade: The initial upgrade of an acquired vessel to RRF standards, including USCG Certification, ABS Classification, and compliance with other regulatory requirements. If the acquired vessel is of foreign registry, this Phase includes re-flagging to United States registry.

Phase III - Deactivation: The initial deactivation of a vessel following acquisition, upgrade and operational testing. The vessel is laid-up in a state of preservation consistent with its assigned readiness status, and location (outport or NDRF site).

Phase IV - Maintenance: The retention phase wherein an RRF vessel is maintained, tested, and otherwise prepared to meet its assigned readiness status. Vessels in Phase IV are either in Reduced Operating Status (ROS), or Inactive (RRF). Inactive vessels undergo periodic "Phase IV Maintenance Cycles," based on ship specific maintenance procedures. ROS vessels undergo continuous maintenance cycles performed primarily by the embarked ROS crew. The Ship Manager is contractually responsible for assigned vessels in this phase.

Phase V - Exercise: This phase is divided into two non-sequential sub phases, Activation during which the vessel transitions from Phase IV Maintenance to Phase O Operation and Deactivation during which the vessel transitions from Phase O back to Phase IV. Any vessel which is tendered to the DOD through the Military Sealift Command (MSC),

including vessels which are activated for military exercises, will transition through Phase V to Phase O

Phase O - Operation: Vessels which have been activated for exercises, or National Defense purposes are placed in Phase O once tender to the MSC has been accepted. During Phase O, RRF vessels come under the operational control of MSC, but administrative control (ADCON) is retained by MARAD and the Ship Manager.

Phase VI - Sealift Enhancement: This phase is similar to Phase II Upgrade, however, it involves the installation of equipment and facilities to support DOD mission requirements. Such features include, but are not limited to, underway replenishment at sea rigs, vertical replenishment helicopter platforms, Offshore Petroleum Discharge System equipment on selected tankers, and craneship conversions for offloading conventional, non self-sustaining cargo ships. *Note: effective July 1, 1998, Phase VI will be eliminated as a separate program phase. Sealift Enhancement Features will be accomplished in either Phase II or Phase IV.*

Planned Maintenance: A program of routine and continuous maintenance of the hull and machinery. The program should be developed in consultation with the manufacturers of the machinery and the various lubricants and coatings used to preserve the hull and machinery. In the situation of idle vessels, the long term lay up may affect the retention of oil films in bearings which could lead to brinneling of the bearings. Particular attention is to be given to prevention of brinneling.

Port Engineer: The "on site" representative of the General Agent or Ship Manager. Responsible for the daily operations required for the various Phases of RRF Management. Works closely with the Marine Surveyor during activations and inspections.

PP {C-Rating}: Pre-Position: Describes a ship placed in operational status for the purpose of pre-positioning military cargo in a designated theater of operations.

Readiness: Not to be confused with Readiness Status. See "C-Rating."

Readiness Status {R-Status}: Readiness status is defined as the timeframe in which MARAD must activate and tender a vessel to DOD. A vessel's R-Status is designated by the Department of Defense. The two categories of R-Status are: a) ROS and b) RRF.

Regional Director: The MARAD Regional Director administers all MARAD programs within his region, including the RRF program. The director is the regional representative for the Maritime Administrator.

ROS/# {R-Status}: Reduced Operating Status/# Days - Vessels in Reduced Operating Status have a reduced crew of key personnel living on board for maintenance purposes. Vessels in this status conduct sea trials or dock trials on an annual basis. The 4 or 5 after "ROS" indicates the number of days authorized for vessel activation and tendering to Military Sealift Command's Operational Control.

RRF/##{R-Status}: Ready Reserve Force/## Days - RRF vessels are deep lay-up, generally at one of the National Defense Reserve Fleet Sites. A vessel in this status requires towing to a repair facility for activation, crewing, storing and sea trials prior to tendering to Military Sealift Command's Operational Control. The number following "RRF" indicates the number of days authorized for vessel activation and tendering to Military Sealift Command's Operational Control.

Rules: The requirements set forth by a classification society to which a vessel is constructed and maintained. For the purposes of the RRF, the term Rules refers to the Rules of the American Bureau of Shipping.

Ship Manager: A ship management company that is contracted to represent MARAD for the maintenance and operation of RRF vessels. Is empowered as MARAD's agent in all matters related to vessel inspection, activation and operation. The Ship Manager is an independent contractor for purposes of procurement of supplies and services for maintenance, and is contractually responsible for maintaining the vessel(s) in class and certified.

Ship Operations & Maintenance Officer: Is the primary point of contact in the Regional office for RRF vessel maintenance, repair, and activation contracts. Plans, submits and administrates budgets for vessel maintenance and repairs within the RRF program.

Statement of Voluntary Compliance: Authorized in the Memorandum of Understanding between MARAD and USCG (dated July 20, 1998), a SOVC is issued in-lieu-of convention SOLAS and MARPOL certificates. SOVC's may only be issued when the vessel fully complies with convention requirements, except for specific exemptions which have been issued by the USCG. The SOVC substitutes for convention certificates when the Alternate Compliance Program is invoked.

Surveyor, Exclusive: Not to be confused with the term Marine Surveyor. An Exclusive Surveyor is a full time employee of the American Bureau of Shipping.

USCG/ABS Liaison: Individual on staff at MARAD Headquarters as delegated by the Chief, Division of Ship Maintenance and Repair in the Office of Ship Operations. Acts as the liaison to both the USCG and ABS on matters pertaining to merchant vessel inspection requirements as they relate to the RRF.

ANNEX II to the MARAD / ABS Memorandum of Understanding; COMMAND, CONTROL & COMMUNICATIONS

I. Introduction

As in all complex operations involving inter-agency coordination, rapid and effective communications are essential. This section identifies procedures ensuring that communication is maintained between USCG, ABS and MARAD decision-makers to facilitate the inspection of the RRF.

II. ABS / USCG / MARAD Organization

Figure (1) illustrates an index of decision levels of the ship inspection team and the relationships between USCG, ABS and MARAD.

III. Organizational Points of Contact

Overview - ABS / USCG / MARAD: As Figure (1) illustrates, a one to one correlation among the three organizations does not exist at all levels of RRF inspections and activations. At the headquarters level, interagency coordination is expedited by ABS/USCG/MARAD liaison officers and employees located at ABS, USCG and MARAD Offices and Headquarters. Below the Headquarters level the organizations diverge in both geographic distribution and assignment of responsibility for completion of ABS and USCG inspections. MARAD currently has five Regional offices; the USCG has 10 districts, each with two or more OCMI zones; and ABS has three divisions (not including the ABS Corporate Office). This results in each MARAD regional office spanning several OCMI zones and at least two USCG District Commanders, and the three ABS Survey Managers and Director of Government Services. Most OCMI inspection zones lie entirely within the boundaries of a single MARAD Region.

Inspection Scheduling and Conduct: OCMI's, ABS Attending Surveyors and MARAD coordinate scheduling of RRF vessel inspections, and work to resolve deficiencies noted during inspections on board the vessel in question. As discussed in the MOU, MARAD employs Ship Managers (and/or General Agents) to manage all aspects of RRF vessel maintenance and operations. The Ship Manager, through an assigned Port Engineer, is the primary point-of-contact when requesting and conducting RRF vessel inspections and surveys. This delegation of responsibility does not, however, relieve the cognizant MARAD region from its oversight responsibilities, or from its ultimate responsibility as vessel owner.

The following procedure shall be followed when scheduling and conducting vessel inspections and surveys:

Prior to the commencement of an inspection or survey, the Ship Manager shall contact either the cognizant OCMI and/or responsible ABS field office, as appropriate, in whose zone an RRF vessel is to undergo inspection or survey. The Ship Manager will identify the vessel, their designated Port Engineer and the MARAD Marine Surveyor who will be available to respond to inquiries and resolve inspection or survey issues, when requested by the OCMI, USCG marine inspector, ABS field office, or ABS Surveyor.

Prior to, or as soon as possible after the commencement of any regulatory inspection or classification survey (i.e., COI, Drydock Exam, Cargo Gear, etc.) of an RRF vessel, the attending USCG Marine Inspector(s), and/or ABS Surveyor(s), as appropriate, will meet with the Port Engineer and MARAD Marine Surveyor. They will agree on a schedule for maintaining contact with each other

to discuss inspection and survey issues. USCG, ABS and MARAD will be readily accessible to each other throughout the course of the inspection or survey and they will designate an alternative point of contact in the event of an individual's absence.

Coordination: When inspections or surveys involve multiple OCMIs, District Commanders, ABS Offices or MARAD Ship Manager(s) and Regional offices, these individuals are encouraged to make direct contact with each other when coordination is required to resolve inspection issues involving an RRF vessel. This should occur as early as possible.

For issues requiring headquarters level policy interpretation, or requiring a national defense waiver, the ABS/USCG/MARAD liaison officers should be contacted. The liaison officers will assist by contacting the appropriate headquarters staff at each agency and coordinate a response to the issue/inquiry. Each agency will then be responsible for rapidly transmitting its decision to the subordinate offices and commands involved.

#

The following discussion of classification procedures for Ready Reserve Force Barges is based on the six (6) phase RRF management program developed by MARAD. These phases are defined in Annex I to this MOU, and within the MOU itself. For reference, the phases are:

Phase I	Acquisition
Phase II	Upgrade (Reflag if applicable)
Phase III	Deactivation (initial only, following Acquisition/Upgrade)
Phase IV	Maintenance
Phase V	Exercise (include. Activation and Lay-up [deactivation])
Phase O	Operation

Both LASH and SEABEE barges are employed in the RRF.

Phase II: - Upgrade (Preliminary to Lay-Up)

A. It is understood that barges entering the MARAD RRF Program will undergo repairs and surveys, including classification surveys due within one year, to confirm their satisfactory condition.

Phase III: - Deactivation (Lay-Up)

A. It is understood that preparations for active retention will include appropriate coatings of external plating and exposed plating in cargo areas.

