



This Small Boat Program Guide provides the most current compilation of Bureau requirements relating to boat operations, maintenance, inspection, pollution prevention, training and related functions. This guide also provides the minimum requirements contractors must comply with when utilizing boats on BWS reservoirs (see section 2.10).

Requirements are based largely on the collective operational experience of Bureau personnel and regulations, standards and guidelines including those established by -

- ❖ U.S. Coast Guard
- ❖ American Boat and Yacht Council (ABYC)
- ❖ New York State Navigation Law
- ❖ New York State Boater's Guide
- ❖ New York State Public Vessel Operator's Study Guide

Throughout this guide, references to pertinent regulations, standards and guidelines are provided as applicable.

The Small Boat Program (SBP) establishes requirements for supporting, performing and reviewing the Bureau's use of boats in the interest of harmonizing practices within and amongst Directorates including:

- ❖ Water Quality
- ❖ WTO
- ❖ SWO
- ❖ Watershed Protection Programs

Requirements within this guide are codified as program statements, procedures, and forms as appropriate.

A SBP Committee was formed to coordinate the review and approval of all documented requirements relating to the SBP.

The committee is comprised of one representative from each of the above noted Directorates as well as Management Services and Budget and EHS functions. Information contained herein is applicable to each Directorate unless noted by exception.

Inaccuracies or suggestions to improve the usefulness of this guide should be directed to the SBP Coordinator for your Directorate.



BWS is committed to the safe and compliant use of small boats in support of the Bureau's mission to supply high quality drinking water to the City of New York.

Through the Small Boat Program (SBP) BWS will take action and provide the necessary resources to sustain:

- ❖ **A safe working environment** for DEP personnel and contractors assigned to perform tasks that are supported by small boat operations;
- ❖ **Prevention of incidents** involving injury to personnel, damage to property or pollution to the environment;
- ❖ **Conformance with small boat use requirements** as established by the SBP Guide;
- ❖ **Effective risk management**; and
- ❖ **Continual improvement** in the areas of safety and pollution prevention as directly influenced by effective leadership and management, training programs, maintenance programs and operational controls.

All Bureau personnel are expected to be familiar with those aspects of the SBP that pertain to their duties and responsibilities.

Bureau management and the SBP Committee are expected to provide the necessary leadership to implement this policy throughout the Bureau and to ensure that resources are available to sustain the effectiveness of the SBP over time.

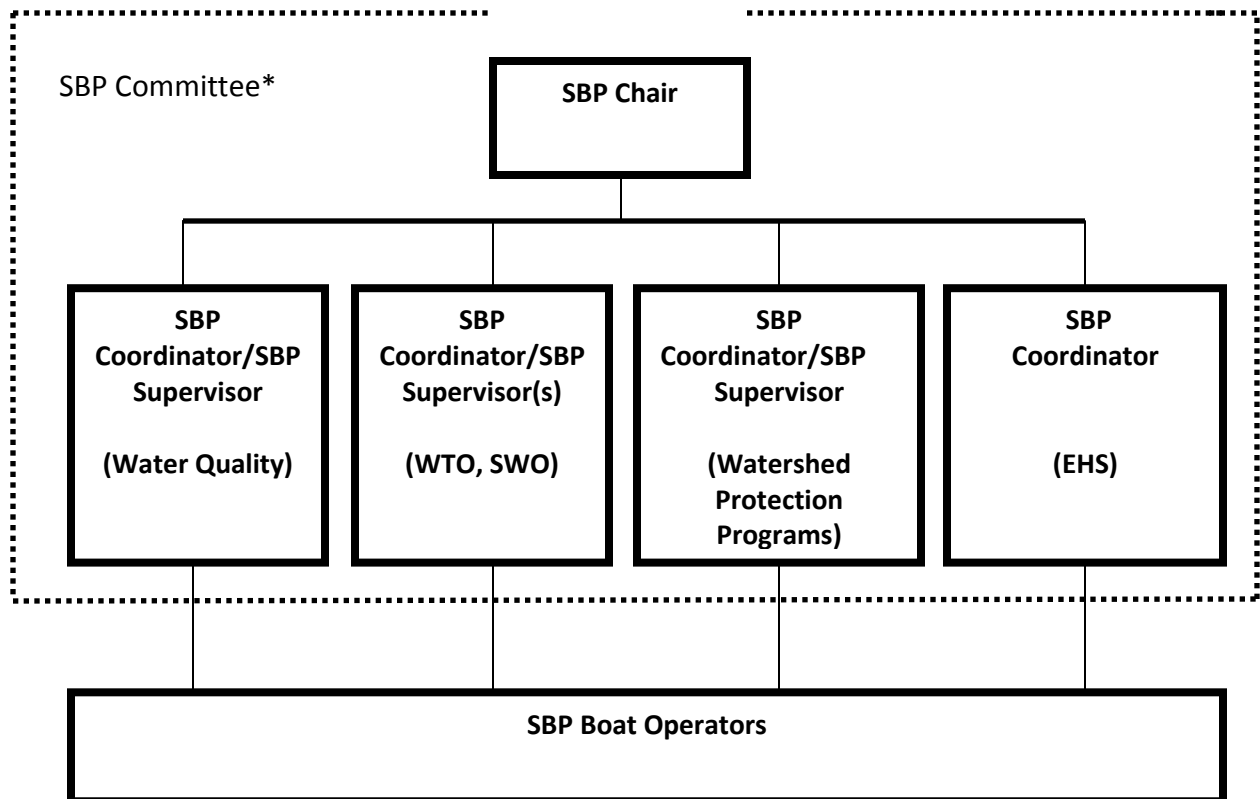
1.0 Organization Overview

The Small Boat Program (SBP) includes all BWS personnel with duties or responsibilities related to small boat operations such as boat operators and crew, as well as personnel with supporting or management related responsibilities. In support of the program, a SBP committee has been established to ensure program continuity and to review and revise program elements as necessary.

Organizational Chart

The organization chart (Figure 2-1) illustrates the structure of the SBP committee and its relationship to personnel within the SBP.

Figure 2-1 Small Boat Program Organizational Chart



*SBP Coordinators and SBP Supervisors from each Directorate may serve on the SBP Committee

2.0 Duties and Responsibilities

2.1 Management

The **BWS Deputy Commissioner** serves as the highest level of authority within the SBP, to address matters relating to resources necessary to sustain implementation of SBP requirements and ensure necessary support has been provided to enable the Small Boat Program Chair to fulfill his/her function.

2.2 Small Boat Program Committee Chair

Overview -

The **Small Boat Program Committee Chair** reports directly to management and is responsible to provide effective leadership for SBP committee. The SBP Chair directs the Small Boat Committee in evaluating the feasibility of implementing program requirements, verification of implementation, and identifying program elements for improvement. The SBP Chair is responsible for communicating SBP related concerns and issues to appropriate management and ensuring that management is aware of changes or revisions to the program.

Specific Small Boat Program Duties –

- (a) Set the location and prepare an agenda for the SBP Committee meeting, then preside over the meeting and ensure minutes are recorded. (2.5) *SBP Committee Meetings*
- (b) Effectively monitor and communicate pertinent boating industry developments. (2.7) *Boating Industry Updates*
- (c) Reviews Incident and Boating Accident reports with the SBP Committee and ensures the close-out of same after a corrective action review by the SBP Committee. (2.8) *Incident Reporting*
- (d) When requested, ensures the SBP-applicable contractor requirements, identified by the SBP Committee and summarized in procedure, are provided to the BWS Contract Supervisor for inclusion in or attachment to the contract specifications. (2.10) *Contractor Management*
- (e) Designates an individual as Documentation Coordinator and coordinates approval for controlled documents. (2.11) *Document Control*
- (f) Ensures SBP Coordinators maintain the accuracy of the *BWS Combined Vessel Inventory List*

tracking spreadsheet on the SBP SharePoint® site, as it applies to their Directorate. (4.2) *Fleet Tracking and Maintenance*

2.3 Small Boat Program Coordinators

Overview -

Each Directorate with personnel covered by the SBP will designate a **Small Boat Program Coordinator**. The **Small Boat Program Coordinator** will be a member of the Small Boat Program committee and is responsible for communicating SBP requirements within their respective Directorate. The Small Boat Program Coordinator is also responsible assisting the Small Boat Program Supervisors in meeting the functional requirements for procurement, maintenance, implementation verification and training as detailed in this program. The Small Boat Program Coordinator should be mindful of the effectiveness of SBP controls and report deficiencies to the Small Boat Program Chair.

Specific Small Boat Program Duties –

- (a) Ensure adherence to training is maintained within the directorate, and to supplement Bureau standards as appropriate for tasks and missions that are unique to their operations. (2.6) *Training Program*
- (b) Forward Incident and Boating Accident Reports to the SBP Chair and other members of the committee for review at a subsequent SBP committee meeting. (2.8) *Incident Reporting*
- (c) Verify the follow-up action taken for Incident and Boating Accident Reports prior to review and closeout by the SBP Committee. (2.8) *Incident Reporting*
- (d) Ensure that SBP Emergency Preparedness Drills are performed annually. (3.5) *Emergency Preparedness & Drills*
- (e) Ensure that SBP Operators are maintaining emergency preparedness records. (3.5) *Emergency Preparedness & Drills*
- (f) Maintain the accuracy of the NYCDEP BWS Small Boat Inventory List as it applies to their Directorate. (4.2) *Fleet Tracking and Maintenance*
- (g) Ensure periodic boat and related equipment inspections are performed by SBP Supervisors or Operators within their respective functional area. (4.3) *Boat and Related Equipment Inspection*

- (h) Ensure pollution prevention standards are sufficiently promoted and understood within his or her Directorate. (5.1) *Pollution Prevention Standards*; (5.2) *Equipment Steam Cleaning and Inspection*

2.4 Small Boat Program Supervisors

Overview -

A **Small Boat Program Supervisor** is generally a work group supervisor that has employees who utilize boats in the performance of their job duties. The **Small Boat Program Supervisor** communicates with the Directorate's SBP Coordinator to ensure boats are operated in compliance with program requirements. Additionally the SBP Supervisor provides leadership to Small Boat Operators and crew and manages arrangements in support of emergency preparedness, safety and operations.

Specific Small Boat Program Duties –

- (a) Periodically review and suggest revisions to the Fleet Specification Checklist, as well as making it available to those who procure major assets. (2.3) *Fleet Specifications*
- (b) Assist employees in completing, submitting and following-up on Incident and Boating Accident Reports and ensures all reports are submitted according to BWS/SBP procedures and within their respective, required timeframes. (2.8) *Incident Reporting*
- (c) Notify the SBP Coordinator for their Directorate when an Incident or Boating Accident Report has been issued. (2.8) *Incident Reporting*
- (d) Review and maintain Operator Checksheets, act on deficiencies, and evaluate overall effectiveness of the process. (3.4) *Operator Checksheet*
- (e) Coordinates emergency preparedness drills and maintains all records of drills including employee sign-in sheets. (3.5) *Emergency Preparedness & Drills*
- (f) Initiate or oversee the purchasing activities necessary for maintenance of SBP assets. (4.2) *Fleet Tracking and Maintenance*
- (g) Perform or oversee periodic equipment inspections, and ensure that follow-up and corrective action is supported for identified deficiencies. (4.3) *Boat and Related Equipment Inspection*

- (h) Ensure replacement parts and equipment are procured as necessary. (4.4) *Boat Equipment Spares*
- (i) Ensure that a Safe Practice Plan is completed when needed prior to performing a non-routine task. (5.3) *Non-Routine Task Control*

2.5 Small Boat Program Operator

Overview -

The **SBP Boat Operator** reports to the SBP Supervisor (usually the employees' regular supervisor) and provides onboard leadership and supervision of crew and passengers. The Operator is responsible for ensuring safe and efficient operation and transportation of boats and related equipment through compliance with program requirements. The SBP Operator has authority over contractors working on a BWS boats with respect to safety and pollution prevention.

Specific Small Boat Program Duties –

- (a) Perform documented check routines prior to conducting operations involving BWS boats. (3.1) *Operator Check Routine*
- (b) Perform boat transportation, deployment and retrieval operations as specified within the Guide. (3.2) *Boat Deployment and Retrieval*
- (c) Ensure underway operations are conducted per procedure. (3.3) *Underway Operations*
- (d) Complete and submit Operator Checksheet forms when work is performed on the water. (3.4) *Operator Checksheet*
- (e) Assist SBP Supervisors, when needed, with certain aspects of periodic inspections. (4.3) *Boat and Related Equipment Inspection*
- (f) Ensure conformance to pollution prevention standards as an integral part of boat operations. (5.1) *Pollution Prevention Standards*
- (g) Ensure conformance to invasive species prevention standards as an integral part of boat operations. (5.2) *Equipment Steam Cleaning and Inspection*
- (h) Promptly notifies SBP Supervisor when Incidents occur and ensures to complete and issue Incident and/or New York State Boating Accident Reports, when required.

2.6 Small Boat Program Committee

Overview -

The **SBP Committee** is chaired by the Small Boat Program Chair and comprised by the SBP Coordinators from each Directorate, plus others invited to attend. It serves to periodically review the program requirements for suitability, effectiveness and continual improvement.

Additionally the Committee may review asset allocation and other concerns in order to make appropriate recommendations for better management of assets.

Specific Small Boat Program Duties –

- (a) Review the results of SBP internal assessments at regularly held meetings. (2.9) *Internal Assessments*
- (b) Identify the requirements of the SBP that need to be specifically followed by contractors and included in the contract bid specifications. (2.10) *Contractor Management*
- (c) Ensure that boat equipment standards are determined, codified and periodically reviewed for each boat class. The SBP Committee is additionally responsible to ensure that pertinent elements of the SBP reference such standards as appropriate. (4.1) *Boat Equipment Standards*
- (d) Perform the periodic review of boat equipment standards. (4.1) *Boat Equipment Standards*
- (e) Review Incident and Boating Accident Reports at SBP Committee meetings in order to identify/provide recommendations for corrective actions, when necessary.

2.7 Supporting Roles

Overview -

This section captures the few, yet important, supporting roles that impact the proper implementation and continual improvement of the SBP program.

Specific Small Boat Program Duties –

- (a) **BWS EHS** will ensure internal assessments of the SBP, as contained in the SBP Guide, are performed at least biennially and in accordance with the assessment program. (2.9) *Internal Assessments*



- (b) The **BWS EHS Training Section** will ensure that suitable methods are established to provide and track training specified by the SBP, and to assist with sourcing and scheduling NASBLA approved boating safety courses for Bureau personnel. The Section Chief is responsible for approving employees or contractors as SBP instructors. (2.6) *Training Program*
- (c) The **Documentation Coordinator** ensures that procedures and forms created or revised by the SBP Committee are prepared and distributed in a defined manner. (2.11) *Document Control*
- (d) The **BWS Contract Supervisor** acts as the on-site point of contact for contractors working within the Bureau. The BWS Contract Supervisor provides contractors with the requirements and expectations of the SBP when necessary. (2.10) *Contractor Management*

1.0 Purpose

To provide procurement guidance with the primary objective of obtaining equipment that is fit for SBP purpose.

2.0 References

New York State DMV form MV-529C *Equipment Required For Trailers* (11/07)

3.0 Definitions

NA

4.0 Responsibility

The **SBP Supervisors** will make this procedure and specification checklist available to staff members who are responsible for procuring major assets such as boats. Additionally, **SBP Supervisors** should periodically review and suggest revisions to the specification checklist in order to promote appropriate equipment purchases.

5.0 Procedure

1. Within each SBP Directorate those tasked with replacing major assets (i.e. boat, motor or trailer) should be guided by the enclosed checklist when developing specifications for new equipment.
2. Strong consideration to the following should be made when choosing such equipment:
 - a) The wide availability of parts and timely service for motors;
 - b) The reputation, reliability and durability of the brand and model of motors and boats (this input may come directly from experienced operators within BWS);
 - c) The scope of warranties provided for the equipment;
 - d) Standard equipment and options available on a boat as purchased that meet the activity needs of the directorate (such as towing hard points, davits, built-in tanks, etc.);
 - e) Motors that pollute less (See SBP Section 5, Appendix 1 *Pollution Prevention Standards*.)
 - f) Motors and boats currently used by other directorates and, if planned, motors and boats under consideration for purchase by other directorates (this is to promote standardization it at all possible); and,

- g) Trailer brakes where such would be required based on the trailer weight. As guidance, trailers weighing over 1,000 pounds unladen, and trailers having a maximum gross weight in excess of 3,000 pounds, must be equipped with brakes.¹ For Bureau purposes, trailer brakes should be of the surge or hydraulic type.
3. Directorate staff should request “commercial grade or similar” when replacing boats or motors. Boat manufacturers may build specific models that are intended for daily (robust) use throughout the year. As an example, the Boston Whaler Guardian model line, used by the Bureau, has also been put into service by the following federal and local government agencies, perhaps due to its resilient construction:
- a. U.S. Coast Guard
 - b. U.S. National Park Service
 - c. N.J. State Police
 - d. North Shore Lifeboat Society (British Columbia)
 - e. Volusia, FL Beach Patrol
 - f. Centerville-Osterville Fire Department (COMM – Cape Cod)

Similarly, motor manufacturers such as Evinrude offer commercial models to address continual use.

4. Consideration should be given to requirement contracts that are already in place, since these contracts may dictate the terms of the capital purchase.
5. Non-major equipment items, such as lights, cordage, first aid equipment, etc. can be purchased in a manner best suited for each type of SBP operation (i.e. as part of the specifications or separate).

6.0 Specification Checklist

Specifications to consider when replacing boats, trailers, and related equipment:

- Boat/trailer size (height, width and length) should be considered for intended usage. Some reservoirs have limited accessibility and require small boats. Boat draft should be noted and launching conditions considered.

¹ New York State DMV form MV-529C *Equipment Required For Trailers*, as revised



- Steering type: console, side mount or tiller steering.
- Open bilge to allow easy de-watering, cleaning and inspection.
- Electric bilge pump, installed for manual on/off and automatic on/off operation, located where it is easily reached, yet guarded against damage.
- Non-skid walking surfaces.
- Design-for-purpose hard points for securing portable fuel tanks.
- Outboard engines sized so as not to exceed the boat's Capacity Plate requirements.
- Easily serviceable outboard engines. Take into consideration local marinas certified for specific boats/engine.
- Outboard engines that are direct fuel injected, including two cycle design when two cycle engines are desired.
- Propeller type: steel, aluminum, or other. Consider using aluminum propellers when working around hard bottoms or lower units with sacrificial features that protect the propeller and gearing should the motor strike bottom.
- Deck cleats on or near the stern with backing plates (facilitates towing needs). If allowed only one choice, select these in lieu of stern lifting eyes.
- Stern lifting eyes with backing plates (another option that facilitates towing needs).
- Welded stainless steel side rails.
- Heavy rub rails.
- Reinforced keel and chine protection, provided by the boat builder.
- Motor well and/or high transom to prevent or reduce water intrusion at stern.
- Depth finder/GPS.
- Dedicated anchor storage well or locker, preferably at the bow.
- Auxiliary power ports for as-needed, portable equipment.
- Multiple batteries with a selector switch, where applicable.

- Battery box with hold-down strap or one that is built into the boat.
- External gas tanks should have a hold down strap. Anti-static deck mats for these fuel tanks should be considered (check with the dealer or directly with the builder).
- At least three seats, at least one of which should be built onto a storage bin/cooler.
- Boat should come with a mounted Type B-1 Fire Extinguisher (and any other mandatory equipment as needed/practical, such as a remounting device).
- Trailer considerations: should come with dual axle above a certain size boat, brakes (surge or hydraulic), spare tire, submersible LED taillights, tongue jack (with swivel and wheel if desired), electric winch if desired, and tie downs for bow and stern lines.
- Consider having a capstan to help retrieve the anchor and anchor line.
- Transom saver for preventing damage to outboard engine and trailer during transport.

7.0 Records

Purchasing records should be kept for future reference.



1.0 Purpose

2.0 References

3.0 Definitions

4.0 Responsibility

5.0 Procedure

6.0 Records



1.0 Purpose

To establish SBP Committee meeting requirements that addresses the ongoing monitoring, implementation, suitability and effectiveness of SBP activities.

2.0 References

NA

3.0 Definitions

NA

4.0 Responsibility

The **SBP Chair** shall set the location and prepare an agenda for the SBP Committee meeting. The SBP Chair shall preside over the meeting and ensure minutes are recorded.

