



California State University
Maritime Academy

2024
**Summer Sea Term
Handbook**

**Sea Training 1
Sea Training 3**

**TRAINING SHIP
*GOLDEN BEAR***

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Ship Contact Information

Internal Communications

Training Ship Golden Bear Phone Numbers:

Bridge	1302
Engine Room Operation Station	1312
Quarterdeck Watch Station	1359
Medical Treatment Facility	1366

UHF Handheld Radio Base Station Locations:

- Bridge
- Engine Operating Station
- Quarterdeck

General Information

Purpose of the Annual TSGB Summer Sea Term

TSGB summer sea term of the California State University Maritime Academy (Cal Maritime) serves several important purposes. The summer sea term provides cadets with the opportunity to put into practice the theoretical knowledge they have learned in the classes.

In support of Cal Maritime's institutional focus on global awareness, cadets visit international ports, which serves as an opportunity to better understand the importance of diversity in the global maritime network. Alongside the supervision of the ship's officers, staff, and faculty, cadets develop a broad range of essential maritime competencies: professionalism, effective leadership, communication skills, and a keen appreciation for the chain of command, teamwork, and the responsibility of standing watch. Professional supervision of sea training is also required for cadets to get time and a half sea time credit toward a US Merchant Marine license.

President's Authority

The California Education Code, Article 2, Sections 90120, 90122, and 90123 designate the administration and governance of the California State University Maritime Academy to the CSU Board of Trustees.

Section 90121 further provides that, **“The president of the Academy is also the commander of the Academy and has, subject to the regulations of the trustees, the direct control, supervision, and management of the Academy,**

and any other powers and duties as provided by regulations of the trustees”.

Authority of the Ship’s Master and Ship's Officers

The Ship’s Master, also referred to as the Captain, is ultimately responsible for the safe navigation of Training Ship *Golden Bear* (TSGB), and ensuring all exercises are complete. The Captain has total authority of TSGB to make decisions to ensure the safety of all personnel while embarked. Personnel includes all individuals aboard (Ship’s Crew, Faculty, Cadets, Contractors, Visitors, Authorities etc. These authorities are derived from the President of Cal Maritime, the Code of Federal Regulations, and the Maritime Administration. The Captain also acts as the general manager and the owner's representative.

The Captain of TSGB shares the same responsibilities and duties of every U.S. flagged vessel master, both public and private. These duties and responsibilities are time-honored and well documented under federal law. The Captain has the duty and the responsibility to plan, direct, and control the actions of all officers, crew, and cadets under their command in accordance with federal law, and as such, their authority over activities on the vessel often goes beyond the common non-seafarer notions of what managers do. The Captain has the duty and responsibility to implement a chain of command structure and to see that the seafarers under their command honor this structure. Adherence to this chain of command structure by all seafarers is both expected and essential. The Captain has authority over all non-seafarers embarked aboard the Training Ship, regardless of their capacity ashore.

The **Chief Mate** is responsible for the maintenance of the vessel and for all non-engineering daily operations and for adherence of the day-to-day safety and security regulations.

The **Second Mate/Compliance Officer** serves as the primary navigator aboard the vessel and is responsible for the maintenance of all charts and navigation publications and equipment.

The **Day Mate** or Third Mate serves as a safety officer and is responsible for ensuring the proper upkeep of all safety gear onboard.

Licensed Deck Watch Officers serve as bridge watchstanding officers to ensure the safe navigation of the vessel in conjunction with cadet watchstanding teams. The **Chief Engineer** is responsible for the operation of the engineering machinery aboard the vessel as well as the maintenance and repair of all deck machinery, and ensures the safe, lawful, efficient and economical operation of all this equipment.

The **First Assistant Engineer** is responsible for the general operations of the engineering plant, the day work crews, and the maintenance of the engine room.

The **Second Assistant Engineer** is responsible for the maintenance of the auxiliary equipment.

The Engineering Licensed Watch Officers serve as the engineering watch officers and cadet instructors under the guidance of the lead Engineering Training Officer.

Ship Definition and Decorum

The Title 46 Code of Federal Regulations (CFR), Chapter 1, Subchapter R, Part 167 states, “The term *public nautical school* means any school or branch thereof operated by any State or political subdivision thereof or a school operated by the United States Maritime Administration (MARAD) that offers instruction for the primary purpose of training for service in the merchant marine.”

The Captain **requires** that all ship's officers and cadets conduct themselves in a manner appropriate to the standards of the maritime profession.

46 CFR, Chapter 1, Subchapter R, Part 166.15 Training for maintenance of discipline: ship sanitation; fire and lifeboat drills, states:

“All students shall be trained to obey all lawful orders emanating from their superior officers and schooled in the rules of conduct to be observed in order that proper discipline may be maintained on shipboard. They shall also be instructed in the fundamentals of ship sanitation as prescribed by law and regulations, and shall be given intensive instruction and practical training in all the operations incident to fire and lifeboat drills, both in port and at sea.”

The use of vulgar or profane language either while conducting business or while being able to be overheard by others is not acceptable on board the training ship or ashore in port. **All** personnel are advised to be attentive to their behavior in this regard. The appearance of the vessel and the conduct of her crew shall reflect the high standards expected at Cal Maritime. Additionally, the training ship is an important state and federal asset. As such, the image she and her crew present, whether at home or abroad, should reflect favorably on the United States of America, the State of California and the California State University system.

Laws and Regulations

All federal and state statutes, (especially U.S. Navigation Laws), all regulations governing the California State University CSU, all Cal Maritime policies and procedures, and all current Collective Bargaining Agreements are in effect for the duration of the summer sea term.

General Orders of the Training Ship Golden Bear

All lawful orders given by officers on TSGB will be followed without delay.

All officers and crew aboard the training ship must hold a valid Merchant Mariner Credential with proper STCW endorsements for the position in which they serve.

It is the policy of Cal Maritime that all cadets who sail aboard the training ship hold a US Coast Guard Lifeboatman rating and must have received security awareness training in accordance with STCW A-VI/6 (Standards of Training, Certification, and Watchkeeping).

In accordance with current USCG regulations, all members of TSGB complement shall be participants in Cal Maritime's mandatory drug testing program. In addition, the Captain or their designee may require drug testing for cause at any time during TSGB Summer Sea Term.

Federal and State laws and CSU policy strictly prohibit discrimination and/or harassment of any kind aboard TSGB. Fairness and equity in the assignment of duties is expected from all those in authority. All personnel are responsible for the safety and well-being of those reporting to them. Every crewmember should be aware of activities within their area of responsibility to ensure that no discrimination or harassment is taking place. All reports of harassment of any kind must be reported to the United States Coast Guard Investigative Services (CGIS).

All related concerns or suspected violations must also be promptly reported to a supervisor, or to the Captain. Cal Maritime regulations, Navigation Laws and other federal and state laws will be applied as required.

Chain of Command

Operational Chain of Command Deck Department Organization

Master/Captain of TSGB
Chief Mate
Second Mate
Third Mate
Licensed Watch Officers

Engineering Department Organization

Chief Engineer

First Engineer
Second Engineer
Third Engineer

Cadet Chain of Command

Captain
Commandant of Cadets
Corps Training Ship Commander, Cadet Chief Engineer or Chief Mate
(respective to your major)
Summer Sea Term Division Commander
Summer Sea Term Division Executive Officer

Using the Chain of Command

The Chain of Command exists so that shipboard operations run smoothly and safely. All concerns and questions shall be raised promptly and respectfully with your direct supervisor.

Cadets must bring their concerns and questions to their Division Commander. If unresolved at that level, concerns and questions may be raised with the Cadet Chief Engineer or Cadet Chief Mate, respectively. Personal or private concerns may be brought directly to the assigned Counseling and Psychology Services (CAPS) on the ship. While the Commandant and Captain maintain open-door policies, it is encouraged that cadets exercise their chain of command before seeking those individuals for assistance.

