

Duke University Marine Lab



Policies, Procedures, and Protocols Handbook

updated November 2009

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Contacts

Compliance: Occupational & Environmental Safety Liaison

Biological, Chemical, Radiation, Fire, Safety, Ergonomic Animal Care, Safety, and Compliance

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Facilities Use

Small Boat and Canoe Use -- Small Boat Use Policy

BOATS ARE AVAILABLE TO STUDENTS AND FACULTY AS LISTED BELOW. BOATS ARE TO BE USED FOR EDUCATION AND RESEARCH ONLY. BOATS ARE NOT TO BE USED FOR RECREATIONAL OR PERSONAL USE. VIOLATORS OF THIS RULE WILL HAVE THEIR BOAT OPERATION PRIVILEGES SUSPENDED PERMANENTLY. CANOES MAY BE USED FOR RECREATION, AS DESCRIBED IN THE "CANOE USE" SECTION.

The Carolina Skiff is provided with an operator at no additional charge. If the trip for which the boat is to be used is a research trip, then Duke Faculty have the option of operating this vessel themselves, provided the designated operator meets the necessary requirements established by Marine Operations. This will include a brief orientation, vessel familiarization, Rules of the Road explanation, and short operational test given by a Marine Operations Staff member. Once the designated operator has demonstrated proficiency in operating a boat, he or she will be free to do so whenever necessary. Operators will be required to take training in EACH boat or type of boat they need to use. Training shall be required and scheduled at least one workday prior to the day a boat is scheduled for class use. Additional training sessions will be available to any operator who makes a request.

PLEASE CONTACT MARINE OPERATIONS CONCERNING THE TYPE OF TRIP FOR WHICH THE CAROLINA SKIFF WILL BE USED. IF OTHER THAN RESEARCH, A LICENSED MARINE OPERATIONS STAFF MEMBER IS MANDATORY.

Term students will only be allowed to use the canoes.

All small boats will be signed out and in from Marine Operations. Each boat has its own operating kit, including boat registration, flares and/or smoke signals, hand-held radio, and boat key (if applicable). Kits will be issued at the time of boat sign-out and returned at the time of sign-in. Kits and the Boat Sign out/Sign in Log are located in Room 3 of Lab 6 (Oceanography). See Lanier Mitchum for details or kit issue.

The Boat Operator will have complete responsibility for the safe operation of his/her small boat and as such, will have final word regarding boat use and personnel safety.

The Operator is the first person the U. S. Coast Guard investigates, in the event of any accident. As such, it is imperative that the Operator exercise good judgment at ALL times when dealing with safety issues, such as when weather conditions warrant an early end to a trip.

Cancellation of boat reservations by Duke Marine Lab programs

It is understood that at times, it may become necessary to cancel a boat reservation. If for any reason other than inclement weather, a cancellation must be made as early as possible, to allow others a chance to utilize the resources available. If a cancellation is not made at least one hour prior to the scheduled use, then the person or group with the reservation may be charged up to the full period scheduled, depending on circumstances. Weekend reservations must be canceled by 4:00 p.m. Friday. Inclement weather (Thunderstorms, Small Craft Advisories, etc.), by its unpredictable nature, may make it difficult to meet this criteria; however, every effort should be made to notify Marine Operations as soon as possible of any change in schedule.

Safety

Every occupant of any small boat must wear a life vest at all times while the boat is being used. Life vests may only be removed when occupants disembark, i.e., boat is docked or beached. The United States Coast Guard can fine the operator for any person not wearing a life vest and this fine will be paid by the operator and not the Lab.

Total occupancy for each type of boat is listed on the Boat Rental Rate sheet in Marine Operations, and under no circumstance, should this total be exceeded.

All boat users will list their destination(s) on the Boat Sign-out sheet in Marine Operations, before departure. This will give Marine Operations a starting point, if a boat is overdue.

All boats must be back at the Marine Lab one hour before sundown. After this, Marine Operations Staff will begin looking for the missing boats. Boat users will be charged for this time as well as their own

time, if this occurs for reasons other than an emergency (boat mechanical breakdown, occupants lost, stranding due to tides, assisting another boat, etc.).

Night use of certain boats is possible, with advance notice to Marine Operations. A Marine Operations boat operator is mandatory.

VHF radios will be issued to all small boats or at least to one boat in a group working in the same area. Instructions are located in the boat kit with the radio. Use the radio only in an emergency, and call Duke Marine Lab first, as the radio is monitored at all times while any Lab boats are out.

No small boats will be operated during small craft advisories, gale warnings, or when severe weather is expected. Contact Marine Operations if in doubt.

No drugs or alcohol are allowed in ANY of the boats at ANY time. No person under the influence of drugs or alcohol is to operate a boat under ANY circumstances.

Boat return and cleanup

All small boats are to be secured properly after each use. This includes removing all trash, stowing anchor lines, carrying gas tanks ashore, and returning boat kits. Life vests should be rinsed off with fresh water provided at the back of the Maintenance complex, if the vests have been wet with salt water. Boats shall be rinsed out with salt water with the bailer provided. All collecting gear shall be rinsed with fresh water and returned to the locker outside the Gas Tank Room. **BOATS LEFT UNCLEARED WILL BE CLEANED BY MARINE OPERATIONS AND THE TIME CHARGED TO THE USER (up to 1/2 HOUR).**

Canoe User Safety Rules

(Canoe User Rules are posted inside the Canoe Locker)