5.0 Procedure

1. The SBP Committee shall meet at least once every 6 months at a location set by the SBP Chair. In the event a SBP Committee member cannot attend, a representative from the same directorate shall attend in his/her place. Any additional Bureau employees may attend as guests however the SBP Chair shall be notified in advance. **SBP Operators and boat crew should be encouraged to attend.**
2. The meeting agenda must be prepared and take into consideration unfinished business or open action items from previous Committee meetings as recorded in meeting minutes.
3. In summary, the Committee meets to discuss and determine if, on a day to day basis, the SBP is functioning as designed. The following activities will be addressed as part of the meeting agenda during each regularly called Committee meeting:
 - a) Use of the Operator Checksheet (FORM-01);
 - b) Equipment readiness as a result of boat and trailer inspections;
 - c) Incident reports filed as the result of nonconformance;
 - d) Effectiveness of drills and training recently held;
 - e) The results of internal assessments recently performed;



- f) Feedback from contractors with respect to SBP requirements, if any;
- g) Feedback on SBP specific training, if any; and,
- h) Feedback from SBP employees on any aspect of the SBP.

Action items shall be identified and assigned to appropriate personnel or functional areas that will result in the correction and/or improvement of the design or functionality of the SBP.

- 4. The SBP Chair shall designate an attendee to record or assist in the recording of the meeting minutes.

6.0 Records

- ❖ **SBP Committee Meeting Minutes** shall be prepared and remain on file with the SBP Chair for a period of at least three (3) years. Minutes shall be posted, as soon as practical, within an appropriate folder on the SBP SharePoint® site.

1.0 Purpose

To establish baseline SBP Operator training and qualification standards for DEP personnel operating boats for the Bureau of Water Supply.

2.0 References

❖ *SBP Operator Training Workbook*

3.0 Definitions

Instructor – means an employee or contractor approved by the EHS Division Section Chief of EHS Training. The instructor will have completed a train the trainer course or have received equivalent training. The instructor will have a background in boat safety, or knowledge of boats and trailering or a minimum of 3 years of field experience involving boat operations for the Agency. The instructor shall be knowledgeable of the Bureau of Water Supply Small Boat Program and afford students an opportunity to ask questions regarding the program.

NASBLA – National Association of State Boating Law Administrators is a national nonprofit organization that works to develop public policy for boating safety. NASBLA maintains the *National Boating Education Standards*. These standards have served as a guide for state, nonprofit and commercial providers to follow in developing boating education materials – see www.nasbla.com.

Qualified Operator – means an employee that has completed and maintains the training credentials detailed by this procedure.

4.0 Responsibility

The **Section Chief of EHS Training** is responsible to ensure that suitable methods are established to maintain and track records of training specified by this procedure, and to assist with sourcing and scheduling NASBLA approved boating safety courses for Bureau personnel. The Section Chief is responsible for approving employees or contractors as SBP instructors.

The **SBP Coordinator** is responsible to ensure that adherence to training is maintained within his or her respective directorate, and to supplement Bureau standards as appropriate for tasks and missions that are unique to their operations.

The **Instructor** is responsible to provide SBP Operator training for prospective operators and to maintain related course materials and records.

5.0 Procedure

1. Personnel are qualified as SBP Operators based on completion of:
 - a) NASBLA approved boating safety course (whenever possible, this course should be taken first);
 - b) SBP Operator Initial Training comprised of classroom instruction, hands-on field instruction, and on the job demonstration of proficiency, and to maintain operator status;
 - c) SBP Operator Refresher Training (required at least once every 5 years after becoming a qualified SBP Operator) which may be comprised of selected subjects from the SBP Operator Training Workbook or may be a complete re-training of the Workbook depending the identified needs of the class.
2. The approved boating safety course and initial training need only be completed once to achieve operator qualification. Personnel authorized to operate boats prior to the issuance of this guide shall be permitted to continue to do so; however, within three years they shall complete all training required to become a “Qualified Operator” and shall take refresher training as described in the following paragraph. Personnel authorized to operate boats prior to the issuance of this guide shall not be required to complete the initial proficiency or “on the job training” requirements.

Refresher training will be required to maintain operator qualifications at least once every 5 years after becoming a qualified SBP operator or whenever there is reason to believe that personnel do not have the understanding or skills required to comply with the small boat program.

3. The *SBP Operator Training Workbook* will be utilized by instructors and students for both initial and refresher training. The workbook includes the following materials:
 - a) Lesson plans;
 - b) Guidance for students and instructors;
 - c) Skill demonstration checksheets; and
 - d) Competency evaluation forms; and
 - e) The *SBP Operator Training Workbook* will be reviewed annually by the SBP Committee and revised as necessary based on feedback obtained from course evaluation materials.
4. Initial and refresher training may be supplemented by additional demonstration or discussion of activities that are unique to a student’s respective directorate. Supplemental training shall



be detailed within a lesson plan, approved by the appropriate SBP Coordinator and Section Chief of EHS Training, and reviewed with the instructor prior to performing training.

5. Upon completion of training, instructors shall submit pertinent records to EHS Training Section personnel for subsequent processing and maintenance.

6.0 Records

- ❖ **SBP Training Records** (various certificates) shall be maintained by the EHS Training Section for an indefinite period.



1.0 Purpose

To establish the method by which the Bureau will monitor and communicate developments affecting small boat operations as determined from pertinent industry resources.

2.0 References

NA

3.0 Definitions

NA

4.0 Responsibility

The **SBP Chair** is responsible to effectively monitor and communicate pertinent boating industry developments as guided by this procedure.

5.0 Procedure

1. The SBP Chair will monitor pertinent sources of boating industry safety information including at a minimum:
 - a) U.S. Coast Guard Boating Safety (<http://www.uscgboating.org>) ;
 - b) NY State Boating Education (<http://nyparks.com/recreation/boating/education.aspx>); and
 - c) National Safe Boating Council (<http://www.safeboatingcouncil.org/>).
2. On at least a quarterly basis, the SBP Chair will review information from these sources to identify developments (e.g., lessons-learned, best practices, pending regulations, manufacturer equipment recalls, etc.) that are relevant to Bureau small boat operations.
3. Following each review, the SBP Chair will communicate to each SBP Coordinator via email (subject line "SBP Industry Update") that the review was performed and to detail any particular items for subsequent review and/or action.

The SBP Chair will be responsible to effectively track the status of such items through final processing by the SBP Committee.

6.0 Records



- ❖ **Boating Industry Updates** electronic records of updates shall be maintained by the SBP Chair within an appropriate folder on the SBP SharePoint® site.

1.0 Purpose

To establish instances of Nonconformance as a reportable incident type which are reported along with similar unplanned and unwanted events that may impact employee well-being (physical health), the environment, major property damage, security, or water quality.

To provide guidance on how to proceed with filing a New York State *Boating Accident Report* form (NYS *Boating Accident Report*) with the New York State Office of Parks, Recreation & Historic Preservation (OPRHP), when required.

2.0 References

- ❖ NYC DEP Environmental, Health & Safety Policies and Procedures – Vol. II – Injury & Illness Investigation and Recordkeeping
- ❖ NYC DEP Environmental, Health & Safety Policies and Procedures – Vol. II – Spill Prevention, Environmental Release Reporting, & Investigation
- ❖ NYC DEP *Incident Report for Bureau of Water Supply* (report form, including guidance document). A SAMPLE FORM with guidance can be found in Appendix 2 of the SBP Guide. Obtain and complete incident report.

New York State Office of Parks, Recreation & Historic Preservation (OPRHP) *Boating Accident Report* form. A SAMPLE FORM can be obtained in either Appendix 7 (NYS Boating Accident Reports) of the SBP Guide or on-line at:

<http://nysparks.com/recreation/boating/documents/AccidentReportForm.pdf>

3.0 Definitions

Nonconformance – means an instance of non-compliance with SBP requirements.

4.0 Responsibility

All personnel must report incidents per BWS policy.

The **SBP Supervisors** assist employees, when required, in completing, submitting and following-up on reports as indicated by this procedure. The SBP Supervisor notifies the SBP Coordinator for their Directorate by email when such reports have been issued.

The **Individual Responsible for Follow-up** is assigned the responsibility of assuring that the incident or Nonconformance has been properly addressed. Each Directorate determines who

this individual will be depending on the type of Incident that occurs. Directions pertaining to follow-up are provided in the guidance portion (Incident Report Guidance Document) of the *Incident Report for Bureau of Water Supply* form.

The **SBP Coordinator** receiving notification of an Incident or NYS *Boating Accident Report* is responsible for forwarding the information on to the SBP Chair and other members of the SBP Committee for review at a subsequent SBP committee meeting. The SBP Coordinator of the reporting Directorate is responsible for verifying corrective actions are taken by the Individual Responsible for Follow-up for Nonconformance incidents, prior to review and close-out by the SBP Committee.

The **SBP Chair** reviews Nonconformance and NYS *Boating Accident Reports* with the SBP Committee in order to ensure effective determination of root causes and corrective action. The SBP Chair is additionally responsible for ensuring SBP Coordinators close-out Nonconformance incidents within their Directorate.

5.0 Incident and Nonconformance Reporting

The types of incidents required to be reported are described in the guidance document that accompanies the *Incident Report for Bureau of Water Supply* form (i.e. injuries, spills, etc.). Additionally, incidents of nonconformance, as defined above, shall be reported utilizing the Incident Report form and disseminated according to the procedures below.

Note that an event resulting in minor damage to equipment or materials, such as boats, trailers, motors, etc., is reported on **Operator Checklist** (FORM-01) and not through this procedure *unless* a nonconformance, motor vehicle/boating accident or near-miss, as defined, has also occurred.

1. Timely reporting of Nonconformance with SBP requirements should occur as guided by the nature and severity of the deficiency.
2. Record and report nonconformance incident details using the NYC DEP *Incident Report for Bureau of Water Supply* form (also known as the IR form). Complete the form using the accompanying IR guidance document. Note: **Nonconformance** is to be designated in the "Type of Incident" portion of the form as "**OTHER**". After the word "OTHER", the statement "Nonconformance with SBP" should be written in.
3. When reporting a **Nonconformance**, distribute completed IR form to the SBP Supervisor and **SBP Coordinator of the affected Directorate only. The SBP Coordinator for the**

affected directorate will forward the nonconformance report to the SBP Chair and other members of the committee for review at a subsequent SBP committee meeting.

4. The SBP Chair shall acknowledge receipt of the nonconformance report to the SBP Coordinator forwarding the report. The SBP Chair will include discussion of the nonconformance report as an agenda item at a subsequent SBP Committee meeting. If the Nonconformance report results in a need to modify established SBP written procedures, the SBP Chair will facilitate revision of the written procedures through the SBP committee.

5.1 New York State Boating Accident Reports

The Bureau of Water Supply (BWS) has been advised that a New York State *Boating Accident Report* (NYS *Boating Accident Report*) is required to be submitted to OPRHP whenever boating operations result in the loss of life, disappearance from a vessel, injury requiring treatment beyond first aid, complete loss of a vessel, or when property damage in excess of \$1,000 occurs.

****Instances of death or injury shall be reported to local police immediately and to OPRHP within 48 hours of the occurrence. All other instances must be reported within five (5) days of occurrence.**

1. SBP Boat Operators, in consultation with their SBP Supervisor or SBP Coordinator, shall determine whether or not a NYS *Boating Accident Report* form is required to be completed according to the above guidelines.
2. If a determination is made that a NYS *Boating Accident Report* is required, SBP Boat Operators shall work with their SBP Supervisor or SBP Coordinator to complete the form and submit it to OPRHP within the required timeframe mentioned above. Once complete, the SBP Boat Operator shall forward the completed form to the SBP Supervisor and SBP Coordinator within their Directorate.
3. Upon receiving the report from a SBP Boat Operator, SBP Supervisors/SBP Coordinators shall confirm receipt of such reports via an email and ensure to forward a copy to the SBP Chair. The SBP Chair shall confirm receipt of the report via email.
4. SBP Supervisors shall ensure that any required NYS *Boating Accident Report* is completed and submitted to the OPRHP within its required reporting timeframe (e.g., within 2-5 days as determined above)
5. When required, all NYS Boating Accident Reports shall be mailed to OPRHP at the following address:



OPRHP
Empire State Plaza
Agency Building 1
Albany, NY 12238

Questions regarding NYS Boating Accident Reports may be directed to OPRHP's office at (518) 474-0445.

Note – It is recommended that NYS *Boating Accident Reports* be mailed via United Postal Service Certified Mail and that a copy of all reports be retained within the reporting Directorate's records.

6. SBP Coordinators of the reporting Directorate shall ensure to forward a copy of all required NYS *Boating Accident Reports* to Fleet Service's Risk Manager, DEP Legal, and the BWS Compliance Director via email within 2 days of submission.

6.0 Records

- ❖ Copies of all Incident and NYS *Boating Accident Reports* shall be kept by the SBP Chair and the SBP Coordinator of the reporting Directorate for a period of three years.

1.0 Purpose

To establish basic criteria for routine internal assessments of the Small Boat Program. Internal assessments are utilized to identify deficient conditions or practices, and to promote continual improvement as well as conformance to pertinent policies, procedures, rules, regulations and industry standards. Secondary objectives include using the process as opportunities to informally train personnel in compliance requirements and procedures, to raise awareness related goals, and to identify underlying root causes of non-compliance.

2.0 References

NYCDEP Environmental, Health & Safety Policy and Procedures Manual, Volume I – “EHS Compliance and Continuous Improvement (Auditing)”

3.0 Definitions

Objective Evidence – means data that supports the existence or truth of something, gathered through interview, observation, test, measurement or other means.

4.0 Responsibility

EHS will ensure internal assessments of the SBP, as contained in the SBP Guide, are performed at least biennially and in accordance with the assessment program.

The **SBP Committee** will review the results of SBP internal assessments at regularly held meetings (SBP Guide Section 2.5).

5.0 Internal Assessments

An internal assessment process is not defined within the SBP, a condition accepted in order to prevent duplication of effort and/or conflict with assessment procedures established by Agency policy. With respect to the internal assessment process for the SBP the criteria below will be followed:

1. Assessments will be scheduled, unless circumstances require no advance notice (i.e. programmatic spot checks).
2. Assessments will be performed by qualified staff and, when appropriate, may involve BWS staff conversant with SBP activities.



3. Assessment results requiring corrective action will be supported by documented, objective evidence.
4. In addition to the normal distribution (i.e. Responsible Manager, assessment participants, etc.), the assessment report will be provided to the SBP Chair for review by the SBP Committee. The SBP Committee will review the report and ensure that assessment findings are communicated to other affected parties (i.e. other workgroups utilizing boats).

6.0 Records

- ❖ Assessment reports for the SBP will be maintained on file for at least three (3) years by the Supervisor of the assessed group.



1.0 Purpose

To establish a procedure that addresses contractor adherence to SBP requirements.

2.0 References

NYCDEP EHS Policies and Procedures, Volume III: Contractor Selection & Management

3.0 Definitions

Contractor – an entity under contract to DEP that provides service in support of Bureau activities.

Contractor vessel – for the sake of this procedure means equipment less than or equal to 27 feet in length that is operated by a Contractor (an entity under contract to DEP.) (i.e., boats, barges, work platforms)

4.0 Responsibility

The **BWS Contract Supervisor** or designee acts as the on-site point of contact for contractors working within the Bureau.

The **SBP Committee** identifies the requirements of the SBP that need to be specifically followed by the contractor and included in the contract bid specifications. Once identified, those requirements are summarized in section 5.0 of this procedure, the list to be revised as needed.

The **SBP Chair** provides SBP requirements, when requested, to the BWS Contract Supervisor for inclusion in or attachment to contract specifications.

5.0 Discussion

The Bureau frequently hires contractors to perform work that requires the use of a vessel on reservoirs and lakes. All contractors are required to work safely and in a manner that does not negatively impact the City water supply. Those contractors that are engaged in activities within the scope of the SBP, and are not serving aboard a boat that is operated by BWS personnel, are expected to meet the following minimum requirements:

- a) Contractors operating a boat must be trained to a NASBLA¹-approved safe boating course (SBP Guide, Section 2, procedure 2.6);

¹ National Association of State Boating Law Administrators

- b) Personal Flotation Devices (PFDs) must be worn at all times when on board a vessel;
- c) Contractors operating a boat must use the front side of the Operator Checksheet (FORM-01) or prepare an equivalent float plan prior to performing daily work on the water. The float plan is to be placed on the dashboard of the towing vehicle or other vehicle on-site (when a towing vehicle is not utilized), prior to departing from shore for work on the water.
- d) The Bureau's Incident Reporting procedure as explained in the SBP Guide (Section 2, procedure 2.8) must be followed;
- e) The SBP Guide Pollution Prevention Standards (Section 5, procedure 5.1) must be followed;
- f) The SBP Guide Equipment Steam Cleaning and Inspection procedure (Section 5, procedure 5.2) must be followed; and,
- g) The SBP Guide Non-Routine Task Control procedure, including the use of the Safe Practice Plan form (Section 5, procedure 5.3 and FORM-05) or equivalent must be followed;
- h) Contractors shall forward all required SBP documentation (e.g., Operator Checksheets, Safe Practice Plans, etc.) to their BWS Contract Supervisor as soon as practical, upon the completion of such work.

6.0 Procedure

1. **BWS Contract Supervisor includes the contractor requirements per section 5 above in the contract bid specifications.**
2. Contractors are provided copies of SBP Guide procedures, per section 5 herein, as part of the contractor orientation per the Contractor Selection & Management policy (or earlier if requested).
3. Contractors interface with **BWS Contract Supervisor** for the purpose of planning and/or clarifying tasks and developing any needed safe work practices.
4. **BWS Contract Supervisor** directs contractors to adhere to applicable (i.e. training, pollution prevention, use of forms, etc.) SBP requirements when carrying out those tasks and ensures contractors submit their required SBP documentation (i.e., Operator Checksheets, Safe Practice Plans, training, pollution prevention, etc.) to them, when required. BWS Contract Supervisors also ensure that instances of nonconformance and other Incidents are reported via the SBP Incident Reporting procedure (Section 2, procedure 2.8), when identified.



5. Contractors may be monitored while carrying out those tasks by Bureau personnel, including those carrying out an Internal Assessment of the SBP.
6. Nonconformance to SBP requirements must be acted on and resolved as soon as possible. Continued Nonconformance can lead to the stoppage of work pending corrective actions and should be reflected in the contractor's performance evaluation required by the Contractor Selection & Management policy.

7.0 Records

The contract between the Agency and a Contractor can be reviewed to verify compliance with this procedure. Contractual records are controlled per Agency practice.

The **BWS Contract Supervisor** shall maintain copies of required SBP documentation (i.e., Operator Checksheets, Safe Practice Plans, etc.) in appropriate files for a period of three (3) years or until the applicable contract has been completed.

1.0 Purpose

To establish procedures, by which documents used to codify requirements relating to the SBP are developed, approved, revised and maintained.

2.0 References

N/A

3.0 Definitions

Controlled Document – means a codified requirement, policy or procedure relating to the SBP and issued as part of this SBP Guide or related materials (e.g., logbooks, training materials, etc.) that establish Bureau standards in writing regarding small boat operations.

4.0 Responsibility

The **SBP Chair** is responsible to coordinate approval for controlled documents and to designate an individual as Documentation Coordinator.

The **Documentation Coordinator** shall ensure that requirements specified within this procedure are consistently applied for controlled documents.

5.0 Procedure

1. The SBP Chair will ensure that documents intended to be issued as part of the SBP are reviewed and approved by an appropriately qualified Bureau employee prior to issue.
2. Each controlled document will include –
 - a. Header and/or footer to indicate the title, electronic file name, revision number (i.e., R-X), date (i.e., dd-mm-yy) and pagination (i.e., page x of y).
 - b. Consistent formatting as established and approved by the SBP Chair.
3. Each controlled document shall be processed by the Documentation Coordinator to ensure that –
 - a. Approval is confirmed through the SBP Chair.
 - b. A master electronic copy is maintained within a secure server location that is supported by regular backup. The current URL for this documentation is found at [\[this link\]](#)



- c. The **Table of Contents** is revised within the SBP Guide as necessary to record details of related changes.
 - d. Hard copies are printed for distribution as necessary.
 - e. Electronic and hard copies are distributed to locations of use and personnel are instructed to replace obsolete copies with the current revision. Direction shall be given that obsolete hard copies shall be discarded.
4. Suggestions to revise approved documents can be provided by any SBP personnel, but are subject to review and approval by the SBP Committee.

6.0 Records

Documents of external origin that are maintained for informational/reference purposes in support of SBP requirements shall be approved by the SBP Chair and posted in an appropriate folder on the SBP SharePoint® site.

1.0 Purpose

To establish routine boat and related equipment inspection procedures to assist Boat Operators will identifying unsatisfactory conditions, prior to use.

2.0 References

- ❖ **Boat and Related Equipment Inspection** procedure (SBP Guide Section 4.3)

3.0 Definitions

Designated Contact - means the shore-side individual who has been designated in writing as the primary point of contact for the Boat Operator in the event of an emergency, schedule delay, etc.