Additionally, concerns related to discrimination or sexual harassment/violence may be reported directly to the Title IX Liaisons on ship, or directly to the Title IX/SASH Coordinator or other officials, such as the Designated Person Ashore. Specific points of contact are posted throughout the ship including in each mess hall and multiple common spaces. See Appendix A for the Title IX Reporting Flow Chart and Appendix

B for the US Coast Guard Investigative Services reporting information in the back of the TSGB Summer Sea Term Handbook. These will provide clarification on the reporting process/confidentiality.

Summer Sea Term Requirements and Expectations

All officers, staff, and cadets will be expected to participate in vessel operations. The goal is to learn every aspect of a chosen profession by attending classes, participating in emergency drills and response, standing watch on the bridge or in the engine room, daily cleaning and attending to other duties as assigned.

All are expected to follow a structured daily routine to mitigate the risks of being at sea. All crew and cadets are expected to fully comprehend and practice the required structure of daily routines.

Additionally, specific orders given during operationally sensitive situations will require full & prompt compliance with directives provided via the established chain of command.

TSGB is a merchant vessel, sailing under the authority of International and Federal Maritime law. Therefore, **all** shipboard personnel, including cadets, are required to treat all regulatory authorities with respect and to obey lawfully given orders.

It is important to understand that answering the needs of the ship are paramount to the success of TSGB Summer Sea Term. This means that your workday may be longer than expected, or you remain on watch longer than expected, or that you get liberty later than expected due to operational requirements of the vessel. We try hard to follow schedules, and once the ship operations are fulfilled, individual priorities will be addressed immediately.

Uniform and Grooming Standards

The Uniform of the Day (UOD) shall be worn from 0700-1630 when outside of berthing. UOD will either be Khaki Coveralls/ Uniform, Two Piece Khaki Uniform, Working Coveralls Uniform, Overalls with Navy-Blue Long-Sleeved Shirt Uniform, the Tropical Uniform, or Salt and Peppers Uniform. All uniform and grooming standards are applicable during the entire TSGB Summer Sea Term as per the 2023/24 Cal Maritime Cadet Handbook. Uniform of the Day is announced via the Plan of the Day.

Grooming standards shall follow campus grooming standards (see 23-24 Cadet Handbook and Cal Maritime Policy SA-01-003 Update on Uniform and Grooming for details). For safety reasons, no exceptions shall be granted for grooming standards.

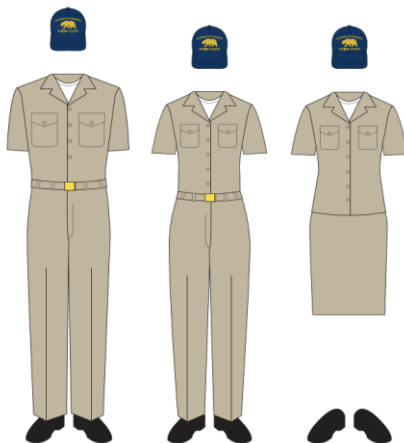
- Facial hair cannot interfere with the proper fit of a respirator.
- Long hair must be pulled back and secured in a bun or braid not to exceed 3 inches below the bottom of the collar
- Long hair must not prevent the proper wear of a hard hat
- Jewelry must remain secured underneath the uniform (necklaces) and only stud earrings are authorized. Guidelines for earrings as per the 2023-2024 Cadet Handbook.

The diagrams on the following pages demonstrate the proper uniform standards for TSGB Summer Sea Term.

KHAKI UNIFORM (DEFAULT UOD)

THE KHAKI UNIFORM consists of:

- Cal Maritime ballcap or Garrison cover
- Khaki short-sleeved shirt (*Khaki long-sleeved shirt has been discontinued*)
- Khaki trousers
- Khaki belt with shined buckle
- Campus-issued black leather oxfords or black boots as authorized (*Boots are only authorized at formation during foul weather stations*)
- White crew-neck undershirt
- Black dress socks
- Name tag
- Collar devices representing rank and major
- USNR, USCGR, and SSOP Insignia (*optional*)
- For Foul Weather: Issued outer wear as authorized



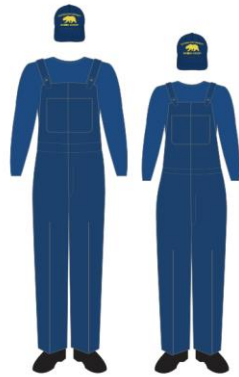
KHAKI UNIFORM



COVERALLS



KHAKI COVERALLS



BLUE OVERALLS

COVERALLS UNIFORM

THE COVERALLS UNIFORM consists of:

- Cal Maritime ballcap
- Blue or khaki coveralls with sewn name tape
- White crew neck undershirt
- Black boots

OVERALLS UNIFORM

THE OVERALLS UNIFORM consists of:

- Cal Maritime ballcap
- Blue overalls with sewn on nametape
- Blue long sleeve Keelhauler shirt
- Black boots

SALT AND PEPPERS

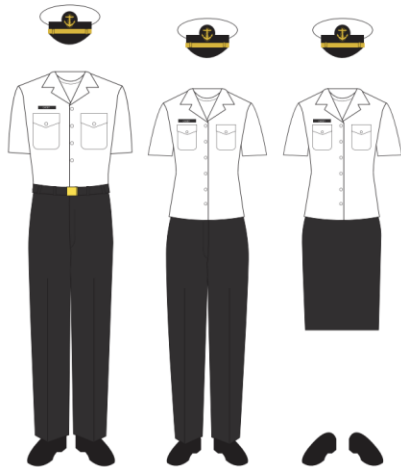
(AUTHORIZED DRESS UNIFORM)

THE SALT AND PEPPER UNIFORM

consists of:

- White combination cover
- White short sleeve dress shirt
- Name tag
- Black dress trousers or optional black dress skirt
- Black belt with shined brass buckle
- Campus-issued black leather dress shoes
- Plain white crew neck undershirt, and
- Black dress socks
- Collar Devices (*formerly shoulder boards*)

When worn with black dress skirt, in lieu of black crew cut socks and shined black leather dress shoes, a 2 inch or less black heel will be worn.



SALT & PEPPERS (S&P)

Tropical Uniform: The Tropical uniform consists of a Navy Blue Cal Maritime shirt, Navy Blue summer sea term or Navy Blue division shirt and khaki shorts (shade of khaki must match shade of khaki uniform) or Navy blue work pants

(engine). Authorized footwear is tennis shoes or boat shoes, unless on daywork or engine duty where steel toed boots must be worn. No crocks allowed during uniform hours. Tropical uniform is authorized only at the discretion of the Captain.

Uniform of the Day – At Sea

- **Day Work:** Approved coveralls or overalls with a name marking shall be worn for day work. A Navy-Blue long-sleeved t-shirt shall be worn with overalls. White undershirts shall be worn at all times. All work uniforms must have name patches/markings for easy identification. **External company, non-Cal Maritime issued coveralls are not authorized.** Outerwear not issued in the Uniform Seabag is prohibited except for foul weather gear. Cal Maritime ball cap or hard hat must be worn as applicable.
- **Footwear:** Steel or composite toed work boots shall be worn while conducting day work or watches. Tennis shoes or boat shoes may be worn post the working day 1630-0700. Closed-toed shoes must be worn at all times. Oxford shoes shall only be worn with Salt & Pepper uniform. Open toed sandals or shoes are not authorized while onboard TSGB.
- **On Watch:** Deck Cadets shall wear khaki coveralls/two-piece khaki uniform with steel or composite toed work boots, or Tropical uniform (when authorized). Salt and Peppers shall be worn on watch when directed. Engine Cadets shall wear flame retardant coveralls (with a name marking) or overalls (with a name marking) with Navy Blue long-sleeved t-shirt and steel or composite toed work boots.
- **In Class:** The Khaki coveralls/two-piece khaki uniform or Tropical uniform (when authorized) are required in class for deck and engine cadets **unless** the instructor authorizes working coveralls.
- **At Meals:** Khaki coveralls/two-piece khaki uniform must be worn by all cadets at dinner.
NOTE: Soiled or oily work clothes or boots shall never be worn on the mess deck.
- **Formation:** Each division will wear the uniform based on their rotation.
 - Day work: Navy Blue working coveralls/Overalls with Navy Blue Long Sleeved Shirt;
 - Watch: Khaki (deck) or blue (engine) coveralls/overalls with Navy Blue Long Sleeved Shirt;
 - Class: Khaki (deck) or blue (engine) coveralls/overalls with Navy Blue Long Sleeved Shirt.
 - Steel or composite toed work boots shall be worn by all cadets. Authorized outdoor includes the black Carhartt jacket,

black Patagonia fleece, black Patagonia rain jacket, black bomber jacket, black Eisenhower jacket (in Salt & Peppers only)