1. **LOG SHEET.** All canoes must be signed out on the sheet inside the CANOE LOCKER. You must provide all information required and it must be legible. Research and teaching have priority. LOG IN when you return.
2. **RESTRICTIONS.** Canoes may NOT be used between SUNSET and 6:00 am, or when there is a severe weather advisory. The Canoe Locker is LOCKED when canoes cannot be used. See Dan Rittschof for research/teaching exceptions.
3. **CELL PHONE.** You are required to have one cell phone with each group (number should match the sign-out sheet). Floating bags are provided in the locker with emergency contact numbers; you are required to have one floating bag per group.
4. **LIFE VESTS.** Life vests must be worn at all times. Anyone stopped by the US Coast Guard may be fined for not wearing their vests; the fine will be paid by the individual.
5. **DRUGS & ALCOHOL.** No drugs or alcohol are allowed in the canoes at any time. No person under the influence of drugs or alcohol is to operate a canoe.
6. **USERS.** Canoes are to be operated by no less than two individuals; maximum occupancy is three individuals.
7. **SEATING.** Do not sit on the sides of the canoes; use the seats. Seat cushions are required by the US coast Guard for flotation.

8. **SHOES.** Do not wear open-toed shoes in the canoes. Closed-toed shoes are required.
9. **RANGE.** Canoes are only to be used around Pivers Island and in Taylors Creek.

(Contact Dan Rittschof at 252-504-7634 for questions concerning this policy)

Pearse Memorial Library

Library Etiquette

The Pearse Memorial Library at the Duke University Marine Lab is a "refugium for scholars;" a place dedicated to scholastic pursuits. Persons using the library are expected to conduct themselves in a manner that does not interfere with the scholarly pursuits of others. Food is not allowed in the library; beverages in closed containers are allowed.

Circulation

Loan periods:

Faculty - one year

Graduate students - one year

Staff - one month

Undergraduate students - one month

With the exception of reference materials, all books may be checked out. Circulation slips are available at the circulation desk for use when library staff are not present. Reserve materials circulate only with special permission of the course instructor. Bound journals may be checked out on a short-term basis only. Current journal issues do not circulate.

Renewals

Individuals can renew Duke University library books by visiting Your Library Accounts (<http://library.duke.edu/services/accounts.html>) and then logging into "My Library Card."

Individuals who experience problems renewing books should contact the librarian at DUML by email (janil.miller@duke.edu) or phone (504-7510).

Renewal requests for Duke books and interlibrary loan books should be made several days prior to the due date; however, please keep in mind that not all libraries provide renewal service. Patrons are responsible for returning books to the DUML Library no later than the indicated due dates.

Recalls

Books that are recalled must be returned to the library within 48 hours. Fines will accrue for failure to return them promptly. If you plan to be away from the lab for an extended period of time, either return your books to the library or make arrangements for someone to return the items to the library.

Document delivery /interlibrary loan

The DUML Library, in cooperation with Perkins Library, provides document delivery and interlibrary loan services to DUML personnel for obtaining photocopies and loans of books from Duke University libraries on the Durham campus and other regional, national, and international libraries and information centers. There are no charges to individuals for this service.

Instructions to DUML personnel for requesting materials not available in the DUML Library are found on the DUML Library website under Identifying and Accessing Information Resources (<http://www.lib.duke.edu/marine/identify.htm>).

Individuals can renew interlibrary loan books (books received from libraries not affiliated with Duke University) by visiting Your Library Accounts (<http://library.duke.edu/services/accounts.html>) and then logging into "Interlibrary loan account." Interlibrary loan books typically have 30-day loan periods for ALL borrowers.

The DUML Library provides book loans and photocopies of articles to Durham campus faculty, staff, and students. Requests for photocopies should be placed through BARD; book loans can be requested through the online catalog.

Interlibrary lending to libraries not affiliated with Duke

The DUML Library lends books and supplies photocopies to other libraries. The following restrictions apply:

- Loan period: usually 4 weeks
- Renewals: 3 weeks, generally only once
- Charges: no charge for loans or photocopies if a reciprocal agreement has been established.
- Non-circulating materials: journals, reference, and reserve
- Microfilm: n/a Microfiche: n/a
- Masters theses/Dissertations: available for loan

Requests should be submitted through OCLC to DUKE UNIV LIBR, OCLC symbol NDD. Requests can also be sent directly to the librarian in ALA format or as complete citations, by mail, Ariel, or email:

Janil Miller
Duke University Marine Lab- Pearse Memorial Library
135 Duke Marine Lab Road
Beaufort, NC 28516-9721 USA
Phone: (252) 504-7510
E-mail: janil.miller@duke.edu
Ariel: 152.3.113.35

RECYCLING PROGRAM

The Duke Marine Lab Recycling Program invites the active participation of all its students, staff, and faculty in an effort to accept environmental responsibility and to further the cause of environmental sustainability. The success of the Recycling Program is dependent upon the commitment that each individual member of the Marine Lab community brings to it. A variety of materials are recycled through the official program, while other recycling endeavors are conducted by individuals or interest groups at large. Numerous other materials from the ship and boats are recycled by Marine Operations. Information on recycling is available below as well as posted in various formats around the Marine Lab campus. All are asked to LEND A HAND.

Container Labels:

None of the recycle containers should be used for materials other than those for which they are intended.