Phase IV: - Maintenance

A. It is understood that barges will be stowed out of water during this phase.

B. No surveys are required during this phase.

Phase V: - Exercise (Reactivation)

A. Upon removal from lay-up, a Reactivation Survey is to be carried out consisting of, as a minimum, an examination of the entire shell plating to confirm its continued satisfactory condition and any surveys currently due or due within one year. On satisfactory completion, the Reactivation Survey will be credited.

NOTE: It is recognized that these barges are normally stowed in a vessel for quick deployment. They are in essence "LAID UP". ABS policy is that Barges may be considered as laid-up any time they are on the Vessel or when fleeted awaiting cargo. The owner must notify ABS that the barge is laid-up. Any overdue surveys must be carried out when the barge is taken out of lay-up. Extensions may be given. For Special Survey and Special Intermediate Survey, extensions should normally be limited to three months.

31. SECTION 31 - STANDARD LAY UP PROCEDURES

Are available from MAR-611 or MARAD COTR. They include:

- . Boiler Inspections
- . Boilers, Main Steam Systems, and Steamsides of Turbines and Condensers
- . Ship's Service Turbo-Generators (SSTGs)
- . Distillers and Evaporators
- . Steam Vessel Control Systems
- . Turbine Steam Admission Valves
- . Steam Vessel Lube Oil Systems
- . Steam Vessel Fuel Oil Systems
- . Piping Systems
- . Medium Speed Propulsion Diesels
- . Cargo Winches and Hydraulics
- . Electronic Gear
- . Safety Equipment
- . RRF Deactivation Procedures, Revised June 1992

32. Section 32. RESERVED.

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CHAPTER 1. COATING TECHNOLOGY

A. INTRODUCTION

The technology of Marine Coating systems has changed considerably in the last ten years. The type of coatings available have increased in sophistication to the point that it is difficult for the average marine surveyor to determine the "perfect" coating system for his needs based on manufacturer's recommendations alone. The purpose of this publication is to provide guidance for use in maintenance and preservation of various surfaces on RRF vessels.

Since MARAD's primary maintenance goal is preservation, be it of a ship's hull or machinery, the type of preservation system employed is of great importance. For this reason, the marine coating policies and practices outlined herein should be followed as closely as possible. When new systems are approved, they will be added to these guidelines.

B. CORROSION

1. Oxidation: Corrosion by oxidation is the process by which unprotected metal (steel, copper, aluminum) combines with oxygen (**oxidizes**) and disintegrates.

Iron oxide (**rust**) forms on steel or iron as a film. It is permeable and easily flakes off, thereby exposing new metal, which oxidizes and disintegrates until eventually no metal remains.

Aluminum and copper oxides form tough, adhering films which are not easily removed, sealing the metal from further exposure, and thereby inhibiting further corrosion. Unfortunately, constructing ships out of copper or aluminum is too costly to be considered practical. Therefore, steel remains the major metal used in shipbuilding.

2. Galvanic: Galvanic corrosion exists when two different metals are in physical contact with each other while immersed in a saline or acidic solution. This is the battery principal: one metal (**cathode**) remains totally unharmed, while the other metal (**anode**) corrodes away. Which of the metals is left unharmed is dependant on the reactive nature of the two metals. Steel tends to corrode when in contact with copper, whereas steel is preserved when in contact with zinc.

C. CORROSION CONTROL

1. Coatings: The most common method of corrosion control is to coat the surface with paint. This provides a physical barrier to block moisture and oxygen from contact with the surface. In reality, all coatings are permeable to some degree, so corrosion is only slowed, not prevented.

How permeable any coating will be is largely dependent on its material condition: coating type, age, how intact it is, how well it is bonded to the surface, etc. The rate of corrosion is determined by how much oxygen can get into contact with the original surface. **Warmer temperatures will accelerate the process of oxidation.**

2. Paint Vehicles: Paints are classed according to the type of binder (film-forming vehicle): alkyd, vinyl, epoxy, etc. Most paints are solvent-based. This means that the paint solids are dissolved into a solvent to liquefy them and make application easier. The combination of solvents and binder is called the vehicle. Once the paint is applied, the solvent evaporates, leaving a film of solids adhering to the surface. Several coats might be required to build enough thickness for a good shield.

Under earlier technology, most paints were generally 50% solids, 50% solvent; however, there are currently "**high solids**" paints available on the market where the amount of solids is as high as 100%, thereby allowing a thicker dry film coating with a single application. This equals fewer total coats to achieve optimum film thickness. The trend is toward using more of these high solids coatings due to expected federal regulation of solvent emissions in shipyards.

Other types of coatings are "two-component" packs: a convertor is stirred into a paint, provoking a chemical reaction which causes the paint to harden and adhere (**cure**). The curing process enhances the paint's cohesion as well, thus providing for better abrasion resistance. **Epoxies** and **urethanes** are the most common two-component paint types for marine service.

A guide to mutual compatibility of different types of paint vehicles is presented in Table 1-A. For more extensive information, an excellent reference is the Society of Naval Architects and Marine Engineers Technical Research Bulletin 4-15, Coating Systems Guide for Exterior Surfaces of Steel Vessels, which is available from the Publications Department, S.N.A.M.E., 601 Pavonia Avenue, Jersey City, NJ, 07306.

The Steel Structures Painting Council (SSPC) also publishes information relative to various types of paint systems and their suitability for different uses. The types of paint vehicles most likely to be found in use, and the recommended systems discussed in these guidelines are described in alphabetical order as follow:

a. ALKYD: Alkyd vehicles are oil based resins which dry by solvent evaporation or oxidation. Alkyd finishes are general-purpose, economical paints, available in flat, semi-gloss, and high-gloss finishes in a wide range of colors. Alkyd finishes are easy to apply, and retain their color and gloss in most interior and exterior environments; however, they do not stand up to corrosives very well.

b. COAL TAR EPOXY: See "Epoxy" for a general description of the vehicle. Coal Tar is often added to epoxy paints, allowing application over compromised surfaces, with substantial savings, and relatively little effect on corrosion control. Color choices are usually limited due to the black color of the coal tar, so it is usually used on concealed or submerged surfaces. These paints may contain carcinogens and are **not recommended** for use. See Chapter 8 for more information on the hazards associated with Coal Tar paints.

c. EPOXY: As was discussed earlier, most epoxies are two-component paints that are mixed just prior to application: the epoxy resin and a convertor. These paints have a limited working (**pot**) life, usually no more than several hours. Cured epoxy films have outstanding adhesion, flexibility, abrasion-resistance, and resistance to alkali and solvents. The cost per gallon is high as compared to alkyds, but is offset by the reduced number of coats necessary to achieve optimum film thickness.

Epoxy paints provide excellent long term corrosion resistance, but they tend to chalk when exposed to sunlight, therefore low gloss levels and fading can be expected over long term exposure. The more common marine epoxies are made by reacting the epoxy resin with an amine curing agent. There are some differences between types of epoxy, such as resistance to abrasion, chemicals and water. Consult with manufacturers for recommendations on specific needs.

d. INORGANIC: The major inorganic vehicles used in paints are sodium, potassium and lithium for water-based paints, and titanates and ethyl silicates for solvent-based paints. These are used in inorganic zinc paints, where they react with the zinc dust to form hard films. These films are extremely corrosion-resistant in humid environments; however, the zinc can leach into certain products, requiring overcoating with a more chemical-resistant paint in petroleum tanks and other critical areas.

e. LATEX: Latex paints are water-based emulsions such as acrylic and polystyrene butadiene. They dry by a combination of evaporation of the water, and coalescence of the polymer particles. They have little odor, are easy to apply over a properly prepared surface, and dry rapidly. Latex paints are generally used on interior walls and ceilings as a primer or finish coat where oil or oil-alkyd paints would otherwise be used. They do not adhere readily to chalked, dirty, or glossy surfaces, so careful surface preparation is necessary.

f. OIL: These paints are the oldest type of coatings still in use, with the longest performance history. They are used primarily on exterior surfaces since they do not dry quickly. The benefits of oil paints are film thickness per coat, and surface tolerance. Since these paints are very wet, they wet the surface as well, so that surface preparation becomes less critical. Oil paints are not very abrasion resistant, or tolerant of chemicals and solvents.

g. OIL-ALKYD: Oil vehicles are often combined with alkyd resins to reduce drying times, improve leveling, hardness, gloss retention, and to reduce fading. The combination also maintains ease in application, adhesion, and flexibility of the paint. Oil-alkyd paints are commonly used when faster-drying oil finishes are desired; however, better surface preparation is required than with oil paints.

h. RUBBER-BASE: Rubber-base vehicles are solvent-thinned, and should not be confused with latex vehicles which are often called rubber-based emulsions. They are lacquer-type vehicles which dry quickly to form finishes which are highly resistant to water and mild chemicals. They are available in a wide range of colors and gloss. Care must be taken when recoating these paints so that the strong solvents used do not lift the finish. These paints are most frequently used in splash areas, such as laundry rooms and kitchens. Styrene-butadiene combined with chlorinated plasticizers and silicone resins is used to produce high-heat-resistant ready-mixed aluminum paints.

i. SILICONE: Silicone vehicles have one basic shipboard use: Heat resistant finishes. Heat resistant organic finishes containing a high concentration of silicone resins, when pigmented with aluminum, have the ability to withstand temperatures up to 1200°F.

j. SILICONE ALKYD: The combination of silicone and alkyd resins results in an expensive but extremely fade-resistant coating for use on exterior metal. These coatings come in a wide range of colors, and various levels of gloss, but it is recommended that if gloss is not a significant factor, the high gloss paint be used. A coat of silicone alkyd paint over an epoxy system will provide excellent long-life coverage for exterior surfaces exposed to sunlight.

k. URETHANE: The following vehicles are all considered urethanes:

(1) Oil-Modified Urethanes: These are more expensive than, but similar to phenolic varnishes in that they are most commonly used for exterior spar varnishes, or as topcoats for tough floor finishes. They have better color and color retention, are harder and more abrasion-resistant, and dry faster. They can be used on all types of surfaces.