4.0 Responsibility

The **SBP Operator** performs the check routines as established by this procedure prior to conducting operations involving BWS boats.

The **Designated Contact** confirms that the Boat Operator reports his/her return from operations and notifies NYCDEP Police in the event that such reporting is not received by a prearranged time.

5.0 Procedure

1. Prior to a Boat Operator's use of any BWS boat for the first time each day, checks and preparations will be performed as guided by this procedure and related SBP requirements as referenced and provided on the **Operator Checksheet** (FORM-01). **Note:** If the boat is to be operated on the navigable waters of the United States, such as on the Hudson River, the boat must be registered with the State of New York.
2. First, the Boat Operator establishes the daily Float Plan by recording the planning details in the appropriate section of FORM-01.

At this time, a Designated Contact and Alternate Contact must be named on the Float Plan along with their contact information (i.e. telephone numbers). The Boat Operator is responsible for communicating the details of the Float Plan, with emphasis on return time and alternate contact arrangements, to the Designated Contact.

Important - If the stated emergency contact arrangements change, that is, the Designated Contact and the alternates are no longer available, the Designated Contact must:

- a. Identify a suitable replacement as Designated Contact;
 - b. Clearly communicate Float Plan requirements to that replacement; and,
 - c. Notify the Boat Operator so named on the Float Plan of the replacement along with appropriate contact numbers.
3. Pre-operational checks shall be coordinated by the Boat Operator for the boat, trailer, towing vehicle and related equipment. A list of mandatory equipment based on boat type (i.e. class 1 or class 2) is located on the back side of FORM-01.
 4. Observed deficiencies shall be handled in accordance with the **Boat and Related Equipment Inspection** procedure (SBP Guide Section 4.3) and as guided by the following -
 - a. In the event of any uncertainty on the part of the Boat Operator, the SBP Supervisor shall be notified to assist with appropriate resolution.
 - b. Missing mandatory equipment must be replaced prior to boat use; however, as indicated on Form-01, it is acceptable to substitute an equivalent tool or device in some situations (i.e. a missing or damaged tool from the tool-kit) pending replacement of the required item.
 - c. Minor deficiencies shall be recorded within the appropriate section of FORM-01. Minor deficiencies should be corrected prior to boat use whenever practicable.
 - d. Major deficiencies shall be similarly recorded and reported immediately to the SBP Supervisor. The vessel must be tagged "Out of Service" on the hitch.
 - e. Corrective action for deficiencies that involves repair shall be supported in accordance with **Maintenance** procedures (SBP Guide Section 4.1).
 5. The Boat Operator will brief the crew and, if carried, passengers on the Float Plan particulars and operational or safety requirements prior to launching the boat. Emphasis should be placed on the location of emergency equipment when persons are aboard that are unfamiliar with the boat. The boat crew/passenger briefing checklist (appendix 6) may be utilized to ensure that all pertinent topics are covered.

6. Upon completion of pre-operational checks, the **Operator Checksheet** (FORM-01) is placed atop the dashboard of the towing vehicle (or other vehicle on-site if no tow vehicle is utilized) with the front side up so that the Float Plan particulars can be easily read from outside the vehicle. FORM-01 is to remain there while the vessel is engaged in waterborne operations.
7. Post-operational checks shall be coordinated by the Boat Operator in accordance with the previous items 3 and 4. In addition, the Boat Operator shall ensure that the following actions are performed –
 - a. Record the actual or estimated equipment running hours within the related section of FORM-01.
 - b. Ensure details of deficiencies observed during pre or post-operational checks have been properly recorded and reported to the SBP Supervisor as necessary.
 - c. Properly stow the boat in accordance with Boat Storage Arrangements procedure (SBP Guide Section 4.5).
8. The Boat Operator must contact the Designated Contact upon return from boat operations for the day or, if delayed, within 30 mins. of the expected return time to give a status report.

Important - In the event that the Boat Operator fails to report within 30 mins. of their expected return time, the Designated Contact shall employ methods to contact/locate the Boat Operator/crew and notify the DEP Police.

6.0 Records

- ❖ **Operator Checksheet** (FORM-01) shall be maintained by the SBP Supervisor for at least one year.



1.0 Purpose

To establish boat trailering, deployment and retrieval standards appropriate for all BWS small boats.

2.0 References

- ❖ USCG Auxiliary – Skipper’s Safe Boating Course Book
- ❖ NYS Boater’s Guide Part–Two: Trailering

3.0 Definitions

N/A

4.0 Responsibility

The **SBP Operator** performs boat transportation, deployment and retrieval operations as specified within this procedure. He or she may be assisted as deemed necessary.

5.0 Procedure

1. The Boat Operator checks trailer and towing vehicle connections to ensure a safe towing evolution. The following conditions should be considered as they reflect good practice:
 - (a) If safety chains are present it is recommended that they are crossed once and connected to the vehicle hitch with the hooks facing the rear of the tow. Cables, if present, shall not be cut to reduce their length.
 - (b) Trailer brake connections, where fitted, are tight;
 - (c) The hitch coupler is size-compatible with the trailer ball and is secured to the trailer ball with the safety pin secured through the coupler;
 - (d) Trailer lights are connected and work properly; and
 - (e) The tow vehicle and trailer are evenly loaded.
2. While trailering the boat, monitor the action of the trailer to detect snaking or swaying motions. If such motion exists the cause of which is unknown, reduce speed and pull over if necessary to investigate.
3. When you reach the watershed body, secure the entrance gate once you have entered the launch right of way.

Important – Since launch conditions and boat configurations change as explained herein, those persons who board the boat after it has been launched or depart the boat before it has been retrieved should do so carefully and with clear communication to the Boat Operator or others on board.

4. The physical environment at boat launch locations (facilities, access roads, water depth, etc.) varies greatly throughout the BWS watersheds. Therefore, regarding boat launching, the following instructions should be considered knowing that improvisation may be required to meet the demands at the launch location:
 - (a) On the launch prior to the trailer entering the water, remove stern tie-downs, bow strap and bow safety chain depending on the grade of the boat ramp (at steep boat launches, do not remove the bow safety chain until the boat is in the water).
 - (b) Disconnect trailer lights and secure electrical pigtail so as not to enter the water.
 - (c) Secure boat drain plug and attach bow line for crewmember tending.
 - (d) Visually inspect the launch ramp and water for hazards such as slippery areas, or floating or submerged obstructions. Ensure the trailer has sufficient clearance over rocky or uneven terrain.
 - (e) Back the trailer into the water until, if possible, the stern of the boat just begins to float, or vehicle tires reach the waterline. Try to keep the vehicle exhaust pipe out of the water. The back pressure created by the water may stall the vehicle's engine.
 - (f) Place automatic transmissions in PARK and set the vehicle's emergency parking brake.
 - (g) Check outboard engine ground clearance, ensure the lower end unit of the engine/prop are below the water line and proceed with starting the boat's engine. If practical, do not disconnect the bow safety chain until the boat's engine has run for a few moments and appears to maintain a proper idle.
 - (h) Disconnect bow strap and safety chain.
 - (i) If you wish to back off the trailer using boat engine power, ensure the water depth is adequate to back off the trailer and proceed to a safe holding area.
 - (j) If you do not wish to back off the trailer using boat engine power, ensure to hold on to a bow line and push the boat off and move to a safe holding area.
5. Move the vehicle and trailer so that it does not impede access to the launch area.
6. Regarding boat retrieval, the following instructions should be considered:
 - (a) Back the trailer into the water to the extent that the last rollers or ends of the bunks are in the water or vehicle tires reach the waterline.
 - (b) Align the boat with the trailer bunks or rollers and float the boat as far forward on the trailer as possible without using excessive engine or manpower.
 - (c) Shut off the boat engine and raise it to the trailering position.



- (d) Connect the trailer bow strap onto the bow eye and winch the boat onto the bunks or rollers.
- (e) Guide the boat while winching to ensure the boat remains centered on the trailer. Oars or boathooks can be used for this purpose.
- (f) Remove the trailer from the water and park in the vicinity of the launch. Set the vehicle parking brake if the vehicle and trailer are not on level ground.
- (g) Confirm that the boat is centered on the trailer and if not, re-launch to correct the position as necessary.
- (h) Secure bow safety chain and lock bow winch.
- (i) Secure stern tie-down straps.
- (j) Remove and store boat plug.
- (k) Connect trailer lights and verify proper operation.
- (l) Secure any loose gear.
- (m) Ensure boat motor bracket is in locked position to prevent engine bounce prior to transport.

6.0 Records

N/A

1.0 Purpose

To establish standards and guidelines appropriate for all BWS small boats during periods of underway operations.

2.0 References

N/A

3.0 Definitions

Safe speed – means boat speed that is determined by the SBP Operator, with input from the crew, which is appropriate as governed by factors including:

- ❖ Visibility;
- ❖ Location of other vessels and hazards;
- ❖ Weather conditions; and
- ❖ The available depth of water.

Underway – means a vessel that is not at anchor, made fast to the shore or aground.

4.0 Responsibility

The **SBP Operator** ensures that underway operations are conducted per following procedure.

5.0 Procedure

1. As the person in charge of the vessel, the SBP Operator must ensure that he or she is knowledgeable of and practices the following:
 - (a) Operate at a safe speed that is consistent with the prevailing conditions. The vessel deployed should be appropriate for the expected conditions;
 - (b) Know the maneuvering characteristics of the boat for all speeds;
 - (c) Avoid any unnecessary risk to boats, property, personnel and the environment. Ensure personnel are seated or holding on when underway;
 - (d) Require that all personnel wear U.S. Coast Guard approved PFDs at all times while onboard;
 - (e) Do not allow personnel to sit on gunwales or over the bow, or position arms or legs over the side of the boat; and,
 - (f) Do not depart for underway operations if the weather conditions have deteriorated beyond what is recorded on your Float Plan and you are experiencing high waves, strong wind, lightning or other natural factors that, in your opinion, may jeopardize the safety of the boat and crew. If caught in such adverse weather conditions following departure, seek shelter if necessary and proceed to the launch site when it is safe to do so to terminate operations.

Important – The SBP Operator must never operate a boat, and BWS employees should never remain a passenger on a boat, if he or she lacks confidence in the safety of its operation for any reason.

2. The following should be considered whenever a BWS boat is required to take an object under tow:
 - (a) Secure the tow line on the object to be towed so that the object will produce the least amount of resistance;
 - (b) Secure the tow line to the boat as close to the centerline as possible so that the tow leads directly astern;
 - (c) Use a floating tow line (such as one spun from polypropylene) to reduce the chances of the line fouling on the propeller;
 - (d) Assign a person onboard to watch the tow during transit; and
 - (e) Tow the object at a slow speed.
3. Underway operations in support of tasks that are not routinely performed, or that involve a high degree of risk to the safety of personnel, equipment or the environment, shall not be conducted until after having applied the **Non-Routine Task Control** procedure (SBP Guide Section 5.3).
4. The following table contains the minimum PFD selection GUIDANCE for cold weather boat operations aboard BWS boats. Air temperature is not a valued factor in selecting a PFD except under the coldest conditions. Contractors are required to wear PFD's when working for BWS. While on contractor vessels, contractors are responsible for selecting their own PFD based on weather conditions and work task. While aboard a BWS vessel, contractors will adhere to the guidance in the table. Comfort level considered, the SBP Operator will make the final PFD choice.



Note: from November through April, the water temperature must be considered in the 32°F to 45°F range unless you can prove otherwise through direct temperature testing. You shall select your PFD type accordingly based on the table.

MINIMUM PFD SELECTION GUIDANCE TABLE			
<i>Water temps can be directly measured or predicted based on other data. From November through April, water temps must be measured or assumed to be at or less than 45°F.</i>			
Water Temperature		>45°F	<ul style="list-style-type: none"> • Type V Inflatable PFD (“suspenders”), or • Type III (any style) PFD¹
	May Cause Shock	45°F (7.2°C) - - - 32°F (0.0°C) -	Water temperature 32°F to 45°F (0.0°C to 7.2°C)... <ul style="list-style-type: none"> • Type V Anti-exposure Suit For Airboats Only: a Type V Immersion Suit ² is recommended when the water AND air temperatures are either at or below 35°F (1.7°C)

¹ = Type III Float Coat-style PFD is recommended for conditions in 50-60°F Chilly range.

² = Immersion Suits can be carried aboard, ready for use. They must be periodically inspected and maintained.

6.0 Records

N/A

1.0 Purpose

To establish a record of all boat and related equipment utilization, inventory and condition.

2.0 References

N/A

3.0 Definitions

FORM-01 Operator Checksheet – is a daily-use boat operating form addressing operational planning and equipment condition. Once completed, the Operator Checksheet becomes a record that:

- (a) Establishes SBP Operator accountability for asset condition reporting;
- (b) Records Float Plan details and responsibilities;
- (c) Records SBP Operator check routine findings; and
- (d) Records boat and related equipment utilization.

4.0 Responsibility

The **SBP Supervisor** reviews and maintains Operator Checksheets, acts on deficiencies, and evaluates effectiveness as described in this procedure.

The **SBP Operator** completes and submits Operator Checksheet forms as established by this procedure.

5.0 Procedure

1. **The use of an Operator Checksheet is required for all boat operations.** The SBP Operator completes the Operator Checksheet for each operation as established in the **Operator Check Routine** procedure (SBP Guide Section 3.1).
2. The SBP Operator provides the SBP Supervisor with the Operator Checksheet as each one is completed for review and data dissemination.
3. The SBP Supervisor coordinates the repair and closeout processes for any deficiencies noted within the Operator Checksheet in accordance with associated SBP Guide requirements.
4. The SBP Supervisor maintains an archive of completed Operator Checksheets for one year.



5. The SPB Supervisor periodically reviews Operator Checksheets for compliance with established SBP Guide requirements and evaluates their ongoing suitability. He or she reports findings, including any areas for improvement, to the SBP Coordinator.

6.0 Records

- ❖ **Operator Checksheet** (FORM-01) shall be maintained by the SBP Supervisor for at least one year.

1.0 Purpose

To ensure BWS personnel are adequately prepared to respond in the event of an emergency on the water such as someone falling overboard, losing propulsion or running aground.

2.0 References

- ❖ **Emergency Checksheet (FORM-04)**

3.0 Definitions

On the water drill – used to gain experience by simulating anticipated emergency conditions and responding (i.e., hands-on practice).

Desktop drill – uses classroom methods such as lecture, Q & A, examination to impart knowledge of anticipated emergency conditions and appropriate responses without simulation or hands-on practice.

4.0 Responsibility

The **SBP Coordinators** coordinate emergency preparedness arrangements as described in this procedure. **SBP Supervisors** shall assist as directed by the SBP Coordinator.

The **SBP Coordinators** maintain emergency preparedness records as provided by the SBP Supervisor or his/her designee.

5.0 Discussion

Emergency preparedness is a cornerstone of safety management. An on the water emergency preparedness drill will be conducted at least annually by all directorates with the goal of including all personnel responsible for operating boats. The drill may be coordinated with other directorates or may just involve personnel from a single directorate.

The **Emergency Checksheet (FORM-04)** provides procedural response in the event of an emergency aboard a motorized BWS vessel on the water. It shall be reviewed and revised as needed in accordance with this procedure.

Emergency response drills (on the water and/or desktop) provided to BWS employees should address the items on the **Emergency Checksheet (FORM-04)**.

Note: PFD testing, when performed, will be achieved by entering the water from ashore to prevent possible injury. Drills involving personnel entering the water on terminal reservoirs is **prohibited**.

6.0 Procedure

1. The SBP Coordinator working with SBP Supervisors will determine when and how to conduct emergency preparedness training for BWS vessels and crews. Emergency preparedness drills shall be conducted at least annually; and, if necessary more frequently to meet the goal of having all affected personnel participate.

3.5 Emergency Preparedness and Drills

2. Prior to conducting the drill or drills, the DEP Police and the Responsible Manager for the water body on which the drill is planned must be notified of the pending drill. Notification should include the following information:
 - a. Date and time of the drill;
 - b. Approximate location of the drill; and,
 - c. The type of drill.
3. Emergency preparedness drills will be comprised of “on the water” drills and desktop drills.
 - a. On the water drills will address Man Overboard, Rescue Towing, and Loss of Propulsion conditions. Drills should take place aboard BWS vessels if at all practicable in order to best simulate emergency conditions. Drills shall provide the opportunity to exercise related emergency equipment.
 - b. Desktop drills will address Grounding, Fire, Flooding, Abandon Boat and medical emergency conditions. Desktop discussion may take place aboard BWS vessels but can be addressed in a classroom or tailgate environment.
4. A brief agenda should be prepared by the SBP Supervisor and provided to the SBP Coordinator for review. **SBP Coordinators and** SBP Supervisors should then work together to ensure that the agenda addresses the date, location and scope of the drills (i.e, which topics shall be covered).
5. The **Emergency Checksheet** (FORM-04) should be used to perform or train on the selected emergency conditions (abandoning the boat, fire on board, man overboard, etc) for the drill. Additional training material related to each condition can be used as deemed necessary. The SBP Guide Appendix contains drill information sheets that detail drill topics and provide safe practice considerations for on the water drills.
6. A safety briefing must be held prior to the start of an on the water drill. The briefing must include at least the following items listed on the drill information sheets located in the Appendix.
7. Each “on the water” drill should be critiqued by the participants at its conclusion. The critique should include, when possible, discussion of pertinent industry incidents that highlight the need for awareness of and adherence to emergency procedures. In addition, any instances observed during the drill which may require corrective action(s) shall be discussed in order to improve the program and drill scenarios.
8. A record of the drill, including a copy of the agenda, a list of the participants, and critique comments shall be maintained at each directorate by the SBP Coordinator. The record can be kept in hardcopy or electronic format.
9. The record will be reviewed at the SBP Committee meeting following the drill for the purpose of changing SBP Guide procedures and forms, including emergency response requirements as needed.



7.0 Records

- ❖ Emergency preparedness records as prescribed in section 6 of this procedure are to be maintained by each SBP Coordinator for at least three years.

1.0 Purpose

To establish the mechanism by which standards relating to boat safety and lifesaving equipment are identified and maintained.

2.0 References

- ❖ NY State Navigation Law Article 4 Part 1 § 40
- ❖ 46 CFR 160
- ❖ ABYC Standards A-4, A-23, H-40, H-41

3.0 Definitions

Boat Class 1– means any boat that is propelled by paddle or oars.

Boat Class 2– means any boat that is mechanically propelled by motor(s).

Commercial Grade – means a specification for boat equipment to be of a standard of quality that is consistent with commercial vessel operator standards and meets U.S. Coast Guard approval standards as applicable.

4.0 Responsibility

The **SBP Committee** is responsible to ensure that boat equipment standards are determined, codified and periodically reviewed for each boat class. The SBP Committee is additionally responsible to ensure that pertinent elements of the SBP reference such standards as appropriate.

SBP Committee is responsible for performing the periodic review of boat equipment standards as specified by this procedure.

5.0 Procedure

1. Equipment standards shall be determined for each boat class as based upon referenced regulations and standards.

Where a conflict in referenced standards exists (e.g., equipment type and/or quantity required), the SBP Chair shall coordinate a review by the SBP Committee to determine appropriate arrangements that meet or exceed the most stringent standard.



2. Equipment standards shall be codified for each boat class within the **Operator Checksheet** (FORM-01). The list specifies equipment by type, minimum onboard quantities, related standards and guidance regarding what constitutes “serviceable condition”. In addition, unless otherwise specified, all equipment shall be of commercial grade and appropriate for the operational environment.
3. FORM-01 shall be reviewed for continued accuracy and suitability by the SBP Committee on an annual basis at a minimum.

The results of such review, including details of any necessary changes to the forms shall be recorded in accordance with requirements specified by the **SBP Committee Meetings** procedure (SBP Guide Section 2.5).

6.0 Records

N/A



1.0 Purpose

To provide a procedure that ensures assets in use by the SBP are identified, tracked and maintained in an effort to promote equipment reliability.

2.0 References

- ❖ NYCDEP BWS Small Boat Inventory List (spreadsheet)
- ❖ NYCDEP Memorandum from the Office of the Assistant Commissioner, OEHS – *Modified Equipment Assessments* – dated January 13, 2009

3.0 Definitions

Assets – for the purpose of this section, means boats, boat motors and boat trailers.

Maintenance – activities performed to keep assets in good and safe working condition. Maintenance may include the repair of parts or the replacement of parts with equivalent. Maintenance that results in the *modification* of an asset (replacement with different equipment, parts that are not “in-kind”, or reconfiguration of existing equipment) requires the performance of a Modified Equipment Assessment.

Modified Equipment Assessment – EHS staff in consultation with appropriate operations personnel will facilitate an assessment prior to equipment use to determine if the modification is appropriate and safe for the intended use.