- **Port Arrival and Departure Formation:** The uniform for arrival and departure formations will be announced prior to arrival in port and may be designated as Salt & Peppers. S&P Black Dress Skirt will be allowed with the exception being black dress flat shoes must be worn.
- **Leisure Time:** Leisure wear may be worn between 1630 and 0700. The following items are not authorized: clothing that is ripped, stained or in bad repair, clothing that has words or pictures that are sexually explicit, profane, refer to drug or gang paraphernalia, or with negative connotations with regard to race, religion, color, ancestry, ethnicity, gender, or sexual orientation. Leisure wear may not be worn to the Bridge, EOS/Engine Room, Ship's Office, evening classes or anytime when conducting official business. Closed-toed shoes shall be worn at all times when transiting about the vessel.
- **Working Out:** Workout clothing may only be worn while working out in the gymnasium and while transiting to and from the gym area.
- **Sunbathing:** Swimwear may be worn while sunbathing from 1100-1300 & 1630-2200. Sunbathing regulations are subject to change at any time.
Partial uniforms (e.g. coveralls/overalls pulled down to the waist) are not permitted.
- **Sunday BBQ:** During Sunday BBQ's or other outdoor food service events, the Captain may authorize leisure wear. Partial Uniforms are not considered leisure wear.

Uniform of the Day - In Port Aboard the TSGB

- **Day Work:** Approved coveralls/overalls with Navy Blue Long Sleeved Shirt shall be worn for day work. White undershirts shall be worn at all times. All work uniforms must have hemmed name patches for easy identification. **External company, non-Cal Maritime issued coveralls are not authorized.** Outerwear not issued in the Uniform Seabag is prohibited except for foul weather gear (which must be black or yellow in color). Cal Maritime ball cap or hard hat must be worn as applicable.
- **Footwear:** Oxfords are the only authorized shoes for Salt & Peppers. Work boots shall be worn with Khaki coveralls and work uniforms.
- **On Watch:** Upon arrival, deck cadets shall wear Salt and Peppers with combination cover from 0800-1600 while standing the quarterdeck watch. Deck cadets operating launches will be in the authorized khaki coverall uniform with Cal Maritime ball cap or hard hat as applicable. The watch uniform is the same for the engineers in port as it is at sea.

- **At Meals:** Khaki coveralls/two piece khaki uniform or Salt & Peppers are authorized for meals.
NOTE: Soiled or oily work clothes shall never be worn on the mess deck.
- **Formation:** The UOD for deck cadets and will be khaki coveralls/two piece khaki uniform. The UOD for engine cadets will be navy blue coveralls or overalls with a long-sleeve navy blue Cal Maritime t-shirt. White undershirts shall be worn at all times. All work uniforms must have name identification. Hoodies are not authorized for wear while in khaki coveralls or navy-blue coveralls/overalls. The only approved outerwear with the khaki coveralls or navy blue coveralls includes the Carhartt work jacket, black bomber jacket, black Patagonia sweater, or black rain jacket.
- **Other:** Cadets aboard the ship during the duty day 0700-1630, regardless of status, are required to be in the khaki coverall/two piece khaki uniform whenever they are in a public area of the ship, to include mess decks, quarterdeck area, fantail area, etc. Requests for exceptions to policy for uniforms and grooming standards must be routed to the Commandant's Office.

Attire in Port on Liberty

- **Civilian Clothes:** Civilian clothing is authorized for wear ashore. The Captain reserves the right to restrict clothing ashore consistent with local custom. The following items are not authorized for wear ashore: clothing that is ripped, stained or in bad repair, clothing that has words or pictures that are sexually explicit, profane, refer to drug or gang paraphernalia, or with negative connotations with regard to race, religion, color, ancestry, ethnicity, gender, or sexual orientation. Specialty activity clothing (wetsuits, open-toed shoes, etc.) may be taken ashore.
- **Grooming Standards:** Cadets may be subject to inspection at the Quarterdeck prior to departure on liberty.
- **Footwear:** When embarking or disembarking from the vessel, closed-toed shoes must be worn. Alternate footwear may be carried for wear off the ship.
- **Returning from Liberty:** Upon returning from liberty, cadets need to change into the uniform of the day if necessary for duties.

Cadet Conduct

Unsatisfactory conduct will not be tolerated aboard TSGB. This includes any actions including discrimination, harassment, retaliation, failure to comply with uniform & grooming standards, and all conduct unbecoming of personnel

aboard the vessel. All conduct for cadets sailing on TSGB Summer Sea Term will follow all Cal Maritime and CSU System Conduct Policies listed via the link below:

<https://www.csum.edu/campus-life/office-of-community-standards/university-and-system-conduct-policies.html>

Corps of Cadets Code of Conduct: All violations of the Cadet Handbook & Summer Sea Term Handbook shall be processed according to Sections 1-5 of the Corps of Cadets Code of Conduct.

Demerits/Extra Duty: Violation of policy or other code of conduct shall result in Demerits/Extra Duty Hours assigned to the cadet during Cadet/Captain's Mast. Cadet's that receive extra duty during Summer Sea Term will be required to complete all assigned extra duty before arrival at the next port of call. The Commandant's Office will arrange daily & weekly opportunities for cadets to work off their extra duty. If a Cadet does not complete their extra duty before a port call, they will be required to work it off during liberty.

Note: The maximum number of assigned demerits allowed during TSGB Summer Sea Term is 70 demerits. Any cadet which accrues demerits during Summer Sea Term past 70 will automatically be subject to Captain's Mast, and could face penalties up to and including dismissal from TSGB Summer Sea Term and suspension from Cal Maritime for one year.

Common Cadet Mast Conduct Offenses:

1. Conduct unbecoming of a cadet (15-50 demerits)
2. Failure to pass uniform and grooming Inspection (10 Demerits)
3. Failure to Conform to grooming standards (10-50 Demerits)
4. Failure to conform to Academy uniform standards (10-50 Demerits)
5. Failure to correct noted uniform or grooming violation (20 demerits)
6. Unauthorized absence from formation (10 Demerits)
7. Failure to pass room inspection (10-25 Demerits)

Cadet Mast: If a cadet is documented for misconduct, they are required to attend Cadet Mast. For convenience and consistency, Cadet Mast will be held on the same day of each week during TSGB Summer Sea Term. If attendance at Cadet Mast conflicts with an assigned watch, cadets must inform the Commandant's Office by 1700 the day of Mast. Mast will be conducted by three trained cadet leaders and follow the same protocol as a Conduct Review Board.

Start Time: 1800

Location: Classroom Deck

Uniform: Salt and Pepper Uniform

Procedures:

1. All cadets will arrive 15 minutes prior to their assigned time and wait in the assigned classroom to be called in.
2. When called into the Cadet Mast Area, the cadet(s) will remove their cover and stand at attention.
3. The Cadet Mast Board will conduct a uniform inspection. If a cadet is out of uniform, they will be required to return to the following week's mast.
4. Cadet Mast Board will put the cadet(s) at ease.
5. Cadet Mast Board will read the infractions and allow the allegedly accused cadet to give a statement or bring a witness.
6. Cadet Mast Board will dismiss the cadet(s) to discuss the case.
7. Cadet(s) will be brought back in and if found responsible, read their sanctions.
8. Upon completion of the Mast, the decision will be provided, in writing, to the cadet and reflected in Maxient if applicable.