TABLE 1-A

COMPATIBILITY OF PAINT VEHICLES

	NEW								
	TOP COAT								
	PRIMER/								
	AGED TOPCOAT								
	Alkyd	R	R	N	N	*	*	N	
	Silicone Alkyd	R	R	N	N	N	*	N	
	Epoxy	N	R*	R	R	N	N	*	
	Coal Tar Epoxy	N	N	*	R	N	N	N	
	Zinc-rich Epoxy	N	N	R	*	N	N	N	
	Inorganic Zinc	N	N	R	N	*	*	N	
	(water based)								
	Inorganic Zinc	N	N	R	N	*	N	N	
	(solvent based)								
	Chlorinated Rubber	R	R	N	N	R	*	R	
	Latex Acrylic	R	R	*	N	*	R	*	

R - Compatible under normal conditions. R* - Compatible within recoat time guidelines.

* - Compatible with special preparation or special application/tie coat.

N - Not recommended due to known or suspected problems.

NOTE: Some "N" coatings can be used with a tie coat.

A recent study⁸ was conducted to determine the optimum surface preparation for various coating types. Table 1-B shows the results of this study.

TABLE 1-B
MINIMUM & OPTIMUM BLAST CLEANING LEVELS
FOR VARIOUS COATING SYSTEMS

COATING SYSTEM	MINIMUM	OPTIMUM
Alkyd	Commercial	Near White
Latex Acrylic	Commercial	White Metal
Vinyl	Commercial	Near White
Epoxy	Commercial	Near White
Coal Tar Epoxy	Commercial	Near White
Inorganic Zinc	Near White	White Metal

METHODS OF PREPARING STEEL FOR PAINTING ARE VERY IMPORTANT, AND SHOULD BE GIVEN SPECIAL EMPHASIS IN THE COATING SPECIFICATION. Some excellent references are listed below:

- 1.) The Steel Structures Painting Council (SSPC) manual, Vol. 2, Systems and Specifications, which is available from the Steel Structures Painting Council, 4400 Fifth Avenue, Pittsburgh, PA 15213.
- 2.) The Swedish Academy (SA) also publishes steel preparation standards that can be referenced.
- 3.) A good reference for older vessels is The Society of Naval Architects and Marine Engineers (SNAME) Technical and Research Bulletin No. 4-21, ABRASIVE BLASTING GUIDE FOR AGED OR COATED STEEL SURFACES, which is available from the Publications Department, The Society of Naval Architects and Marine Engineers, 601 Pavonia Avenue, Jersey City, NJ 07306.

⁸ Richard W. Drisco, Eddy S. Matsui and Lee K. Schwab, "The Effects of Steel Profile and Cleanliness on Coating Performance," NCEL Technical Note (January 1986)

For all cleaning methods, review applicable health and safety guidelines before contracting for work. The Steel Structures Painting Council (SSPC) standards are listed below for quick reference:

a. SSPC-SP 1, SOLVENT CLEANING: Removal of dirt, oil grease, and other organic compounds from the surface by various methods. If solvent cleaning is to be the only surface preparation method used, consult with your coatings manufacturer to determine the proper solvent to use.

b. SSPC-SP 2, HAND TOOL CLEANING: Hand tool cleaning cannot be expected to do more than remove major surface contamination. Only "surface-tolerant" coatings should be used in these areas.

c. SSPC-SP 3, POWER TOOL CLEANING: Power tool cleaning provides more adequate surface preparation than hand tool methods. Both methods of preparation are very time-consuming and manpower-intensive, and should be used only for maintenance of a basically intact coating system. Only "surface-tolerant" coatings should be used in these areas.

d. SSPC-SP 4, FLAME CLEANING: Flame cleaning is a method used on metal surfaces where oxy-acetylene flames are passed over the surface. This method is not used often on our vessels, and therefore will not be discussed.

e. SSPC-SP 5, WHITE METAL BLAST CLEANING: Blast cleaning is the most effective mechanical means of surface preparation. White metal blast is the ultimate in blast cleaning. It is also the most expensive method of blast cleaning. It is normally specified for new construction, and for coatings which must withstand highly corrosive atmospheres, and are not surface-tolerant.

f. SSPC-SP 6, COMMERCIAL BLAST CLEANING: With this method of blast cleaning, the degree of cleaning is not nearly as critical as with a White metal blast. Commercial blast cleaning is generally considered adequate to the long life of most coating systems under normal exposures.

g. SSPC-SP 7, BRUSH-OFF BLAST CLEANING: This is a relatively low cost method of blast cleaning to remove all loose rust, old paint, and scale. Brush-off blasting is not recommended in areas where severe corrosion is prevalent, but it can replace hand or power tool cleaning where blast equipment is available and more economical.

difference is the way the air is introduced and the fluid pressure at the nozzle. This technique looks very promising for reducing solvent emissions during painting operations and is being used by the Navy in their shipyards in an experimental capacity at this time; however, at the present time it can not be used with paints containing over 60% solids and has a slightly slower application rate. **HLVP spraying should be considered for jobs such as the interior spaces since it is cleaner and faster than hand application.**

b. **HAND APPLICATION:** The most common technique for maintenance of existing coating systems or coating small areas is brush or roller application. This usually follows hand cleaning or power tool cleaning of the areas to be painted, and feathering the edges of tightly adhering coatings. A compatible surface-tolerant primer will then be applied to the bare steel by brush or roller, with a finish coat "tying" the new and old coatings together.

Problems associated with hand application are poor mixing techniques and uneven thickness of application. This method should only be used for small areas to be "touched up" to maintain an existing coating.

7. Paint Failures: All paints will gradually deteriorate and fail over time, even when properly applied over prepared surfaces; however, the rate of deterioration under optimum conditions is much slower than when improper preparation or application occurs. Inspectors must be familiar with the signs of various stages of deterioration in order to effect repairs properly and at minimal cost.¹⁰

a. **CHALKING/FLATTING:** Glossy paints eventually lose their gloss and turn flat with age. This is the sign of initial breakdown of the paint vehicle at the surface. Loss of gloss is soon followed by chalking. The vehicle is broken down by sunlight and other destructive influences, leaving a loose, powdery pigment on the surface which can be easily rubbed off with the fingers. Flattening is caused if moisture in the form of fog, dew or condensation lies on the surface of newly applied paint before it has thoroughly dried. This is primarily an appearance problem, causing a new paint job to look inferior.

Chalking, if gradual and controlled, can be an asset, particularly on white paint, since it is a self-cleaning process. It also helps to reduce coating thickness over time, thus decreasing excessive build up of the paint film. The major problem with chalking is

¹⁰Section 7 is adapted from the United States Coast Guard Coatings and Color Manual, COMDTINST M10360.3, June 8, 1983

adhesion of the next coat to be applied. Maintenance painting over chalked surfaces is one of the most common areas for paint failure. When applying a new coat over a chalked surface, as much of the chalking as possible should be cleaned off first.

b. CHECKING/CRACKING: These are breaks in the paint film which are formed as the paint hardens. Temperature changes cause the substrate (surface to be painted) to expand and contract. As the paint hardens, it loses its ability to expand and contract without breaking to some extent. Checking consists of tiny breaks which take place only in the upper coat or coats of the paint without penetrating to the substrate. Cracking describes larger and longer breaks which extend through to the substrate.

Checking is caused by stresses within the paint film, whereas cracking is caused by stresses between the paint film and the substrate. Checking and cracking are aggravated by excessively thick paint films because of their reduced elasticity. In addition, in colder climates, the freezing temperatures coupled with the heating of the sun can cause some coatings to crack.

c. ALLIGATORING: This is when the outer layer of paint cracks, and presents a pattern similar to alligator leather. Alligatoring occurs when a relatively hard finish coat is applied over soft primers or underlying coats. Undercoats which are too rich in oil, or are given insufficient drying time cause this softness. Expansion and contraction of the painted surface where paint coats have uneven flexibility causes alligatoring and checking. To avoid this problem, choose undercoat materials which dry harder than the topcoat materials, and allow undercoats to dry sufficiently before applying the next coat.

d. CRUMBLING/SCALING/FLAKING/PEELING: These are all failures involving complete loss of adhesion over some part of the surface. If cracking occurs with relatively small spacing, the moisture penetrating the coating will lift small pieces away from the substrate. If the cracks are large, the moisture will cause the edges to curl up, exposing more of the substrate, causing more curling, and eventually causing the coating to peel off in large pieces. When large areas are affected by this failure, the remaining coating will probably also have to be removed to prevent it from lifting the new coating being applied.

e. BLISTERING/LIFTING/INTERCOAT PEELING: Blistering occurs in the paint film when the top coat lifts from the base, leaving the primer intact. This failure is most frequently the result of moisture or vapors trapped between coats. To prevent blistering, use dehumidification equipment as needed, and recoat within manufacturers' specified times. To repair blistered areas, scrape thoroughly, feather the edges of tightly adhering coating, and repaint. Blistering can also be caused by excessive current in an impressed current cathodic protection system.

CHAPTER 2. HULL COATINGS

A. INTRODUCTION

The following is a general discussion of the recommended coating systems for steel hulled ships. Coatings for fiberglass and aluminum hulls are listed under **SPECIAL PURPOSE COATINGS**. For details on surface preparation and application beyond a general discussion, refer to Chapter 1. COATING TECHNOLOGY.

The coating systems recommended in this section are for a ten year service life, and should be warranted for five years if at all possible.

B. ANTI-CORROSIVE SYSTEM

A two-coat system of surface-tolerant, high solids EPOXY is the recommended coating system for the underwater hull surfaces of the vessel. This type of system, when properly applied, provides the most effective long term corrosion control for this vital area.

Long term testing¹² has shown that under harsh environmental conditions, with and without cathodic protection, **EPOXY** systems perform well. This two-coat system is suitable for application to the entire hull inclusive of underwater surfaces, boottop and freeboard areas; however, if more protection against mechanical damage is desired, a zinc-rich epoxy primer as described under section **E. FREEBOARD**, can be substituted for the first coat of high solids epoxy.