4.0 Responsibility

The **SBP Coordinators** maintain the accuracy of the NYCDEP BWS Small Boat Inventory List as it applies to their directorate.

The **SBP Supervisors** initiate or oversee the initiation of purchasing activities that provide maintenance for assets listed on the NYCDEP BWS Small Boat Inventory List.

The **SBP Chair** maintains access to the NYCDEP BWS Small Boat Inventory List and is responsible for its general upkeep.

5.0 Discussion

Assets in use by the Bureau have historically been obtained several ways, such as by direct purchase through the Agency’s purchasing system, by gifting (donation) and through contract terms. Some assets are tracked, inspected and maintained by DEP Fleet Services via the Maintenance Control and Management System (MCMS); however, boats, motors and some

trailers are not. Therefore, in order to maintain a comprehensive inventory, all SBP assets are tracked via the NYCDEP BWS Small Boat Inventory List.

Inspection and preventive maintenance are critical to a well-run fleet. Asset maintenance is performed primarily by marinas and contractors, but can be performed by SBP staff and DEP Fleet Services to the extent allowed and trained to do so.

Trailers must be registered by DEP Fleet Services (i.e. assigned a six digit tracking number) and are maintained by DEP Fleet Services. DEP Fleet Services is responsible for annual inspection and maintenance of trailers. They will procure all repair parts for a trailer with the exception of trailers associated with boats obtained through an on-going contract. Trailers associated with an on-going contract should be registered with DEP Fleet Services but must be inspected and maintained under the on-going contract. When the contract ends, the trailer should be returned to the contractor unless DEP Fleet Services agrees to include the trailer in its inventory, assign it a six digit tracking number, and provide annual inspections and maintenance.

6.0 Procedure

1. When an asset is purchased or obtained by the Bureau for use in the SBP, it will be assigned a SBP Identification Number and recorded by the directorate SBP supervisor on the NYCDEP BWS Small Boat Inventory List in the column of the same name.
2. The SBP Supervisor will additionally add all pertinent information about the asset to the appropriate columns of the List.
3. If an asset has been modified from its original design or is planned to be used in a manner other than that described by the manufacturer, it must undergo a Modified Equipment Assessment by Bureau EHS prior to use by directorate staff.
4. If the asset is a *DEP-purchased trailer*, ensure it is assigned a six digit tracking number (i.e. registered) by DEP Fleet Services.
5. If the asset is *not* a DEP-purchased trailer but is a trailer that has been received by the Bureau as a gift or through contract terms, it will be presented to DEP Fleet Services for an assigned six digit tracking number (i.e. for registration). If DEP Fleet Services can not include the trailer in their inventory, it shall continue to be tracked and maintained via the NYCDEP BWS Small Boat Inventory List and the balance of this procedure while working with Fleet Services to reconcile the trailer count with the ultimate goal of having Fleet Services inspect and maintain all trailers.

6. Operate ALL assets ensuring they receive periodic inspections. Inspection activities will occur at the periodicity described in SBP Guide procedure 3.1 *Operator Check Routine* and procedure 4.3 *Boat and Related Equipment Inspection*.
7. Ensure *registered* trailers receive annual inspection and/or maintenance from DEP Fleet Services or qualified contractors.
8. Ensure the non-registered assets receive planned inspection and maintenance from approved vendors, marinas or BWS staff (as allowed & trained) to the degree needed or called for in any existing operating contract. Planned maintenance provided by these entities should include the following:
 - a. Motor maintenance to follow the manufacturer's guidelines for scope and schedule at a minimum.
 - b. Boat maintenance with respect to cabling and/or hydraulic (steering and throttle) and hull condition to follow the manufacturer's guidelines for scope and schedule. Where not specifically addressed, the advice of an experienced vendor should be sought.
 - c. Trailer maintenance with respect to wheel bearing and bearing race condition should be inspected and maintained or replaced per the manufacturer's guidelines. Where not specifically addressed, the advice of an experienced vendor should be sought.
9. Reactive maintenance can be performed by BWS staff (to the extent allowed and trained) or an approved vendor on ALL assets. The choice of vendor may be impacted by existing contracts in place, the nature of the required maintenance, the need criticality of the maintenance, and the cost of the maintenance.
10. The degree of maintenance provided by an approved vendor, such as a marina, should be addressed during the procurement/purchase process.

6.0 Records

- ❖ The NYCDEP BWS Small Boat Inventory List is maintained on the Bureau intranet site.
- ❖ Inspection records are maintained as directed by the related procedures 3.1 and 4.3.
- ❖ Inspections and maintenance performed by DEP Fleet Services is recorded in their MCMS database system.
- ❖ Purchasing records are maintained in accordance with the Agency purchasing system.

1.0 Purpose

To establish a uniform protocol for periodic inspections of Bureau boats and related equipment in order to assess conditions and correct deficiencies identified.

2.0 References

N/A

3.0 Definitions

Major Deficiency – means a material defect that renders a boat “Out of Service” until such time that it is corrected. Such items may include significant structural damage, excessively worn or damaged equipment that is essential for safe operations, or any other condition that poses a substantial risk to safe operations.

Marine Surveyor – means a professional marine surveyor as certificated by the Society of Accredited Marine Surveyors (SAMS) or National Association of Marine Surveyors (NAMS) and who possesses the specialization designation of “yachts and small craft”.

Minor Deficiency – means a material defect that is largely “cosmetic” or of a nature that does not pose a substantial risk to safe operations. Such items may include minor scratches or abrasions, chafed – though not worn lines, missing first aid kit items, etc.

4.0 Responsibility

Each **SBP Coordinator** is responsible to ensure that periodic boat and related equipment inspections are performed within their respective functional area.

SBP Supervisors are responsible to perform inspections as guided by this procedure and to ensure that follow-up and corrective action is supported for identified deficiencies. SBP Supervisors may delegate these inspections but are responsible and accountable for the results.

Boat Operators are responsible to perform daily equipment checks and inspections as specified within related procedures. Operators may be tasked by Supervisors to assist with certain aspects of periodic inspections.

5.1 Procedure

1. Each boat shall be inspected by the Boat Operator prior to use each day. The inspection will be performed and recorded in accordance with requirements specified by the **Operator Check Routines** procedure (SBP Guide Section 3.1).

2. In addition, each SBP Supervisor or designee shall perform periodic inspections to ensure at a minimum that -
 - a. Each boat and its associated equipment (i.e trailer, motor and related equipment) is inspected not less than three (3) times each year at intervals to coincide with the dates for putting the vessel into service, taking the vessel out of service and during an intermediate stage of the field season. Boats that are available for use year-round shall be inspected not less than three (3) times each year. For vessels which are not removed from the water (i.e., available for use year-round), the inspection frequency shall be no less than two (2) times each year. This is intended to eliminate the burden of removing the vessel from the water in order to solely complete an inspection.
 - b. Each inspection is properly recorded on the **SBP Inspection Record** (FORM-02 or FORM-03 as applicable for the specified boat class).
 - c. Deficiencies identified through inspection activities are resolved in a timely manner and handled in accordance with requirements of **Maintenance** procedures (SBP Guide Section 4.1).
 - d. Although not mandatory, inspections are recommended whenever work groups borrow resources (e.g., boats, trailers) from other Directorates.
3. SBP Supervisors shall conduct each inspection as guided by FORM-02 or FORM-03 as applicable to support a comprehensive condition assessment. Each inspection will result in one of three possible outcomes –
 - a. **PASS with no deficiencies** recorded.
 - b. **PASS with minor deficiencies** recorded.
 - c. **FAIL with major deficiencies** recorded and resulting in conspicuously tagging the vessel “Out of Service” until such deficiencies are corrected and verified as satisfactory.

Inspections that reveal boat, trailer or tow vehicle structural deficiencies of a potentially serious nature shall be referred to a qualified marine surveyor, qualified marina, or DEP Fleet Services to more fully assess physical conditions.



4. SBP Supervisors will coordinate corrective action for identified deficiencies and verify effective implementation / close-out. Such verification shall be recorded on FORM-02 or FORM-03 and provided with the respective SBP Supervisor's signature.

Corrective action for EACH major deficiency must be verified by the SBP Supervisor prior to putting a vessel back in service.

5. SBP Supervisors shall retain completed inspection records as part of each boat's maintenance records.

6.0 Records

- ❖ **SBP Inspection Record** (FORM-02 Boat Class 1 or FORM-03 Boat Class 2) shall be maintained by the SBP Supervisor with related maintenance records for as long as each vessel is in service.

1.0 Purpose

To establish a procedure to ensure that required spare parts are available and managed in such a way to promote safety and reliability of boat operations.

2.0 References

- ❖ NYCDEP Memorandum from the Office of the Assistant Commissioner, OEHS – *Modified Equipment Assessments* – dated January 13, 2009

3.0 Definitions

Spare Part - means a piece of exact or like equipment that is readily available as a replacement for an existing part or equipment piece. A spare part can either be maintained in sheltered storage in new or refurbished condition, or it can be an item taken from another boat¹. A spare *part* does not include a boat, boat motor or boat trailer.

Modified Equipment Assessment – EHS staff in consultation with appropriate operations personnel will facilitate an assessment prior to equipment use to determine if the modification is appropriate and safe for the intended use.

4.0 Responsibility

SBP Supervisors ensure replacement parts and equipment are procured by working with the resource coordinator within their directorate.

5.0 Discussion

Boats utilized under the SBP are required to carry mandatory boat equipment with respect to safety and reliability as detailed on the **Operator Checklist** (FORM-01). The SBP program requires routine inspections of boats and trailers, and has provisions for corrective action when deficiencies are noted. It stands to reason that such corrective action may include the use of spare parts or similar substitutes. Spare parts are to be “readily available”, meaning they are on hand or in storage and do not require purchasing. The need for and use of spare parts is time sensitive. The decision to maintain or create a process to otherwise obtain such spare parts should *reflect the importance of the spare part with respect to mission*.

¹ If the spare part came off another boat, that boat will now need a spare. Best practice directs you to determine if a spare for the other boat exists. If the other boat is regularly pressed into service, you should procure a spare per this procedure.

The following should be considered by SBP Supervisors when initiating the process to obtain and/or maintain certain replacement parts:

1. Criticality to safety and mission success – highly critical or slightly critical
2. Requirement level – the spare part is required or just optional
3. Availability – difficult to obtain or easy to obtain
4. Cost – expensive or inexpensive
5. Storage – easy to store or difficult to store

6.1 Procedure

1. SBP Supervisors, aided by SBP Operators and others as needed or delegated, perform daily and triannual inspections of boats and trailers. Deficiencies noted during such inspection or through any means are reported to the SBP Supervisor. The resulting corrective action associated with the deficiency can include the identified need for a spare part.
2. Deficiencies are corrected through equipment repair or replacement with exact or like equipment. If the deficiency can be directly corrected without the use of replacement equipment, a spare part is not needed. For mandatory equipment categories designated with an asterisk on FORM-01, an equivalent tool or device is acceptable for use pending replacement of the required item.
3. In general, repairing or replacing deficient equipment does not constitute modification of such equipment beyond the manufacturer's design. Also, such repair or replacement does not change the proper use, or intent of use, of such equipment. If equipment will be used for a purpose for which it was not designed or intended, or modified in a way to change equipment design, a Modified Equipment Assessment is required.
4. If a spare part is needed and is available, the spare part is installed. The installation can be performed by BWS staff, DEP Fleet Services, or a vendor depending on the scope, scale and skill needed for the work to be performed.
5. If a spare part is needed and is not available, the spare part is procured using one or more of the following methods:
 - a. Initiate the process through the resource coordinator of the respective directorate



- b. Obtain the part directly from a distributor using a DEP purchase card
 - c. Obtain the part as part of a service event with a marina
 - d. Obtain the part through a new or existing purchase order
6. The spare part is installed when received.
 7. Extra spare parts and equipment (i.e. spares not stored or routinely taken on vessels) should be maintained in secured locations and protected from accidental damage and degradation.
 8. It is recommended that each Directorate or Workgroup keep an inventory of spares in order to track usage and ensure that an adequate supply is available at all times.

6.1 Records

- ❖ Purchasing records are maintained in accordance with the Agency purchasing system.

1.0 Purpose

To address the need to prevent exposure damage to boats and equipment and to improve year-round accessibility through proper storage

2.0 References

❖ NA

3.0 Definitions

❖ NA

4.0 Responsibility

SBP Supervisors and **SBP Boat Operators** coordinate their daily activities and determine the storage location for the equipment at day's end.

5.0 Discussion

Boat reliability for daily operations is enhanced when the boat and associated equipment are properly stored. Proper storage is achieved through the application of controls to the storage site. Boats and/or associated equipment can fail due to the combined effects of sunlight, temperature extremes, and the collection of precipitation (rain, ice or snow). Access to and the ability to move equipment is negatively impacted when the storage site is buried in snow or blanketed by leaves or ice. Storage of assets outside can lead to hull and deck damage due to exposure to the elements. This type of damage is costly to repair and can be avoided with proper storage practices.

Every effort should be made to provide proper storage for the boats in this program. Suggested types of proper storage are listed below with the most desirable type of storage listed first:

- A non- temporary shelter such as a garage, preferably heated;
- A temporary shelter, either of cloth fabric or metal – fully enclosed or open sided;
- A fitted cover for protection from the sun and preventing the accumulation of precipitation and leaves in the boat;
- Non-fitted cover, to at least protect the boat from the sun and to help prevent accumulation of precipitation and leaves in the boat.

6.0 Procedure

Working Storage

1. From April through October, whenever possible, SBP Boat Operators should cover their boats at the conclusion of each workday. The placing of a fabric cover over the boat or parking it under a shelter or in a garage are examples of acceptable coverage. In addition, ensure all boat drain plugs are removed to help prevent precipitation from accumulating within the boat when not in use.
2. From November through March, whenever possible, SBP Boat Operators should place their boat and trailers in an enclosed shelter such as a garage, preferably one that is heated at the conclusion of each workday.

Layup Storage

3. Year round, SBP Boat Operators should, at a minimum, cover their boats if they are to be taken out of service for an extended period. If such layup is to take place during any month from November through March, the following should be considered as additional protective measures for boats in layup status:
 - a. The boat should be shrink-wrapped if placed in the open; or,
 - b. The boat and motor, if still mounted, should be covered by a fitted boat cover. The cover should be supported within the boat with poles and similar temporary structures to keep snow and ice from settling into the boat cover; or,
 - c. The boat and motor, if still mounted, should be covered by a fitted boat cover and then placed under a shelter or in a garage. Additional internal poles and temporary structure is not required in this case.
 - d. Ensure that all boat drain plugs, batteries and portable fuel tanks are removed prior to layup storage, as needed.
 - e. If long-term layup storage is anticipated Directorates should consider winterizing their vessels. Most local marinas should provide this service.

6.0 Records

❖ N/A



1.0 Purpose

To establish necessary standards for Bureau personnel and contractors to prevent, reduce and eliminate personal injury or impacts to water quality that may result from boat operations¹ within the NYCDEP watershed.

2.0 References

NYCDEP EHS Policies and Procedures, Volume II: Spill Prevention, Environmental Release Reporting and Investigation

NYCDEP EHS Policies and Procedures, Volume IV: Hazardous Waste Management

NYCDEP EHS Policies and Procedures, Volume IV: Used Oil Management Procedure

3.0 Definitions

BWS vessel – for the sake of this procedure means a boat less than or equal to 27 feet in length owned and/or directly operated by an SBP Operator (i.e., DEP personnel).

Contractor vessel – for the sake of this procedure means a boat less than or equal to 16 feet in length that is operated by a Contractor (an entity under contract to DEP).

4.0 Responsibility

All SBP Operators and Contractors are responsible to ensure conformance to pollution prevention standards as an integral part of boat operations.

The **SBP Coordinator** is responsible to ensure that pollution prevention standards are sufficiently promoted and understood within his or her Directorate.

5.0 Discussion

It is imperative that boating activities on New York City reservoirs contribute minimal negative impact to water quality. This procedure contains direction to prevent, reduce or eliminate shoreline erosion, petroleum release, and trash discharge, all of which reduce water quality.

Emphasis is placed on pollution prevention measures near DEP water intake structures.

¹ Information on spill prevention from BWS boats **while in storage** within DEP facilities or on DEP properties can be found in Bureau Memo 2005-0X (NYC-DEP 2005 (a)), and will not be discussed here.

6.0 Pollution Control Standards

1. Turbidity Control: No Wake Zones

Maintain a vessel speed that generates NO WAKE within 500 feet of water supply intake structures. This will reduce excessive wave action, help prevent shoreline erosion and bottom sediment re-suspension, and promote safe conditions on floating docks.

2. Petroleum Pollution Control: Bilge Management and Fueling Activities

Important – Any release or spill of petroleum products must be immediately reported to the NYCDEP Eastview Police Command Center (**914-593-7500** or **888-426-7433**) in accordance with **Spill Prevention, Environmental Release Reporting and Investigation** procedures. Used oil absorbent pads and recovered oil, if any, must be handled in accordance with the Used Oil Management and/or Hazardous Waste Management procedures. BWS EH&S or Operations Hazmat personnel may be contacted for assistance.

- (a) Perform mandatory visual engine inspections before, during and after operations to ensure oil/fuel lines are sound and there is no oil or gasoline release. Fix all leaks immediately. Log the results of your inspection per the Operator Checksheet – Pre and Post Operations Checks.
- (b) Allow NO BILGE RELEASES within 500 feet of water supply intake structures. Turn off automatic bilge pumps when in this area regardless of the boat's operational status (underway, anchored or docked).²
- (c) For bilges that cannot be pumped (obstruction, low level, or no fitted pump), drain bilge water ashore and only after the vessel has been transported to the protected paved area away from the boat ramp.
- (d) Remove the vessel from the water or cover it, if feasible, when a large amount of precipitation is expected and the vessel is prone to bilge contamination by fuel or lubricants.

² Exception: this requirement does not apply to any vessel docked on Kensico Reservoir at Shaft 18. For vessels that remain in the water between periods of operation, bilge water may be discharged at the moored location provided the bilge is inspected and any oily residue is removed consistently prior to use.

- (e) Check and empty bilge contents in a protected paved area away from the boat ramp prior to launching the boat. **NOTE:** You must comply with steam cleaning requirements detailed in section 5.2 of this Guide prior to launching your boat.
- (f) Turn off bilge pumps any time that fuel or lubricants is observed in the bilge or in the overboard discharge. Use oil absorbent pads to remove these contaminants as soon as possible.
- (g) Eliminate unnecessary idling and rapid acceleration whenever possible. In order to limit release of hydrocarbons, follow manufacturer’s guidelines (i.e. operators manual) to ensure proper maintenance and operation of engines.
- (h) Do not perform any operations on the water or at the boat ramp that involve fueling or fuel mixing, engine flushing, rinsing or washing. These activities must be performed only after the vessel has been transported away from the boat ramp at a distance sufficient to prevent runoff from entering the water.
- (i) Firmly secure carry-on gas tanks to the vessel to prevent their movement when the vessel is in service. Remove carry-on gas tanks or other portable equipment containing fuel (e.g., portable generators) if vessels are left in the water overnight.
- (j) To prevent fuel line spills when changing gas tanks, vent fuel tank caps to equalize fluid pressure prior to disconnecting fuel lines.

3. General Trash Control

- (a) Allow no food or other refuse to enter the water. If you “pack it in, pack it out”. Everything that is not consumed shall be returned to shore for disposal.
- (b) Make it a practice to remove any trash and debris and report any larger objects to the appropriate DEP Operations Office personnel for removal.

4. Invasive Species Control

Zebra mussels, Eurasian water milfoil, water chestnut and other non-native vegetation pose a significant threat to the watershed ecosystem and all personnel are expected to ensure strict conformance with **Equipment Steam Cleaning and Inspection** procedures (SBP Guide Section 5.2).

7.0 Records



- ❖ **Operator Checksheet** (FORM-01) shall be maintained as specified by procedure 3.4.

1.0 Purpose

To provide a streamlined procedure for steam cleaning and inspection of equipment that is used in the water by BWS personnel and contractors.

2.0 References

N/A

3.0 Definitions

Equipment – means a small vessel and related gear used in the water (such as motors, anchors, chains and ropes, etc) and trailer parts.

BWS vessel – for the sake of this procedure means equipment less than or equal to 27 feet in length owned and/or directly operated by an SBP Operator (i.e., DEP personnel).

Contractor vessel – for the sake of this procedure means equipment less than or equal to 16 feet in length that is operated by a Contractor (an entity under contract to DEP.)

Organism – for the sake of this procedure means non-native and/or invasive plant or animal species, including but not limited to Zebra Mussels, Quagga Mussels, Eurasian Water Milfoil and Water Chestnut.