Captain's Mast: If a cadet has severely violated the Code of Conduct they may be called for a hearing before the Captain. The Captain's Mast will consist of the Captain, Commandant, and may include the Chief Mate and/or Chief Engineer, as applicable. The cadet ordered to Captain's mast will be provided a copy of the incident report and instructions for reporting to mast by the Commandant as soon as practicable.*

During the Captain's mast, cadets will be provided an opportunity to offer response to the alleged misconduct, additional contextual information, and/or character witnesses, as applicable. The cadet may have their respective cadet chain of command as identified in the Summer Sea Term Handbook present should additional information be needed by the Captain.

Following the Captain's mast decision, the Commandant will provide all further official correspondence and instructions to cadets. If the decision is made to dismiss a cadet from the TS Golden Bear, additional disciplinary action may occur through the Office of Community Standards on campus and the Commandant will forward all information, as appropriate.

All Captain's Mast proceedings which require the cadet to be dismissed from the vessel will be at the cadet's own cost. If a cadet cannot directly pay for their travel from the vessel, a ticket will be purchased by the university, and the cost will be charged to that cadet's student fee account.

*It is important to note that the ship maintains a strict schedule and decisions on discipline may require expedited actions to prevent delays to sailing.

Start Time: TBD

Location: Captain's Office 03 level fwd

Uniform: Salt and Pepper Uniform

Procedures:

1. All cadets will arrive 15 minutes prior to their assigned time and wait outside of the Captain's Office to be called in.
2. When called into the Captain's Office, the cadet(s) will remove their cover and stand at attention.
3. The Commandant will conduct a uniform inspection. If a cadet is out of uniform, they will be immediately dismissed and instructed to correct the issue. This will add an additional sanction for being out of uniform regulations, and the cadet will be required to immediately return to the Captain's Mast once the issue is corrected.
4. Captain will put the cadet at ease.
5. The Captain will read the provided incident report and allow the allegedly accused cadet to give a statement or bring in any witnesses they have.
6. The Captain will dismiss the cadet(s) to discuss the case.
7. Cadet(s) will be brought back in and if found responsible, read their sanctions.
8. Upon completion of the Mast, the decision will be provided, in writing, to the cadet and reflected in Maxient if applicable.

Common Captain's Mast Conduct Offense Examples:

1. Violation of the Alcohol Policy. Corps of Cadets Code of Conduct Class II Section II:VII: Inability to exercise care for one's own safety and/or the safety of others (Including drawing attention to oneself) due

to intoxication is a violation. If a student is transported to the hospital they have lost the ability to exercise care for one's own safety (50 demerits to suspension/dismissal).

2. Violation of the Cadet Drug Testing Policy. Corps of Cadets Code of Conduct Class 1 Section XV: Failure of a random or mandated or mandated drug test. Failure to show for a drug test is a failure of the drug test. (Associated demerits and a minimum one year suspension)
3. Violation of the 70 demerit limit.
4. Fighting
5. Discrimination, Harassment, Retaliation.

CSU Systemwide Policy

Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students

The California State University (CSU) is committed to creating and sustaining an educational and working environment free of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking.⁽¹⁾ The safety and well-being of our Campus communities is a priority for the University.

This Executive Order, and Executive Orders 1096, 1097 and 1098, provide direction on implementing Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*); the Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act, commonly known as the Clery Act) (20 U.S.C. 1092(f)) (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus SAVE Act); Title IV of the 1964 Civil Rights Act (42 U.S.C. § 2000c *et seq.*); the California Equity in Higher Education Act (Cal. Educ. Code § 66250 *et seq.*); the California Donahoe Higher Education Act (Cal. Educ. §§ 66000 *et seq.*); and the Governor's *California Campus Blueprint to Address Sexual Assault*, among other applicable state and federal laws and related regulations.

Notice of Non-Discrimination on the Basis of Gender or Sex

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education

programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

Rights and Options for Victims of Sexual Misconduct, Dating and Domestic Violence or Stalking

The University is committed to creating and sustaining an educational and working environment free of sexual misconduct, dating and domestic violence, and stalking. If you experience any of these forms of misconduct, you are strongly encouraged to utilize the resources described below. Your safety & well-being is the University's priority. This section is intended to help you understand your rights and options, as well as provide you with information regarding support and assistance. For more information visit:
<https://www.csum.edu/title-ix/index.html>

Faculty and Staff Responsibilities

All University employees have an obligation to make a report if notified about gender discrimination, harassment, or assault. While at sea, contact the Captain or Director of Title IX and Civil Rights Officer to make a report. Exceptions to this mandate are limited to those employees whose positions on campus include legal confidentiality protection such as medical and mental health providers and, in some instances, University Police. Title IX is required to conduct a prompt, impartial, and thorough investigation, and must provide supportive measures throughout the process. Supportive measures are available to all involved parties whether **or not** a formal complaint is filed.

Reporting Resources

Confidential Reporting

Onboard the Training Ship Golden Bear

CSUM Medical Staff
Counselors

Ashore Resources

Cal Maritime Title IX and SASH Coordinator

Dr. Carol D. Branch
(707) 654-1178
or titleix@csum.edu

CSUM on-campus Confidential Advocate via SafeQuest Solano

(707) 724-9606 (Office), 24/7 Crisis Line: 866-487-7233
confidential@csum.edu

Non-confidential Resources

Onboard the TSGB

Title IX Liaisons:

1. Captain Samar Bannister, sbannister@csum.edu
2. Commandant Jimmy Moore, jkmoore@csum.edu
3. Professor Kier Moorhead, kmoorhead@csum.edu

All Shipboard Officers, Faculty, and Staff

Commandant's Office

TSGB Captain

Ashore Resources

US Coast Guard – Coast Guard Investigative Services (CGIS)

Cal Maritime Police

(707) 654-1176

policedepartment@csum.edu

(Even if Cal Maritime PD does not have jurisdiction to investigate, they can receive and forward information to Title IX – they are available 24 hours/day)

Designated Person Ashore (DPA)

Craig Dawson, EHS Manager

Cdawson@csum.edu (707) 654-1076

Tips for a Safe Voyage

Culture of Respect

Cal Maritime is committed to providing a safe, inclusive, and respectful living-learning campus environment for everyone free of sexual assault and all manner of sexual misconduct. By strengthening our partnerships and alliances with support organizations, and providing the necessary tools, resources, and education, together we can prevent sexual misconduct before it happens and move toward building a culture of respect. This is both an individual effort and a community responsibility - and it starts with each of us.

If you know of anyone who has expressed thoughts and feelings of sexually negative or violent behavior, don't ignore them. It is the expectation that all crew and cadets take an active bystander role informed by their training to help anyone who reports harmful behavior and direct them to resources who can help. By leveraging Cal Maritime's core values, be a leader in promoting a culture of sexual respect and repudiating all forms of sexual misconduct.

Bystander Intervention

Be an active bystander and get involved. If you think a friend might be at risk for sexual assault, consider it an emergency and contact the Captain or resources listed throughout the vessel, immediately. In other words, agree to look out for one another—have each other's back, and do not be afraid to speak up against jokes and misguided opinions about sexual assault. Take the opportunity to educate your friends about the meaning of **Affirmative Consent** and sexual respect.

- Affirmative Consent means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity.

Respect for You

Like so many other events and activities in your life, your safety begins with you. When leaving the ship, follow protocol with the watch and take an additional step to inform friends where you are going, how long you anticipate being away, and stay in contact as necessary and possible. Also, when possible, make sure you have your cell phone charged so that you have another way of contacting or getting back to the ship. Ensure that contact information of your shipmates, the ship's phone, and officers in your chain of command is added in your contacts.

