

Some Items required by Federal Regs. for Charter Boats (6 Packs)

Don't forget to do the following each year:

YOU NEED TO HAVE ON BOARD to comply with Federal Requirements for a 6 pack – *this is nothing new*):

- 1) A binder with the appropriate pages of: **Coast Pilot, Light List, and LNM** in it.
 - a) You will need to print out (for 2012) the **2012 light list** – *Example: RI people would print out pages 1 & 199 to 218* and replace it with the 2011 ones in the binder.
<http://www.navcen.uscg.gov/pdf/lightLists/LightList%20V1.pdf>
 - b) You will need to print out the **Coast Pilot** for your area of operation – *Example: RI people would print out pages 1 & 236 to 265*; and replace it with the 2011 ones in the binder.
http://www.nauticalcharts.noaa.gov/nsd/coastpilot_w.php?book=2
 - c) You will need to print out the Local Notice to Mariners (LNM) (pages will vary depending on when you download it) <http://www.navcen.uscg.gov/?pageName=lnmMain>
PRINT OUT the items, in these sections, for the areas you operate in:
SECTION II – DISCREPANCIES
SECTION III - TEMPORARY CHANGES and TEMPORARY CHANGES CORRECTED
SECTION IV - CHART CORRECTIONS
Replace these pages with the ones in your binder LNM updates can be emailed to you free at:
<http://www.navcen.uscg.gov/?pageName=LNMListRegistration>
- 2) You will need to have onboard an **up-to-date tide & current tables** (Example: “*Eldrige Tide & Pilot Book*”)
- 3) You will need to have on board at least one paper chart (the latest edition)
At this moment either : to check for the latest chart:
<http://www.charts.noaa.gov/MCD/Dole.shtml>

Example: in the RI area you would need these charts:
Chart: 13215 Edition: 20 Edition Date: February 2011 or
Chart: 13218 Edition: 41 Edition Date: October 2009

Chart: 13205 Edition: 39 Edition Date: December 2010 *for westerly people*
Chart: 13221 Edition: 58 Edition Date: May 2010 *for people in Narr. Bay*
- 4) Take a look at your running lights, do they work, does your radar or other gear restrict the visibility of them?
Does your anchor light work?
Do you have your Emergency Check-Off sheet so passengers can see it
Is the date on your lights, attached to your life-jackets, current (*not outdated*)?
- 5) Your original - USCG License. & the vessel's documentation papers that indicate “coastwise” enrollment unless your vessel is 25 ft or smaller (*under 5 net tons*) then you must have State Registration numbers.

You can contact the following people for more information and/or to schedule a UPV Examination:

Nick Butziger,	401.739.6028	or	Nick@Butziger.com
David Butziger	401.578.9021	or	David@Butziger.com
Douglas Henson	401.261.4429	or	DHenson4@juno.com
Charles Jenison	857.998.1337	or	CJenison@northstarflotilla.com
Benny Peters	508.735.5609	or	BMS-Llc@charter.net
David Siesel	401.489.8348	or	DSiesel@gmail.com

Drug & Alcohol Program Handout

Questions for the Crew

1. Who is the Designated Employer Representative (DER)?

Ans: My company/vessel DER is Mr. John Doe. The DER is the person that selects/receives random drug test notifications and informs crew.

2. What is the company's drug policy?

Ans: Company has a policy regarding drug and alcohol use in the workplace.

3. Are you enrolled in a random drug testing program?

Ans: Yes. All crewmembers must be enrolled in a random testing program and should know that they are enrolled.

4. Where can you access Employee Assistance Program (EAP) information and hotline numbers?

Ans: EAP information and hotline numbers could be posted on the vessel or were given to me at a 1 hr training seminar on XXXXX presented by XXXXXX.

5. Who do you call/where do you go for Serious Marine Incident (SMI) Testing?

Ans: In the event of an SMI I call 1-800-XXXX. EVERYONE should know who to call and/or where to go for SMI testing.

6. Have you received EAP training?

Ans: Yes. Each crewmember has received and can document having attended an EAP Training Program. This training consisted of material on effects & consequences of drug & alcohol use on your health, safety, and work environment, along with indicators of drug & alcohol abuse.

Questions for the Master

1. Are alcohol testing devices kept onboard?

Ans: Alcohol testing devices kept onboard if not within 2 hours of a test facility.

2. What are the time requirements for drug and alcohol testing following a SMI?

Ans: 2 Hours for alcohol testing and 32 hours for drug testing following a SMI.

3. What is the company's drug and alcohol policy?

Ans: Company- has a policy regarding drug and alcohol use in the workplace.

4. Have you received 60 minutes of EAP training?

Ans: Yes. All supervisors (*captains*) must receive and have documented 60 minutes of an EAP Training Program.

5. Where can crew & you access Employee Assistance Program (EAP) information and hotline numbers?

Ans: EAP Education Program information and hotline numbers could be posted on the vessel or know when & who did the EAP Education Program.