Steam Cleaning – the application of high-pressure, hot water (operating specifications: minimum of 160°F, 700 psi, and 2 gallons per minute spray rate) for the purpose of destroying organisms as defined herein.

4.0 Responsibility

The **SBP Operator** and **Contractor** are responsible for following this procedure, which is designed to stop the spread of invasive organisms.

5.0 Discussion

It is imperative that boating activities on New York City reservoirs contribute minimal negative impact to water quality. This section details the procedures to be followed by SBP Operators and Contractors to prevent the introduction of non-native, aquatic nuisance species into BWS lakes, streams and reservoirs. **Emphasis** is placed on equipment inspection and cleaning as described herein.

6.0 Inspection and Cleaning Procedure



1. Steam cleaning is required year round and applies to all BWS and Contractor equipment. All equipment, new or not, must be steam cleaned when called for by this procedure.
2. Equipment must be steam cleaned daily with the following exceptions:
 - (a) It does not have to be steam cleaned on any day that it is not used.
 - (b) It does not have to be steam cleaned before continued use on a body of water if it remained in that body of water overnight.
 - (c) It does not have to be steam cleaned if it is taken from a body of water and then **consecutively returned** to the **same** body of water the next use.
3. Steam cleaning requirements are contained in the **Equipment Steam Cleaning Table** found at the end of this procedure.
4. Equipment serviced at a marina or tested off-site must be steam cleaned prior to use.
5. **For BWS Directorates other than Operations**, those staffs may steam clean their equipment with their own steam cleaning apparatus without attendance or oversight by DEP Operations. All other instructions related to the method of cleaning as described herein must be followed.
6. Contact the watershed-applicable DEP office¹ to schedule a cleaning and inspection date, time and location:

❖ Catskill Watershed Operations Office	(845) 657-7677
❖ Croton Watershed Operations Office	(845) 225-8144
❖ Delaware Watershed Operations Office	(845) 985-2211
❖ Reservoir Operations Office (Hillview & Jerome Park)	(718) 652-5705
7. **For Contractors**, all equipment as defined herein must be inspected by DEP Operations prior to entry into a NYC reservoir. DEP Operations is equipped to steam clean small contractor vessels (16 feet in length or less). Contractors must make

¹ SBP Operators are not required to contact these Operation offices if the inspection and cleaning will be performed by other suitably equipped Directorate staffs.

provisions to have all larger equipment steamed cleaned by an outside source; however, DEP Operations staff must attend to ensure adherence to protocol.

8. Equipment steam cleaning and inspection must be **scheduled with the Operations Office at least one week in advance** of the scheduled date for equipment entry into a watershed body.
9. **Contractors** must provide to DEP a list of the water bodies on which the contractor equipment has been deployed, along with the dates and duration of deployment, for the four months preceding each new deployment under BWS contract.²
10. Prior to arrival at the steam cleaning and inspection site, all water, including bilge (if applicable) and machinery raw intake water, is to be drained from the equipment in a location where the water will not discharge into a NYC reservoir or any tributary to any NYC reservoir, waterbody, or storm drain.
 - (a) If it is not possible to empty completely the bilge of a boat and a thorough steam cleaning of the interior portion of the boat that holds the bilge is not possible, then the bilge should be treated with a 1:20 dilution of household bleach. The diluted bleach solution should remain in the bilge for at least 48 hours in a manner acceptable to the **Zebra Mussel Project Manager (718 595-5356)**. A 1:20 solution, sometimes considered a 5% chlorine solution, can be prepared by adding 6.5 ounces of household bleach to one gallon of water or 50 mL of household bleach to one liter of water.
 - (b) Once treatment is complete, the operator/contractor will then need to de-chlorinate the bilge water and pump the water out far from any reservoir or stream that flows into a reservoir or lake or any other body of water.

It is the responsibility of the operator/contractor to conduct this procedure, including the discharge of the chemically treated bilge into any lands or surface waters, in accordance with all laws and regulations and obtain and hold any permits that may be required. EHS can be contacted for disposal instruction or assistance.
11. The equipment shall be inspected for organisms and then shall be steam cleaned inside and out by DEP Operations staff.

² This requirement should be documented in the contractual language.



- (a) Staff from other BWS Directorates may steam clean their equipment if suitably equipped,
 - (b) Contractors may steam clean their equipment if DEP cannot perform this service. However, DEP Operations staff must attend to ensure adherence to the steam cleaning protocol that is detailed in Appendix 1.
12. A sample of any organisms, including but not limited to those defined as organisms above, found during the inspection shall be taken from the equipment by the operator/contractor, suitably contained (secure) for carriage, and presented to the DEP Fisheries Biologist for examination. If an organism is found, Appendix 1 details the full procedure that shall be followed including all required notifications, species identification, and quarantine protocols.
 13. After a suitable number of samples are collected, any organisms remaining on the equipment shall be removed and carefully discarded so as to destroy. The equipment shall then be thoroughly steam cleaned inside and out (exposed surfaces).
 14. If lab-examined organisms prove to be Zebra Mussels, the equipment shall be dry³-quarantined for two weeks, then re-inspected and re-cleaned at an agreed upon date and location.

Important – Regarding the control of invasive species, **NO EQUIPMENT** shall be put into any watershed body until it is deemed safe to do so by DEP staff!

7.0 Post-use inspection

After removing the equipment from the water and prior to departing the launch site, the operator shall inspect equipment, including boat engine and trailer, for vegetation. All plant filaments and related materials shall be removed and carefully disposed of in a manner to desiccate or destroy.

8.0 Further Information

Zebra Mussel Project Manager – (718) 595-5356

Invasive Species Coordinator – (845) 340-7856

9.0 Records

³ If the boat is rained on during this period, it may extend the time under quarantine.



N/A

Equipment Steam Cleaning Table - EXAMPLE

In this table, **Y** (yes) denotes **steam cleaning is required** or **N** (no) is **not required** when moving equipment from a specific body of water to another **on the same day**.

Taking out from here... ON SAME DAY then putting in here	Delaware				Catskill			Croton Watershed System																
	Cannonsville	Neversink	Pepacton	Rondout	Ashokan	Esopus Creek	Schoharie	Amawalk	Bog Brook	Boyds Corner	Cross River	Croton Falls	Diverting	East Branch	Kensico	Kirk Lake	Lake Gilead	Lake Gleneida	Middle Branch	Muscoot	New Croton	Titicus	West Branch	
Cannonsville	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Neversink	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Pepacton	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rondout	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ashokan	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Esopus Creek	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Schoharie	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Amawalk	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y
Bog Brook	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Boyds Corner	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	N	Y
Cross River	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Croton Falls	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Diverting	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
East Branch	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	N	Y	Y	Y	Y	Y	N	N	Y	Y	Y
Kensico	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kirk Lake	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y
Lake Gilead	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	Y	Y	N	N	Y	Y	Y
Lake Gleneida	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N	Y	N	N	Y	N	Y
Middle Branch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y	N	N	N	Y	Y	Y
Muscoot	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
New Croton	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
Titicus	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y
West Branch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y	Y	N	Y	N	N	Y	N	Y

1.0 Purpose

To establish a procedure that will allow boat operators and supervisors to perform a basic hazard evaluation of non-routine tasks and develop a Safe Practice Plan.

2.0 References

- ❖ Non-Routine Projects, DEP EHS Compliance Guidance, Rev 0, effective April 29, 2008
- ❖ DEP Personal Protective Equipment Hazard Assessment – Work Area PPE Hazard Assessment Form
- ❖ SBP Safe Practice Plan (FORM-05)

3.0 Definitions

Non-Routine Task – activities that are new, not customary, not performed in the regular course of procedure or performed so infrequently that they have not been addressed in an existing policy, program, standard operating procedure or safe work plan.

4.0 Responsibility

The **SBP Supervisors** are responsible to ensure that a **Safe Practice Plan** (FORM-05) is completed, as qualified in 5.1 below, prior to performing a non-routine task. Supervisors shall ensure the plan is recorded, communicated and maintained as specified by this procedure.

5.0 Procedure

1. A Safe Practice Plan shall be completed for all jobs/tasks considered to be non-routine as defined herein, or when site conditions are of concern and warrant evaluation, **unless** a DEP Personal Protective Equipment Hazard Assessment has been conducted and the assessment results sufficiently address hazards of the non-routine task. A Safe Practice Plan **may** be completed under such circumstances if so desired.
2. When required, a Safe Practice Plan shall be prepared prior to commencing a job whenever work involves:
 - (a) Tasks involving the use of boats as platforms when performing maintenance (e.g., including but not limited to debris removal, setting sample stations or turbidity curtain moorings, etc.);

5.3 NON-ROUTINE TASK CONTROL

- (b) Tasks with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents;
 - (c) Tasks that are new to the operation or that have undergone changes in processes and procedures; or
 - (d) Tasks involving specialized equipment, such as a chainsaw, that is new or infrequently used and that may create an additional hazard to personnel.
3. The SBP Supervisor working with the boat operator shall complete the Safe Practice Plan form as guided by instructional notes thereon.
 4. Assistance in completing the assessment and developing the Safe Practice Plan may be requested from the respective SBP Coordinator or Division EH&S.
 5. In accordance with the Non-Routine Projects, DEP EHS Compliance Guidance, Rev 0, effective April 29, 2008, the completed Safe Practice Plan must be reviewed with EH&S personnel prior to implementation.
 6. The completed Safe Practice Plan must be reviewed with all personnel involved in the work to be performed so that the operating procedure, including PPE if applicable, is sufficiently communicated by the SBP Supervisor.
 7. Upon completion of the related job, the completed Safe Practice Plan form shall be uploaded to the designated location within the Bureau intranet portal for future reference.

6.0 Records

- ❖ Completed **Safe Practice Plan** (FORM-05) forms shall be maintained within each Directorate for a period of at least three (3) years.

1.0 Purpose

The movement of Bureau and Contractor boats is controlled to prevent the introduction or spread of organisms (non-native and/or invasive plant or animal species). This Appendix provides direction when invasive species are discovered during equipment inspection and cleaning activities addressed in section 5 of the SBP Guide.

2.0 Discussion

It is imperative that Bureau boating activities on New York City reservoirs contribute minimal negative impacts to water quality. The spread of non-native, invasive species must be prevented. To this end, controls have been put into place as described in the SBP Guide. When boats are inspected and invasive species are discovered, they must be quickly processed so that adequate measures can be taken to prevent their spread in the water supply.

3.1 Invasive Species Control

1. Procedure 5.2 *Equipment Steam Cleaning and Inspection* requires vessels to be inspected for invasive species and cleaned. Procedure 5.2 should be reviewed in conjunction with this Appendix when needed.
2. If any suspected zebra mussels or other organisms are discovered on the vessel or any equipment attached to the vessel during inspection, the SBP Operator or Contractor will be responsible for removing the zebra mussels or other organisms and placing them in a secure container. DEP staff present to inspect/steam clean the boat, equipment etc., shall place the suspected zebra mussel(s) in a secure non-breakable container and preserve this in ethyl or isopropyl alcohol (final solution should be 25-50% alcohol by volume).
3. Both the Zebra Mussel Project Manager and the Fisheries Biologist shall be contacted by telephone and email at the time the possible zebra mussel(s) are found by DEP staff. The Fisheries Biologist shall go directly to the site within six hours of the sighting, for first level identification. If they are unable to visit the site within six hours, the Zebra Mussel Project Manager shall direct the DEP staff person who found the mussel (or that person's supervisor) to ship the mussel in the solution described above for identification by DEP's zebra mussel monitoring consultant.
4. If the Fisheries Biologist is able to visit the site within six hours, DEP staff should then contact the Zebra Mussel Project Manager by phone and e-mail to report if the mussel(s) found appear to be zebra mussels. DEP staff will then ship the mussel(s) to

the zebra mussel contractor for positive identification, as per the instructions of the Zebra Mussel Project Manager. The mussels should be shipped in a secure non-breakable container and preserved in ethyl or isopropyl alcohol (final solution should be 25-50% alcohol by volume as described above.)

5. If the samples are identified by the Fisheries Biologist as not being zebra mussels, the vessel will be allowed into the reservoir after the organisms are removed and another steam cleaning is performed.
6. If the samples are identified as zebra mussels, they are shipped (as mentioned above) to the zebra mussel consultant for identification. While waiting for positive identification of the organisms and recommendations for further action, the vessel is not to be placed into the NYC reservoir. **If the organisms are found to be zebra mussels, there will be a mandatory two-week quarantine of the vessel** during which time the vessel needs to be completely dry. Cool, damp weather or rain may extend the quarantine.
7. If the organisms are confirmed not to be zebra mussels the vessel will be allowed into the reservoir after another steam cleaning. At any point during the process DEP staff shall quarantine for two weeks or disallow a vessel from entering the NYC reservoir if DEP staff is not highly confident that all zebra mussels or other organisms have been removed. The vessel is not to be put into the NYC reservoir until it is deemed safe by DEP staff. After proper removal of these organisms, the vessel must be carefully steam cleaned and carefully re-inspected by DEP Operations staff to be sure that all identifiable zebra mussels or other organisms are gone.

4.0 Further Information

Zebra Mussel Project Manager – (718) 595-5356

Invasive Species Coordinator – (845) 340-7856

Fisheries Biologist – (845) 340-7857



**Incident Report
For
Bureau of Water Supply**

Date/Time IR Completed: 2016-05-25 08:08

Incident Date: _____ Time: _____ Location: _____

If applicable, contract number/name: _____

Name of Person Reporting Incident: _____ Contact#: _____ Directorate/Section: _____

Type of Incident (check all that apply):

Injury Title or Trade of Injured: _____
 Medical Attention Sought First Aid only No aid rendered/notification only
Sent to hospital? Yes No If yes, name of facility: _____

Spill/Release
 On city property Within watershed Release to air
Material spilled/released: _____ Est. quantity: _____ Spill duration: _____

Near Miss with potential for:
 Injury Spill Damage to Infrastructure Other: _____

Motor Vehicle Accident
 Vehicle Damage only Accident with Injuries Unattended Vehicle

Water Quality Alert
 20+ fecal in Kensico Unusual result in reservoir/distribution

Other (Security Threat, Fire, Activation of Emergency Action Plan, Etc.):
Describe: _____

Description of Incident (for injury provide title or trade not name of employee):

Initial Action Taken:

Individual with incident knowledge: _____ Contact Number: _____

Individual responsible for follow-up: _____ Contact Number: _____

Primary method of notification is via the email distribution list: DL_BWS_IncidentReport

Secondary method, if email unavailable, is via attached Fax distribution list

Distribute near-misses, first-aid and no aid/notification only to EHS Directorate and within reporting directorate.

Revised: 01/28/2016

Man Overboard Drill

The intent of the man overboard drill is to train boat crew until proficient at recovering someone from the water quickly and without injury. Boating conditions (i.e. wind, wave height, etc) can make man overboard recoveries quick and easy, or prolonged and challenging. However, with practice, recovering a person overboard from a small boat on watershed lakes or reservoirs should pose minimal challenges when the person in the water is wearing a PFD.

Important: This drill information sheet assumes the person who has fallen overboard is uninjured and conscious. If someone hits their head while falling overboard and is knocked unconscious, the risk of drowning quickly is real. It is important to remember that some PFD's are not designed to hold the wearer's head out of the water. In this situation it is important to get to the unconscious person as quickly as possible and to secure them in such a way as to keep their head out of the water and then to call for emergency assistance.

Drill Safety Rules

The trainer or supervisor will conduct a safety briefing per procedure prior to the start of this on the water drill. The following drill safety rules at a minimum apply:

- **Accountability:** all participants must sign-in at the beginning of the drill and sign-out at drill completion.
- Inappropriate behavior, including horseplay, is not allowed.
- In the event someone must board a boat from the water, boarding shall be performed with the assistance of a boarding ladder, auxiliary line, or similar device. Using the outboard motor, including the propeller, to board a boat is not allowed.
- If water entry from a boat is included in this drill, the person entering the water shall not dive in, or jump or flip backwards into the water.
- The drill will end immediately if there are three blasts of a horn or whistle, or if anyone verbally indicates that there is a dangerous situation requiring immediate attention. If the drill ends due to an emergency and participants are in the water, all participants will exit the water immediately, a headcount will be conducted, and participants will remain at the drill location until directed otherwise by the Drill Supervisor.

Drill Guidance

The Emergency Checksheet (FORM-04) items for Man Overboard are addressed here with safe-approach explanation.

1. The best way to simulate the emergency and practice the response is by recovering a person or a mannequin-type figure of comparable weight from the water. Possibly the greatest challenge in the drill is to lift the person in the water over the gunwale and into the boat.
2. If using a person as the man overboard in the drill, the person-to-be-rescued is required to wear a PFD. This simulates reality since, under actual operating conditions, boat occupants are required to be wearing a PFD.
3. Another acceptable method to simulate this emergency is to throw a cushion or other floating item overboard while the boat is moving (often performed by the boat operator while others are not looking).
4. If using a person as the man overboard in the drill, the boat must be stopped with the outboard motor (if fitted) turned off during water entry. The person-to-be-rescued should enter the water either via a boarding ladder or by sitting on the gunwale and sliding into the water. Once clear of the boat and outboard motor, the boat should motor away. Recovery action should proceed as follows.
 - Throw a PFD or Rescue Throw Bag.**
5. The PFD referred to here is a type IV (seat cushion), not a lifejacket. The seat cushions throw well and give you a better chance of getting the PFD to the person in the water. Also, by doing this first and as quickly as possible, you add another object in the water to see that is in the vicinity of the man overboard. It can be difficult at any distance to see a person in the water.
 - Keep sight of the person overboard.**
6. It can be difficult to spot a person in the water under choppy conditions. Since the boat is usually manned with two people, a man overboard situation results in only one person aboard to operate the boat. In such case, the operator will maneuver the boat to the person in the water, locating through sight and sound (listening for shouts). Try to keep the motor noise to a minimum on close approach. The person in the water will warn you as you get close, particularly if you are in a position where you can no longer see the person overboard.

If practicing with more than two persons in the boat, usually a person NOT operating

the boat, maintains constant visual contact with the person in the water. While keeping visual contact, this person will also constantly point at the person in the water, thus giving the boat operator a clear reference for steering back to his or her location in the shortest time.

Keep the propeller away from the person overboard.

7. The obvious and only reason is to keep from injuring the person in the water.

Ready the re-boarding device and a spare line.

8. If the re-boarding device is not mounted to the boat, move it to where you as the rescuer have enough room on the boat to bring someone on board. That is, find a clear spot on the boat near a rail. You should have a boat hook or paddle ready as well (to use as a reaching device).

Slowly approach the person overboard from downwind.

9. The approach direction will vary based on the strength of the wind and the height of waves. Be aware that approaching from upwind may result in the boat drifting over the person in the water after you turn off your outboard motor (particularly large boats). You do not have to concern yourself with getting right alongside the person in the water if wind and water conditions are fairly calm, and a line can be passed with ease.

Communicate closing distances clearly.

10. Verbal direction should be clear and as calmly stated as possible. Depending on the boat configuration, the boat operator may not be able to see the person in the water as the boat closes on that position. So, if there is a crewman on board, the crewman should give clear distances and direction to the operator, who will steer and throttle accordingly.

Cut engine when alongside person overboard.

11. Again, this is to prevent injury. Remember that you will drift without the engine running. Note how well you position the boat for retrieval, especially in windy conditions.

Pass line or rescue throw bag as needed; get person to re-boarding device.

12. Coil the line a few times and softly lob it, or the rescue throw bag, in the direction of the person in the water. Keep the boathook or paddle nearby as a backup. Pull the person gently to the re-boarding area.

Person in water boards via re-boarding device; or,

13. If the re-boarding device is easy to use, the person in the water may be able to re-board with minimal assistance. All motion and effort should be steady.



Person in water boards with assistance or is towed to safe water or safe refuge.

14. If physically capable, the person in the water will re-board the boat with assistance from the boat crew. The assistance usually involves reaching over the side to take the persons hand, lift under each arm, grab the PFD, belt, etc. and pulling them on board. Avoid boarding the person with their spine against the rail so as to minimize the risk of back injury. You should check to see that you are not carrying any loose items that may fall overboard and be lost during this assistance.

If the person in the water cannot be easily re-boarded, you can tow the person alongside the boat to safe water/refuge. This should be considered a last resort action due to the frictional force involved and the presence of the turning propeller. Travel just fast enough to maintain steerage. Be prepared to immediately stop the propeller from turning under power (i.e. stop engine or put in neutral).

Loss of Propulsion Drill

The intent of the loss of propulsion drill is to train the boat crew to become proficient at quickly stopping a boat's uncontrolled movement through the water should the boat be heading into immediate danger.

