These guidelines cover small boat and diving operations at Bodega Marine Laboratory (BML). This document is intended for faculty, staff, and students, whether BML residents or visitors. These guidelines are to be used with the UCD Diving Safety and Small Boat manuals. Divers/operators are expected to be familiar with the material in the appropriate manual(s) and to follow those policies.

**SMALL BOATS**

Prospective operators of BML small boats must demonstrate training and experience handling and working from small vessels to the UCD Diving/Boating Officer (DSO). The required forms and documents are listed in Appendix I. These forms are available from the DSO, jscherum@ucdavis.edu. Prospective boat operators must also schedule a check out cruise with the DSO or the BML Launchmaster, Karl Menard, (707) 875-1978, klmenard@ucdavis.edu. The check out cruise will be scheduled after Appendix I has been received by the DSO.

All US Coast Guard & California boating regulations must be observed when aboard vessels involved in BML business. (Refer to ABCs of the California Boating Law. Available from DSO or Launchmaster) This includes requirements for fire extinguishers, radios, lights, emergency signaling devices and life jackets, or personal flotation devices, “PFDs”. At least one USCG approved type I, II, or III PFD must be on board for each person plus one “throwable” PFD. Type III PFDs are the minimum for use in coastal waters. Seat cushions shall not be considered as PFDs. PFDs, VHF radios and GPS units can be borrowed from the boating or diving programs. Motorboats must have a radio or working cell phone when underway. Operators need to be aware that there are areas close to shore where radio and telephone communications are not possible. Required safety equipment is listed in Appendix II.

Float plans must be filed with the BML front office, or Launchmaster on weekends, before departure. Blank forms can be obtained from the BML front office, DSO or Launchmaster (Appendix III). Follow the float plan, and report in when returned. If BML does not hear from the boat within two hours of the original ETA the US Coast Guard will be notified. If the boat is going to be late the operator shall call the lab and advise them of the new ETA. Boats returning after normal working hours will make special arrangements to check back in.

The reservation of any BML boat is on a first come, first served basis. Filing a boat use request with the Launchmaster at least twenty-four (24) hours prior to departure facilitates reservation and insures the boat will be ready.

Use of any boat is always contingent upon weather conditions. Responsibility for monitoring weather conditions prior to departure and during operations resides with the operator. When small craft advisories are issued, and/or winds are greater than 20kt, and/or wind chop of greater than 3’ develop in a planned operation area, boaters shall postpone or cancel their operations until more favorable conditions prevail. Unless special permission to operate is granted by the Boating Safety Officer.

It is the vessel operator’s responsibility to insure that the boat is seaworthy and all required operational and safety equipment is on board and works properly before departure. The operator is also responsible for safe transport, launch, operation, recovery and clean up of the boat. Any time/parts needed by BML staff to repair or clean a boat after use will be recharged to the operator.
**BOAT TRAILERS**

Boat trailers used in UCD business must meet California vehicle code requirements and the guidelines for operation and maintenance of university-owned trailers published by the UCD Business Service Office, Attachment 88-196. Copies of the UCD guidelines are available from the DSO or Launchmaster.

Some specific university guidelines include: Drivers license requirements and safety requirements as below.

Prior to use of any trailer the operator should determine that the following equipment is in good operating condition: head lamps, tail lamps, stop lamps, turn signals, clearance lamps, brakes, tires and mirrors as well as the horn, window and windshield wipers of the vehicle used to tow the trailer.

The safety equipment required when operating trailers is outlined below. Questions about these requirements as they apply to specific pieces of equipment can be referred to the University Police Department.

A. **Lighting**
   All vehicles, except motorcycles, must have not less than two tail lamps turn signals, and two stop lamps. Tail lamps and stop lamps must be mounted not lower than 15 inches nor higher than 72 inches from the ground. All trailers 80 inches or more in width must have at least one amber clearance light and at least one amber side-marker lamp on each side near the front, visible to the front and sides. At least one red clearance light and at least one red side-marker lamp are required to be mounted with 24 inches of the rear, visible to the rear and sides.

B. **Brakes**
   Every trailer having a gross weight of 3,000 pounds or more, shall be equipped with brakes on at least two wheels. Towing vehicles shall be equipped with a single control which operates the motor vehicle as well as the towed vehicle's brake system.

C. **Mirrors**
   Rear view mirrors on the left and right sides of the vehicle are required when the vehicle is constructed or loaded in such a manner that the driver's view is obstructed to the rear.