1. Surface Preparation: The first surface cleaning will be to water-wash the underwater hull area with high pressure hoses. This should remove most of the marine growth. If it is not possible for the entire wash to be fresh water, the final rinse should be fresh, and should leave the surface ready for inspection. Past studies¹³ have shown that high pressure hosing with fresh water, followed by hand scraping and blasting on old, previously coated steelwork can reduce or eliminate the formation of iron sulfates

¹² J. Bukowski and A. Kumar, "Coatings and Cathodic Protections of Piling in Seawater: Results of a Ten Year Exposure at LaCosta Island, FL", CERL Technical Report (August 1982)

¹³ Singelton and Wilson, Shell Research, Ltd., "Blast Cleaning and Surface Quality", presented to the British Paint Corrosion Group, (1968)

1. Conventional: Conventional AF systems contain biotoxins mixed into a base such as vinyl or chlorinated rubber. The type of base used depends on the AC system employed. The AF system must be a compatible paint. Such systems are not recommended for laid-up vessels, as they begin to lose their effectiveness after 12 to 18 months. The toxins at the surface are the only ones that come into contact with marine growth, so extra coats will not increase coating life, as buried toxins in the underlayers have no way of reaching the surface.

2. Ablative: Ablative, or self-polishing systems consist of biotoxins mixed into a copolymer paint that is designed to gradually dissolve (ablate) over time. These paints are generally designed to improve efficiency on operating vessels, but there are types available that are designed for low activity use.

Ablative systems fall into two basic categories: those that polish with the action of water against the hull, and those that have slightly soluble resins and are "self-polishing". Since activation is not guaranteed on RRF vessels, it is recommended that self-polishing paints be used. The effective life of ablative coatings can be increased by adding more coats, therefore increasing paint thickness. At some point, though, the paint becomes too thick to properly adhere, so maximum recommended coating thicknesses should be followed.

3. Surface Preparation: When the AF system is to be applied over a new AC system, the AF must be compatible. Most manufacturers recommend that when AF is applied over an epoxy AC system, the epoxy must not have fully cured. Inspectors should closely monitor overcoating instructions on paint data sheets to ensure proper bonding.

When an existing AF system is being touched up, special care is required to ensure that the AC system is not damaged. In most cases hydroblasting or high pressure washing with fresh water will provide a clean surface ready for the new AF coat. The new coating can usually be applied to the remains of the existing one.

When the existing AF system contains tributyltins (TBT), special environmental precautions may be required during blasting operations, whether it be high-pressure water blasting or abrasive blasting. Chapter 8 gives more detail on the environmental regulations now in effect, and those expected to be enacted shortly. Consult with shipyard and paint manufacturers before starting blasting operations with these types of substances.

4. Application: The recommended application method for this system is Airless Spray. See Chapter 1, section C.5.a. for more information on application by this method.

The recommended number of coats and thickness for the AF paint system is three 5-6 mil DFT coats for a total thickness of 15-18 mils. The US Navy has been using up to 20 mils of AF for long term systems, but paint manufacturers recommend that 20 mils be the absolute maximum thickness, since thicker paint could cause poor adhesion of the total system.

It should be noted that none of the AF systems recommended in Appendix A have a proven service life of ten years, therefore close monitoring of vessels for fouling and AF failure will be necessary during extended drydocking intervals. The longest proven AF system available at this time has a service life of three to four years.

D. BOOTTOPPING

The boottop area is that area of the hull from the light load line to the deep load line, plus six inches above and below.

The boottop area should be painted black to conform with the standard MARAD color scheme. When using the recommended EPOXY system for the hull, the boottop area should be coated with either black acrylic epoxy, silicone alkyd or urethane paint as approved in Appendix A from 1.5 to 2 mils minimum DFT.

E. FREEBOARD AREA

The freeboard area of the hull is that portion of the sides above the boottop (six inches above the deep load line) to the railings, including bulwarks. The freeboard area should be painted haze gray to conform with standard MARAD colors.

The freeboard area should be coated with a 4-5 mil minimum DFT coat of zinc-rich epoxy primer, followed by the second coat of the same high-solids epoxy (4-6 mils) being used on the underwater hull, and topped by a 1.5-2 mil topcoat of acrylic epoxy, silicone alkyd or urethane (See note below). The primary reason for recommending a zinc-rich epoxy in this area is to control corrosion caused by mechanical damage to the coating system.

NOTE: When using the recommended two-coat EPOXY system, no further coating is necessary for long-life corrosive protection; however, as discussed in Chapter 1. COATING TECHNOLOGY, epoxy paint chalks more quickly than a conventional oil-

based paint, and may be overcoated with 1.5-2 mils of an approved acrylic epoxy, silicone alkyd, or urethane paint for cosmetic appearance.

F. HULL MARKINGS

1. Waterline markings: Since RRF vessels are in lay-up status, waterline reference marks should be painted at bow and stern as follows:

Stripes four (4) inches wide should be painted along the waterline extending thirty six (36) inches from the bow and stern towards midships, with a second stripe the same width and length three (3) feet above the first. These stripes should be painted white or fluorescent yellow for ease in visibility.

2. Draft Markings: Draft marks, frame markings, tank boundaries, etc., below the deep load line should be coated with two full coats of white acrylic epoxy or urethane paint.

Draft marks above the deep load line, names, hailing ports, deck line, etc. should be coated with two full coats of black acrylic epoxy or urethane paint.

3. Underwater Reference Marks: When entering a vessel into the 10 year program, a reference marking system for the underwater hull will aid the inspectors in identifying problem areas when the five year underwater hull survey is conducted. Each region intending to use extended-life coating systems should mark the hulls with a contrasting color paint system that consists of a line approximately 1 inch in width by 6 inches high, and numbers that are approximately 6 inches high, marking tank divisions and major frames (at approximately 50 foot intervals along the length of the hull).

These marks should be placed at the turn of the bilge, and along the keel. After the marking system is in place, a reference videotape should be made of the entire hull showing all reference marks and seachest blanks in place. At the time of the next underwater hull survey in lieu of drydocking, the reference video and a general underwater plan showing the location of blanks and reference markings should be provided to the ABS and USCG inspectors for comparison with the current hull condition.

CHAPTER 3. TOPSIDE COATINGS

A. INTRODUCTION

The following is a general discussion of the recommended coating systems for all topside areas of RRF ships, including Superstructure, deckhouses, and decks. These systems are for steel surfaces only. Other types of surfaces are listed under SPECIAL PURPOSE COATINGS. For more detailed information on surface preparation and application techniques, refer to Chapter 1. COATING TECHNOLOGY.

The coating systems recommended in this section are for a ten year service life, and should be warranted for five years if possible.

B. SUPERSTRUCTURE/DECKHOUSES

The recommended new coating system for these areas is a zinc-rich epoxy primer at 4-5 mils DFT, followed by one 4-5 mil coat of high solids epoxy, and one 1.5-2 mil coat of acrylic epoxy, silicone alkyd, or urethane paint for cosmetic appearance. The topcoat should be haze gray to conform with MARAD colors.

When the existing coating system is largely intact with an acceptable DFT, then a full scale abrasive-blasting will not be required; however, when spotblasting and touching up existing coatings, care must be taken to ensure adhesion of the new coating. **See Note in Chapter 2, section B.1. regarding Spotblast Inspections.**

1. General Preparation: Prior to blasting and painting, all portholes and windows should be masked to prevent etching. All ventilation openings should be covered with filter material and stack covers should be installed. All scuppers, drainpipes, vents, hatchways and doors should be masked or plugged to prevent incursion of grit or paint. Any drain or pipe where liquid could flow onto the surface to be blasted should be socked or piped to another area. All lighting fixtures, receptacles, antennas, nameplates, valve stems, cables, firefighting and safety equipment, cargo gear, deck machinery and other surfaces not normally abrasive-blasted or spray-painted should be removed or adequately masked during blast/coating operations.

Specification should be made to limit production work requiring entry into the vessel's superstructure during topside blasting and painting. Specification should also be made requiring removal of all masking materials, and proving all scuppers and drains clear upon completion of all work. Whenever possible, vent louvers should be removed, grit blasted, and coated on both sides according to the same schedule as used elsewhere on the superstructure.

2. Surface Preparation: All areas of oil or grease are to be thoroughly cleaned with an approved solvent to SSPC SP-1 (See Chapter 1, section C.4.a.) and fresh water rinsed. The entire superstructure should be high-pressure fresh water washed (1500 psi minimum) before any coating work takes place.

If the existing coating has deteriorated substantially, or has become too thick due to overcoating, then a minimum commercial (SSPC SP-6) blast is recommended, with the optimum being a near-white (SSPC SP-10) blast.

Various standards for different degrees of surface preparation may be referenced in Chapter 1. COATING TECHNOLOGY, section C.4.

3. Application: There are several different application techniques for this area. If the system is being completely replaced, the recommended coating method is **Airless Spray**. For general information on application, including problems associated with this method, and weather considerations, see Chapter 1. COATING TECHNOLOGY, section C.5.a.

When applying successive coats to this area, specify that each coat be of a different color to ease inspection. Since the deckhouses and superstructure have many corners and angles, special care should be taken on each inspection to ensure that all areas have been thoroughly coated. Areas such as sills of portlights, shadow areas behind antennas, edges of bulwarks, lifeboat davits, boxes, etc. are common places for "holidays" (areas missed by paint). Such areas should be specified for "stripe coats" in the paint specification to ensure adequate coverage.

4. Miscellaneous: Fire stations, safety equipment and other topside stencilling is to be accomplished in accordance with USCG regulations. Stack logo is to be laid out as follows using two coats of acrylic epoxy, silicone alkyd, or urethane as used elsewhere:

(1) Top of stack(s) for a width of two-fifteenths (2/15) of the total height shall remain Haze Gray.

2. Application: There are several different application techniques for this area. If the system is being completely replaced, the recommended coating method is **Airless Spray**. For general information on application, including problems associated with this method and weather considerations, see Chapter 1, section C.5.a.

If a non-skid finish is being applied, the non-skid finishes recommended in Appendix A can be either sprayed or applied by roller. An alternative application of non-skid finish has been used successfully in some of our regions. To achieve a non-skid finish, a non-skid aggregate is broadcast by hand over the intermediate coat of high-solids epoxy while the paint is still tacky. Then the final coat of epoxy as recommended in Appendix A is sprayed over the top, sealing the aggregate in place. This gives a tougher, thicker type of coverage in these high-use areas.

The advantages to this type of application are less clogging of spray tips and a more even non-skid finish. The only disadvantage is that it requires more manpower than a spray finish, and closer supervision to ensure that the spreading is done evenly and at the proper time during the curing process.