Noteworthy: Loss of propulsion on a small boat can lead to two types of emergency situations both related to the loss of control of the vessel. The first situation, losing boat control in a significant current or wind is an immediate danger and the primary reason for the drill. The second situation, loss of propulsion in calm waters may not be in immediate danger but, if control of the boat is not regained, the operator and passengers are stuck until help arrives. Losing propulsion is easy to simulate, but the need for an urgent response is not.

Drill Safety Rules

The trainer or supervisor will conduct a safety briefing per procedure prior to the start of the on the water drill. The following drill safety rules at a minimum apply:

- **Accountability:** all participants must sign-in at the beginning of the drill and sign-out at drill completion.
- Inappropriate behavior, including horseplay, is not allowed.
- In the event someone must board a boat from the water, boarding shall be performed with the assistance of a boarding ladder, auxiliary line, or similar device. Using the outboard motor, including the propeller, to board a boat is not allowed.
- If water entry from a boat is included in the drill, the person entering the water shall not dive in, or jump or flip backwards into the water.
- The drill will end immediately if there are three blasts of a horn or whistle, or if anyone verbally indicates that there is a dangerous situation requiring immediate attention. If the drill ends due to an emergency and participants are in the water, all participants will exit the water immediately, a headcount will be conducted, and participants will remain at the drill location until directed otherwise by the Drill Supervisor.

Drill Guidance

The Emergency Checksheet (FORM-04) items for Loss of Propulsion are addressed here with safe-approach explanation. Drill participants are encouraged to reference the Emergency Checksheet during the drill.

1. The best way to simulate loss of propulsion for the sake of these drills is to turn off the boat motor as you normally would when securing it for the day, such as by ignition key or choke lever. Then, configure the motor for immediate start in case it is needed. Should you run into any drifting problems, you can use the motor to move to a safe position and then restart the drill.
 2. To simulate some sense of urgency, you should conduct this drill on a lake or reservoir under a light to moderate breeze and near a downwind shore. Try not to conduct the drill under perfectly calm conditions.
 3. The expectation is that the boat will have at least two occupants and that the motor is in good working order.
 4. You must only use the equipment normally fitted to your SBP boat during the drill. Drill participants must role play as needed to test the ability to respond.
- Upon loss of propulsion, determine quickly if the boat is moving into danger.**
5. Unless another boat is nearby to assist, dropping anchor is your only option for stopping the boat and maintaining its position. For the purpose of this drill, assume the following: no boat is nearby, the boat is moving into danger and it is necessary to drop anchor. If you are unsure of the water depth or local hazards, ask your crew or proceed assuming danger exists.
- Use oars / paddles, if possible, and control the boat in preparation for anchoring.**
6. If time allows, attempt to keep the bow into the wind, since you would typically anchor from the bow. For the purposes of this drill, use oars/paddles to place bow of vessel into the wind.
- Prepare to anchor: typically from the bow; consider from the stern if you need to protect the propeller.**
7. Know where your anchor and anchor line is stowed. Check to ensure the anchor and anchor line are attached to each other and not fouled.
- Secure the anchor line to the boat (double check!).**
8. The anchor should always be ready for use, typically near the bow. If the boat has an anchor well, the equipment should be clear and the anchor line should be attached already to the boat. Double check the connections! You only have one anchor and cannot afford to lose it.

- Deploy the boat anchor: deep water, use full anchor line; shallow water, as much needed to stay afloat.**
- 9. Lower the anchor over the side letting the anchor line slide through your hands until you feel it hit bottom. The more anchor line you pay out, the better the anchor's holding power. However, if you are in shallow water and are drifting toward a shoal, the beach or an obstruction, you do not want to pay out all of your anchor line. This is a judgement call on the part of the Operator. The objective is always to pay out as much anchor line without putting your boat aground.
- Monitor your position. The boat may drift before the anchor fetches up.**
- 10. When the anchor digs into the bottom (i.e. fetches up) the anchor line will come tight and will absorb any shocks imparted by the boat if the boat is bouncing in waves. If the anchor is not properly dug into the bottom, it will drag or skip along the bottom. You can feel the effect of the anchor dragging by looking at and holding the anchor line. It will constantly vibrate if the anchor is moving across the bottom. If you are near a landmark you should be able to determine by sight that the boat is still moving and that the anchor is dragging. Again, the more anchor line you pay out, the less likely the anchor will drag across the bottom.
- If propulsion cannot be regained, contact the DEP Police or your Designated Contact.**
- 11. Now that you are securely anchored, the immediacy of the emergency is past. While monitoring your position, check the motor and any related systems to determine the problem. If they cannot be fixed with what's on hand, contact (simulate) the DEP Police or your Designated Contact.
- If more than one emergency condition exists, contact the DEP Police or your Designated Contact.**
- 12. As an example, you may hit a rock while underway at speed, resulting in loss of propulsion and injury to personnel. If the boat is in immediate danger you must anchor it with all due haste as described above. You may have to do this with no help from others, which is not in itself difficult. However, once you have either stabilized the situation or otherwise find an opportunity, contact the DEP Police, your Designated Contact or 911 if necessary.

For this drill consider keeping track of the amount of time it takes to successfully deploy the anchor and stop the boat.

Rescue Towing Drill

The intent of the rescue towing drill is to provide hands-on, base level training on towing disabled or distressed boats to SBP boat crews. Towing a boat is not difficult but has some challenges and safety risks if attempted haphazardly. Basic training such as what is covered in this drill and in the Operator Training Workbook can do much to surmount these challenges. A boat requiring a tow has likely experienced a mechanical problem or medical emergency, or has broken free from its mooring.

Important: This drill scenario assumes the ability of SBP personnel to tow or provide assistance to non-Bureau / non-Agency boats and their occupants. The Bureau's policy is that you are allowed but not required to assist others in this manner. Also, this drill scenario does not address the towing of a derelict (unoccupied) boat. Although similar in approach, towing an unoccupied boat may involve boarding the boat during at least part of the process described.

Drill Safety Rules

The trainer or supervisor will conduct a safety briefing per procedure prior to the start of this on the water drill. The following drill safety rules at a minimum apply:

- **Accountability:** all participants must sign-in at the beginning of the drill and sign-out at drill completion.
- Inappropriate behavior, including horseplay, is not allowed.
- In the event someone must board a boat from the water, boarding shall be performed with the assistance of a boarding ladder, auxiliary line, or similar device. Using the outboard motor, including the propeller, to board a boat is not allowed.
- If water entry from a boat is included in this drill, the person entering the water shall not dive in, or jump or flip backwards into the water.
- The drill will end immediately if there are three blasts of a horn or whistle, or if anyone verbally indicates that there is a dangerous situation requiring immediate attention. If the drill ends due to an emergency and participants are in the water, all participants will exit the water immediately, a headcount will be conducted, and participants will remain at the drill location until directed otherwise by the Drill Supervisor.

Drill Guidance

The Emergency Checksheet (FORM-04) items for Rescue Towing are addressed here with safe-approach explanation. Drill participants are encouraged to reference the Emergency Checksheet during the drill.

1. The best way to simulate the emergency and practice the response is by approaching and recovering a second boat that represents the size, type and occupancy count of boats most likely encountered where you are operating.
 2. The expectation is that the rescuing boat will have at least two occupants.
 3. There is no need to conduct this drill under adverse wind, wave and weather conditions, at least not until you've had the chance to practice under calm conditions and discuss the results of your efforts.
 4. You must only use the equipment normally fitted to your SBP boat during the drill. Drill participants must role play as needed to test the ability to respond.
- Approach any boat suspected of having difficulty with caution, mindful of water depth.**
5. Typically, the boat you encounter will be occupied. That being the case, you can talk (or yell) across the water for a response if you suspect a problem. If there is a problem, it may be that the vessel is aground, or has run aground and is now dealing with resulting damage, experiencing a medical emergency, or may possibly have someone in the water. Usually, they will wave at you to draw your attention if they are in trouble. As a rule, you must be mindful of water depth and the possibility of running aground yourself. Always proceed slowly.
- Evaluate the condition of the boat and its occupant(s).**
6. Go alongside the other vessel if water depth is adequate. If there is a problem, determine its nature as soon as you can. The problem, if any, may be minor and they may expect to be operational soon. If that's not the case, ask them if they've called for help. If the boat is taking on water, attempt to restrict the flow as much as possible. You should pass any equipment that you have that may help in this regard. In this case, you want to casually look the boat over to determine if it can be safely towed.
- It the occupant requires medical assistance, call the DEP Police for assistance and/or 911.**
7. Call for help on their behalf if they have a medical emergency and they are unable to place a call themselves. You should offer use of your first aid kit for minor injuries.

- If towing the vessel is agreed upon, it can be towed either alongside or astern.**
8. You can only tow the other vessel if they request or agree to it. Unless you can maneuver the boat to be towed to a dock in a relatively short distance, you should place the tow astern. Doing so allows for easier boat and tow management at higher speed, a better ride and less involvement of lines and fingers. For short tows can choose to tow alongside. To maneuver into tighter places (e.g. alongside a dock), you must tow alongside. Always ensure that all occupants are wearing a properly secured PFD, at all times. (NYS requires wearable PFD's for everyone on board. Children under 12 must wear them when underway.)
- Placing the tow astern.**
9. Prepare your anchor line or other suitable line for use as a tow line. Coil up enough of the free end (no anchor or chain) of the line and toss it to an occupant on the other boat. Ask them to pass it through the bow eye if possible, and then tie it off on a bow cleat or bitt. If the bow eye cannot be reached, have them tie the line directly to a bow cleat or bitt. Ask the occupants of the boat to be towed to sit in the middle-back of the boat while it is being towed. Slowly motor your boat away while paying out at least 50 feet of towline. *If you anticipate or wish to simulate choppy water conditions you should pay out nearly your entire towline.* (The longer the towline, the better it will absorb shock.) Pay close attention to speed and line direction in order to keep the tow line from getting caught in your propeller. Tie off the towline to a cleat or eyebolt on the stern of your boat. As an option, you can create a bridle with your spare lines, and then tie off the tow line to the bridle (with a loop so that it will center itself - see next page illustrations).
- Watch the towline and towed vessel constantly.**
10. Always have someone watching the towline and the boat under tow.



Should the towline separate, there is a chance that the remnant tied to the stern of your boat will get into the propeller. You should always be ready to put your outboard in neutral for this reason.

Tow the vessel slowly to safety.

11. You can tow the vessel to a place that is safe to anchor, or near a dock, or near a boat ramp, etc. A slow to moderate speed is acceptable (use your best judgment). More important, keep a steady strain on the towline. Always avoid jerky motion.

Placing the tow alongside.

12. To place the tow alongside a dock, you must have it “tied to your waist” so that it can be maneuvered in tight areas where both boats can remain in safe water. To tie the other boat alongside yours, you will need both of the spare lines kept with your boat. Once you get near a dock (perhaps a couple hundred feet away), place your boat in neutral, untie the towline from your stern, and retrieve your towline a bit at a time, letting the excess fall into your boat from your hands. You can either pull the towed boat toward you or you can carefully back your engine slowly so as not to foul the propeller with the towline. Bring the other boat alongside yours, leaving the towline still tied to the other boat. Be careful when using your hands to bring the other boat alongside. Use the two spare lines to tie the two boats together tightly (cleat to



cleat) at the bow and stern, and in the middle where possible. Once the boats are tied together, keep your hands clear and slowly maneuver the other boat to a dock. Your objective is to get it there. The landing does not have to be picture perfect. The occupants of the towed boat will then tie their boat to the dock.

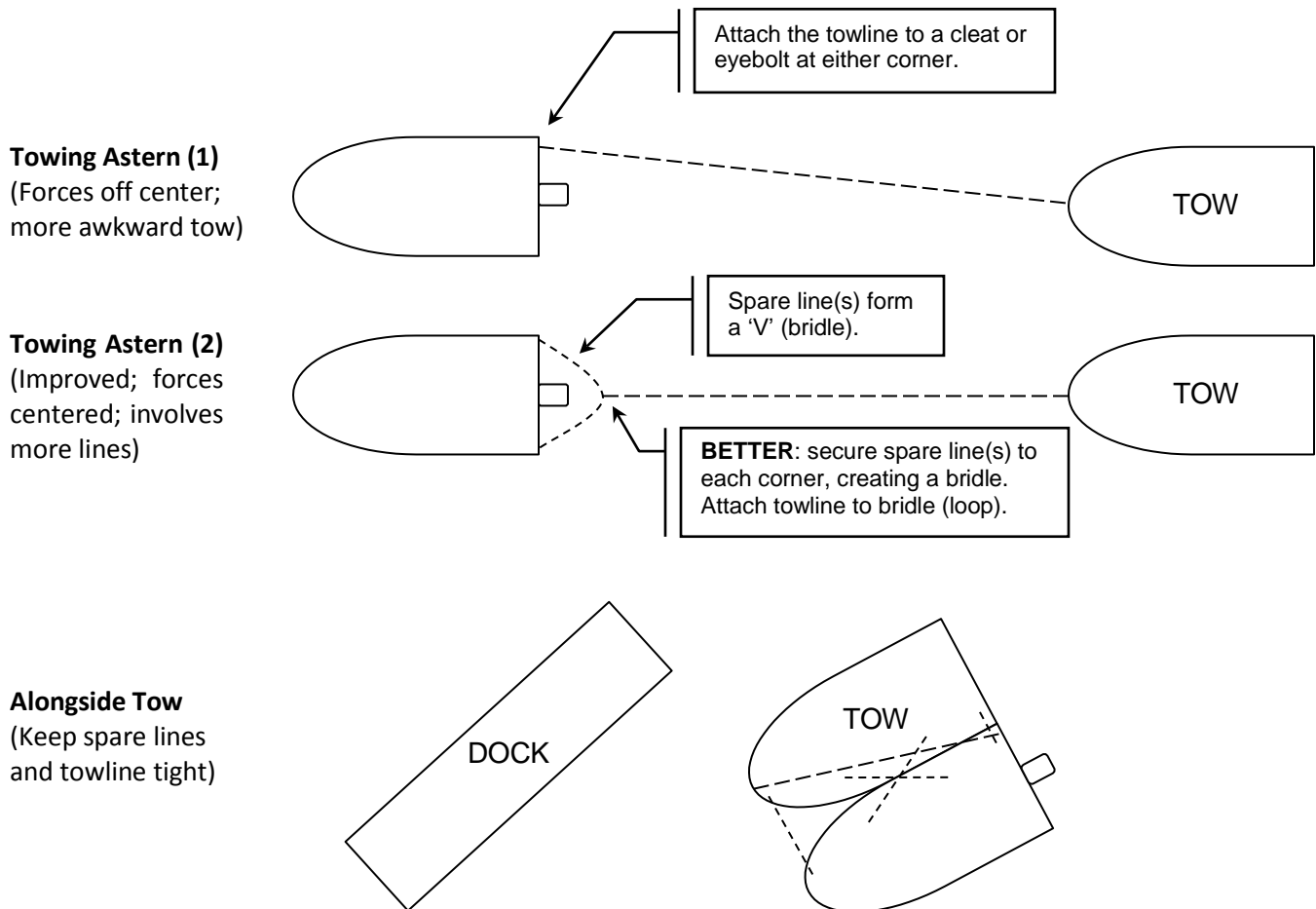
Releasing the tow.

- Once the other boat is secure on the dock, you should release your towline (still attached to the tow's bow) *first*. Collect any of your gear that may have been passed to the other boat. Then release the spare lines in use, shove off and motor away.

For this drill consider keeping track of your post-drill comments and lessons learned as your baseline for improvement.

Towline Use Illustration

The following depicts basically the towline use configuration when towing astern and alongside. You should attempt to mimic these arrangements when possible. You may have to improvise since boats are outfitted differently.



The Boat Operator is required to brief crew and passengers on the Float Plan, and operational and safety procedures prior to launching the boat. Emphasis should be placed on the location of emergency equipment when persons are aboard that are unfamiliar with the boat. The checklist below may be used as a briefing guide.

Float Plan:

- Give a brief orientation of the waterway
- Review expected weather and water conditions
- Review intended operations for the day.

Personal Flotation Devices (PFDs):

- Provide and explain PFD use.
- Remind passenger and crew members that PFDs are required to be worn while on the vessel.
- Point out location of throw devices and explain use.

Emergency Equipment and Protocols:

- Explain procedures and responsibilities of passengers and crew in case of an emergency or overboard situation.
- Explain operation of the radio(s) and other communications, explain its use during an emergency.
- Point out location of distress signals (i.e. air horns, distress flags, etc). Explain when and how they are used.
- Point out location of First Aid kit
- Point out location of fire extinguishers.

Vessel Operation:

- Explain throttle controls and operation in regard to navigation.
- Point out location and operation of “kill switch”.
- Point out location of alternate propulsion (oars, paddles), anchors and lines, bailing devices, re-boarding device, and bilge controls.
- Review proper conduct on the vessel (no horseplay, pollution control, etc).



For assistance in completing a field, move the mouse over that field without clicking, and in most cases instructions should appear.