Office & Computer Paper

Most individual offices have SMALL GREEN paper recycling baskets. Paper from these individual containers should be deposited in either of the larger container sizes. MEDIUM-SIZED Blue rolling containers for paper recycling are stationed in: Library/Auditorium Building (Library copier room); Dorm 5; Lab 2; Lab 5; Lab 7 (Bookhout Research Lab) 2nd, & 3rd floors; and the Boathouse office. GRAY (90-gallon rolling) containers are picked up on the third Wednesday of the month by Waste Industries and are located in the following buildings:

1. Administration Building (In the copier room)
2. L-7 (Bookhout Research Lab) (first floor hallway East)

All paper for recycling should be deposited into the larger containers by the third Wednesday of every month.

| Paper for Recycling | |
|--|--|
| Recycle YES | Recycle NO |
| <ul style="list-style-type: none"> • Computer print-out paper • White Copier paper • Envelopes (WITHOUT windows) • FAX paper • Laser printer paper • Letterhead paper • White ledger paper • Colored paper | <ul style="list-style-type: none"> • Carbonless multiple copies • Catalogs/ Telephone books • Chipboard • Copy paper wrappers • File folders/Manilla Envelopes • Heavily dyed paper and folders (neon, etc.) • Newspaper/Magazines • Post-It notepaper • Tissue paper |

| Newspaper Paper for Recycling | |
|---|--|
| Recycle YES | Recycle NO |
| <ul style="list-style-type: none"> • Newspapers • Telephone Books • Journals • Soft Cover Books • Glossy Periodicals | <ul style="list-style-type: none"> • Hardback Books • Carbon Paper • Paperboard • Hard Bindings • Magazines |

Aluminum Cans, Glass & Plastic: (Commingled)

Several containers are located around the campus for **commingled** recycling.

It is requested that individuals please **EMPTY & RINSE** containers prior to recycling.

There are also two large multipurpose recycling bins located on the North side (rear) of Dorm 5 and south side of Lab 7 that have sections for aluminum cans, plastic, & glass. There is a place for newspaper recycling on the large multipurpose recycling bins, also.

30-GALLON trash cans with dome tops and surrounded by blue wire baskets for recycling of glass, plastic, metal containers are located on the porches of the following buildings: Administration, Dining Hall, Dorm 1, Dorm 2, Dorm 3, Dorm 4, Dorm 5, Dorm 6, Student Center, Lab 5, Library, and the Boathouse lounge. Containers should be CLEAN & EMPTY. Green, brown and clear glass bottles are recyclable.

NO LABORATORY GLASSWARE or BLUE GLASS can be recycled in these containers.

| Bottles and Cans Recycling | |
|---|--|
| Recycle YES | Recycle NO |
| <ul style="list-style-type: none"> • Plastic Bottles • Aluminum Cans • Steel Cans • Glass Bottles • Jars | <ul style="list-style-type: none"> • Cup • Plastic Food Containers • Plastic Bags |

Styrofoam Worms (peanuts)

A LARGE YELLOW container for recycling of Styrofoam worms (which are frequently used as packing materials) is located on the first floor west corridor area of Lab 7 (Bookhout Research Lab).

Corrugated Cardboard:

A LARGE DUMPSTER (from Waste Industries) is available for recycling of corrugated cardboard. The dumpster is stationed in the fenced compound on the west side of the Maintenance Building that houses Marine Operations and Oceanography. Please **FLATTEN** all boxes prior to placing in the dumpster. Pizza boxes go into the trash.

Battery Recycling

A five gallon bucket labeled battery recycling is located in Lab 7 (Bookhout) on the 1st floor across from the elevator. The following is a list of batteries recycled.

Alkaline Batteries:

- A
- AA

AAA
C
D
N
6-Volt
9-Volt
Watch
MN 21

Other Batteries (under 2 pounds):

Nickel Cadmium
Lead Acid
Lithium
Lithium Ion
Nickel Metal Hydride
All Cell Phones

All batteries less than 2 pounds can be placed in the designated recycling container.