When applying successive coats to deck areas, specify that each coat be of a different color to ease inspection. Since decks have the most exposure and wear, special care should be taken on each inspection to ensure that all areas have been thoroughly coated. Areas such as gunwales, shadow areas behind vertical bulkheads, etc. are common places for "holidays" (areas missed by paint).

CHAPTER 4. MACHINERY SPACES/CARGO HOLDS

A. INTRODUCTION

This section applies to steel bulkheads, decks and overheads of engine rooms, motor rooms, boiler rooms, steering gear flats, shaft alleys, auxiliary machinery rooms, and cargo holds. Where different materials are being coated, refer to Chapter 6. SPECIAL PURPOSE COATINGS section of this guide. Pumprooms and cargo tanks are covered under Chapter 5. TANKER COATINGS.

For details on surface preparation and application beyond a general discussion, refer to Chapter 1. COATING TECHNOLOGY.

B. GENERAL

Although the existing coating systems in these areas may not comply with these recommendations, whenever possible, they should be touched-up. For guidance on compatible coatings, refer to Table 1-A. Colors should match existing paint scheme.

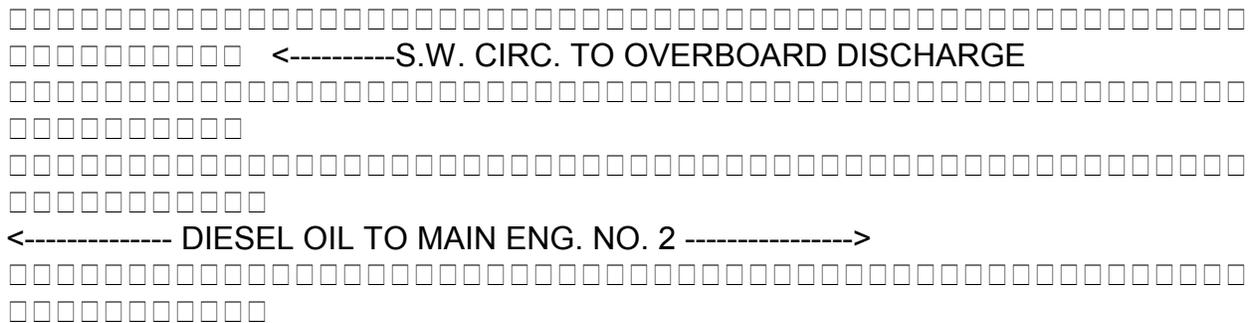
C. MACHINERY SPACES

When inspection indicates that a complete renewal of coatings in these areas is required, the following system is recommended as a replacement. Since these areas are under dehumidification, a good alkyd coating system should be adequate for surfaces above the floorplates. This consists of two 2 mil coats of an alkyd primer, covered with two 1.5-2 mil finish coats of alkyd. For the floorplates and bilges, two 4-6 mil coats of surface-tolerant epoxy is recommended.

1. Surface Preparation: Surface preparation of machinery spaces must be determined on a case by case basis. Abrasive blasting is usually impractical in these areas; therefore, large areas are often prepared to SSPC SP-3 standard, by scaling with power tools such as power wire-brushes, disc sanders, or needle scalers. These spaces are usually washed down with a low or high pressure fresh water wash before application of coatings. For removal of loose paint and heavy rust, high pressure water blasting has proven to be an effective surface preparation method as well.

3. Piping Systems Color Coding: All piping in machinery spaces should be marked and color coded to show the name of the service, destination (where feasible), and the direction of flow (see figure below).

PIPING MARKINGS



a. LABELING: The name of the service and destination should be painted by stencil or professional hand lettering, or by applying adhesive-backed tape, which was previously printed, stenciled or professionally lettered. Lettering should be one inch high for bare or insulated piping that is at least two inches in diameter. For smaller size pipe, lettering may be reduced or label plates attached by wire or other means.

The arrows for direction of flow should be at least three inches long pointing in the flow direction away from the lettering, unless the flow is reversible, in which case arrows would be shown on each side of the lettering.

Lettering should be black unless on dark pipe (such as oxygen piping), where it should be white. Markings should be conspicuous and frequent enough to be easily traceable, with at least one identification mark in each compartment through which the pipeline passes.

Valves are marked by inscribing the handwheel rims, circular label plates secured by the handwheel nut, or by label plates attached by wire or other means.

Steam and water piping and electrical conduit should be identified by color bands at six foot intervals from the main supply to all associated equipment, including directional arrows indicating direction of flow. All main and auxiliary pumps, machinery, condensers, heat exchangers, sewage disposal, etc., should be numbered and identified with stencil-type lettering at least two inches in height.

b. COLOR CODING: Color coding is especially important on RRF ships to aid in quick identification and familiarization during activation and maintenance periods. Standardization of color coding is helpful for training crew and for casualty

control purposes. Valve handwheels and operating levers may be painted by hand or spray using enamel where the surface temperature does not exceed 180oF. In areas where the temperature is excessive, alternate methods of system identification should be provided. The MARAD standardized color coding system for piping system valve handwheels and operating levers is described in Table 4-A.

TABLE 4-A: COLOR CODING	
<u>FLUID</u>	<u>COLOR CODE</u>
Bilge Water	Brown
Condensate Drains	Red/Blue
Condensate	White
Contaminated Steam	Red/White
Fire (Salt Water)	Red/Green
Lube Oil	Yellow
Superheated Steam	Red
Potable Water	Blue
Desuperheated Steam	Red/Black
Salt Water	Green
Sewage	Gold
Hydraulic Oil	Orange
Feed Water	Blue/White
Chilled Water	Blue/Red/Blue
Fuel Oil	Black
Ballast (Salt)	Brown & Green
Ballast (Fresh)	Brown & Blue
Diesel Oil	Black & Yellow
Condensate Returns	Brown & White
Compressed Air	Gray
Freon	Purple
Foam Discharge	Red/Green/Red

D. CARGO HOLDS

As with machinery spaces, whenever possible, the existing coatings in these areas should be touched-up before considering removal and replacement of coatings. When inspection indicates that a complete renewal of coatings in these areas is required, one 4-6 mil coat of a high-solids, surface tolerant epoxy is recommended.

1. Surface Preparation: As discussed previously, the method of surface preparation used will be determined by the restrictions of the area. Abrasive blasting is the preferred method when large areas need preparation. This should be more practical

than in the Machinery Spaces. If abrasive blasting is used, the surfaces should be blasted to a minimum SSPC Sp-6, Commercial blast, with an optimum blast specification of SSPC Sp-10, Near-White blast. However, if abrasive blasting is not cost-effective or practical, the surface tolerant epoxy recommended in Appendix A for use in cargo holds should overcoat with less than optimum surface preparation (i.e. SSPC SP-3, Power Tool Cleaning) providing that the type of aged coating in the area is compatible. Refer to Table 1-A for coating compatibility.

Particular attention should be given to the decks, drainage areas, grating and rosebox in each cargo hold, as these tend to clog with loose paint and scale during surface preparation of the rest of the hold. Specification should be made to prove all drainage piping free after completion of work.

2. Application: As with surface preparation, the method of application used will vary with each compartment; however, cargo holds should be able to be spray-painted without too much difficulty in most cases. When applying Epoxy paint by spray method, Airless Spray is the recommended equipment to use. For more information on Spray Application, see Chapter 1, section C.5.a. Also see additional precautions regarding use of spray equipment in enclosed spaces as discussed in section **C. MACHINERY SPACES**.

When touching up existing systems, consult Table 1-A for coating compatibility. Cargo holds should be painted a light color for maximum reflection of lighting. The color chosen may vary somewhat dependant on the paint vehicle used, however white is the recommended color.

3. Alternative coatings: When it is cost prohibitive to use the epoxy coating recommended for cargo holds, some regions have had success using alternative coatings which provide a good degree of corrosion protection without requiring the same amount of surface preparation at a lower coating cost; however, it can be generally stated that "you get what you pay for" when selecting some of these lower cost coatings, and they cannot be expected to provide the same amount of corrosive protection as the coatings recommended in these guidelines.

CHAPTER 5. TANKER COATINGS

A. INTRODUCTION

The coating systems described in this section apply to the cargo and ballast tanks and pumprooms on all RRF tankers. Due to the special nature of their mission, OPDS tankers may have alternative coatings as determined during conversion.

The two major coating systems for cargo and ballast tanks are INORGANIC ZINC and EPOXY. Since our tankers are designated to carry Defense fuels, inorganic zinc cannot be applied to any cargo tanks. It is also not recommended that inorganic zinc be applied to a ballast tank which will be in "wet" lay-up, unless the coating is complemented by zinc anodes.

For more details on surface preparation and application beyond a general discussion and special considerations, see Chapter 1. COATING TECHNOLOGY.

B. CARGO/BALLAST TANKS

Due to the expense involved in staging for coating application in tanks, touch-up of an existing coating system is largely impractical, therefore it can be assumed that the system will be retained as is, or completely renewed. The recommended new coating systems for cargo and ballast tanks are a two coat high-solids epoxy system, at 4 mils DFT per coat.

1. Surface Preparation: Surface preparation may vary somewhat by type of coating system applied. For the two-coat epoxy system recommended above, the minimum blast level is a Commercial (SSPC SP-6) blast, with an optimum blast being a Near-White (SSPC SP-10) abrasive blast. See TABLE 1-B for recommended blast levels for different types of coatings.

When abrasive blasting and coating cargo and ballast tanks, it is imperative that proper staging be rigged to facilitate the surface preparation and inspection; however, on final inspection, be certain that removal of staging materials did not damage the newly applied coatings.

Some problems associated with coating tanks are high relative humidity due to enclosed space and sweating of bulkheads adjacent to tanks containing water and to ship's skin. Specification should be made in advance providing for these problems. It is

generally recommended that abrasive-blasting be avoided if at all possible. Pumprooms are another area where a great deal of success has been had with removal of loose paint and rust scale by use of high-pressure water blasting. This method is certainly less intrusive to pumproom machinery than abrasive blasting. Regardless of what technique is used, specification should be made to note all valve, pump, bulkhead and pipeline markings before beginning any surface preparation, and to remark these areas after completion of all work. See additional notes as to stencils and markings in Section 2. Application.