Have a Plan

Talk with your friends about your plans **before** you go out. Where do you want to go? Do you want to meet up with others? Is there a plan for addressing potentially problematic situations? If you are of legal age to drink, do so in moderation so that you can make it back to the ship safely. Having a clear plan reduces the risk of being late.

Go out Together

Go out as a group and come home as a group; never separate and **never leave your friend(s) behind.**

Watch Out for Others

If you are walking at night with friends and notice another shipmate walking by themselves in the same direction, ask them to join you so they don't have to walk alone.

Diffuse Situations

If you see a friend coming on too strong to someone who may not want the attention or may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in. When in doubt, call for assistance.

Trust your Instincts

If a situation or person doesn't seem "right" to you, trust your gut, and remove yourself from the situation. Be aware of your surroundings and always maintain situational awareness.

Fostering a Respectful Environment

If a mandatory reporter receives a complaint related to Title IX (sex or gender-based discrimination or violence) aboard the vessel, the Captain shall be notified immediately. The Captain in coordination with the Title IX liaisons and onboard medical personnel, will ensure that the appropriate resources are available to the individuals involved in the complaint. The Captain will contact the Director of Title IX and Civil Rights Officer immediately when a complaint is received. The Director will outreach to the student, U.S. Coast Guard and MARAD, as appropriate. Cadets may also directly contact the Director of Title IX or CGIS with their report.

Individuals who experience adverse actions or unwelcomed verbal, non-verbal, or physical conduct (discrimination, harassment) based on their protected status, may report to the Captain, or directly contact the Director of Title IX and Civil Rights Officer at:

Carol D. Branch, Ph.D.
Director of Title IX and Civil Rights Officer
707-654-1178 | cbranch@csum.edu

Conflict/Complaint Resolution

During TSGB summer sea term, the following procedures for resolution may be considered:

- Informal – discussion between cadet and commandant or discussion between employee and their immediate supervisor to resolve the concern
- Formal: complaint filed with the Captain for review to determine whether an investigation is warranted

In either case, all involved parties are encouraged to approach any of the resource persons listed under **Other Resources**.

Alcohol Policy

The possession or consumption of alcohol onboard* TSGB is strictly prohibited. The possession of alcohol will result in an immediate dismissal from the vessel. The crew member or cadet in violation of the alcohol policy will be returned home at their own expense.

All personnel are reminded that the federal blood alcohol standard for intoxication is 0.04%. The vessel is equipped with a breathalyzing device. Any

individual who is on duty and suspected of intoxication will be tested. Non-duty personnel may also be tested for cause.

USCG regulations prohibit any crew member with a Blood Alcohol Concentration (BAC) of 0.04% or higher from performing safety-sensitive duties - these include watch standing, day work, quarters, class attendance, etc. Crew members who are unable to perform their assigned duties due to an elevated BAC reading will be confined to quarters and will be subject to appropriate disciplinary procedures.

**Alcohol can only be consumed or brought on to the vessel for in-port functions approved by the Captain of the TS Golden Bear. There will not be any personal storage for transport or consumption of alcoholic beverages on the TSGB at any time during the TSGB Summer Sea Term.*

Cadet Drug Testing Policy

All cadets onboard TSGB Summer Sea Term are subject to Cal Maritime's Cadet Drug Testing Policy SA-07-001 noted below:

<https://www.csum.edu/policies/media/sa-07-001-cadet-drug-testing-policy.pdf>

All violations of the policy will be processed per the Cal Maritime Corps of Cadets Code of Conduct.

Amnesty Policy

Cadets who call for help for a shipmate in need will not be documented for an alcohol violation as long as they are assisting with the care of a shipmate and are cooperative, forthcoming, and not impeding assistance in any way.

Additionally, an individual who participates as a complainant or witness in investigations or processes involving sexual harassment/violence will not normally be subject to discipline for violations of the Community Standards that may have occurred at or near the time of the incident, unless it is determined that the conduct places the health and safety of another person at risk or is otherwise egregious.

WHEN IN DOUBT CADETS SHOULD ALWAYS CALL FOR HELP.

Any cadet who does not call for assistance when a shipmate needs medical assistance due to being impaired from alcohol or any other drug will be subject to disciplinary action.

Items identified under this policy are subject to confiscation, disposal and/or destruction.

NOTE: The 1998 Higher Education Amendments added a new exception to FERPA and California Information Practices Act, allowing higher education institutions to disclose to the parents of a student under the age of 21 regarding a violation by their child of laws or University policy relating to alcohol or drug use or possession.

US and Foreign Customs Regulations and Contraband

TSGB is required to conform to all US Customs and foreign country customs regulations. Smuggling is a serious crime and professing ignorance of the regulations is inexcusable. Security regulations also prohibit introducing any dangerous substances or unauthorized persons to the vessel.

The Captain has the responsibility under federal law and international customs to ensure that contraband material is not brought on or carried on board the training ship during the Summer Sea Term. The Captain may order a search of any space, at any time, including staterooms or lockers for contraband materials. By participating in TSGB Summer Sea Term, you accept the legal authority of the Captain to make warrantless searches of your living spaces and lockers for probable cause to comply with Maritime and Federal Laws.

Security Awareness

Mandatory domestic and international vessel security regulations govern every ship in the world. These regulations match those commonly experienced at commercial airports. TSGB is subject to the same security regulations, verifiable by both, internal and external, audits and inspections. Every person aboard the training ship is expected to contribute to the overall security awareness of the vessel and actively participate in detecting potential security breaches. Every person onboard will receive mandatory security orientation and many crewmembers will receive additional specific training for the security duties they may be assigned. Similar to the ship's safety "Station Bill," each person onboard has an associated "Security Bill" assignment, even if it is simply evacuating the interior of the vessel to an assigned emergency station muster point. All crewmembers are required to familiarize themselves with their "security duty." The Chief Mate is ship's designated security officer, also known as the Vessel Security Officer (VSO) and has been assigned the authority to promulgate security instructions to the crew. Immediate compliance with those instructions is required by all personnel. Everyone is required to promptly report lost port passes or any suspicious activity on or around the vessel to the VSO via the gangway watch.

It is important to note that security regulations and procedures initiate at the gangway, which serves as the point of access to the vessel. All persons are required to fully cooperate with these procedures. These procedures may include ID card inspections, baggage searches, personal scanning or any other authorized action necessary to comply with our Vessel Security Plan.

Finally, as a requirement of security regulations, all personnel are prohibited from sharing any ship/school identification documents, misrepresent themselves or others at the gangway or to openly discuss any security procedure or contingency countermeasures with anyone not authorized to have access to this information. Breach of security measures or failure to follow security protocols established by the VSO will result in possible disciplinary action, including dismissal from the vessel.

Summer Sea Term Course Registration and Refunds

Cadets who do not attend and formally drop the course prior to the published TSGB Summer Sea Term start date will be issued appropriate refunds based on the following refund schedule:

- Up to 30 calendar days before the published TSGB Summer Sea Term start date = full refund of applicable fees and tuition
- From 30 to 15 calendar days before the published TSGB Summer Sea Term start date = refund of applicable fees and tuition less an administrative charge of \$50
- Less than 15 days before the published TSGB Summer Sea Term start date = refund of applicable fees and tuition less an administrative charge of \$100
- On or after the published TSGB Summer Sea Term Start = NO refund

Cadets who are not entitled to a refund in accordance with Title V that provides for late request for refund may submit a Petition for Waiver of Financial Regulations for exceptional circumstances. The Registration Appeals Committee will review and make a recommendation to authorize a refund if the Committee determines that the fees and tuition were not earned by the University. A **\$250** administration fee will be deducted from the authorized refund for late drop/withdrawal on or after the published TSGB Summer Sea Term Start date.

The Registrar's Office must certify that the cadet did not attend TSGB Summer Sea Term.