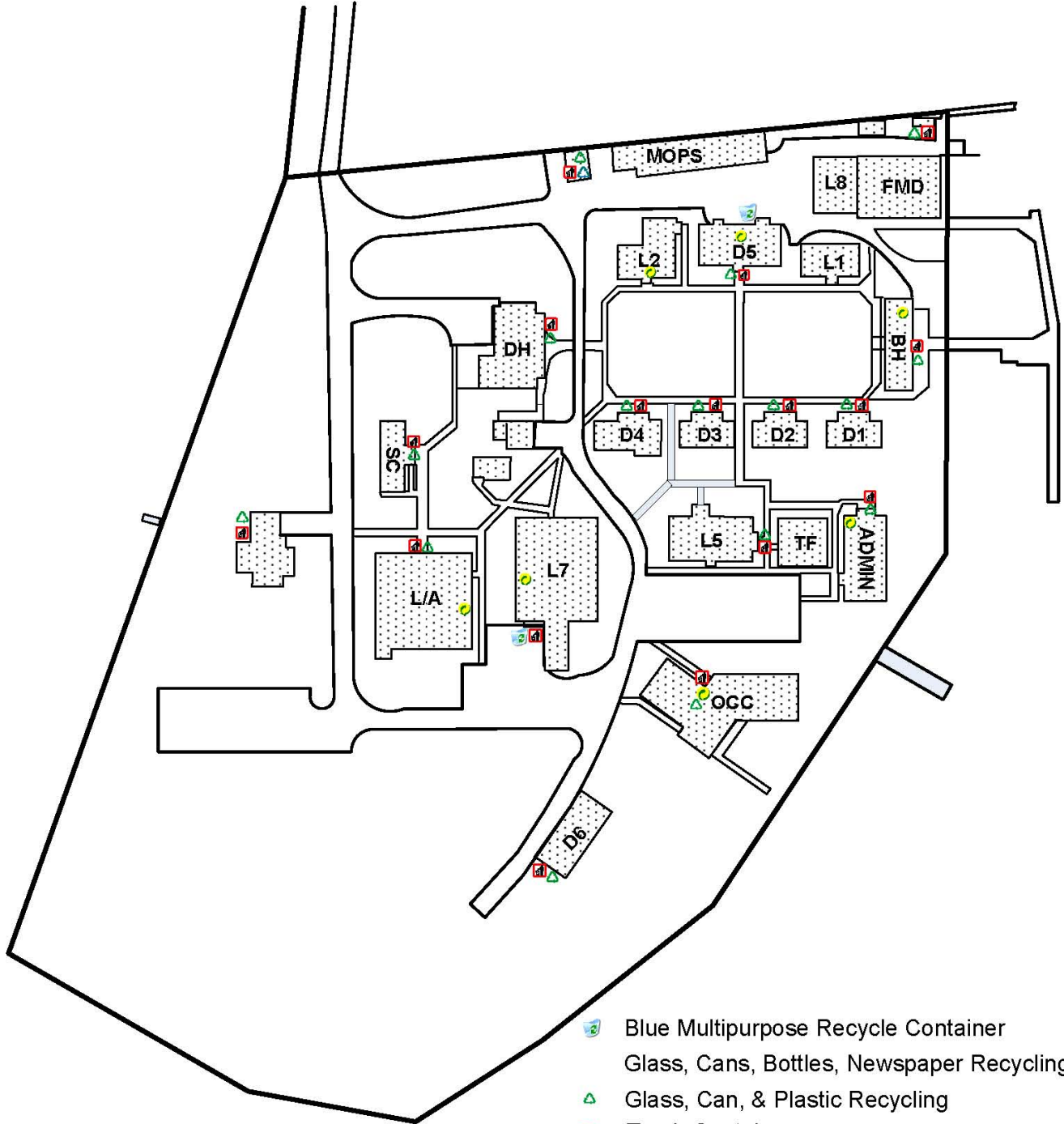
Any batteries not listed above or that exceed 2 pounds should be submitted to Ed Ladenburger in Bookhout (Lab 7) Room 108.

Office Phone: 252-504-7594

Cell Phone: 252-241-2108

Email: ed.ladenburger@duke.edu

Recycling Map



-  Blue Multipurpose Recycle Container
Glass, Cans, Bottles, Newspaper Recycling
-  Glass, Can, & Plastic Recycling
-  Trash Container
-  Office Paper & Newspaper Recycling
-  Cardboard Recycling

Children on Premises; Minors in the Workplace

This policy has been developed to prohibit exposure of minor children to hazards or other dangerous potentials found in research laboratories and/or research facilities.

DEFINITIONS:

Minor Children: Any child under the age of eighteen years.

Research Laboratory/Facility: Any laboratory, work area, building, boat, or other facility where research is being conducted.

Hazards: Chemicals, animals, laboratory equipment (to include electrical, mechanical, and/or hydraulic equipment) or any other potentially harmful object, procedure or environment (fume hoods, storage rooms, etc.) that could cause injury.

PROCEDURES:

No minor child under the age of 13 (<13) will be allowed into any research building, facility, boat, laboratory, or any other area where hazards associated with research might exist unless the parent/guardian has the specific written approval of the Marine Lab Director.

The Marine Lab Director may grant an exception to the policy in those cases where:

The minor child (<13) is participating in a supervised program at Duke University (such as TIP, or other similar programs) and working in the lab is required as part of the course.

The minor child (<13) is part of a supervised tour through the building as a guest of the Marine Laboratory.

Minors in the Workplace

Issued: July 1990

Last Revised: April 2008

DEFINITIONS:

Minor: A minor is any person who has not reached the age of eighteen years.

SCOPE OF POLICY:

Policy Regarding the Utilization of Minors within Duke Marine Laboratory: This policy covers the utilization of minors within Duke Marine Laboratory who are students, volunteers, or visitors.

POLICY:

No minor below the age of 14 may work or volunteer at Duke Marine Laboratory. Prior to beginning as a volunteer, a waiver must be signed by the parent/guardian and a copy of the health insurance card which covers the volunteer must be provided to the Business Manager.

No minor should work or volunteer in a capacity that is determined to be hazardous or detrimental to the minor's health or well-being including, but not limited to the following:

Where it is determined that there is an increased risk of exposure to infectious diseases transmitted via the aerosol route.

A task that would potentially expose the minor to blood or body fluids, infectious diseases or hazardous chemicals which are included on the institution's Particularly Hazardous Substance list.

Any area where there is a potential exposure to radiation which does not meet State and Federal regulations regarding allowable exposures.

Prior to the assignment of a minor in an area where such exposure potential exists, contact the Business Manager to make the determination as the appropriateness of the assignment.

Management Oversight:

Youth Volunteers:

1. All services within Duke Marine Laboratory which utilize volunteers under the age of 19 shall notify the Business Manager.
2. Volunteers who are 14 and 15 years old shall be assigned to tasks where there will be continuous adult supervision.
3. If there is a question as to the appropriateness of a youth volunteer assignment, contact the Business Manager.

Issued: July 1996

Last Revised: April 2008

Decorations and Theme Party Policy

<http://www.safety.duke.edu/Firesafety/Docs/DecorationandThemePartyPolicy.pdf>

Diving Policy

SUBJECT: Diving at the Duke Marine Lab

Sport diving is PROHIBITED from Marine Lab property. NO sport diving is allowed using boats owned by the Marine Laboratory. Scientific diving is strictly regulated.* (See also below.)

