

Pre-Expedition Checklist

The following are the steps required to request and plan for an expedition aboard the R/V *Kilo Moana*. If you have general questions, contact the [Marine Operations Superintendent \(MAROPSUP\)](#). If you have specific scientific questions, contact the [Tech Manager \(TechMgr\)](#).

Before Requesting Funding

- 1. Submit a [UNOLS Ship Time Request Form](#). If you do not have access to this UNOLS web site, contact the [Director of Research Vessel Operations \(DRVO\)](#) directly.
- 2. Include funds for marine technical services that are not included in the vessel day rate, e.g., the *Lu'ukai* ROV. For more information, contact the [Tech Manager](#).
- 3. If your work will require foreign clearance or a permit of any kind, consider the resources and time that will be required, and account for them in your proposal. Identify the foreign port and/or the territorial waters where you need to work in your Ship Time Request Form. If you require assistance, contact the [DRVO](#).
- 4. If you are planning to work in a Marine Protected Area (MPA), research the requirements and permits are required to access the targeted MPA for both scientific research and ship access.
- 5. If you plan to use the UH ROV *Lu'ukai*, contact the [DRVO](#) or the [Tech Manager](#) for costs and availability.

After You Are Funded

- 6. Request for foreign and other clearances must be complete at least 7 months before expedition. For assistance, contact the [MAROPSUP](#).
- 7. Set up a pre-expedition meeting or phone conversation. Contact [MAROPSUP](#).
- 8. If you need portable winches or laboratory vans, UNOLS maintains shared-use vans and winches that are available on a first-come, first-served basis. For assistance making a reservation, email the [TechMgr](#).

Before Your Pre-Expedition Meeting/Phone Conference

- 9. Log in to the [UNOLS Cruise Planning Portal](#): (1) upload your expedition plan, (2) identify/invite scientific participants, and (3) access and fill out required waivers, forms and notices.

- 10. Complete and submit an [expedition planning form](#) (to be provided by OTG Point of Contact).
- 11. Familiarize yourself and your scientific party with UHMC operations and policies detailed in the [UH RV Kilo Moana Manual](#).
- 12. Contact Lead Marine Technician (LMT) regarding: (1) loading plan for deck and interior spaces, (2) special fabrication or engineering needs, (3) wire and winch needs, and (4) custom requirements for scientific equipment.
- 13. Shipping gear to the vessel? Please refer to the instructions in [Shipping page](#).

- 14. Review [US export control restrictions](#).
- 15. Deploying a buoy? The United States Coast Guard (USCG) requires that PIs follow certain guidelines found under [USCG Rules for deploying buoys](#).
- 16. Using isotopes? If so, please review isotope handling regulations and use aboard UHMC research vessels [here](#). To request the [Isotope Laboratory Van](#), contact the Lead Marine Technician for your expedition.
- 17. Lithium batteries require special safety considerations. Please read [UNOLS Lithium Battery Safety Circular \(2112\)](#).
- 18. If you are planning to use scientific diving in your program, (1) read the [UH Diving Safety Manual](#), (2) submit a [Vessel Dive Plan Form](#), (3) discuss your plan with the [UH Diving Officer](#). For additional information, go to the [UH Scientific Diving website](#).
- 19. If you are planning to use your own portable winch and oceanographic wire, your equipment must comply with the [UNOLS Safety Standards](#). Refer to Appendices A & B of the UNOLS Safety Standards.
- 20. Discuss your equipment with the [Tech Manager](#) and/or the Lead Marine Technician.
 - 21. If you are planning to conduct a personnel transfer at sea, this requires authorization by the UHMC. Contact the [MAROPSUP](#).
- 22. If you are planning to use gravity data from the expedition, plan for a gravity tie before departure and again at the end of the expedition. Contact the Lead Marine Technician.
- 23. If you are planning to use the UH ROV, contact the [Tech Manager](#).

One Month Before Your Expedition

- 24. If you are using hazardous chemicals set up a contract with local vendor at destination port to dispose of waste or unused chemicals.
- 25. Submit information for Notice to Mariners, contact the [MAROPSUP](#).
- 26. To obtain clearances to work inside U.S. Navy operations areas, contact the [MAROPSUP](#).

Two Weeks Before Your Expedition

- 27. Make sure that all scientific personnel have entered required expedition information on the [UNOLS Cruise Planning Portal](#).
- 28. Make sure that all participants have the proper identification for the expedition. Passports are required for any expedition to or from foreign ports and are recommended for all expeditions.
- 29. Prepare Safety Data Sheets (SDS) for any chemicals that will be aboard ship. (Safety Data Sheets have recently replaced Material Safety Data Sheets as part of a process to provide a globally uniform way of communicating data about chemical safety and handling.)
- 30. Have all scientific participants watch the video: [Shipboard Civility: Fostering a Respectful Workplace Environment](#), produced by NOAA in collaboration with the NSF, which is required viewing for ships in the U.S. Academic Research Fleet.
- 31. Familiarize yourself with general UNOLS seagoing safety practices: [UNOLS Safety Training Manual Research Party Supplement](#).

At Beginning of the Expedition

- 32. Submit any privileged personal information or forms to LMT or to the Master.
- 33. If applicable submit passports to Master.
- 34. Submit all SDS Sheets to the LMT.
- 35. Label all labs with chemical list and place them on the door of the lab.

At the End of the Expedition

- 36. Submit [UNOLS post-expedition assessment web-based form](#).
- 37. Get all expedition data from the LMT.
- 38. Make sure all laboratories and berthing spaces have been thoroughly cleaned; the chief scientist and the LMT will conduct a walk-through of all spaces.
- 39. Have one responsible party member stay until (1) all shipments have been successfully sent out and (2) all hazardous chemicals have been picked up.