Recreational Boating Accident Report			New York State Office of Parks, Recreation & Historic Preservation																																																																
			Form 218/13																																																																
<p>Any law enforcement officer learning of a boating accident must submit this report to State Parks within 5 days of the incident. The operator/owner of a recreational vessel is required to report in writing whenever an accident results in the loss of life, disappearance, injury requiring treatment beyond first aid, or property damage of one vessel in excess of \$1000. Cases of death or injury shall be reported to the police immediately and to OPRHP within 48 hours. All other reports must be submitted within 5 days.</p> <p style="text-align: center;"><i>Mail to OPRHP, Marine Services, Albany, NY 12238; fax to 518-408-1030; or E-Mail to BOATING@PARKS.NY.GOV</i></p>																																																																			
REPORT SUBMISSION			CASE NUMBER																																																																
Report required because (select all that apply): <input type="checkbox"/> Death/s If so, how many? <input type="text"/> <input type="checkbox"/> Injury/ies beyond basic first aid If so, how many? <input type="text"/> <input type="checkbox"/> Disappearance/missing person If so, how many? <input type="text"/> <input type="checkbox"/> Damage to one person's property > \$1000 Total Accident Damage? \$ <input type="text"/> <input type="checkbox"/> Total Loss of a vessel		TICKETS ISSUED <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Vessel#</th> <th style="width: 15%;">Law</th> <th style="width: 15%;">Section</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Vessel#	Law	Section																			Report submitted by (select all that apply): <input type="checkbox"/> Boat Operator (required if possible) <input type="checkbox"/> Boat Owner (if operator unable) <input type="checkbox"/> Law Enforcement Officer <input type="checkbox"/> Other Explain <input type="text"/> First name: <input type="text"/> Last name: <input type="text"/> Agency (law enforcement only): <input type="text"/> Phone: <input type="text"/> - <input type="text"/> - <input type="text"/>																																										
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Date: <input type="text"/> / <input type="text"/> / <input type="text"/> mm/dd/yyyy Time: <input type="text"/> : <input type="text"/> <input type="radio"/> am <input type="radio"/> pm (select one)			Briefly describe this accident (attach extra pages if necessary):																																																																
WHERE																																																																			
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Weather (select one): <input type="radio"/> Clear <input type="radio"/> Cloudy <input type="radio"/> Foggy <input type="radio"/> Hazy <input type="radio"/> Rain <input type="radio"/> Snow <input type="radio"/> Other (describe): <input type="text"/>		Water conditions (select one): <input type="radio"/> Calm <6" <input type="radio"/> Choppy 6" - 2' <input type="radio"/> Rough 2' - 6' <input type="radio"/> Very Rough >6' Other Water Conditions <input type="checkbox"/> Strong/swift current? <input type="checkbox"/> Hazardous waters? (tides, currents, etc) <input type="checkbox"/> Congested waters?		Temperature (estimated) Air Temp: <input type="text"/> °F Water Temp: <input type="text"/> °F Wind was (select one): <input type="radio"/> None <input type="radio"/> Light 0 - 12 mph <input type="radio"/> Moderate 12 - 25 mph <input type="radio"/> Strong 25 - 55 mph <input type="radio"/> Stormy > 25 mph																																																															
		It was (select one) <input type="radio"/> Day <input type="radio"/> Night		Visibility was (select one) <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor																																																															
CONTRIBUTING FACTORS (select all that apply)																																																																			
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Boat Information		V1	V2	Boat Info		V1	V2	Operation		V1	V2	
# people on board				Registration #				A1 anchor	<input type="radio"/>	<input type="radio"/>		
# people being towed				Document #				Being towed	<input type="radio"/>	<input type="radio"/>		
Rented Vessel				Boat Name:				Changing direction	<input type="radio"/>	<input type="radio"/>		
Length (feet/inches)				Manufacturer				Changing speed	<input type="radio"/>	<input type="radio"/>		
Draft (feet/inches)				Model name				Cruising	<input type="radio"/>	<input type="radio"/>		
Beam (feet)				Hull Id # V1				Docking/undocking	<input type="radio"/>	<input type="radio"/>		
Model Year				Hull Id # V2				Drifting	<input type="radio"/>	<input type="radio"/>		
Boat Type		V1	V2	Engine Info		V1	V2	Launching	<input type="radio"/>	<input type="radio"/>		
Airboat	<input type="radio"/>	<input type="radio"/>		Manufacturer				Racing	<input type="radio"/>	<input type="radio"/>		
Auxiliary sail	<input type="radio"/>	<input type="radio"/>		Serial Number				Rowing/paddling	<input type="radio"/>	<input type="radio"/>		
Cabin motorboat	<input type="radio"/>	<input type="radio"/>		Model Year				Sailing	<input type="radio"/>	<input type="radio"/>		
Houseboat	<input type="radio"/>	<input type="radio"/>		Engine type	V1	V2	Propulsion	V1	V2	Tied to dock/mooring	<input type="radio"/>	<input type="radio"/>
Inflatable	<input type="radio"/>	<input type="radio"/>		Outboard	<input type="radio"/>	<input type="radio"/>	Propeller	<input type="radio"/>	<input type="radio"/>	Towing another vessel	<input type="radio"/>	<input type="radio"/>
Kayak	<input type="radio"/>	<input type="radio"/>		Sterndrive (I/O)	<input type="radio"/>	<input type="radio"/>	Sail	<input type="radio"/>	<input type="radio"/>	Other (describe)	<input type="radio"/>	<input type="radio"/>
Open motorboat	<input type="radio"/>	<input type="radio"/>		Inboard	<input type="radio"/>	<input type="radio"/>	Manual	<input type="radio"/>	<input type="radio"/>	V1		
Personal Watercraft	<input type="radio"/>	<input type="radio"/>		None	<input type="radio"/>	<input type="radio"/>	Water jet	<input type="radio"/>	<input type="radio"/>	V2		
Pontoon boat	<input type="radio"/>	<input type="radio"/>		Fuel type	V1	V2	Air thrust	<input type="radio"/>	<input type="radio"/>	Vessel Activity		
Rowboat	<input type="radio"/>	<input type="radio"/>		Gasoline	<input type="radio"/>	<input type="radio"/>	Other (describe)	<input type="radio"/>	<input type="radio"/>	(All vessels)	V1	V2
Sail (only)	<input type="radio"/>	<input type="radio"/>		Diesel	<input type="radio"/>	<input type="radio"/>	# Engines			Recreational	<input type="radio"/>	<input type="radio"/>
V1 Other (describe)				Electric	<input type="radio"/>	<input type="radio"/>	Total HP			Commercial	<input type="radio"/>	<input type="radio"/>
V2 Other (describe)										If applicable)	V1	V2
Hull Material	V1	V2	Safety Equipment Status		V1	V2	Fishing	<input type="radio"/>	<input type="radio"/>	Hunting	<input type="radio"/>	<input type="radio"/>
Fiberglass	<input type="radio"/>	<input type="radio"/>	# Life jackets on board				Making repairs	<input type="radio"/>	<input type="radio"/>	Relaxing	<input type="radio"/>	<input type="radio"/>
Aluminum	<input type="radio"/>	<input type="radio"/>	# people wearing life jackets				Starting engine	<input type="radio"/>	<input type="radio"/>	Tubing	<input type="radio"/>	<input type="radio"/>
Wood	<input type="radio"/>	<input type="radio"/>	# Fire extinguishers on board				Water Skiing	<input type="radio"/>	<input type="radio"/>	White water activity	<input type="radio"/>	<input type="radio"/>
Steel	<input type="radio"/>	<input type="radio"/>	# Fire extinguishers used				Other (describe)	<input type="radio"/>	<input type="radio"/>			
Rubber/vinyl/canvas	<input type="radio"/>	<input type="radio"/>	Type of fire extinguishers CO2	<input type="checkbox"/>	<input type="checkbox"/>							
Plastic	<input type="radio"/>	<input type="radio"/>	Dry Chemical	<input type="checkbox"/>	<input type="checkbox"/>							
Other			Halon	<input type="checkbox"/>	<input type="checkbox"/>							
Accident Events (Please enter sequential numbers for all events for each vessel)												
Instructions		V1	V2			V1	V2	V1				
Capsizeing	<input type="checkbox"/>	<input type="checkbox"/>	Person ejected from boat	<input type="checkbox"/>	<input type="checkbox"/>			V2				
Carbon monoxide exposure	<input type="checkbox"/>	<input type="checkbox"/>	Person electrocuted	<input type="checkbox"/>	<input type="checkbox"/>			Machinery/Equipment Failure				
Collision w/commercial boat	<input type="checkbox"/>	<input type="checkbox"/>	Person fell on/within boat	<input type="checkbox"/>	<input type="checkbox"/>					V1	V2	
Collision w/fixed object	<input type="checkbox"/>	<input type="checkbox"/>	Person fell overboard	<input type="checkbox"/>	<input type="checkbox"/>			Aux. equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collision w/floating object	<input type="checkbox"/>	<input type="checkbox"/>	Person left boat voluntarily	<input type="checkbox"/>	<input type="checkbox"/>			Electrical system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coll. w/recreational boat	<input type="checkbox"/>	<input type="checkbox"/>	Person struck by propeller	<input type="checkbox"/>	<input type="checkbox"/>			Engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coll. w/submerged object	<input type="checkbox"/>	<input type="checkbox"/>	Person struck by boat	<input type="checkbox"/>	<input type="checkbox"/>			Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire/explosion - fuel	<input type="checkbox"/>	<input type="checkbox"/>	Sinking	<input type="checkbox"/>	<input type="checkbox"/>			Fuel system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire/explosion - non-fuel	<input type="checkbox"/>	<input type="checkbox"/>	Sudden medical condition	<input type="checkbox"/>	<input type="checkbox"/>			Onboard lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flooding/swamping	<input type="checkbox"/>	<input type="checkbox"/>	Other (describe):	<input type="checkbox"/>	<input type="checkbox"/>			Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grounding	<input type="checkbox"/>	<input type="checkbox"/>						Sail/mast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mishap of skier, tuber, etc	<input type="checkbox"/>	<input type="checkbox"/>						Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vessel and Property Damage												
Damage Vessel 1	\$		Damage Vessel 2	\$				Shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Property Damage	\$		Other Property Damage	\$				Sound signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Describe all damage				Describe all damage				Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								Throttle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								Other (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								V1				
								V2				



PERSONS INVOLVED							
Vessel # <input type="checkbox"/> Name				Vessel # <input type="checkbox"/> Name			
Operator <input type="checkbox"/> Address				Operator <input type="checkbox"/> Address			
Owner <input type="checkbox"/> City State NY				Owner <input type="checkbox"/> City State NY			
Injured <input type="checkbox"/> City State NY				Injured <input type="checkbox"/> City State NY			
Deceased <input type="checkbox"/> Zip Phone				Deceased <input type="checkbox"/> Zip Phone			
Missing <input type="checkbox"/> Date of Birth Age				Missing <input type="checkbox"/> Date of Birth Age			
Operator Instruction		Operator Using Alcohol?		Operator Instruction		Operator Using Alcohol?	
<input type="checkbox"/> State	<input type="checkbox"/> Internet	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> State	<input type="checkbox"/> Internet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> USCG Aux.	<input type="checkbox"/> Other	Operator Using Drugs?		<input type="checkbox"/> USCG Aux.	<input type="checkbox"/> Other	Operator Using Drugs?	
<input type="checkbox"/> US Power Squad.	<input type="checkbox"/> None	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> US Power Squad.	<input type="checkbox"/> None	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Operator Experience		Operator Arrested for BUI?		Operator Experience		Operator Arrested for BUI?	
<input type="radio"/> 0 - 10 hrs	<input type="radio"/> 100 - 500 hrs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="radio"/> 0 - 10 hrs	<input type="radio"/> 100 - 500 hrs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="radio"/> 10 - 100 hrs	<input type="radio"/> 500+ hrs	BAC? %		<input type="radio"/> 10 - 100 hrs	<input type="radio"/> 500+ hrs	BAC? %	
Was Operator Wearing a PFD?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Was Operator Wearing a PFD?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Engine Lanyard Used if Equipped		Yes <input type="checkbox"/> No <input type="checkbox"/>		Engine Lanyard Used if Equipped		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Weather Reports Consulted Before Trip?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Weather Reports Consulted Before Trip?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vessel # <input type="checkbox"/> Name				Vessel # <input type="checkbox"/> Name			
Owner <input type="checkbox"/> Address				Owner <input type="checkbox"/> Address			
Passenger <input type="checkbox"/> City State NY				Passenger <input type="checkbox"/> City State NY			
Injured <input type="checkbox"/> City State NY				Injured <input type="checkbox"/> City State NY			
Deceased <input type="checkbox"/> Zip Phone				Deceased <input type="checkbox"/> Zip Phone			
Missing <input type="checkbox"/> Date of Birth Age				Missing <input type="checkbox"/> Date of Birth Age			
Vessel # <input type="checkbox"/> Name				Vessel # <input type="checkbox"/> Name			
Owner <input type="checkbox"/> Address				Owner <input type="checkbox"/> Address			
Passenger <input type="checkbox"/> City State NY				Passenger <input type="checkbox"/> City State NY			
Injured <input type="checkbox"/> City State NY				Injured <input type="checkbox"/> City State NY			
Deceased <input type="checkbox"/> Zip Phone				Deceased <input type="checkbox"/> Zip Phone			
Missing <input type="checkbox"/> Date of Birth Age				Missing <input type="checkbox"/> Date of Birth Age			
Vessel # <input type="checkbox"/> Name				Vessel # <input type="checkbox"/> Name			
Owner <input type="checkbox"/> Address				Owner <input type="checkbox"/> Address			
Passenger <input type="checkbox"/> City State NY				Passenger <input type="checkbox"/> City State NY			
Injured <input type="checkbox"/> City State NY				Injured <input type="checkbox"/> City State NY			
Deceased <input type="checkbox"/> Zip Phone				Deceased <input type="checkbox"/> Zip Phone			
Missing <input type="checkbox"/> Date of Birth Age				Missing <input type="checkbox"/> Date of Birth Age			
Vessel # <input type="checkbox"/> Name				Vessel # <input type="checkbox"/> Name			
Owner <input type="checkbox"/> Address				Owner <input type="checkbox"/> Address			
Passenger <input type="checkbox"/> City State NY				Passenger <input type="checkbox"/> City State NY			
Injured <input type="checkbox"/> City State NY				Injured <input type="checkbox"/> City State NY			
Deceased <input type="checkbox"/> Zip Phone				Deceased <input type="checkbox"/> Zip Phone			
Missing <input type="checkbox"/> Date of Birth Age				Missing <input type="checkbox"/> Date of Birth Age			



Injury Details (if applicable)	
<p>Name _____</p> <p><input type="checkbox"/> Treatment beyond first aid? <input type="checkbox"/> Admitted to hospital?</p> <p>Cause of Injury (select all that apply):</p> <p><input type="checkbox"/> Struck the: _____ (boat, water, etc.)</p> <p><input type="checkbox"/> Was struck by a: _____ (boat, prop, etc.)</p> <p><input type="checkbox"/> Carbon monoxide poisoning <input type="checkbox"/> Other (describe): _____</p> <p><input type="checkbox"/> Electric shock _____</p> <p>Nature of most serious injury (select one):</p> <p><input type="radio"/> Amputation <input type="radio"/> Dislocation</p> <p><input type="radio"/> Broken/fractured bone <input type="radio"/> Internal organ injury</p> <p><input type="radio"/> Burn <input type="radio"/> Scrape/bruise</p> <p><input type="radio"/> Concussion/brain injury <input type="radio"/> Spinal cord injury</p> <p><input type="radio"/> Cut <input type="radio"/> Sprain/strain</p> <p><input type="radio"/> Other (describe): _____</p> <p>Body part of most serious injury (e.g., head, hip, knee): _____</p>	<p>Name _____</p> <p><input type="checkbox"/> Treatment beyond first aid? <input type="checkbox"/> Admitted to hospital?</p> <p>Cause of Injury (select all that apply):</p> <p><input type="checkbox"/> Struck the: _____ (boat, water, etc.)</p> <p><input type="checkbox"/> Was struck by a: _____ (boat, prop, etc.)</p> <p><input type="checkbox"/> Carbon monoxide poisoning <input type="checkbox"/> Other (describe): _____</p> <p><input type="checkbox"/> Electric shock _____</p> <p>Nature of most serious injury (select one):</p> <p><input type="radio"/> Amputation <input type="radio"/> Dislocation</p> <p><input type="radio"/> Broken/fractured bone <input type="radio"/> Internal organ injury</p> <p><input type="radio"/> Burn <input type="radio"/> Scrape/bruise</p> <p><input type="radio"/> Concussion/brain injury <input type="radio"/> Spinal cord injury</p> <p><input type="radio"/> Cut <input type="radio"/> Sprain/strain</p> <p><input type="radio"/> Other (describe): _____</p> <p>Body part of most serious injury (e.g., head, hip, knee): _____</p>
<p>Name _____</p> <p><input type="checkbox"/> Treatment beyond first aid? <input type="checkbox"/> Admitted to hospital?</p> <p>Cause of Injury (select all that apply):</p> <p><input type="checkbox"/> Struck the: _____ (boat, water, etc.)</p> <p><input type="checkbox"/> Was struck by a: _____ (boat, prop, etc.)</p> <p><input type="checkbox"/> Carbon monoxide poisoning <input type="checkbox"/> Other (describe): _____</p> <p><input type="checkbox"/> Electric shock _____</p> <p>Nature of most serious injury (select one):</p> <p><input type="radio"/> Amputation <input type="radio"/> Dislocation</p> <p><input type="radio"/> Broken/fractured bone <input type="radio"/> Internal organ injury</p> <p><input type="radio"/> Burn <input type="radio"/> Scrape/bruise</p> <p><input type="radio"/> Concussion/brain injury <input type="radio"/> Spinal cord injury</p> <p><input type="radio"/> Cut <input type="radio"/> Sprain/strain</p> <p><input type="radio"/> Other (describe): _____</p> <p>Body part of most serious injury (e.g., head, hip, knee): _____</p>	<p>Name _____</p> <p><input type="checkbox"/> Treatment beyond first aid? <input type="checkbox"/> Admitted to hospital?</p> <p>Cause of Injury (select all that apply):</p> <p><input type="checkbox"/> Struck the: _____ (boat, water, etc.)</p> <p><input type="checkbox"/> Was struck by a: _____ (boat, prop, etc.)</p> <p><input type="checkbox"/> Carbon monoxide poisoning <input type="checkbox"/> Other (describe): _____</p> <p><input type="checkbox"/> Electric shock _____</p> <p>Nature of most serious injury (select one):</p> <p><input type="radio"/> Amputation <input type="radio"/> Dislocation</p> <p><input type="radio"/> Broken/fractured bone <input type="radio"/> Internal organ injury</p> <p><input type="radio"/> Burn <input type="radio"/> Scrape/bruise</p> <p><input type="radio"/> Concussion/brain injury <input type="radio"/> Spinal cord injury</p> <p><input type="radio"/> Cut <input type="radio"/> Sprain/strain</p> <p><input type="radio"/> Other (describe): _____</p> <p>Body part of most serious injury (e.g., head, hip, knee): _____</p>
Fatality/Disappearance Details (if applicable)	
<p>Name _____</p> <p>Cause of Injury (select all that apply):</p> <p><input type="checkbox"/> Struck the: _____ (boat, water, etc.)</p> <p><input type="checkbox"/> Was struck by a: _____ (boat, prop, etc.)</p> <p><input type="checkbox"/> Carbon monoxide poisoning <input type="checkbox"/> Other (describe): _____</p> <p><input type="checkbox"/> Electric shock _____</p> <p>Nature of death/disappearance (select one):</p> <p><input type="radio"/> Death - by drowning <input type="radio"/> Disappeared and not yet recovered</p> <p><input type="radio"/> Death - other (describe): _____</p> <p>Person was wearing lifejacket? <input type="radio"/> YES <input type="radio"/> NO</p>	<p>Name _____</p> <p>Cause of Injury (select all that apply):</p> <p><input type="checkbox"/> Struck the: _____ (boat, water, etc.)</p> <p><input type="checkbox"/> Was struck by a: _____ (boat, prop, etc.)</p> <p><input type="checkbox"/> Carbon monoxide poisoning <input type="checkbox"/> Other (describe): _____</p> <p><input type="checkbox"/> Electric shock _____</p> <p>Nature of death/disappearance (select one):</p> <p><input type="radio"/> Death - by drowning <input type="radio"/> Disappeared and not yet recovered</p> <p><input type="radio"/> Death - other (describe): _____</p> <p>Person was wearing lifejacket? <input type="radio"/> YES <input type="radio"/> NO</p>
Owner of Other Damaged Property (dock, etc)	
Name _____	Address _____
City _____	State _____ Zip _____ Phone _____
Property Damaged: _____	\$0.00
Signature of Person Completing this Report	
Signature _____	Date _____



Operator:		Date:	
Float Plan <i>Reference - Procedure 3.1 Operator Check Routine</i>			
Boat ID #:	Task(s) Description:	Departure Time:	
		Expected Return Time:	
Boat Pick-Up Location:		Boat Drop Off Location:	
Reservoirs/Water Bodies:		Launch Locations:	
Crew/Passengers:		<input type="checkbox"/> <i>Safety briefing provided in accordance with the SBP Crew/Passenger Briefing Checklist</i>	
Expected Weather and Water Conditions:		Designated Contact: Telephone #:	
Communications: (phone # , radio channel monitored) 1. 2.		Alternate Contact: Telephone #:	
Operator Check Routine <i>Reference - back of this form</i>			
Pre-Operations Check			
<input type="checkbox"/> Mandatory Boat Equipment - Onboard & Appears in Good Condition		<input type="checkbox"/> Sufficient Fuel	
<input type="checkbox"/> Float Plan Details Reported to Designated or Alternate Contact as Recorded		<input type="checkbox"/> Sufficient Oil (if applicable)	
<input type="checkbox"/> Boat, Trailer and Motor - Appear in Good Condition			
Post Operations Check			
<input type="checkbox"/> Designated or Alternate Contact Notified of Return			
<input type="checkbox"/> Boat Properly Stowed			
<input type="checkbox"/> Boat, Trailer, Motor Condition Overview- All in Good Order Upon Return			
<input type="checkbox"/> Running Hours Recorded (estimate time in hours that machinery was operated) for ⇒		Engine:	Auxiliary Motor:
Comments- (Note any unsatisfactory condition & related actions, etc.)			

IMPORTANT - LEAVE THIS CHECKSHEET ON THE DASHBOARD OF THE TOWING VEHICLE**

BOAT CLASS 2 – MANDATORY EQUIPMENT (Boats Mechanically Propelled)			
Qty	Item	Standard	Serviceable Condition Guidance
Distress Signals			
1	Whistle, air horn or electrical horn	ABYC A-23.5, NYS Law Article 4 Part 1 § 40.2	Capable of 2-second blast
1	Electronic signaling device Required between dusk and dawn	33 CFR 175.101 & 175.130	USCG approved, working batteries
1	Distress Flag	NYS Law Article 4 Part 1 § 40.7	USCG Approved, 3'x3'
Communication Devices			
Any 1	-Cell phone or 2-way pager -Satellite SPOT Personal Tracker	-City band radio -	Battery charged and equipment operable
Anchor and Equipment			
1	Anchor	ABYC H-40, NYS Law Article 4 Part 1 § 40.1	Not less than 5lbs.
1	Anchor Chain & Anchor Line		At least 3' length chain – 3/16" diameter and 150' length ¼" diameter line
Fire Extinguisher			
1	Mounted Type B-1 fire extinguisher	ABYC A-4, NYS Law Article 4 Part 1 § 40.2	Within inspection date
Personal Floatation Devices (PFD)			
1/person	U.S. Coast Guard Type I,II, III, or V	46 CFR 160.001, NYS Law Article 4 Part 1 § 40.1	Free of visible defects
1	U.S. Coast Guard Type IV throwable device	46 CFR 160.001	Free of visible defects
1	Rescue throw bag	-	-
First Aid Kit			
1	Water-resistant First Aid Kit	-	Marked "First-Aid Kit" – contents dry and within expiration date
1	Hypothermia Blanket	-	Free of visible defects
1	Emergency Checksheet	-	-
Miscellaneous Equipment*			
1	Dewatering device	-	Container or bailer
2	Spare line	-	At least 15' length ¼" diameter
1	Re-boarding device	-	May be permanent or portable (e.g., line)
Tool-Kit*			
1	Channel locks	1 Adjustable wrench	Water-resistant container
1	Serrated knife	1 Rag	
1	Needle-nose pliers	6 Zip ties	
1	Philips screwdriver	1 Roll of duct tape	
1	Regular screwdriver	1 Electrical tape	
-	Extra boat plug(s)		
Back-Up Propulsion			
2	Oar or paddle	-	No less than 4' length
1	Boat hook	-	No less than 4' length
Fuel System			
6	Oil absorbent pads	-	-
Additional Items for Class 2 Boats with Enclosed Spaces Intended for Crew Occupancy			
1	Mounted Type B-1 Fire Extinguisher within enclosed space	ABYC A-4, 46 CFR 25.30	USCG Approved
1	Carbon Monoxide Detection Device	ABYC A-24.7	Meets UL Standards

NOTE: This table lists the minimum equipment requirements for a Class 2 boat before it may be operated.