Visiting students enrolled through Extended Learning and Concurrent Enrollment who officially drop the course and do not attend TSGB Summer Sea Term:

- Non-refundable fees include drug testing and document fee

MT Lab Course Fee Refund

Refunds are made only for cadets who do not attend TSGB Summer Sea Term and who officially drop the course. Course fee is not refunded when a cadet leaves the ship after the TSGB Summer Sea Term session has started.

If there are any questions regarding the refund policy, please contact the Cashier at (707) 654-1030.

Summer Sea Term Support Services

Phone Service

Phone cards are available through Pirate's Cove Cafe on board the ship. Calls may be made to anywhere in the world from your berthing area or phones in public areas with these phone cards.

Emergency access to a phone may be found through the following offices:

- Office of the Commandant
- Shipboard Medical and Psychological Services

E-Mail

E-mail is the best means of communication. **You have limited access to the Internet while onboard. Electronic mail will be available aboard the ship. TSGB Summer Sea Term accounts will already be established; no further action is needed.** Your e-mail along with any attachments will be limited to smaller than usual file sizes. For immediate questions, please contact the Commandant's Office who can connect you to onboard IT support.

Follow the Voyage Blog

Family and friends are encouraged to stay current on the ship's happenings via the Follow the Voyage Blog at <https://www.csum.edu/tsgb-summer-sea-term/index.html>. This site will have updated information about the ship's itinerary including arrival and departure from ports of call.

US Mail

US Mail is reserved for ship's business only. Cadets requiring any mail service should speak with the Commandant's Office for further action.

Computer Lab

The computer lab is open 24-hours a day and is a shared resource. **Loading additional programs or games is not allowed at any time. The computers in this lab may not be used for games.**, Promptly notify the IT support team and/or Commandant's Office of problems with any computer in this lab.

Galley Services

Meals aboard the ship are served according to the following schedule:

Breakfast:	0630 - 0800 All Hands 0800 - 0815 Off-going watch personnel
Lunch:	1100 - 1115 On-going watch personnel 1115 - 1230 All Cadets 1215 – Food Service ends(Self-serve at this time)
Dinner:	1700 - 1715 On-going watch personnel 1715 - 1830 All Cadets 1815 – Food Service ends
Night Meals:	2400 - For watch personnel

**All mealtimes will be assigned by Division onboard during Summer Sea Term for specific times. Times will be published in the Plan of the Day for cadets. Cadets need to eat during their assigned time and Divisional staff will be on hand to enforce mealtimes/uniform & grooming policies.

Dinner in Port

In port, dinner will be served 1/2 hour earlier and will end 1/2 hour earlier.

Removing plates, cups, glasses, silverware or food from the mess deck is strictly prohibited. Food is not allowed in classrooms. All personnel must use a personal mug for to-go beverages.

Gymnasium

The Gymnasium is well equipped with strength equipment, treadmills, elliptical trainers, exercise bikes, rowing machines, and exercise mats. The gym is open 24 hours/day during the Summer for cadets, except one hour (1600-1700) set aside for faculty to use without cadets. Additionally, a quiet hour will be in place from 0600-0700. Cadets and staff are urged to be respectful and careful when using equipment. It will be the gym attendees' responsibility to ensure that all equipment is in good repair for safe use. It is the duty of all patrons to clean equipment after use, store and re-rack all strength equipment. Report problems with any of the gym equipment to Office of Commandant.

Laundry

Laundry rooms located on the 01, 02 and 03 levels in the forward house, and the 03 level in the aft house, are for **officers and staff only**. Cadets may only use the laundry facilities in their berthing areas. A schedule may be posted limiting laundry facility use if the ship is at or near her personnel capacity or potable water levels are low; cadets may not be able to use the laundry machines every day. Only approved laundry soap without bleach or phosphates may be used in the ship's laundry machines. **Laundry soap will be provided.** Laundry soap provided on the ship is concentrated and should be used in accordance with posted instructions.

While docked in port, laundry facilities may not be available.
Remember: Conserve water! Consolidate laundry loads.

Leisure Time

Summer Sea Term Activities and Programs

A rich variety of activities, for both individuals and groups, are planned for the TSGB Summer Sea Term, e.g. coffeehouses, bingo nights, and barbecues on the fantail. Please reach out to the Morale, Welfare, & Recreation Officers working through Pirate's Cove to find out more information. Event details are regularly announced in the Bear's Tale. Some sponsored cadet activities may also be arranged for some port stops and signup sheets for these activities will be posted outside the Mess Deck.

Plan of the Day/Bear's Tale

The Plan of the Day and Bear's Tale are the official forms of daily communication aboard the Training Ship *Golden Bear*. It is important that cadets read each document every day to receive essential information regarding academics, ship operations, and port information. The Bear's Tale also includes sections of the 'Plan of the Day' for the following 24 hours.

Library

The ship's library lounge is available to cadets, faculty, and staff. Library hours are announced at the beginning of TSGB Summer Sea Term and are subject to change. Paperback books are available on a Read-and-Return basis. Food or drinks are not allowed in the library.

Pirates Cove

Pirates Cove hours are posted at the start of TSGB Summer Sea Term. Hours reflect the needs of shipboard personnel.

Available at the Pirates Cove:

- Some uniform and school supplies

- Snacks and beverages
- Phone cards

Cadets, faculty, and staff may use debit or credit cards (Visa, MC, AMEX accepted) for purchases. **Cash will not be accepted.**

Spiritual Care

Cadets are encouraged to organize within any of their own faith traditions. Specific organized groups may advertise their group meetings through the Bear's Tale or Office of the Commandant to be announced at formation. Support services for spiritual care onboard will be available through a reflection guide in the Ship's Library.

Campus to Ship Communications

For families who need to send emergency messages to TSGB while underway and out of cell phone range, use the following contact information:

For emergency messages, during non-business hours, you may contact the ship's Purser (Captain's Assistant) directly via e-mail at jfowler@csum.edu.

Health and Wellness Information

It is the mission of the Medical Officers and Counselor, in collaboration with Student Health, to provide high quality and easily accessible shipboard health care to all TSGB Cadets, Faculty, and Staff. There are no additional onsite fees for sick bay services.

The TSGB Sick Bay offers general health care for illness and injury; counseling; and health education. The sick bay has basic dispensary, lab, and x-ray capabilities.

If you are immunocompromised/at high-risk for complications from COVID-19:

If you are in this category, it is **highly recommended** that you fill and carry a supply of Paxlovid (recommended antiviral medication to treat COVID-19) for your own use while sailing on the TSGB during summer sea term 2024 as it will not be stocked on the ship. Prescriptions should be obtained from your primary medical provider.

Medical Staff for TSGB Summer Sea Term 2024:

Rebecca Miller, MD – Chief Medical Officer (Vallejo – Yokohama)

Joseph Rizza, MD – Medical Officer (Vallejo – Honolulu)

Joseph Buck, PA – Medical Officer (Honolulu – Busan)

Miriam Anthony, MFT Associate - Counselor (Vallejo – Yokohama)

Joseph Shubert, MD – Chief Medical Officer (Yokohama – Vallejo)

Mark Caplin, PA – Medical Officer (Busan – Vallejo)

Erin Currie, PhD – Counselor (Yokohama – Vallejo)

COVID-19 Protocol

Isolation Protocol for Positive Cases Onboard While Underway

- a. Rooms: Designated rooms will be available for isolation
- b. HEPA air scrubbers will be in rooms with isolated patients. Five are currently on the ship. One in each classroom is to be redeployed as needed and augmented by seven more available from campus prior to departure.
- c. Fresh air daily: time outside as a group to allow for socialization in a specified area.
- d. Food delivery: Commandants Office to coordinate with Stewards Department
- e. Linens (laundered once/week or as needed)
- f. Garbage: to be bagged up by isolated cadets
- g. Required to Mask around others for ten days from the first positive or onset of symptoms. See campus program: COVID-19 Guidelines ([click here](#))
- h. Removal from ship for severe illness/high risk for severe illness -> transport to home port.
- i. Resumption of TSGB Summer Sea Term from academic standpoint will require input from the Deans.

