

# West Virginia Water Science Center

## Boat and Float Plan

(prepared 4/10/2014)

The West Virginia Water Science Center maintains motorized and non-motorized boats for use on inland rivers and streams for the purpose of making streamflow measurements and collecting water-quality data. The center maintains a fleet of one motorized boat (a new 18-ft SeaArk with 75- HP outboard prop) and four non-motorized boats (2 tandem kayaks, one inflatable tandem kayak, and one canoe).

The center currently has one certified MOCC instructor (James D. Scott) and four certified MOCC boat operators (Wesley Justice, Donovan Reeves, Jessica Wood, and Fred Brogan). Only certified MOCC boat operators may operate the motorized boat (other non-certified employees may ride in the motorized boat). All operators and passengers in any boat must wear the appropriate Coast Guard approved personal floatation devices at all times. The center will obtain certification for additional MOCC boat operators under the direction and instruction of certified MOCC instructor James Scott, who will be responsible for providing the appropriate written certification and documentation forms to the water-safety program office and to the center's collateral duty safety officer. All MOCC training documents and records are to be filed and maintained by both the water-safety program office and the center's collateral duty safety officer.

All boats will be inspected annually to include the motorized and non-motorized boats. Annual inspections will be documented on the required 6-page written form and will include inspection of the boat tool kit (motorized boat only), boat fire extinguisher (motorized boat only), and boat first aid kits for all boats. First aid kits will be stored in dry bags on all boats. The annual inspection will be performed by the MOCC instructor, James Scott, as required and by the collateral

duty safety officer, Melvin Mathes. In addition to the annual inspections, all boats must be inspected (required one-page written form) prior to each use. All inspection forms are to be returned promptly to the collateral duty safety officer who is responsible for filing and maintaining these records. The collateral duty safety officer will also maintain a file of all maintenance records for each boat. All boat maintenance is to be documented in written form and submitted promptly to the collateral duty safety officer for filing. All boats not passing all inspection items will be taken out of service immediately and will not be returned to service until all required maintenance has been performed, all items have been corrected, and the boat has passed a new inspection. Under no circumstances will any boat not passing all safety inspection items be deployed on the water.

The float plan for the West Virginia Water Science Center will consist of the use of a dedicated SPOT device for the motorized boat named USGSboat that will stay in a plastic case in the motorized boat along with boat inspection forms and the boat owner's manual. Once the motorized boat is launched and upon the water, the boat operator or crew member will use the custom message button on the bottom of the SPOT to send a message saying "We have launched the boat." When the float trip has been completed and the motorized boat is out of the water and loaded onto the trailer, the boat operator or crew member will use the check in button on the left of the SPOT to send the message "The boat is loaded and we are out of the water." Both of these messages will be sent to the emails of the field office chief, the data section chief, the MOCC instructor, the collateral duty safety officer, and the office receptionist. In addition, each use of the motorized boat describing place of use and boat passengers must be placed on the Google Calendar for the WV Data Section.

Approved by: Maureen R. Bennett, Director Date: 4/15/14