

**WVWSC Policy for Use of
Satellite GPS Messenger (SPOT) Units
(updated 4-11-14)**

- 1. Satellite GPS Messenger (SPOT) Units will be distributed to all personnel who have regularly scheduled field trips for the purpose of the collection of surface-water, groundwater, or water-quality data.**
- 2. The units will initially have two important uses:**
 - A. Pressing and holding the S.O.S. button until it blinks green will send an SOS message alerting emergency responders to your GPS location in case of emergency. This function is the employee's best option for emergency rescue in areas with no cell phone coverage.**
 - B. Pressing and holding the Check-in/OK button until it blinks green will send a pre-programmed message to selected individuals that the employee is finished work for the day, has arrived at lodging for the night, and is OK. This function will satisfy daily call-in procedures as required by USGS safety policy.**
- 3. It is strongly recommended that the SPOT units be carried by the assigned employee at all times during field work, to include all field activities such as wading and working from stream banks and bridges, so as to maximize chances for an emergency rescue if needed.**
- 4. SPOT units will be activated by the WVWSC for each field employee. Units will be dedicated to and assigned to specific individuals and will be identified by the employee's initials, such as "JDS".**
- 5. At the time of activation, a pre-programmed message for Check-in/OK will be generated and will read as follows: "JDS" finished, at final destination."**

6. The pre-programmed message will initially be set up to be sent by email to the following:
 - A. Family contact - optional, at employee's initiative
 - B. Data Chief
 - C. Safety Officer
 - D. Field Office Chief
 - E. Receptionist
7. Employees are required to send Check-in /OK message at end of each field day. At the discretion of the supervisor, employees may send an email or text message in lieu of a SPOT check-in at the end of the work day.
8. A pre-programmed message will be set up in each SPOT unit that will be transmitted when the "Help" button is depressed. This message is a call for non-emergency assistance and will read as follows: "JDS is in need of assistance." This message will be sent to:
 - A. Data chief – by email
 - B. Data chief – by text
 - C. Admin officer – by email
 - D. Field office chief – by email
9. The customized message has not been set up, but the data chief and field office chief are listed as the email recipients of any customized messages from any of the SPOT units.
10. One SPOT unit is named "USGSboat" and will remain in a plastic case in the motorized boat. This SPOT unit is dedicated to the motorized boat and will be used to send messages when the boat has been launched and when the boat has been safely returned from the water to complete the requirements for a float plan. These messages will be sent by email to the data chief, field office chief, MOCC instructor, collateral duty safety officer, and the office receptionist.

Approved by: M. O. R. B. met, Director Date: 4/17/14