D. **Load Restrictions**
   Every hitch or coupling device used as a means of attaching the towed and towing vehicles shall be properly and securely mounted and be structurally adequate for the weight drawn. The drawbar, tongue, or other connection between the towing and towed vehicles shall be securely attached and structurally adequate for the weight drawn. Every towed vehicle shall be coupled to the towing vehicle by means of a safety chain, cable, or equivalent device of sufficient strength to control the towed vehicle in event of failure of the regular hitch, in addition to the regular drawbar, tongue or other connection.

University policy requires that all trailers used in the course of University business be towed by a University-owned vehicle. Trailers which are owned by the University are automatically insured for general liability and physical damage in accordance with the University's Property Insurance Program (see P&P Manual Section 370-30) while being stored on University property. In order for trailers to be insured for physical damage coverage while being towed, on or off campus, departments must purchase insurance under the University's Miscellaneous Property Insurance Program (see P&P Manual Section 370-35). Forms are available by calling Benefits and Risk Management, 2-0797. Coverage must be arranged in advance. **Reference:** Directive #85-164.
SCUBA DIVING

The University California, Davis is an organizational member of the American Academy of Underwater Sciences. As such, UCD/BML adheres to the Academy’s guidelines for underwater research and diver safety. Information on AAUS standards can be found at [www.aaus.org](http://www.aaus.org).

Visiting divers will need to provide the UCD Diving Officer with documentation of experience and training as per Appendix 6 of the AAUS Diving Safety Manual. ([Appendix V here](#))

This usually is in the form of a letter of reciprocity from home campus Diving Officer, and includes:

- Scientific diver medical clearance
- Log of at least 12 openwater scuba dives in last 12 months,
  \[ \geq 1 \text{ during the last 6 months.} \]
- First aid, CPR and oxygen administration in diving accidents training
- Annual regulator service
- Contact information in case of an emergency

Prospective divers must also sign a UCD Waiver and discuss their dive plans with the UCD Diving Officer, and may need to submit a Project Approval form to UCD Diving Control Board. ([Appendix VI](#))

Divers will need to provide their own equipment, excluding cylinders. Minimum equipment is; full exposure suit for water temperatures of 8 to 12°C, regulator with alternate or redundant air source, gauges (SPG, time, depth, compass), buoyancy control device with manual and l/p inflation, mask, fins, and weights (weights may be rented in Bodega Bay). Drysuit, enriched air & dive computer use are allowed only if qualification & experience are detailed in the letter of reciprocity.

Air cylinder refills are $2.00/ea. EANx cylinder refills are $5.00/ea. Only cylinders used for diving under UCD auspices can be refilled. Recreational scuba and free diving are not allowed on UC property, or with UC equipment.

There is a retail dive store in Bodega Bay that can supply rental equipment, and sport diving cylinder fills.

Contact Diving Safety Officer:
  Jason Herum
  (707) 875-2032
  Email: jsherum@ucdavis.edu
  Fax #: (707) 875-2089.
  Mail: BML, PO Box 247, Bodega Bay, CA 94923
APPLICATION FOR BML SMALL BOAT USE

PLEASE PRINT

NAME: Last, First, Initial

ID #

Birthdate - Age

Sex

LOCAL ADDRESS: Street
City, State, Zip
Phone #
e-mail

(Please indicate place you will receive mail most quickly with an *)

CAMPUS ADDRESS: Street
City
State
Zip
Phone #

PERMANENT ADDRESS: Street
City
State
Zip
Phone #

PERSON TO CONTACT IN EMERGENCY: See Appendix IV

EXPECTED DATE OF GRADUATION

BOARD OF STUDIES/RESEARCH GROUP

UNDERGRADUATE/GRADUATE (circle one)

Students: ____________________________________________

Print name of Chair/Major or Thesis Prof./Researcher

Department

Staff & Non-students: ____________________________________________

Print name of Supervisor or Agency Administrator

Department/ORU

BML small boat operations are allowed only by those who have need of this tool in their work or study. Only a person working or studying under the auspices of UCD/BML is eligible to operate BML small boats.

**State your need to operate small boats at BML:**

---

**Small Boat Experience**

<table>
<thead>
<tr>
<th>Vessel Type/Size</th>
<th>Your role (ex. Capt., deckhand, scientist, etc.)</th>
<th>Number of Days/Dates</th>
<th>Area(s) of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Aquatic Experience (swimming, diving, surfing, kayaking, etc.):**

---
STATEMENT OF UNDERSTANDING FOR BML SMALL BOAT OPERATOR AUTHORIZATION

STANDARD: All areas of evaluation of prospective boat operators at UCD/BML are based upon the fundamental question: "Is this person performing in a satisfactory manner to plan, organize and carry out a safe boating operation, and clean and stow equipment, without direct supervision."