Documents Required On-Board or Produce within 48 hours

1. Company policy/program
2. EAP education information and hotline number (*unless posted at dock office*)
3. Certificate of enrollment in a Random Drug program with a list of covered crewmembers
4. Phone number/address for 24 SMI testing facility if not carrying alcohol testing devices aboard
5. Documentation of supervisor (60 minutes) and crew EAP Education & Training Program.
6. Copy of MIS report (if applicable)

What to Know about your Consortium

1. Do they file Management Information System (MIS) report for you?
2. Do they have a hotline or information on 24 hour Serious Marine Incident (SMI) testing?
3. Does Consortium provide Employee Assistance Program (EAP) training and documentation?
4. Does Consortium select 50% of your company or 50% of all the crewmembers enrolled in the consortium?

DRUG & ALCOHOL PROGRAM CHECKLIST – Items 1 thru 7 must be Yes to issue a Decal

Examination Items	Applicable Regs.	Yes	No
1). Do crew members know who the Designated Employee Representative (DER) is?	49 CFR 40.3	<input type="checkbox"/>	<input type="checkbox"/>
2). Is there a company's policy?	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
3). Did crew members receive, or are they aware of, the Employers Drug Policy (<i>Company Policy</i>)? (EAP Education Program)	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
4). Were Hotline Numbers given to employees, or posted in a common space? (EAP Education Program)	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
5). Has supervisory and general crew members received awareness training (EAP)? (EAP Training Program)	46 CFR 16.401	<input type="checkbox"/>	<input type="checkbox"/>
6). Were all crew members pre-employment tested or transferred from another DOT Regulated employer?	46 CFR 16.210	<input type="checkbox"/>	<input type="checkbox"/>
7). Is there knowledge of where to go or how to get drug and alcohol testing accomplished in the event of a Serious Marine Incident (SMI) ? (2hr testing for alcohol : 32hr testing for drugs)	46 CFR 4.06	<input type="checkbox"/>	<input type="checkbox"/>
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8). Are Alcohol Testing Devices kept onboard? (if no, how do they meet the 2 hr alcohol requirement?)	46 CFR 16.240 46 CFR 4.06	<input type="checkbox"/>	<input type="checkbox"/>
9). Have any crew members been randomly tested this year?	46 CFR 16.230	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAM INFORMATION

Name of Consortium/TPA: or

"Self —Run Program" _____

SMI Testing Facility

Must Test Drugs & Alcohol _____

24hr SMI Testing Facility:

"Self —Run Program" _____

Drug & Alcohol Program Compliant?

Program Compliant

_____ items corrected on-scene

Program Not Compliant

Full Audit Recommended

46CFR 16.401 Employee Assistance Program (EAP).

The employer shall provide an Employee Assistance Program (EAP) for all crewmembers. The employer may establish the EAP as a part of its internal personnel services or the employer may contract with an entity that will provide EAP services to a crewmember. Each EAP must include education and training on drug use for crewmembers and the employer's supervisory personnel as provided below:

(a) **EAP education program:** Each EAP education program must include at least the following elements: display and distribution of informational material; display and distribution of a community service hot-line telephone number for crewmember assistance, and display and distribution of the employer's policy regarding drug and alcohol use in the workplace.

(b) **EAP training program:** An EAP training program must be conducted for the employer's crewmembers and supervisory personnel. The training program must include at least the following elements: the effects and consequences of drug and alcohol use on personal health, safety, and work environment; the manifestations and behavioral cues that may indicate drug and alcohol use and abuse; and documentation of training given to crewmembers and the employer's supervisory personnel. Supervisory personnel must receive at least 60 minutes of training.

EMERGENCY CHECKOFF LIST

ROUGH WEATHER AT SEA OR CROSSING HAZARDOUS BARS

- a. Keep all weather tight and watertight doors, hatches and airports closed to prevent taking water aboard.
- b. Keep bilges dry to prevent loss of stability.
- c. Keep passengers seated and evenly distributed.
- d. Ensure all passengers are wearing life preservers in conditions of very rough seas or if about to cross a bar under hazardous conditions.
- e. Initiate an International Distress call and a call to the Coast Guard if assistance is needed (if radiotelephone equipped).

PERSON OVERBOARD

- a. Throw ring buoy overboard, as close to the victim as possible.
- b. Post lookout to keep the victim in sight.
- c. Have a crewmember, wearing a life preserver and lifeline, standing by ready to jump into the water to assist the victim back aboard.
- d. Initiate an International Distress call and a call to the Coast Guard if assistance is needed (if radiotelephone equipped).
- e. Continue the search until after radiotelephone consultation with the Coast Guard, if at all possible.

FIRE AT SEA

- a. Cutoff air supply to the fire by closing hatches, ports, doors and ventilators, etc.
- b. Discharge portable extinguishers at the base of the flames or flammable liquid or grease fires or apply water to fires in combustible solids.
- c. If the fire is in machinery spaces, shut off the fuel supply and ventilation and discharge any installed fixed fire fighting systems.
- d. Maneuver the vessel to minimize the effect of wind on the fire.
- e. Initiate an International Distress call and a call to the Coast Guard if assistance is needed (if radiotelephone equipped).
- f. Move passengers away from the fire and have them don life preservers.

A Safety Lecture must contain information on the location of all safety equipment aboard the vessel & The location of the posted Emergency check off List.

Some thoughts in preparing for your examination: The Type I PFDs must be stored in a location so they are readily available & stored separately from any other type PFDs that might be aboard. The water-lights must not be out of date (including any required batteries). If you have an EPIRB, its registration must current. If you are documented, (*over 25 ft*) the enrollment must say “coastwise” on it.