Medical Treatment Facility

Clinic Hours: 0815 to 1700 at sea
 Closed for lunch 1200 - 1315
 0815 – 1015 in port

Sick Bay hours and location

- **Routine Vaccinations** – Make sure you are up to date with routine shots, such as measles/mumps/rubella (MMR) vaccine, tetanus/diphtheria/pertussis (Tdap) vaccine, etc. An annual influenza vaccine is also advised. **Customs and immigration practices related to immunizations vary by country. You are responsible for making sure you have appropriate immunizations for international travel.**
- The Center for Disease Control (CDC) recommends the following for travel from the USA to many of the ports on this year’s TSGB Summer Sea Term
 - a) **Recommended: Hepatitis A vaccine** - Cases of travel-related Hepatitis A can occur throughout the world. If not yet vaccinated, contact your personal health care provider or the Student Health Center about getting this vaccine prior to travel.
 - b) **Recommended: Hepatitis B vaccine** - Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with a new partner, get a tattoo or piercing, or have medical procedures. If not yet vaccinated, contact your primary health care provider early if you elect to take this vaccine.
 - c) **Recommended: Typhoid vaccine.** The CDC recommends this vaccine for most travelers. Check with your primary care provider or the Student Health Center to discuss getting the Typhoid vaccine.
 - d) For information about outbreaks of infectious diseases abroad, consult the WHO’s web site at: <http://www.who.int/csr/don/archive/country/en/> or the CDC’s web site at: www.cdc.gov/travel/destinations.

Food and Water Precautions During International Travel

As with general international travel there is always the concern about food and water borne disease exposure in some ports. Food and water-borne diseases are the number one cause of illness in travelers.

- In areas with uncertain or poor sanitation, only the following beverages may be safe to drink: bottled or boiled water, or carbonated beverages in cans or bottles.
- Avoid tap water, fountain drinks and ice cubes.
- Use fresh straws and disposable cups if possible.

- Wipe the tops of bottles or cans to clean and dry.
- Do not brush teeth or clean contacts in un-boiled local water.

Food should be selected with care in all ports. Any raw food is subject to contamination, particularly in areas of poor sanitation. Higher risk food includes: salads, uncooked vegetables, and fruit (fruit that you peel yourself is safe), creamy deserts, and food sold by street vendors. Make sure that milk, cheese, and other dairy products have been pasteurized. Uncooked and raw meat, fish, and shellfish may carry various intestinal pathogens. Cooked food that is still hot is generally safe.

Some fish and shellfish are not guaranteed to be safe even when cooked because of the toxins in their flesh. Tropical reef fish, red snapper, amber jack, grouper, and sea bass can occasionally be toxic at unpredictable times if they are caught on tropical reefs rather than the open ocean. Barracuda and puffer fish are often toxic and should not be eaten.

Remember: Boil it, Bake it, Cook it, Peel it, or Forget it! You can always return to TSGB for your meals if you are not sure you can access safe food in port.

In general, no special food precautions are needed in the continental U.S. In other areas, produce should be rinsed and rubbed well in clean running water prior to eating.

Due to the rat lungworm parasite spread by slugs and snails, wash/rinse produce before consumption and do not drink from garden hoses or handle slugs and snails.

Remember: To help prevent disease transmission, wash your hands frequently with soap and water. If soap and clean water are not available, use an alcohol-based hand sanitizer gel to disinfect your hands.

Traveler's Diarrhea (TD):

You are less likely to get traveler's diarrhea by following standard travel recommendations for ingestion of safe food and water. TD is usually acquired through ingestion of fecal contaminated food, dairy products, and water. TD has generally mild symptoms of diarrhea, nausea, bloating, urgency, and malaise and lasts from 3-7 days. Certain bacteria can cause more severe infections and may lead to a fever, severe symptoms, and bloody diarrhea. There is more risk in eating food from street vendors.

Most episodes of mild TD resolve in a few days. **Consult TSGB medical staff rather than attempt self-medication.** Report immediately to the TSGB Sick Bay if you are experiencing diarrhea that is severe, bloody, or does not resolve

within a day; or if it is accompanied by vomiting, fever, or chills; or if you are unable to maintain adequate fluid intake and become dehydrated.

Insect-borne Disease Precautions

Protect yourself from insect bites by using appropriate repellents, nets, screens, clothing, and caution. Diseases are transmitted through the bite of infected insects such as mosquitoes, flies, fleas, ticks, and lice. Many insect-transmitted diseases are not prevented by vaccines or drugs. Some insect-borne diseases like Dengue fever, Zika virus, and Chikungunya virus are transmitted during the day, but some mosquitoes are more active from dusk to dawn. If possible, avoid rural side trips, leave rural areas before dusk, and avoid still water ponds or lagoons. Use insect repellents, such as Picaridin or a slow-release 20% to 30% non-absorbable formulation of NN diethyl-m-toluamide, DEET (Ultrathon and Sawyer are reliable brands), and stay indoors in screened rooms when mosquitoes are prevalent. **Picaridin** containing repellants are an effective alternative to DEET. Picaridin has less potential toxicity than DEET and does not damage plastics, unlike DEET. Electronic devices and most natural products have **not** been shown to be effective in preventing mosquito bites, so use effective insect repellent. <http://wwwnc.cdc.gov/travel/page/avoid-bug-bites>

The CDC recommends that pregnant women consider postponing travel to areas with Zika virus activity. Women trying to get pregnant should consult their medical provider prior to travel to Zika virus affected areas. <https://wwwnc.cdc.gov/travel/page/zika-travel-information>

- Avoid pregnancy and use condoms for 3 months after travel to Barbados as Zika virus can be spread by sex and can cause severe birth defects.
- Avoid mosquito bites for 3 weeks after visiting Barbados to reduce the chance of spreading Zika virus, as many people have no or mild symptoms but are still infectious.

Swimming

Never dive headfirst into an unfamiliar body of water or shallow water due to potential spinal injury leading to paralysis and drowning. Never swim alone or under the influence of alcohol or drugs. Swimming in contaminated water may result in skin, eye, ear, and certain intestinal infections, particularly if the swimmer's head is submerged. Other ocean hazards include coral and jellyfish. Contact with some species can result in sting injuries. Vinegar neutralizes jellyfish stings. Do not use urine or water to rinse off jellyfish stings. To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

Heat and Sun Exposure

Limit sun exposure to midday, wear protective clothing/hats and sunglasses, drink plenty of fluids, avoid alcohol and caffeine, use air conditioning if available, and always use lip balm and sunscreens (with UVA and UVB sun protective factor of at least 30). **Apply sunscreen in sufficient quantity at least 30 minutes prior to sun exposure, reapply after swimming or prolonged sweating, and every 2 hours.** Sports type sunscreens are less likely to sting your eyes during exercise and resist washing off. Spray sunscreens are not consistently effective. **If you are using sunscreen and insect repellent, apply the sunscreen first.**

Motion Sickness - Seasickness - Mal de Mar

Especially at the start of the voyage, you may reduce sea sickness symptoms by taking medications like Meclizine. The adult dose is 12 ½ to 50 mg taken orally 1 hour prior to travel, then 12 ½ to 50 mg daily). You may bring motion sickness medication for your own medical kit or check with the medical staff onboard. You may also try seabands with or without medication. Seabands should be purchased on your own from a local drug store prior to summer sea term. **The TSGB medical staff recommends starting your anti-motion sickness medication at a reduced dose 48-72 hours before departing Vallejo to allow your body time to adjust to any side effects.** A starting dose of 12½ mg can help reduce side effects. Treatment for seasickness is available in Sick Bay.

Sexually Transmitted Infections (STIs)

If you are sexually active, reduce the risk of acquiring Sexually Transmitted Infections (STIs), including the human immunodeficiency virus (HIV) and Hepatitis B, practice “Safer Sex.” **Always use appropriate protection like condoms, dental dams, etc.** Drug-resistant gonorrhea is becoming more common in many parts of the world. HIV prevalence is higher in some parts of the world compared to the U.S. If you have concerns that you were exposed to an STI, contact the sick bay staff immediately.

