Research Vessel Cruise Plan Completion Instructions

Introduction

The "Research Vessel Cruise Plan" serves as a means for a vessel user group to convey an explicit plan of action to be followed during any operation that is performed while aboard a BML vessel. The cruise plan serves as an important communication link between the user group and the Marine Operations department by informing Marine Operations staff of the inherent details of any planned or current operations. The cruise plan then enables the Marine Operations staff to evaluate the nature of an operation, assist with improvements, preparations and planning. When an operation is underway, the cruise plan then serves as a detailed supplement to the BML "Float Plan", providing Marine Operations and BML Staff with an excellent source of information in the event of an emergency.

While completing the Cruise Plan it helps to be concise, but please include all details necessary to fully understand the operation.

Submission and Review

A completed cruise plan should be submitted to the Vessel Operations Manager no later than **14 days prior** to the commencement of any operation. Earlier is better!

Early submission of a Cruise Plan allows the Marine Operations staff to Review the plan, discuss the plan with the user group, make suggestions and prepare the necessary equipment that is to be used during the operation. The Cruise Plan also serves as an initial advance planning document, allowing the Marine Operations staff to build the vessel preparation and usage schedule.

Upon receipt of the cruise plan, the Marine Operations staff will review the cruise plan and either:

a)   Approve the plan, schedule, and confirm the operation
b)   Return the plan and schedule the operation based upon minor necessary alterations to the plan
c)   Return the plan with suggested alterations and concerns

Instructions for Completion

Completing the cruise plan is a fairly self explanatory process, and there are cues in each
      one of the sections to be completed. This following section provides more detail
      as to how the document should be completed.

1. Vessel: List the vessel(s) names to be used. If different vessels are to be
           used on different days, that information can be communicated in
           the "Itinerary" section.

2. Project Dates: Provide the start and end date or dates of the project

3. Project Title: Provide your project with an Identifying Title

4. Project Group: Provide the names of all groups that will be participating in a
           project. This is also where you would provide group information
           such as a UC Davis recharge number, or if non-UC, an external
           contract number/information.

5. Project Schedule: Indicate the scheduled nature of your operation. I.e. is it a single
           day operation, multi day operation or are there recurring operations
           over a long period of time. Include specific dates in this section.

6. Itinerary: Detail the daily schedule of operations, including any ports or
           loading docks to be used, expected departure and arrival times, the
           dates of specific conducted operations.

7. Project Locations: Detail any and all pertinent location information. If there are
           specific waypoints, transect lines etc to be communicated to the
           Marine Operations staff, this is where you should indicate such
           information. Supplemental information such as charts, waypoint
           lists etc should be attached.

8. Research Question: Indicate the nature of the research that is being conducted and
           why the operation is underway.

9. Purpose: Write a specific statement on the overall project objectives and
           state how the work fits in with BML objectives.

10. Project Procedure: Provide enough detail in the document to allow full
           understanding of how the project will be conducted, what study
           methods will be used and what procedures will be followed.

11. Equipment/Instrumentation: List any and all equipment that will be used and/or
           deployed from the vessel. Include a general description of

anything that is not obvious, including weight, dimensions, power requirements etc.

12. List of Personnel, Affiliations & Emergency Contact Information:
List any persons who will be aboard a BML Vessel and include accurate emergency contact information. If the group will be on multiple vessels, indicate who will be on which vessel.

13. Notes/Comments: Anything you feel that was left out can be included here.