InterOffice Memo:

To: Faculty

From: Diving Control Board

Date: September 25, 1995

We've begun a scientific diving program at the Marine Laboratory, for researchers and graduate students who need to dive as part of their research. Our scientific diving manual contains the requirements for scientific diving. These standards apply to any diving conducted as part of research for any person considered to be working out of the Marine Laboratory, as well as for any diving done off of Marine Laboratory property or boats, or using any Marine Laboratory equipment.

Undergraduates are expressly forbidden to take part in any diving activities associated with the Marine Laboratory.

Any divers must be certified by the Marine Laboratory Scientific Diving Control Board. Some of the requirements for certification are a complete diving physical, at a cost of about \$500.00, current CPR, (which can be done here at the Lab) and a certification card to rescue diver or equivalent from a nationally recognized agency. This would mean that a diver would need an advanced course AND a rescue course beyond the entry level sport diving certification, the two courses combined will cost about \$500.00. Divers are responsible to have their own equipment. The cost of buying all equipment, if the student has none, or none acceptable, is between \$1500.00 and \$2000.00. Certification to scientific diver status requires demonstrated diving proficiency.

Copies of the Scientific Diving Manual are available from Mark Hooper (mhooper@coastalnet.com)

Please inform any graduate students or potential graduate students who mention possible diving that they will have to conform to all standards in our Scientific Diving Manual. If a student is not certified by our program and collects data through diving activities, then these data cannot be used for their dissertation or thesis at Duke University.

Dock Area Safety

(Contact Lanier Mitchum at 252-504-7506 for questions concerning this policy.)

GENERAL

The primary purpose of the docking facilities at the Marine Lab is to provide access to the boats and to the water.

Periodically, faculty and students may need to use the docks to secure specimen collection equipment or other projects overboard. Experiments are ONLY to be secured to the research float located inside the concrete pier and accessed by the ramp from the wood pier. Boats and canoes are not allowed at this float; only research and teaching activities. No experiments are to be secured to the swim float and boat dock at the north end of the dock facilities, as this area is ONLY for boat and recreational activities. Each piece of equipment or project should be tagged where it is secured on the dock, with the person's name and a phone number. When it becomes necessary to service this equipment, please clean the dock area of any remaining material, as it becomes both a tripping and environmental hazard if left to spoil. Those who do not help to maintain the docking facilities will have their collection equipment or projects removed.

All swimming and diving activities are to be confined to the floating dock at the north end of the docking facilities. Sunning activities are permitted on all other docks provided they do not block or hinder access to and of the vessels berthed at the Marine Lab.

No boats are to be boarded unless for assigned purposes (field trip, class photos, etc.).

Access to the R/V Cape Hatteras is allowed by appointment only. Call Marine Operations for details.

SAFETY

Throw rings are provided on the docks and swim platform for EMERGENCY USE ONLY. They are NOT to be used for swimming or recreation. Notify the nearest Lab employee if an emergency does occur.

Notify Marine Operations as soon as possible if any unsafe condition or mechanical defect appears to exist on any of the docking facilities (lights burned out, boards broken, swim ladder inoperative, etc.).

Fire Alarm and Evacuation Instructions

SUBJECT: Fire Alarms

IF YOU DISCOVER A FIRE:

1. If you discover a fire or smoke situation, activate the fire alarm pull station and call, or have someone call, 911.
2. If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are en route to your location.

WHEN THE FIRE ALARM SOUNDS:

1. Close all windows and (leave the overhead light ON.)
2. Before opening any door, feel the door. If it is **HOT**, do not open it. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.
3. If you cannot leave the room, open the window, hang a sheet or other light colored object out the window to attract the attention of emergency personnel and then close the window. If there is a phone in the room, call **911** and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
4. If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.
5. If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

6. **DO NOT** use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
7. If you have exited the facility, stand clear of the building. Emergency apparatus may be maneuvering around the building.
8. Follow the directions of fire and police personnel and **NEVER** re-enter the building until they give permission to do so.

First Aid

The local area phone number to reach emergency personnel is 911. Dial 911 from any Duke Marine Lab phone.

Many staff and graduate students have been trained in CPR (cardio-pulmonary resuscitation) and basic first aid.

Pets at the Marine Laboratory

Pets are ALLOWED on Marine Laboratory premises (grounds and some buildings).

The following rules apply at all times:

- They shall be on a leash at all times (with their owners on the other end).
- They may only be taken into Lab 2 office areas.
- Owners are responsible for cleaning up and disposing of all "doggie deposits". A DogiPot with biodegradable bags can be found behind Lab 2 and should be used for the disposal of dog waste.
- Owners are responsible for all damage caused by their pets, including any problems with fleas, ticks or other issues.

Prohibitions

The following are NOT ALLOWED at any time on Pivers Island:

- Trespassing
- Camping
- Firearms
- Explosives
- Fireworks

Additionally, North Carolina State law prohibits the possession of any explosives or fireworks on any college campus.

Safety Equipment

SAFETY SHOES:

This policy has been developed to promote safe practices and reduce the number of foot injuries due to slipping, tripping, impact, or crushing. It is understood that all employees might not require "safety shoes", but all employees are required to wear sturdy, safe shoes.

DEFINITIONS:

Safety Shoes: Safety shoes are equipped with steel toes to protect the toes from falling objects. All safety shoes will meet the specifications and requirements as outlined in ANSI Standard for Safety Footwear Z41.1-1967.

Safety Boat Shoes: Same as above, plus oil-resistant, non-slip tread.

Sturdy Shoes: Sturdy shoes are low heeled, comfortable leather shoes with a non-slip sole. The following types of shoes are not considered sturdy and are prohibited:

Sandals, thongs, beach sandals, flip-flops, clogs, or other open toed or open heeled shoes.