EVALUATION: Areas of evaluation include boat checkout, check-in (including washing and storing equipment), and operation (docking, turning, anchoring, "person-overboard" drill, radio communications, etc.) and a verbal or written review of information presented. Each area of evaluation must be passed to obtain authorization

AUTHORIZATION: The Diving/Boating Safety Officer will make a subjective decision at the end of the program and will inform you of your status.

Possible status upon completion of the program:
1. You may be fully authorized as a BML boat operator for a specific vessel type.
2. You may be given the option to complete specific additional activities in order to obtain BML authorization.
3. You may not receive any authorization.

RESPONSIBILITIES: You will have several responsibilities as a BML boat operator. These include:
1. Your individual responsibility for your own equipment and personal affects.
2. Your individual responsibility to return all boats and equipment in the same condition that you checked them out. You are responsible for all physical damages to boats or missing items, up to $250, if in the opinion of BML, such damage was the result of the negligent operation of the boat. If equipment is returned and needs to be cleaned by BML staff, you may be charged for the time.
3. Your responsibility for your own safety and the safety of others around you.
4. Your responsibility for filing a cruise plan in advance of your proposed cruise plan, reserving equipment, returning equipment on time, reporting any damages or missing items and completing the appropriate boat logs.

STATEMENT: I have read, had explained to me, and understand the above.

Signature: ___________________________ Date: ________________________

REQUIREMENTS FOR BML BOAT OPERATOR AUTHORIZATION

Application/History of Boating .................................................................Received _____
Statement of Understanding/Waiver, Release and Indemnity ..................................................Received _____
BML Boating Examination .................................................................Received _____
Certificate of Basic Boating Training (photocopy) ..........................................................Received _____
CPR training verification (photocopy) .........................................................................Received _____
First Aid training verification (photocopy) ......................................................................Received _____
Emergency contact form (Appendix IV) .................................................................Received _____
Kayak Training ..........................................................................................Received _____
Inflatable Training ......................................................................................Received _____
Whaler Training ..........................................................................................Received _____
Klamath Training .........................................................................................Received _____
Panga Training .........................................................................................Received _____

I have read and understand the most recent edition of the UCD/BML Small Boat Manual.

_________________________________________ Date ________________________
Applicant signature

_________________________________________ Date ________________________
Diving/Boating Safety Officer Signature
Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in scuba or free diving, vessel operations or small boat use, I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue The Regents of the University of California, its officers, employees, and agents from liability from any and all claims including the negligence of the Regents of the University of California, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in scuba or free diving, vessel operations or small boat use.

_________________________________  __________________________________
Signature of Participant    Date

Assumption of Risks: Participation in scuba or free diving, vessel operations or small boat use carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in vessel operations or small boat use. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of my involvement in scuba or free diving, vessel operations or small boat use and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

___________________________________  __________________________________
Signature of Participant      Date
Safety Equipment
Refer to ABCs of California Boating Law by CA Dept of Boating & Waterways

Motorboats operating in coastal waters shall carry at least the following equipment:

1. One VHF radio
2. Class I, II, or III PFD for each person on board, plus one ‘throwable’ with ≥ 50’ of line
3. Anchor and anchor line
4. Oars, or paddles
5. Signal flares with aerial and smoke flares
6. Emergency repair kit and tools
7. Fire extinguisher on motorboats with open space under decking
8. Fog horn, or other signaling device
9. First aid kit, if diving, an oxygen unit

Suggested equipment:

1. A cellular telephone or CB radio
2. Drinking water
3. Spare fuel
4. Sea anchor
5. Boat hook
6. Bailer
7. Dock lines
BML Float Plan

All vessels operating under the auspices of UC Davis must be in compliance with California and USCG regulations. Refer to ABCs of the California Boating Law. Copies are available from the UC Davis Scientific Diving Program or CA Dept. of Boating & Waterways.