When preparing the surface for paint using disc sanders and wire brushes, take care to avoid overpolishing the surface. When preparing bilges and splash areas for paint, ensure that they are solvent cleaned (SSPC SP-1) and freshwater rinsed prior to application. Any residual grease, solvent or moisture will adversely affect adhesion.

Whenever possible, gratings should be removed, abrasive blasted, coated on both sides in accordance with the recommended coating system, and replaced.

2. Application: The type of application method chosen for pumprooms must be determined on an individual basis taking into account the size of the coating job, the area to be coated, and the limitations of that particular pumproom. When application by use of spray equipment is desired, the following precautions should be taken.

All paint chips, dust and grit must be adequately cleaned. All pumps, motors, and associated equipment must be covered with tarps or heavy paper and sealed with tape. All exposed valve threads should be covered with petroleum jelly or heavy grease and taped to prevent adhesion of paint. Provision should also be made for removal of all masking materials at the completion of work.

All valve and pump markings, fire station markings, etc. should be recorded and restencilled upon completion of coating. All electrical fixtures and receptacles should be masked to prevent painting. Adequate dehumidification and ventilation should be provided. See NOTE in section B.2. regarding adequate ventilation for an enclosed space.

CHAPTER 6. SPECIAL PURPOSE COATINGS

A. INTRODUCTION

This chapter deals with coatings for areas not common to all RRF ships. Fiberglass and Aluminum hulls, HELLO and flight decks, coatings for wood, etc. are all covered.

Unless mentioned specifically, surface preparation and application techniques are as discussed in Chapter 1: COATING TECHNOLOGY.

B. FIBERGLASS HULLS

Since fiberglass does not corrode, the major maintenance problem is replacement of the gel coat due to cracking or chalking from exposure to ultraviolet (UV) radiation.

Although paint manufacturers may suggest several types of paints for fiberglass hulls, it is recommended that only epoxy and silicone alkyd paints be used. These paints have been proven to provide a good, long coating life.

1. Blistering: Blisters have been known to form on occasion on fiberglass hulls. There is no particular stage of exposure at which they appear, but when they do, they must be repaired. Blisters should be removed by disc sanding. The exposed craters should be cleaned thoroughly, and filled with epoxy putty. When the putty has cured, it should be sanded flush with the surrounding surface and painted with an epoxy topcoat.

2. Surface Preparation: Fiberglass should **not** be abrasive-swept or blasted. The proper method of preparing the surface is sanding, by means of a disc sander, or by hand, depending on the area to be covered. New fiberglass is waxed, requiring removal of the wax before any coating is applied.

3. Application: Any method of application can be used with the exception of Airless Spray. The first coat or two (follow manufacturer's recommendations) should be a commercial fiberglass primer suitable as a tiecoat with epoxy or silicone alkyd paints. When painting lifeboats, workboats, or other small craft stored aboard the vessel, no anti-fouling paint is required.

2. Application: Brush painting is the most effective application method for small areas, while air-spray can be used for large areas. For surfaces requiring a color finish, after the wood surface has been prepared, one coat of a penetrating wood preservative should be applied, followed by two finish coats of an alkyd paint. For surfaces requiring a natural finish, after the wood surface has been prepared, one coat of a penetrating stain should be applied, followed by two or more coats of a compatible polyurethane finish as per manufacturer's instructions.

F. HOT SURFACES

Surfaces that are exposed to consistently high temperatures, such as boilers, steam piping, and exhaust uptakes and surfaces that are likely to be exposed to high heat should be coated with two coats of a heat-resistant coating. These coatings are flexible enough to withstand thermal expansion, and do not blister under high temperatures.

The type of coating used is dependent on the temperature ranges likely to be encountered. Consult product data sheets for these paints to ensure adequate service. Heat-resistant coatings are not included in Appendix A, as their application and use varies depending on the area to be coated.

G. COMPROMISED SURFACES

In areas where it is not possible to prepare the steel surface for a standard paint or primer due to inaccessibility, etc. a **soft coating** or **float coating** can be applied. These coatings are usually petroleum-based thick fluids or gels which are designed for easy adhesion. They never completely harden.

These coatings were developed for application to less-than perfect surfaces and can be applied by spraying or "floating" (filling the tank, locker, or void space with water, with the coating floating on top, and then slowly emptying the water out, leaving the coating attached to the surfaces in the space). When the choice is available, spray application is the preferred method. It should be noted that since most of these coatings never harden, surfaces are left in a slippery condition resulting in conditions that might make later tank inspections unsafe. Consider all alternatives before choosing a soft coating.

Chain lockers, void spaces, some cofferdams and rudder interiors are some of the more likely areas to be coated in this manner. Application should be according to manufacturer's instructions. These coatings should not be used in tanks designated for cargo or fuel since they will leach into the cargo or fuel.

H. ANCHOR CHAINS

Anchor chains should be ranged while the vessel is drydocked, sandswept, coated with black high-solids surface tolerant epoxy and marked in accordance with the following:

Each shot to be marked with Ensign Red paint on the detachable link. For each successive shot, the links on either side of the red detachable link shall be marked with white paint to designate the number of the shot. For example, shot #1 would have one white-painted link on either side of the detachable link, shot #2 would have two white links on either side, etc.

CHAPTER 7. DOCUMENTATION

A. INTRODUCTION

Adequate documentation is necessary to monitor and plan for effective paint maintenance of RRF ships. It is imperative that these records be developed and maintained by Ship Managers. Ship Managers shall specify that they be revised by the paint contractor whenever any major coating work is done.

In order to provide accurate information for cost estimating and performance records for various paint brands when planning future paint work, please furnish your ship Managers with the following information for inclusion in their next set of shipyard paint specifications.

B. SURFACE AREA SCHEDULE

For each ship, develop a "Surface Area Schedule" which should list the painted surface area of the following:

- Underwater Hull
- Boottopping
- Topside Hull
- Each Coated Tank and Cargo Hold

Each schedule should be in booklet format (8 1/2" x 11") with an assigned shipyard drawing number. Ship managers may develop their own standard format and have paint contractors actually complete each schedule as each ship comes up for major coating work.

C. PAINT SCHEDULE

For each ship, develop a "Paint Schedule" which records all paint applied to major surface areas by shipyards and contractors. The schedule should be organized in such a manner that it can be easily revised, and will present a paint history of the vessel.

For all areas, the schedule should record: Surface preparation, primers, and each overcoat. Also, colors, types, DFT millages, application methods, manufacturer, and name of applying shipyard or contractor should be recorded.

CHAPTER 8. ENVIRONMENTAL/SAFETY CONCERNS

A. TOXIC SUBSTANCES

1. General: Many substances used in the formulation of coatings are considered to be toxic by OSHA standards, and may have exposure tolerance levels for painters and blasters. Material Safety Data Sheets and Product Data Sheets should be consulted prior to commencing any surface preparation or coating work. In addition, accurate records of the types of coatings used in all areas should be maintained (see Chapter 7. DOCUMENTATION). These records could save you time and trouble if you can prove that the coatings used do not require special handling in either application or removal.

a. **LEAD:** Any paint manufactured on or after June 23, 1977, may contain no more than 6/100ths of one percentum lead by weight in the total non-volatile content of liquid paint, or in the dried film of the paint already applied, by public law. Since this ban went into effect, the paint suppliers have all come into compliance, and no specific specification needs to be added to your coatings specs.

However, due to the age of RRF vessels, the possibility exists that some of the paints on our ships, particularly in the interior spaces, contain excessive amounts of lead, and may require special removal techniques. OSHA has set maximum employee exposure limits of 30 micrograms per cubic meter of air ($30 \mu\text{g}/\text{m}^3$) averaged over an 8-hour period.

b. **MERCURY:** The EPA established regulations regarding mercury-containing fungicides prohibiting their use in solvent-thinned paints. They can be used only as a preservative in water-based interior paints, or as a fungicide in water-based exterior paints. The EPA has not set limits on the amount of mercury that may be used; however, the Federal Hazardous Substances Act limits the use of mercury to 0.2% of the total weight of the paint.

c. **COAL TAR:** Although these substances have no controls at this time, coal tar pitch volatiles are a suspected carcinogen by OSHA standards, and are presently being studied and considered for exposure limitations. For this reason, it is not advised that coal tar paints be applied to MARAD vessels.

d. **VINYL CHLORIDE:** This type of paint vehicle is also listed as cancer suspect agent by OSHA, and is therefore not recommended as a coating agent for MARAD vessels; however, some of our vessels are presently coated with this material, and OSHA safety standards must be observed when removing vinyl chloride coatings.

e. ZINC CHROMATES: These coatings are also listed as suspected carcinogens and have exposure controls set by OSHA. Special precautions should be taken to protect personnel when applying or removing these paints. Refer to OSHA exposure limits before use.

B. TBT REGULATIONS

1. General:

Tributyltin (TBT) compounds are part of the organotin family of pesticides and are used as biocides in paint applied to ship and boat hulls as well as buoys, crab pots, and fish nets. They are also registered as wood preservatives and disinfectants. TBT antifoulant paints can be classified into three categories according to the way the TBT is incorporated into the paint coating and subsequently released.

a. FREE ASSOCIATION PAINTS: These paints fall into the Conventional category as discussed in Chapter 2. The TBT is physically incorporated into the paint matrix with the pigments, resins and inert substances. The TBT leaches from the paint surface by diffusion. Gradually the matrix becomes clogged with insoluble materials trapping some of the toxicant while leaving the surface unprotected.

b. COPOLYMER PAINTS: These paints are the Self-polishing Copolymer (SPC) type that contain TBT. This is the category in which the TBT is chemically bonded to a polymer matrix. The biocide is released only by chemical hydrolysis of the TBT itself. These paints are characterized by slow dissolution from ship hulls and thus achieve a constant but prolonged release of toxicant.

c. ABLATIVE PAINTS: These paints have characteristics of both of the other two types of paint. The TBT is not bound to a polymer, but is incorporated into the paint matrix. They are paint films with a slightly soluble resin so that the surface slowly sloughs (ablates) away as the water moves past the vessel's hull. This allows new toxicant layers to be revealed and prevents the buildup of insoluble materials.