High-heeled pumps over 2" tall, spike heeled shoes, and platform shoes.

PROCEDURES:

1. Foot Protection Areas:

Each Department will reduce the possibility of foot injuries in the work area by implementing changes in procedures, methods or design to eliminate foot hazards.

The University Safety Office will identify and define those areas requiring foot protection. Each area will then require a sign posted at each entrance: "Foot Protection Area-Safety Shoes Are Required".

2. Wearing Requirements:

The University Safety Office will have final authority on which employees are required to wear safety shoes. General requirements are:

Employees assigned to jobs within foot protection areas or required to enter foot protection areas on a routing basis shall wear safety shoes at all times.

Employees assigned to jobs that require lifting objects weighing more than 10 pounds on a routine basis shall wear safety shoes at all times.

Note: Employees assigned to jobs that require lifting of heavy objects, moving heavy items such as furniture or equipment, or working in foot protection areas for brief periods, but not on a daily/routine schedule shall wear safety shoes when required.

3. Subsidy:

The Marine Lab will provide a subsidy to each employee required to wear safety shoes. Any cost exceeding the subsidy amount is the responsibility of the employee or in some cases the Department.

1. Probationary Employees: Probationary employees are required to have safety shoes prior to performing any job as described above. The subsidy for probationary employees is \$40.00. An additional \$40.00 may be issued after the probationary period, but no later than one calendar year from date of employment.

2. Regular Employees: The subsidy for permanent employees whose job requires wearing safety shoes as described above is \$80.00 per calendar year. This subsidy may be divided in to two payments of \$40.00 each or the employee may select to receive \$80.00 at one time.

3. Student Labor Pool/Temporary Employees: The subsidy for those employees who are hired through the Student Labor Pool or Temporary Services are required to have safety shoes prior to performing any job as described above. The subsidy is \$10.00 per calendar year.

Note: Purchases of safety shoes for amounts less than the subsidy will be considered the same as spending the full amount. No refunds or credits will be authorized.

Employees performing certain jobs that require highly specialized footwear (welders, high voltage repairmen) or work in exceptional conditions as determined by the Safety Office are not restricted by the above subsidy amounts.

1. Employees of Marine Operations: The subsidy for employees whose job requires the wearing of safety shoes as described above and who are required to handle boats and work near salt water is \$120.00 per calendar year (maximum of three pairs of safety shoes); \$40.00 of this subsidy may be reserved for a "deck shoe" in accordance with the specifications of the Boat Committee and the University Safety Office.

2. All Others: Each staff member who works in areas which require protective foot wear will have available to them an annual allowance of \$80 (maximum of two pairs of safety shoes). Shoes must meet safety requirements.

3. High-Voltage Repairmen and Welders: Employees whose job requires high voltage electrical work or welding will be paid the full price for their safety shoes up to two pairs per calendar year.

4. Procurement: Employees at the Marine Laboratory may obtain safety shoes in the following way:

Obtain a requisition from the Purchasing Office

Purchase shoes and bring receipt to the Business Office for reimbursement

5. Repair: If an employee feels that their shoes warrant repair in lieu of replacement, or replacement prior to the calendar year restraint, they should present the shoes with their explanation to their supervisor.

If approved for repair, the employee may have the shoes repaired by a vendor of his choice at a cost not the exceed \$10.00. The employee will then return the receipt and written approval of the supervisor to the Business Office.

If approved for replacement by the supervisor a subsidy of \$40.00 will be granted. The employee may then purchase the safety shoes through an authorized vendor as described above. The calendar year will start at the date of purchase and the next subsidy will be limited to \$40.00 until the calendar year has passed.

Note: Taxes and costs above the repair subsidy are not reimbursable.

EYE PROTECTION

Safety prescription glasses: When prescription changes, one pair of safety glasses (lens and approved frames) per prescription will be provided. This policy applies to all employees who work in areas which can produce eye hazards. Special optional coatings will be the responsibility of the employee. If glasses are lost, scratched or damaged and no prescription change is required, the expense of replacing the glasses will be the responsibility of the employee.

Drug Testing (R/V Cape Hatteras and R/V Susan Hudson)

Duke University Drug Testing Policy
R/V CAPE HATTERAS and R/V SUSAN HUDSON

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Personnel -- Drug Testing Policy

1. Purpose

This policy is enacted to meet United States Coast Guard (USCG) requirements promoting the reduction and ultimate elimination of substance abuse aboard ship. All individuals encompassed under this policy will be required to acknowledge in writing that they have read and understood the information contained within and will comply with same.

2. Overview

As part of the growing concern over substance abuse in the work place and in society, the Department of Transportation (DOT) enacted rules requiring drug-testing programs in the aviation, maritime, railroad, mass transit, pipeline, and motor carrier industries. On November 21, 1988 as a result of DOT's program, the United States Coast Guard issued a Final Rule requiring pre-employment, periodic, random, post-accident, and reasonable cause testing for commercial vessel personnel. This rule includes testing for crewmembers on inspected and uninspected vessels, as well as research vessels. Following a reasonable transition period, the rules as set forth in the Code of Federal Regulations (CFR) have been implemented with the Random Testing programs to be in place by October 1, 1991.

3. Definitions

A. Crewmember - As defined by 46 CFR 16.105, an individual who is engaged or employed aboard the vessel and who "directly affects the safe operation of the vessel." This will include the Marine Superintendent and Diving Officer at Duke/UNC Oceanographic Consortium.