Date: ___________________________  Estimated time of return: ___________________________

Vessel:
Outboard powered,

____  Henricia,  16’ Inflatable, orange   CF 5694 XS
____  Polyorchis, 17’ Boston Whaler, white w/center console  CF 1151 XS
____  17’ Klamath skiff aluminum  CF 3540 XS
____  14’ Klamath skiff aluminum  CF 3159 XS
____  Loo  14’ Inflatable black  CF 3093 XS
____  Pez Martillo  24’ “Panga” skiff white  CF 1611 XS
____  Other, Jonboat, etc.  Describe __________________________________________

Number of people on board: _____________

Names:__________________________________________________________

Area of operations. (be specific):____________________________________________________

Launch/recovery site: ______________________ Lab truck used?  Y,  N ___________________

VHF radio frequencies monitored:  16 & ___________  Cell phone #:________________________
VHF call sign:  WTV 3405

If overdue, contact:___________________________________________________________

<table>
<thead>
<tr>
<th>Local information &amp; emergency numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency</strong></td>
</tr>
<tr>
<td><strong>USCG Bodega Bay</strong></td>
</tr>
<tr>
<td><strong>Sonoma Co. Parks</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>CA State Parks</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
DIVING SAFETY PROGRAM - BML
UC DAVIS
EMERGENCY CONTACT FORM

Name: ________________________________  ID #: __________________

Any allergies? : _____________________  Blood type (if known): ________________

EMERGENCY CONTACT(S) (NAMES & PHONE NUMBERS)

Name: ________________________________  Relationship: ________________
Home phone: __________________________  Work phone: _______________________
Address: ______________________________________________________________

ALTERNATE:

Name: ________________________________  Relationship: ________________
Home phone: __________________________  Work phone: _______________________
Address: ______________________________________________________________

DO YOU HAVE HEALTH INSURANCE?

DAN?  Y  N  Level: ________________  Member # : ________________

Other Provider: __________________________________________________________

Name of Company

Name of Primary Insured: __________________________________________________

Policy #: ________________  Member or ID #: ________________

This form last updated on: ________________

__________________________________  ____________________________
SIGNATURE  DATE
A scientific diver that is currently certified under the auspices of an organizational member institution of the American Academy of Underwater Sciences (AAUS) shall be recognized by any other organizational member of AAUS and may apply for reciprocity in order to dive with the host organization. Organizational members that are in good standing with AAUS operate, at a minimum, under the AAUS Standards for Scientific Diving Certification and Operation of Scientific Diving Programs (1996 edition). The visiting diver will comply with the diving regulations of the host organization’s Diving Safety Manual unless previously arranged by both organization's Diving Control Boards.

The host organization has the right to approve or deny this request and may require, at a minimum, a checkout dive with the Diving Safety Officer (DSO) or designee of the host organization. If the request is denied, the host organization should notify the DSO of the visiting diver the reason for the denial. The DSO for the visiting scientific diver has confirmed the following information:

(Date)

_____ Written scientific diving examination
_____ Last diving medical examination
_____ Most recent checkout dive
_____ Scuba regulator/equipment service/test
_____ CPR training (Agency) ___________________
_____ Oxygen administration (Agency) ______________
_____ First aid for diving ______________
_____ Date of last dive

Number of dives completed within previous 12 months?______
Depth certification______
Any restrictions? (Y/N)______ if yes, explain:

Please check any pertinent specialty certifications:

_____ Dry suit  _____ Rescue  _____ Blue water
_____ Dive Computer  _____ Divemaster  _____ Altitude
_____ Nitrox  _____ Instructor  _____ Ice/Polar
_____ Mixed gas  _____ EMT  _____ Cave
_____ Closed circuit  _____ Dive Accident Management  _____ Night
_____ Saturation  _____ Chamber operator
_____ Decompression  _____ Lifesaving

Name of diver: __________________________________________

Emergency Information: (See Appendix IV)

This is to verify that the above individual is currently a certified scientific diver at

(Home Institution)

Diving Safety Officer: ________________________________

(Date) (Signature)

(Print) (Telephone,FAX,Email)
# Request for Scientific Diving Project Approval or Renewal
University of California, Davis

Please respond to the following questions and forward the answers to:
UCD Diving Safety Program, PO Box 247, Bodega Bay, CA  94923. (FAX: 707-875-2089)
(Do not use campus mail)

1. Name of project: 

2. Name of Principal Investigator(s): 

3. New or an ongoing project? 

4. Research project description and goals: 

5. Location(s) of project: 

6. Divers involved, (Names, affiliation): 

7. Anticipated dive schedule: Total # of dives:  
   # dives/day/diver: 
   Maximum & average depths: 
   Boat used?: 
   Method (circle one): Scuba, Bluewater, Rebreather, Hookah, Surface supplied, Saturation
   Dates of start and end of diving operations: 

8. Any special or unusual research methods and/or equipment used?: 

9. Funding source(s): 

10. Other universities, institutions or groups involved with the project? 

11. Additional information pertinent to the diving operations: 

---

**FOR OFFICIAL USE**

UCD Diving Project #: Renew on: 

_________________________  ____________________________
Signature, Chair DCB  Date