BOAT CLASS 1 - MANDATORY EQUIPMENT (Boats Propelled by Paddle or Oars)

Qty	Item	Standard	Serviceable Condition Guidance
Distress Signals			
1	Whistle or air horn	ABYC A-23.5, NYS Law Article 4 40.2	Capable of 2-second blast
1	Electronic signaling device – Required between dusk and dawn	33 CFR 175.101 & 175.130	USCG approved, working batteries
1	Distress flag	NYS Law Article 4 Part 1 § 40.7	USCG Approved, 3'x3'
Personal Floatation Devices (PFD)			
1/Person	U.S. Coast Guard Type I, II, III or V	46 CFR 160.001, NYS Law Article 4 Part 1 § 40.1	Free of visible defects
1	Rescue throw bag	-	-
Anchor and Equipment			
1	Anchor, chain and line -	Recommended as appropriate for conditions and task ABYC H-40, NYS Law Article 4 Part 1 § 40.3	Ready for deployment
Communication Devices			
Any 1	Cell phone or 2-way pager, or Satellite SPOT Personal Tracker	City band radio, or -	Battery charged and equipment operable
First Aid Kit			
1	Water-resistant First Aid Kit	46 CFR 160.041	Marked "First-Aid Kit" – contents dry and within expiration date
1	Hypothermia Blanket	-	Free of visible defects
Miscellaneous Equipment*			
1	Dewatering device	-	-
2	Spare line	-	At least 15' length ¼" diameter

Note that in **this** table, "Standard" correlates to New York State Navigation Law (NYS Law), American Boat and Yacht Council (ABYC) and U.S. Code of Federal Regulation (CFR) wherever applicable standards are available for guidance purposes.

"Serviceable condition guidance" is established to provide the SBP Operator with minimal specifications that render equipment serviceable or usable for the intended operation.

* - for categories designated with an asterisk, if an item is damaged or missing, an equivalent tool or device is acceptable for use pending replacement of required item.

** - **If a towing vehicle is not utilized place this form on the dash of another vehicle utilized by the boat crew for that day.**

NOTE: This table lists the minimum equipment requirements for a Class 1 boat before it may be operated.





BOAT CLASS 1 INSPECTION (Boats Propelled by Paddle or Oars)

Reference: SBP Guide procedure 4.3 Boat and Related Equipment Inspection

Inspection Record	Inspection Date -
Inspector Name -	
BWS Boat ID N° -	
Boat Description -	
BWS Trailer ID N° -	
Trailer Description -	
Inspection Results: <input type="checkbox"/> PASS - NO Deficiencies <input type="checkbox"/> PASS - Deficiencies Noted Below <input type="checkbox"/> FAIL – Deficiencies Noted Below	
Deficiency List Instruction – Indicate for each item whether minor or major and summarize condition and corrective action plan (e.g., issue work order or replace equipment) at the completion of each inspection. Following the inspection, enter details regarding Work Orders, requisitions, etc. to assist with tracking close-out. Close-Out Date means the date that the Supervisor has verified onsite that the corrective action was properly completed.	

Inspection Item N°	Summary and Corrective Action Plan	Work Order or Purchase Order No	Close-Out Date / Signature
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		



BOAT CLASS 1 - INSPECTION CHECKLIST (Boats Propelled By Paddle or Oar)				
N°	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
Section A - BOAT				
1.	Capacity plate	Capacity plate lists maximum capacity of the boat in pounds and legible?	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Hull	Hull surface free of visible damage or irregularities aside from normal wear and tear? Sight the hull in such a way as to look down its length from several locations.  Photograph minor or major damages or irregularities and attach to this record.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
3.	Gunwales / Rub Rail	Gunwale rub rail is rigid, secure and appears water-tight. Record any loose or damaged areas. (e.g. excessive chaffing)	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
4.	Hull fittings	Fittings (e.g., row locks, grab lines, towing eye, etc.) in sound condition and rigidly attached. Record any missing, damaged or loose fittings.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
5.	Interior	Interior surfaces free of visible damage or irregularities aside from normal wear and tear?	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
Section B - TRAILER				
1.	Lighting	Lenses watertight and in good condition. Wire harness free of signs of chaffing or worn insulation.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Frame	Frame free of excessive corrosion and visible damage? Rollers and bunks in good condition.  Photograph minor or major damages or irregularities and attach to this record.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
3.	Tires	Tires free of visible damages (e.g., bulges, cracks greater than 1/16" or excessive tread wear	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	



BOAT CLASS 1 - INSPECTION CHECKLIST (Boats Propelled By Paddle or Oar)				
Nº	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
	Spare Tires	less than ¼")? Tow vehicle and trailer spare tire present and inflated to recommended operating pressure.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
4.	Wheels	Check for signs of grease seal failure (e.g., grease on tire may indicate inner bearing seal leakage).	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
5.	Winch	Winch lubricated and fully operational. Line/strap free of excessive wear over entire length and bow safety chain in good condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
6.	Tow attachment	Coupler lubricated and operates freely. Coupler lock and safety pin present and operational. Tongue jack lubricated and operates freely. Safety chains and/or cables in good condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
7.	Brakes	Brake lines from actuator to brakes free of visible defects or leaks. Brake fluid reservoir level acceptable. Braking system pin present.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
8.	NYS Registration	Registration plate affixed to trailer, current sticker attached and in legible condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
	NYS Inspections	Tow vehicle and boat trailer with valid NYS Inspection	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	



BOAT CLASS 1 - INSPECTION CHECKLIST (Boats Propelled By Paddle or Oar)				
Nº	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
9.	Miscellaneous	Tie-downs free of excessive wear over entire length.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
10.	Weight rating label	The GVWR label is legible and affixed to the trailer.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
Section C – RELATED EQUIPMENT				
1.	Distress Signals	Air horn or whistle, distress flag and waterproof flashlight available for use and in working condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Anchor and Equipment	Canoe/ kayak style anchor available and in good operating condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
3.	First Aid Kit	Contained within water-resistant container with contents as established by 46 CFR 160.041 and available for use.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	

The undersigned has discussed the inspection results contained in this report with the inspector and agrees with the condition designations indicated and related deficiency explanations.

 Supervisor

 Date



BOAT CLASS 2 INSPECTION (Boats Mechanically Propelled)

Reference: SBP Guide procedure 4.3 Boat and Related Equipment Inspection


Inspection Record	Inspection Date -
Inspector Name -	
BWS Boat ID N° -	
Boat Description -	
BWS Trailer ID N° -	
Trailer Description -	
Inspection Results: <input type="checkbox"/> PASS – NO Deficiencies <input type="checkbox"/> PASS – Deficiencies Noted Below <input type="checkbox"/> FAIL – Deficiencies Noted Below	

Deficiency List


Instruction – Indicate for each item whether minor or major and summarize condition and corrective action plan (e.g., issue work order or replace equipment) at the completion of each inspection. Following the inspection, enter details regarding Work Orders, requisitions, etc. to assist with tracking close-out. Close-Out Date means the date that the Supervisor has verified onsite that the corrective action was properly completed.

Inspection Item N°	Summary and Corrective Action Plan	Work Order or Purchase Order No	Close-Out Date / Signature
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		
	<input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR		



BOAT CLASS 2 – INSPECTION CHECKLIST (Boats Mechanically Propelled)				
Nº	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
Section A - BOAT				
1.	Capacity plate	Capacity plate lists maximum capacity of the boat in pounds and legible?	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Hull condition	Hull surface free of visible damage or irregularities aside from normal wear and tear? Sight the hull in such a way as to look down its length from several locations.  Photograph minor or major damages or irregularities and attach to this record.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
3.	Gunwales / Rub Rail	Gunwale rub rail is rigid, secure and appears water-tight. Record any loose or damaged areas. (e.g. excessive chaffing)	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
4.	Hull fittings	Through-hull and exterior fittings (e.g., discharges, transducers, cleats, bow eye, etc.) in sound condition and rigidly attached. Record any missing, damaged or loose fittings.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
5.	Interior	Interior surfaces free of visible damage or irregularities aside from normal wear and tear?	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
6.	NYS Boat Registration (if applicable)	Boat has valid NYS registration affixed to each side of hull. Registration numbers are at least 3" in height. The inspection sticker is no further than 3" aft of the registration numbers.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
7.	Electrical	Battery free of corrosion, connections tight and battery is secured to boat. All electrical systems operational (e.g., bilge pump, nav. lights, etc.).	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
8.	Bilge	Clean oil absorbent pads	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR	



BOAT CLASS 2 – INSPECTION CHECKLIST (Boats Mechanically Propelled)				
Nº	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
		present; area clean of oil and grease.	<input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
9.	Portable Fuel Tanks	Secondary fuel containment device present with any portable gasoline tanks. Fuel tanks free of leaks. Fuel connections fit properly, hose clamps free of corrosion and primer bulb is pliable. Fuel tanks properly secured to boat.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
Section B – TRAILER				
1.	Lighting	Lenses watertight and in good condition. Wire harness free of signs of chaffing or worn insulation.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Frame	Frame free of excessive corrosion and visible damage? Rollers and bunks in good condition.  Photograph minor or major damages or irregularities and attach to this record.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
3.	Tires	Tires free of visible damages (e.g., bulges, cracks greater than 1/16" or excessive tread wear less than ¼")?	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
4.	Spare Tire(s)	Tow vehicle and trailer spare tires present and inflated to recommended operating pressure.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
5.	Wheels	Check for signs of grease seal failure (e.g., grease on tire may indicate inner bearing seal leakage).	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
6.	Winch	Winch lubricated and fully operational. Line/strap free of excessive wear over entire length and bow safety chain in good condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
7.	Tow attachment	Coupler lubricated and operates freely. Coupler lock and safety	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	



BOAT CLASS 2 – INSPECTION CHECKLIST (Boats Mechanically Propelled)				
Nº	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
		pin present and operational. Tongue jack lubricated and operates freely. Safety chains and/or cables in good condition.		
8.	Brakes	Brake lines from actuator to brakes free of visible defects or leaks. Brake fluid reservoir level acceptable. Braking system pin present.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR <input type="checkbox"/> N/A	
9.	NYS Registration	Registration plate affixed to trailer; current sticker attached and in legible condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
10.	NYS Inspections	Tow vehicle and boat trailer with valid NYS Inspection.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
11.	Miscellaneous	Tie-downs free of excessive wear over entire length.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
12.	Weight rating label	The GVWR label is legible and affixed to the trailer.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
Section C – MOTOR				
1.	Propeller	Propeller no visual damage. Propeller shaft nut tight.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Lower Unit	Gear lube oil fill and drain nuts are tight with no indication of leaks. Skeg is straight with no major visual damage.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
3.	Engine	Engine cover secure, engine crank case oil level sufficient (if applicable)	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
Section D – RELATED EQUIPMENT				
1.	Distress Signals	Air or electrical horn or whistle, distress flag, and flashlight are onboard and within expiration date.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
2.	Fire Extinguisher(s)	Charged, mounted, readily accessible and inspected annually.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
3.	Tool Kit	Onboard within a water-resistant container with all contents present as established	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	



BOAT CLASS 2 – INSPECTION CHECKLIST (Boats Mechanically Propelled)				
Nº	Item	Inspection Guidance	CONDITION	DEFICIENCY EXPLANATION
		in SBP Guide Form-01.		
4.	Vessel Spares	Spares as established in SBP Guide Form-01 are onboard and meet manufacturer specifications.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
5.	Re-boarding Device	Onboard and readily available and in working order. If the device is mounted, verify that it is secure.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
6.	Anchor and Equipment	At least a 5 lb anchor with at least 3 ft of 3/16" chain, plus 150 ft of 1/4" rope – in good condition.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	
7.	First Aid Kit	Contained within water-resistant container with contents as established by 46 CFR 160.041 and available for use.	<input type="checkbox"/> SAT <input type="checkbox"/> MINOR <input type="checkbox"/> MAJOR	

The undersigned has discussed the inspection results contained in this report with the inspector and agrees with the condition designations indicated and related deficiency explanations.

Supervisor

Date

Emergency Response

Abandoning the Boat

- ✓ **Initiate your distress signal sequence:**
 - Contact DEP Police or 911 at once.
 - Activate any distress signal you have on board.
 - Bring a whistle with you when you enter the water.
- ✓ **If time allows, detach the anchor** from the anchor line. Secure one end of the anchor line to the boat and then tie the other end to a spare PFD or something that floats. If the boat sinks, the float marks its location.
- ✓ **Stay in or with the boat for as long as it floats** and presents no physical danger to you.
- ✓ **Once a decision is made** to get off the boat do so in the safest way.
- ✓ **Keep together at all times.**

Aground

- ✓ **Cut engine.**
- ✓ **Check for injuries.** If anyone is injured, see Medical Checklist on reverse.
- ✓ **Check for fuel or oil leaks.** If found turn off electrical power.
- ✓ **Check hull and engine propeller** for damage.
- ✓ **Check for water leaks.** Bail or pump the bilge if reasonably sure it is free from fuel or oil. If there is excessive damage or unmanageable leaking do not attempt to refloat the boat.
- ✓ **Contact your Designated Contact** or DEP Police to report operational status.
- ✓ **If the boat is not leaking or has a manageable leak** refloat the boat using the following procedures:
 - Use a paddle or boat hook to push the boat off the shoal.
 - If the propeller is not damaged, the boat is aground by the bow and the water aft is deep enough for engine use, shift all occupants to the stern and attempt to back off the shoal.
- ✓ **When the boat refloats it must be checked again** for leaks.
- ✓ **If in doubt for any reason** (weather, waves, temperature, visibility, engine condition, etc.), contact your Designated Contact.

Fire on board

- ✓ **Cut engine.** Anchor the boat if time permits.
- ✓ **Determine cause of fire.**
- ✓ **Turn off electrical power** (battery switch) if able.
- ✓ **Use fire extinguisher for incipient fires.**
- ✓ **Contact your Designated Contact** or DEP Police to report operational status.
- ✓ **If all else fails, abandon the boat.**

Flooding

- ✓ **If fitted with an electric bilge pump,** make sure it is on (check panel and battery switches) and discharging freely.
- ✓ **Check bilge pump overboard discharge** to ensure it is not blocked.
- ✓ **Check boat drains** and insert plug if needed.
- ✓ **Check bilge and engine areas** to determine all sources of flooding.
- ✓ **Use any de-watering devices at hand.**
- ✓ **If the ingress of water is unmanageable,** take the boat into shallow water where it can be safely deboarded and/ or beached as soon as possible.
- ✓ **Return boat to launch site** if the ingress of water is manageable but not stopping.
- ✓ **Contact your Designated Contact** or DEP Police to report operational status

In an Emergency call 911!

Emergency Response

Loss of Propulsion (but not aground)

- ✓ **Upon loss of propulsion**, quickly determine if the boat is moving into danger.
- ✓ **Use paddles/ oars**, if possible, and control the boat in preparation for anchoring.
- ✓ **Anchor the boat.**
- ✓ **If propulsion cannot be regained**, contact your Designated Contact or DEP Police to report operational status.
- ✓ **Paddle to a safe location on shore**, if feasible.

Medical Checklist

- ✓ **If in doubt or for any life threatening medical conditions call 911.** Time is of the essence.
- ✓ For **cuts and lacerations**, treat using First Aid techniques. If more than that is required, call the DEP Police and/ or 911.
- ✓ If **hypothermia** is suspected (shivering, exhaustion, etc.) wrap the person with a blanket. As applicable, remove wet clothing and get the person out of the wind. Call the DEP Police and/ or 911 when symptoms of severe hypothermia are observed (confusion, slurred speech or fumbling hands).
- ✓ If **heat stroke** is suspected (red, hot skin but no sweat; rapid, strong pulse; throbbing headache; etc.) move the person out of the sun and apply cool water to the skin. If conscious, give small doses of cool water to drink. Call the DEP Police and/ or 911.
- ✓ If **skin is burned**, cool the burned area with water (ice allowed only for small, 1st degree burns). Cover burned skin to protect it. Do not break any blisters on burns. Call the DEP Police and/ or 911 for 2nd or 3rd degree burns.
- ✓ If **heart attack** is suspected, have the person sit or lie down and be still. **Call DEP Police and/ or 911 immediately and be sure to mention possible cardiac event.**

In an Emergency call 911!

Person Overboard

- ✓ **Keep sight** of person overboard.
- ✓ **Slowly approach** the person overboard from downwind.
- ✓ **Communicate** closing distances clearly.
- ✓ **Cut engine** at a safe distance from the person overboard.
- ✓ **Throw a PFD** or Rescue Throw Bag if person is conscious.
- ✓ **Ready the re-boarding device** and a spare line.
- ✓ **Lift person** from under their shoulder or have the person in water re-board the boat.
- ✓ **As a last resort**, carefully tow person in water to safety.
- ✓ **Assess person for injuries** and refer to Medical Checklist for guidance.
- ✓ **Call 911**, Designated Contact, or DEP Police as needed.

DO NOT GET IN THE WATER TO ASSIST!

Rescue Towing

- ✓ **Approach** any boat suspected of having difficulty with caution, mindful of water depth.
- ✓ **Evaluate the condition** of the boat and its occupant(s).
- ✓ **If occupant(s) need medical assistance** refer to Medical Checklist for guidance, call DEP Police and/ or 911 for assistance.
- ✓ **If towing the vessel is agreed upon**, it can be towed either alongside or astern.
 - If towing alongside, the spare lines can be used to make the boats fast to each other. These lines must be as tight as possible. A spare PFD can be used as a fender. Towing alongside allows the tow to be maneuvered to a dock.
 - If towing astern, the anchor line can be used as a tow line but if it is of small diameter it may be doubled. The tow line should be passed through the bow eye on the boat to be towed and made fast to a cleat or eye bolt at the stern of the towing vessel. Towing astern is more comfortable over long distances and rough conditions.
- ✓ **Tow the vessel slowly**, keeping consistent tension on the towline, if possible, to a safe refuge.
- ✓ **Watch the towline**, towed vessel, and fuel consumption constantly.



Purpose: This form is used to plan NON-ROUTINE TASKS with the intent of safely controlling the outcome of the operating procedure contained herein.

Reference: Use of this form complies with SBP Guide procedure 5.3 - *Non-Routine Task Control*.

Location/Facility: *(State where the non-routine task is to occur.)*

Date: *(State the date(s) the plan is to be used.)*

Non-Routine Task: *(Describe the non-routine task covered by this plan.)*

Location/Facility Facts: *(Describe the facility and/or location and conditions of concern.)*

Hazard Identification: *(Check items below that may affect the task being performed and include appropriate hazard controls in the Operating Procedure below.)*

- Unusual traffic and/or trailering Launch obstructions Boat capacity Weather
- Handling heavy equipment over the side Towing heavy, partially submerged or unusual objects
- Visibility, including insufficient lighting Temperature extremes, hot or cold
- Remote location; communication compromised Limited experience in planned operating area
- Personnel in the water above their waist Other: _____

Non-Routine Task – Operating Procedure

Work the columns below from left to right. The sequence should include the approach to the location, the steps for performing the actual task, and the departure from the location to the extent concerns exist. The column on the right contains the procedure to follow and should include PPE and safe work practice required for each step.

↓ Sequence of Basic Steps	↓ Concern(s) Associated with each Basic Step	↓ Operating Procedure to Follow Containing Additional Controls



<p>Equipment/Tools Needed: <i>(List any additional equipment or tools needed for Task not accounted for on FORM-01, the Operator's Check sheet).</i></p>
<p>PPE Summary: <i>(List all personal protective equipment needed for task.)</i></p>
<p>Administrative/Engineering Controls, Policies and/or SOPs: <i>(List any additional controls and/or procedures required to be followed for the task based on the hazard analysis.)</i></p>
<p>Additional Comments: <i>(Add any additional information related to this Safe Practice Plan.)</i></p>
<p>Communication of the Safe Practice Plan to Affected Employees: <i>(Describe how this Safe Practice Plan will be communicated to all affected employees and how the transfer of information will be documented.)</i></p>
<p>Plan Preparer: Date:</p>
<p>EHS Verbal Review Date:</p>