B. Embarked Personnel - Those individuals, including scientific personnel, who are aboard the vessel and not designated crewmembers. Embarked personnel are only required to be drug tested in the cases of reasonable cause or post accident.

C. Scientific Personnel - As defined by 33 CFR 188.10-71, an individual who is aboard a vessel "solely for the purpose of engaging in scientific research, or in instructing or receiving instruction, in oceanography or limnology."

D. Duke University Supervisor - An individual who is Master, Marine Operations Manager, Assistant Marine Operations Manager, or Duke University Marine Laboratory Safety Officer.

E. Dangerous Drugs - As defined by 46 CFR 16.105, a narcotic drug, controlled substance, and marijuana (as defined in section 102 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 802)).

F. Additional definitions may be found as required in 46 CFR parts 4, 5, 16, and 188, 33 CFR part 95, and 49 CFR part 40.

Personnel -- Drug Testing Policy

4. Testing - 46 CFR 16.210 - .250

A. Pre-employment Testing - Duke University shall not employ or commit to employ any individual as crewmember unless he or she has passed a chemical test for dangerous drugs. An individual may be exempted from pre-employment testing if satisfactory proof is provided that he or she 1) passed a pre-employment test or periodic chemical test for a previous employer within the past six months; or 2) has been subject to an approved random testing program during the past twelve months, has not failed a chemical test and has not refused to take a required chemical test.

B. Periodic Testing - Any crewmember required to take a physical examination for license renewal or application for Merchant Mariner's Document will also be required to pass a chemical test for dangerous drugs as part of that examination. Results of this test will be forwarded to the USCG Regional Exam Center as part of the license renewal or application process. Chemical testing will not be required as part of a crewmember's periodic health review.

A crewmember will be exempted from this periodic testing if he or she provides proof that he or she has 1) passed a pre-employment or a periodic chemical test within the past six months or 2) been subject to an approved random testing program during the past twelve months, has not failed a chemical test, and has not refused to take a required chemical test.

C. Reasonable Cause - Duke University supervisors shall require any crewmember or embarked personnel who is reasonably suspected of drug or alcohol use to be chemically tested for dangerous drugs and alcohol.

This decision will be based on a reasonable and articulatable belief that the individual has used a dangerous drug or alcohol based on direct observation of specific, contemporaneous physical, behavioral or performance indicators of probable use. If possible, this belief should be based on the observation of the individual by two persons in supervisory positions.

When Duke University requires testing of an individual under this section, the individual will be informed of this fact and directed to provide a biological specimen as soon as practicable. This fact shall be noted in the vessel deck log. The individual will be relieved of duties until he or she is deemed fit by a Duke supervisor.

If an individual refuses to provide a biological specimen, this fact will also be noted in the vessel deck log. A Duke University supervisor will complete an Employee Occupational Health Service Impairment Checklist, and it will be forwarded through proper channels to Employee Occupational Health Service. These forms are found in Duke University's Personnel Policy Manual, Section D-16, Attachment A. In the case of non-Duke individuals, he or she will be relieved of duties and his or her shoreside supervisor notified.

D. Post Accident - Duke University will test all individuals, i.e., crewmembers, and embarked personnel, who are directly involved in a marine casualty in accordance with the requirements of 46 CFR 4.05 and 4.06, for dangerous drugs and alcohol.

E. Random Testing - Duke University will randomly select crewmembers for chemical testing beginning October 1, 1991. Thereafter, any subject crewmember, without notice, may be required to provide a urine sample at any time. Duke University, as employer, is required to test a minimum of 50% of all subject crewmembers annually. All names will be selected by luck of the draw. A crewmember who has been tested previously has an equal chance of being selected again, eliminating any "window of opportunity" between tests.

5. Testing Procedures - 49 CFR 40

This drug-testing program will be conducted in accordance with 49 CFR part 40, Procedures for Transportation Workplace Drug Testing Programs. As the specific procedures are both detailed and lengthy, the text of that part is not included in this policy. It is available upon request by any crewmember or embarked personnel. Crewmembers involved in the implementation of these procedures will be instructed fully prior to carrying out their specific duties. The Medical Review Officer required in this part will be Dr. George W. Jackson, Director of Employee Occupational Health Services at Duke. As also required, only a drug-testing laboratory currently certified by the Department of Health and Human Services will be utilized to analyze specimens.

6. Results of Testing

A. Disciplinary Action for Positive Results

Embarked personnel will only be requested to be tested for reasonable cause or post accident. Any crewmember holding a license or document who tests positive for dangerous drugs will be placed on leave of absence. The Coast Guard Officer in Charge, Marine Inspection (OCMI), Wilmington, NC, will be notified in writing of test results. The crewmember may use vacation or compensatory time in lieu of regular pay, and will be removed from duties until proceedings are completed by the Coast Guard. If the crewmember's license or document is revoked or suspended more than thirty (30) days, the crewmember may be terminated. Crewmembers without documents will be removed from the vessel

and will be disciplined at the discretion of Duke University, which may include termination. Embarked personnel who test positive will not be allowed aboard the vessel for future cruises.

B. Disciplinary Action for Refusal to Test

Any crewmember or embarked personnel who refuses to submit to a chemical test for dangerous drugs or alcohol will be removed from the vessel as soon as it is practicable. They will immediately be removed from all duties involving the safe navigation and operation of the vessel, and any other activities that may affect the safety of personnel aboard. Crewmembers will be suspended without pay, pending disciplinary action by Duke University which may include termination. Crewmembers may use vacation or compensatory time in lieu of regular pay.

Embarked personnel, will be entered in the ship's deck log, and the individual's employer and the U.S. Coast Guard will be notified in writing. Additionally, the individual will not be allowed back aboard the vessel on subsequent cruises, unless cleared by Duke University.