A TBT antifouling paint formulation can have a single TBT active ingredient, can be combined with one or more of the other 8 TBT antifoulants, can be combined with copper compounds, or can be found in a variety of other combinations.

Preliminary findings of studies indicate that low concentrations of elemental or inorganic forms of tin do not appear to cause negligible toxicological effects in man or wildlife; however, when carbon groups such as butyl units are added to the tin, as is done with

TBT paints, there is an increase in the toxicity to aquatic organisms. The studies on effects to humans are still in progress; however, TBT paints are being treated as potential carcinogens as far as personnel safety procedures for application and removal of these coatings are concerned.

2. History: In order to properly discuss the present and future regulations of Marine Antifoulant paints, a little history is necessary. Antifoulant paints containing TBT were initially registered in the early 1960's.

In 1980 a study was conducted in the Archachon Basin in France on the effect of tributyltins on the oyster population. As a result of the study, the use of TBT paints was banned in 1982. By 1988, the oyster population had returned to normal, confirming in the minds of many that the TBT ban had been effective. In the meantime, studies were initiated by the Environmental Protection Agency in the U.S. to determine the effects of these compounds on our marine life.

3. EPA Actions: In January of 1986, the EPA initiated a special review on the nine TBT compounds used in antifouling paints due to possible adverse effects to nontarget aquatic organisms such as oysters, mussels, crabs and fish. The main areas targeted as sources of contamination were ships, pleasure boats, and shipyard wastes from hull cleaning in drydocks.

a. DATA CALL-IN: In approximately the same time frame, the EPA also issued a Data Call-in Notice requiring TBT manufacturers to submit data on product chemistry, environmental impact, ecological effects, usage, worker exposure, and release rates. Additional testing and worker effect studies are due in one to four years. Those manufacturers who failed to provide the required data had their registrations suspended.

b. RESULTS: The release rate study provided the EPA with a basis for comparing the amount of TBT released from different paint products. Based on submitted data and published studies, the EPA determined that even low concentrations of TBT in the water can cause irreversible chronic effects to a broad spectrum of aquatic organisms. Concentrations as low as 20 parts per trillion (ppt) have had adverse effects on oysters and certain snails. Concentrations in the water at 20 ppt or greater were found in more than 30 test sites in the U.S.

4. EPA Requirements: As a result of the studies mentioned above, on October 7, 1987, the EPA announced its preliminary determination of limiting TBT use to products: (1) with maximum release rates of 168 micrograms (μg) of organotin per cm^2 (short term) and 4 μg of organotin/ cm^2/day (long term); (2) whose labels prohibit use on

non-aluminum boats under 65 feet in length; (3) classified as restricted-use pesticides to be used only by persons under the direct supervision of an on-site certified commercial applicator; and (4) in compliance with application, removal and disposal requirements.

5. Congressional Requirements: On June 16, 1988, the President signed into effect the Organotin Antifouling Paint Control Act (OAPCA). It contains interim and permanent TBT use restrictions that supersede those issued by the EPA. OAPCA established an interim certification program under which products which don't exceed the 4 μg organotin/cm²/day can be sold and used. OAPCA also contains a permanent use restriction prohibiting the application of TBT antifoulant paint to non-aluminum vessels under 25 meters (82 feet) in length. When the EPA testing is complete, these requirements may be changed again.

6. Effects on MARAD Ships: The prohibition of use on non-aluminum boats under 25 meters in length was primarily for two reasons. The first was that these boats are clustered together in high concentrations in marinas and yacht basins where the cumulative release of TBT's exceed allowable concentrations. The second was that the economic impact on the user was considered to be small, since many small boat owners were reapplying TBT paints on the same 1 to 2 year schedule as with the more economical copper-based antifoulant paints. Since the paints containing tributyltins are more expensive than the copper-based paints, the only savings realized by the user would be over a long-term period.

Unfortunately for MARAD, many of our vessels are "clustered" together in the same manner as small boats. If MARAD used the paints containing TBT on our vessels we would be risking a concentrated release in these "cluster" areas that might exceed the allowable limits. Furthermore, the newly established release rates will reduce the amount of TBT released into the aquatic environment by 80%. This raises questions as to the effectiveness of these new TBT paints in controlling fouling.

The EPA is not expected to make a final determination on TBT for the next 1 to 4 years. As a result of future studies, the EPA may determine that additional restrictions are required. Due to the present volatility of TBT legislation, application of TBT paints is not advised at this time.

C. CLEAN WATER ACT

1. General: The Clean Water Act has been used in California to provide a very narrow interpretation of what constitutes pollutants. Because of the present interpretations, most of the waste resulting from blasting old coatings off of metal falls into the pollutant definition. At the present time, if MARAD contracts for blasting and coating the freeboard and boottopping areas of the sideshell, provision must be made to collect all spent grit and blast residue. Consequently, operations that were once carried out in the fleet or at dockside must now be carried out in the drydock. Indications are that other states will eventually follow California's lead and tighten up on their restrictions as well.

2. Effects on MARAD Ships: These regulations are already affecting contracts in the Western Region, and should they be adopted nationwide, will eventually affect all MARAD vessels. It is advisable to check with local authorities before contracting for any work of this nature.

D. SOLVENT EMISSIONS

1. Background: The passage of the Clean Air Act in 1970 involved the EPA in legislating solvents to be used in coatings. The original Act set emissions limits, but left the specifics of attaining these limits to each state. In California, the California Air Resources Board (CARB) developed a proposed model regulation restricting solvents, because studies had proven that all Volatile Organic Compounds (VOCs) contribute significantly to the formation of oxidants (smog). A modified version of the model ruling was adopted by the South Coast Air Quality Management District in southern California in 1979, and similar regulations will be adopted on September 1, 1989, in all other parts of California. Legislation is being considered in Congressional Committee to adopt the California standards nationwide. These regulations drastically reduce the allowable solvent content of most coatings.

2. Requirements: The California regulations state that no person may sell, offer for sale, or apply any coatings manufactured after September 1, 1989, which contain more than 420 grams of volatile organic compounds (VOC) per liter of coating for an air-dried single-component alkyd or vinyl coating, or 340 grams/liter for a two-component coating as applied. The term "as applied" has significance in that the VOC content is measured at the point of application, which includes any thinners added to the paint for ease of application. These limits are dropped even further to 340 grams/liter for alkyd-type paints effective September 1, 1991.

3. Effects on MARAD Ships: These regulations are already affecting contracts in the Western Region, and should they be adopted nationwide, will eventually affect all MARAD vessels. The best way to comply at this time is to use high solids coatings in preference to those that have a higher solvent content whenever possible. The paint manufacturers listed in Appendix A are already reformulating their paints to meet the new standards, and most of the coatings recommended are presently VOC compliant. As new coatings are approved, the appendix will be updated. Until all coatings recommended meet VOC requirements, check with manufacturers as to use of an alkyd or silicone alkyd topcoat as described previously.

GLOSSARY

<u>Term/Phrase</u>	<u>Definition</u>
Abrasion resistance	Resistance to mechanical damage/wear
Abrasive	Compound used for blast cleaning
Acrylic resin	A clear resin obtained by polymerizing various acrylic monomers
Activator	Catalyst; curing agent; reactor
Adhesion	The degree of attachment between a paint film and the surface to which it is applied
Air spray	Paint spray technique which uses air for atomization
Airless spray	Spray technique using hydraulic pressure instead of air for atomization
Aliphatic hydrocarbons	Solvents of relatively low strength, derived from petroleum
Alkyd resin	Resin prepared by reacting alcohols and acids
Alligatoring	Type of paint failure caused by underfilm softness. Surface has the appearance of alligator skin
Amine	Organic substituted ammonia, or compound having NH ₂ group
Amine adduct	Amine curing agent combined with resin
Anchor pattern	Surface profile and degree of roughness
Anode	An electrode of an electrolytic cell that has the greater tendency to sacrifice itself
Anti-corrosive paint	A paint designed to prevent the corrosion of steel or iron
Aromatic hydrocarbons	Solvents containing the cyclic benzene ring having moderate to high solvent strength, e.g. toluol, xylool.

Barrier coat	A coat where the film itself is used as the primary surface protection
Binder	The portion of the paint solution that binds the pigment particles together
Blast cleaning	The cleaning & roughening of a surface by projecting abrasives on to a surface with compressed air
Bleeding	The surfacing of color from undercoats
Blistering	Paint failure due to loss of adhesion. Blisters may contain liquid, gas, or crystals. May be caused by excessive voltage on impressed current protection
Blushing/Blooming	Paint failure causing a flat milky appearance on surface. Caused by thinners that evaporate too rapidly, or unevenly
Bonding	Adhesion
Brittleness	Degree of resistance to cracking or breaking by bending
Bubbling	Paint failure caused by trapped solvents or water under paint film
Catalyst	Curing agent; reactor; activator
Cathode	The electrode of an electrolytic cell which remains protected
Cathodic Protection	Corrosion protection using sacrificial anodes or impressed current.
Chalking	Paint deterioration at the surface from exposure to ultraviolet rays
Checking	Tiny cracks in the upper coats of paint films due to poor flexibility
Chipping/lifting	Paint failure where topcoat fails to adhere to undercoat
Chlorinated Rubber	Paint binder made by chlorinating polyisoprene
Coat	The coating applied to a surface in a single application

Cobwebbing	Paint failure caused by premature drying of the solvent causing a spider web effect
Cohesion	The forces which bind the parts of a paint film to each other
Color-fast	Non-fading
Compatibility	Ability to adhere properly to other coatings
Copolymers	Large molecules obtained by simultaneous polymerization of different monomers
Corrosion	Decay; oxidation; deterioration due to interaction with environment
Coverage	Area covered by unit volume at specified D.F.T.
Cracking	Splitting; disintegration of paint by breaks through film
Cratering	Formation of holes or deep depressions in paint film
Crawling	Shrinking of paint to form uneven surface
Critical Curing Times	Minimum and maximum intervals between coats, and after final coat for best adhesion
Crosslinking agent	The chemicals reaction by which substances unite to form films
Cross-spray	Spraying first in one direction and second at right angles
Curing	Setting up; hardening
Curing agent	Hardener; promoter; reactor; activator; catalyst
DFT	Dry Film Thickness; the thickness of the film layer after curing is complete
Delamination	Separation of layers
De-scaling(scaling)	The removal of millscale or caked rust from steel by mechanical means, sometimes assisted by flame cleaning
Dew Point	Temperature at which moisture condenses

