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 Marine Facilities Planning: (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.
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 handing 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 Marine Facilities Planning.

☐ 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.


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


☐ 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.