

The Research Corporation of the University of Hawaii



Financial Services Department

September 26, 2007

MEMORANDUM

TO: All Principal Investigators

FROM: Galen Kuramoto, Financial Services

SUBJECT: Chartering of Marine Vessels

RCUH personnel chartering vessels for ocean research must first ascertain the adequacy of insurance coverage. Workers compensation and public liability insurance generally do not provide coverage to our employees while working at sea. Hence, should an accident occur at sea, the medical and other costs may not be covered by insurance. This exposes the individuals and the RCUH to unnecessary and unacceptable risks.

To ensure adequacy of marine insurance coverage, we require all principal investigators, scientists and other individuals contemplating a charter of a marine vessel, for cost or no cost, to first obtain the approval of the Marine Superintendent, UH Marine Center. The purpose of this prior approval is to ascertain that the proposed charter is covered under the existing RCUH Marine insurance policy, or if not covered, to purchase a supplemental policy. Any additional costs for insurance will be borne by the person or project requesting the charter. No charter will be approved without insurance. All such insurance shall name RCUH and the University of Hawaii as additional insured.

Any charter that does not obtain the Marine Superintendent's approval, will not be deemed an official RCUH charter, and therefore will not receive the benefit of general or employee liability and injury coverage. Charters lacking prior approval shall be at the risk of the individual(s), not RCUH.

The Marine Superintendent can be reached at telephone 842-9813; fax 842-9833; or email (snug@soest.hawaii.edu). Please be prepared to provide the following information on the charter:

1. Name of vessel to be chartered.
2. Length of vessel to be chartered.
3. Estimated value of the vessel to be chartered.
4. Type of charter
 - a. Time charter – boat owner remains in charge of the boat (owner provides captain and crew)
 - b. Bareboat charter – owner provides boat only for use by project
5. Inclusive dates of charter.
6. Travel destinations/locations covered by charter.
7. Number and type of employees, e.g. RCUH, UH, etc.
8. Business purpose and justification or need for charter.

Thank you for your attention to this important matter.