7. Assistance Programs

As established in Duke University's Substance Abuse Policy, Section D-16 of the Personnel Policy Manual, Duke University has provided all the steps necessary for an employee's rehabilitation from drug or alcohol abuse. A list of resources is available upon request from Duke University. If a crewmember voluntarily submits to one of these programs through Duke University, disciplinary action may be waived at that time. The crewmember will be evaluated by Employee Occupational Health Service and relieved of duties without pay until such time as he or she has completed the necessary treatment programs prescribed and been cleared to return to work. The crewmember may draw from vacation or compensatory time during the treatment period.

Upon completion of rehabilitative treatment, crewmembers of the R/V SUSAN HUDSON will be returned to duty and will be subject to follow-up programs as prescribed in the Personnel Policy Manual, section D-VII.

For crewmembers of the R/V CAPE HATTERAS, this policy section shall be modified in that there will be no second opportunity for rehabilitation. If a crewmember fails a follow-up assessment, tests positive again for dangerous drugs or alcohol, or refuses to test, he or she will be terminated. Due to the small size of the crew and the number of days each year spent at sea, it is unreasonable to overload remaining crewmembers with additional work by assuming other's duties for long periods. This situation also makes it virtually impossible to carry out scientific missions in the same professional manner as is done normally, and would thus jeopardize the well-deserved reputation that the vessel now carries.

8. MEMORANUM

TO: All Personnel Embarked on the R/V CAPE HATTERAS

FROM: Marine Superintendent - Duke/UNC Oceanographic Consortium

SUBJECT: Alcoholic Beverage and Illegal Drug Policy on Board
R/V CAPE HATTERAS

ALCOHOLIC BEVERAGE AND DRUGS:

Alcoholic beverages are prohibited on board ship. The following rules shall apply to all officers, crew, and scientists:

1) Personnel:

- a) Shall not perform or attempt to perform any scheduled duties within four (4) hours of consuming alcoholic beverages
- b) Shall not be intoxicated at any time
- c) Shall not consume any intoxicant while on watch or duty, and
- d) "May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated" (33 CFR 95.045)

2) For the purposes of this policy, the following definitions apply:

- a) "Alcohol means any form or derivative of ethyl alcohol (ethanol)"
- b) "Alcohol concentration means either grams of alcohol per 100 milliliters of blood, or grams of alcohol per 210 liters of breath"
- c) "Drug means any substance (other than alcohol) that has known mind or function-altering effects on a person, specifically including any psychoactive substance and including, but not limited to, controlled substances"
- d) "Intoxicant means any form of alcohol, drug, or combination thereof" (33 CFR 95.010)

3) An individual is intoxicated when:

- a) The individual has an alcohol concentration of .04 percent by weight or more in their blood, or,
- b) The effect of the intoxicant(s) consumed by the individual on the person's manner, disposition, speech, muscular movement, general appearance or behavior is apparent by observation (33 CFR 95.020)

4) If there is any doubt as to whether a prescription or non-prescription drug may cause intoxication, the individual shall contact the Master or Marine Superintendent prior to assuming his or her duties. The Master or Marine Superintendent will contact Duke Employee Occupational Health Service to obtain verbal and/or written approval in each individual case.

ILLEGAL DRUGS AND SUBSTANCES:

Duke University is committed to maintaining a drug free work place and a safe and healthy work environment for all employees. This policy applies to the R/V CAPE HATTERAS as well. Consequently, all employees or personnel embarked are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or controlled substances on board ship or in other University work places. The possession or use of all illegal drugs and substances is strictly prohibited

on board ship. Not only is this a violation of U.S. law, but foreign law as well. Discovery of even trace amounts of illegal drugs by U.S. or foreign officials could result in the vessel being impounded, and some or all persons on board being arrested. Personnel impounded in foreign countries are subject to foreign law and may be held for years with or without trial and little hope of assistance from the U.S. Department of State. Because of the serious consequences of even minor drug violations, the following procedures shall be enforced:

a) The Master shall exert every effort to prevent illegal drugs or substances from being brought on board ship. Unannounced and thorough searches of the ship, including staterooms and personal effects, will be made when deemed necessary and the results of these inspections entered in the deck log book.

b) Any illegal drugs or substances discovered by the Master, Chief Scientist or other ship's officers will be confiscated and placed in the Master's safe. Complete details concerning the amount and type of drugs, how, when, and where they were discovered, together with the offender(s) name will be entered in the ship's log. Upon arrival in port, the offenders and drugs will be turned over to U.S. Customs.

c) All officers and crew members will be subject to random drug testing in accordance with existing laws. Anyone who fails to submit to a test or who takes action to invalidate the results of a test may be discharged immediately.

9. Embarked Personnel Acknowledgement and Compliance Form

Welcome Aboard. As a user of this vessel, you will be subject to the same rules and regulations enacted by the USCG concerning alcohol and drugs aboard all U.S. vessels. Enclosed is a copy of Duke University's Alcoholic Beverage and Illegal Drug Policy and a copy of the Drug Testing Policy. Please read each item carefully. As you can see, in the case of marine casualties or for reasonable cause, you may also be subject to chemical drug testing. Duke University vessels are in full compliance with all applicable laws and regulations concerning drugs and alcohol aboard ship. We are committed to do everything reasonably possible to guarantee the safety of the vessel and all personnel aboard and we thank you for your cooperation in this matter.

Please indicate that you have read this letter and the stated policies and will comply with same by signing below.

(print name)

Signature_____

Date_____