Diluent	A volatile liquid which while not a solvent, may yet be used in conjunction with the true solvent without causing precipitation
Drier	Chemical which promotes oxidation or drying of paint
Dry Spray	Overspray or bounce back; sand finish due to spray particle being partially dried before reaching the surface
Drying time	Time interval between application and final cure
Dry to handle	Time interval between application and ability to pick up without damage
Dry to recoat	Time interval between application and ability to adhere to next coat satisfactorily
Dry to touch	Time interval between application and tack-free time
Drying oil	An oil, of which linseed and tung oil are the commonest examples, having the property of hardening by oxidation to a tough film, when exposed in the form of a thin layer to air
Dulling	Loss of gloss or sheen
Durability	The degree to which paints and paint materials withstand the destructive effect of the conditions to which they are subjected
Electrolysis	Decomposition by means of an electrical current
Electrolyte	A substance which dissociates into ions when in solution or a fused state and which will then conduct an electric current; i.e. salt water
Electrostatic spray	Spraying in which electric charge attracts paint to surface
Emulsion paint	Water base paint with an emulsified resin vehicle
Enamel	Pigmented varnish; any hard, glossy coating

Epoxy paint	A paint based on an epoxy resin; the designation is frequently qualified to indicate the nature of the crosslinking agent used, e.g., 'amine' polyamide' or 'isocyanate', where the crosslinking agents are polyamines, polyamides and isocyanates respectively
Epoxy resin	A synthetic resin containing epoxide groups
Epoxy ester	Epoxy modified with a drying oil
Erosion	Wearing away of paint films; heavy chalking tends to accelerate erosion
Ester	Reaction product of alcohol and acid
Etch	To roughen a surface by a chemical agent prior to painting in order to increase adhesion
Etch primer	Acid modified polyvinyl butyryl zinc chromate paint also called wash primer
Extender	Pigment with no obliteration characteristics
Elastomer	Polymer having rubber-like properties
Fading	Reduction in brightness of color; sometimes caused by a thin film of moisture under the paint
Fan pattern	Geometry of spray pattern
Feather edge	Tapered edge
Filiform corrosion	A form of corrosion under paint coatings on metals characterized by a thread-like form advancing by means of a growing head or point
Filler	Extender; bulking agent; inert pigment
Film build	Dry thickness characteristics per coat
Film former	A substance which forms a skin or membrane when dried from a liquid state
Film integrity	Degree of continuity of film

Fingering	Broken spray pattern; fingerlike
Fish eyes	Small round breaks in the coating surface resembling fish eyes that are caused by poor surface cleaning, or incompatible coatings
Flaking	Disintegration into small pieces or flakes
Flammability	Measure of ease of catching fire; ability to burn
Flash point	Minimum temperature of a liquid at which the vapors given off are sufficient to form a flammable mixture with air, under specified conditions of test
Floating	Separation of pigment colors on surface
Flow	The degree to which a wet paint film can flow out after application so as to eliminate brush marks and produce a uniform smooth surface on drying
Fogging	Misting
Forced drying	Acceleration of drying by increasing the temperature above ambient temperature accompanied by forced air circulation
Fungicide	Substance poisonous to fungi; retards or prevents fungi growth
Galvanic corrosion	Corrosion of dissimilar metals in electrical contact
Generic	Belonging to a particular family
Gloss	Sheen; ability to reflect; brightness; lustre
Gloss retention	Ability to retain original sheen
Grit	An abrasive obtained from slag and various other materials
Grit blasting	See 'blast cleaning'
Hardener	Curing agent; promoter; catalyst; crosslinking agent

Hardness	The degree a material will withstand pressure without deformation or scratching
High build	Producing thick dry films per coat
Holiday	Pinhole; discontinuity; small area left uncoated
Hydrophilic	Having an affinity for water; capable of uniting with or dissolving in water
Impact resistance	A measure of resistance to a blow; ability to resist deformation from impact
Incompatibility	Inability to mix with or adhere to another material
Inert pigment	A non-reactive pigment; filler
Inflammability	Measure of ease of catching fire; ability to burn; use of the word flammability is preferred to inflammability due to the possible interpretation of the prefix "in" use as negative
Inhibitive pigment	One which retards corrosion process
Inorganic	Containing no carbon
Inorganic coatings	Those employing inorganic binders of vehicles
Intercoat contamination	Presence of foreign matter between successive coats
Intercoat adhesion	Adhesion between successive coats of paint
Isocyanate resins	Resins characterized by NCO grouping; polyurethane resins
Ketones	Organic solvents containing CO grouping; commonly used ketones are Acetone-dimethyl ketone; MEK - methyl ethyl ketone; MIBK - methyl isobutyl ketone
Lacquer	Quick drying, low solids paint; usually nitrocellulose
Latex	Emulsion of a rubber-like polymer in water.
Leaching	The process of extraction of a soluble component; term used to describe toxicant release from AF paints
Leafing	Orientation of pigment flakes in horizontal planes

Mil	One one-thousandth of an inch; 0.001"
Millscale	The layer of oxidation produced during the hot rolling of steel. Usually requires abrasive blasting for removal
Mist Coat	Thin tack coat; thin adhesive coat
Monomer	The unit molecule from which a polymer is built up
Nonvolatile	Non-evaporating; the portion of a paint left after the solvent evaporates
Oleo-resinous	Varnishes composed of drying oils in conjunction with resins, which may be either natural or synthetic
Opacity	The ability of a paint to obliterate the color of the substrate
Orange Peel	Dimpled appearance of dried film resembling an orange peel
Organic	Containing carbon
Osmosis	Transfer of liquid through a paint film or other member
Oxidation	Reacting with oxygen; drying; burning; rusting
Peeling	Failure in which paint peels from substrate
Phenolic Resins	Particular group of film vehicles made from phenolformaldehyde
Pickling	A dipping process for cleaning metal; the pickling agent is usually acid
Pigments	Chemical compounds in fine particle form which give color, opacity, and toxicity to a paint
Pin-holing	Formation of small holes through the entire thickness of the coating due to insufficient paint atomization. Pin-holes are usually too small to be detected by the human eye
Plasticizer	Agent added to resin to increase flexibility

Polymer	A substance, the molecules of which consist of one or more structural units repeated any number of times; vinyl resins are examples of polymers
Polymerization	Formation of large molecules from small ones
Polyvinyl acetate	A synthetic resin used extensively in water-based paints; produced by the polymerization of vinyl acetate
Polyurethane resin	A synthetic resin produced by the reaction of a polyhydroxy reactant with polyisocyanate. These resins are usually supplied as two-pack products
Porosity	Ability of paint film to transmit vapors
Pot-life	Time interval after opening and mixing during which paint is usable with no difficulty
Prefabrication Primer	A quick-drying coating applied as a thin film to a surface immediately after cleaning to give protection during the period before, during and after fabrication
Profile	Cross section of surface contour
Resin	A natural or synthetic material contained in varnishes, lacquers and paints; the binder or film-former
Sagging	A downward movement of a paint film between the times of application and curing, resulting in an uneven coating thickness
Settling	Caking; sediment; solids settle to the bottom of the container if not mixed frequently
Shelf life	Maximum length of time material may be stored in usable condition
Skinning	Formation of a solid membrane on top of a liquid
Solids	Non-volatile portion of paint
Solvent	A liquid in which another substance may be dissolved; usually a petroleum product
Spray Pattern	Configuration of spray with gun held steady

Spreading rate	Coverage, usually at specified dry film thickness
Striping	Hand coating of corners, edges and hard to reach areas before/after each spray application
Substrate	Surface to be painted
Synthetic	Manufactured; not occurring naturally
Tack	Degree of stickiness
Thermoplastic	Coating which softens under heat
Thinners	Volatile liquids added to paints and varnishes to facilitate application by lowering their viscosity
Toluene/Toluol	An aromatic hydrocarbon solvent
Tooth	Profile; mechanical anchorage; surface roughness
Two pack	A coating which requires the mixing of two parts in the correct proportions for use. The mixture will then have a limited pot-life
Undercoat	The coat or coats applied to a surface after preparation, and before the application of a finish coat
Varnish	Paint vehicle; film former; binder
Vehicle	The liquid portion of paint in which the pigment is dispersed
Vinyl resin	A synthetic resin of the thermoplastic type obtained by the polymerization of monomers containing the vinyl group
Viscosity	A measure of fluidity
Volatile content	Percentage of materials which evaporate
Volume solids	Percentage of volume of solids in a paint
Water blasting	Blast cleaning using high velocity water

Water spotting	Surface defect caused by water droplets on uncured paint
WFT	Wet Film Thickness; the thickness of a paint film while still wet
Xylene/Xylol	Aromatic hydrocarbon solvent
Zinc rich primer	An anti-corrosive primer for iron and steel incorporating zinc dust in a concentration sufficient to give electrical conductivity in the dried film, thus enabling the zinc to corrode away and protect the substrate (cathodic protection)
Zinc silicate	A vehicle for inorganic zinc pigments in coatings

34. Section 34 - RESERVED

35. SECTION 35. OUTPORTING

35.1 ALARMS

Alarms that alert those in the immediate area that there is an emergency caused by fire, flood, or intrusion shall be installed. There may also be a system installed to for remote reporting of this information. For non-ROS vessels, ensure intrusion, fire, and flood alarms are operating.

35.2 CATHODIC PROTECTION

For non-ROS vessels, ensure existing hull protection system is operating during monthly site visits.

35.3 WATERTIGHT BOUNDARIES

Ensure proper maintenance of watertight boundaries, fumetight boundaries, and fire zones. Prior to entering boundaries and zones, the Ship Manager shall ensure adequate ventilation and ensure integrity of space or boundary has not been violated.

[END OF SECTION]