How you *can* protect yourself from STIs

If you choose to drink alcoholic beverages, keep track of how much alcohol you consume so that you can think clearly enough to evaluate a situation and protect yourself from unsafe sex.

- **If you choose to be sexually active, use a condom!** Carry your own condoms. Condoms used properly will reduce your risk of catching an STI. However, regular condoms, internal condoms, gloves, dental dams, etc. may not protect you from skin infections such as Herpes Simplex Virus or genital warts. Contraceptives such as “the pill,” IUDs and injections will not prevent STIs.

- **Having any kind of sex with a sex worker is considered *extremely high- risk sex for HIV and STIs*, as is trading sex for drugs or money.**
- Ask your partner about past sexual partners and about injection drug use.
- Know the signs and symptoms of STIs. If you notice a symptom that worries you, have an evaluation done by the medical staff.
- If you have a STI, your partner(s) must also be treated. Do not have sex until your health care provider says you can safely do so without risk of infecting others.

Rabies

Rabies is a **fatal**, incurable viral infection that affects the central nervous system and is more prevalent in developing areas. It is transmitted by a mammal bite, which introduces the virus into the wound. Although unvaccinated dogs and bats are the common reservoirs of the disease, all warm-blooded animal bites should be suspected. While in port **do not handle any animals**. If you are bitten or exposed to animal saliva, wounds should be thoroughly cleaned with copious amounts of soap and water and exposed individuals should receive prompt medical attention. **Remember any animal bite should receive prompt medical attention and advice on post-exposure preventive treatment.**

Other Health Risks

- To avoid infections such as HIV and viral hepatitis do not share needles for tattoos, body piercings, or injections.
- **Motor vehicle crashes are a leading cause of injury and death amongst travelers.** Protect yourself from motor vehicle injuries: avoid drinking and driving; wear your seat belt and follow the local customs and laws regarding pedestrian safety and vehicle speed; obey the rules of the road; and use helmets on bikes. Scooter and motorcycle rentals are prohibited for all cadets due to high injury rates. Avoid boarding an overloaded vehicle. When possible, hire a local driver and remember to buckle-up.

What to Bring

Although Sick Bay is well stocked with some medications, you need to bring your own supply of your prescription meds.

Prescription medication(s)

If you take prescription medication(s), keep it in its original container and take an adequate supply to last the trip. **NOTE: The actual bottle label must be intact so it can be read by customs officials if needed. If the medication(s)**

requires refrigeration contact the Cal Maritime Student Health Center at least two weeks prior to departure.

- Glasses: Take along an extra pair of glasses or contact lenses and be sure to carry the prescription for your lenses with you. **Contact lens users need to take a pair of glasses.**
- Epinephrine auto-injectors (Epi-Pen), if history of severe allergic reaction including peanuts.
- Toothbrush, toothpaste, floss
- Shampoo, deodorant, razor/shaver, and other toiletries

Personal medical kit

It is recommended you take a small, personal medical kit to treat minor ailments and personal needs. Sick Bay is stocked with a limited supply of over-the-counter pharmaceuticals and supplies. It is advisable to pack the following:

- Hand-sanitizing gel, alcohol based
- For motion sickness: Meclizine, Dramamine, Bonine, ginger, etc.
- For stomach upset: Pepto-Bismol and antacids
- For minor pains: Tylenol, and/or Advil (acetaminophen and/or ibuprofen)
- For insect bites: Insect repellent with at least 30-50% DEET or picaridin, hydrocortisone cream, Calamine lotion, instant ice packs, and Benadryl (diphenhydramine)
- For minor cuts and scrapes: Band-Aids and double antibiotic ointment (Polysporin)
- Head congestion/allergies: Decongestant, such as pseudoephedrine, and antihistamine such as diphenhydramine
- For dehydration: Powdered Gatorade and a container to mix
- For athlete's foot: Flip-flops to wear in the shower and an anti-fungal spray, cream, or powder (i.e., Lotrimin)
- For sunburn: Sun block (minimum SPF 30), aloe gel, protective lip balm with sunscreen
- For safer sex: Latex or synthetic condoms, birth control pills, dental dams, etc.

Guidelines for Responsible Drinking

If you choose to drink alcoholic beverages while in port, the following guidelines can reduce over-consumption and the associated health risks:

- **Immediately report your concerns to the medical staff if you know of a shipmate who may be over-intoxicated, as alcohol poisoning can be fatal.**
- Limit the amount you drink and sip drinks slowly. Keep track of how many drinks you have consumed.
- Do not leave beverages unattended and do not take any beverages, including alcohol, from someone you do not know well and trust. Avoid open container drinks including punch bowls.
- At a bar or club, accept drinks only from the bartender, waiter or waitress. If someone offers to buy you a drink, go with them to the bar and watch the bartender make your drink.
- Be alert to the behavior of friends. Anyone appearing disproportionately intoxicated in relation to the amount of alcohol they have consumed may have consumed a tampered beverage.
- Party in groups and never leave a party without accounting for those you came with. Always pre-plan a safe ride back to the TSGB.
- Eat before drinking. Food slows down alcohol absorption.
- Know how alcohol affects you. Smaller people are usually affected more quickly than larger people.
- Do not mix alcohol with other drugs or caffeine. Combining alcohol and other drugs (over the counter, prescription, or street) may be dangerous.

Tobacco

No vaping, smoking or tobacco use of any kind is permitted aboard TSGB.

Summer Sea Term can be a good time to quit tobacco or vaping as you will be settling into a new routine. The entire CSU system has been tobacco and vaping free since fall 2017. Save money and get healthier by quitting tobacco! It isn't always easy, but most students who quit find it worthwhile. **Prepare prior to TSGB Summer Sea Term as you will need to have a plan and have a supply of any smoking cessation medications such as nicotine patches.** You are welcome to have a smoking cessation consultation at the Health Center before summer sea term and then follow up with the sick bay staff during summer sea term.

Appropriate Response to Illness after Returning Home

If you are ill after Summer Sea Term (up to a year later), inform your primary health care provider that you have traveled internationally and provide the itinerary, share your knowledge of the diseases to which you may have been exposed. If follow-up medical care after TSGB summer sea term was advised by the medical staff, please stop by Sick Bay to sign a release, and pick up the pertinent information before leaving the ship.

Always take the following precautions in all ports:

- Wash hands often with soap and water.
- Motor vehicle crashes are a leading cause of injury among travelers; walk and drive defensively. Avoid or attempt to minimize travel at night and always use seatbelts. Never drink and drive, always appoint a designated driver.
- Never dive into shallow water.
- Know and follow the local driving requirements.
- Stay with other shipmates.
- If you have sex in a port, always use appropriate protection to reduce the risk of HIV infection and other sexually transmitted diseases. Sex with a sex worker is extremely high risk!

Resources: <https://www.cdc.gov/hiv/basics/hiv-prevention/protect-yourself-during-sex.html>

- Do not eat or drink dairy products unless you know they have been pasteurized.
- Do not share needles with anyone.
- For many foreign ports, eat only thoroughly cooked food and fruits or vegetables you have peeled yourself. **Remember: boil it, cook it, peel it, or forget it!**
- Never eat undercooked ground beef and poultry, raw eggs and unpasteurized dairy products. Raw shellfish may also be contaminated.

Medical Insurance Coverage

Prior to the start of TSGB summer sea term, check with your insurance company to determine your medical insurance coverage during international travel. Frequently, hospitals and providers overseas do not accept U.S. medical insurance, even if the policy applies overseas. They normally expect immediate cash payment for health services. Carry a copy of your insurance card and a claim form. Processing reimbursement from your insurance company for foreign medical care usually takes place after your return home to the United States.

TSGB Summer Sea Term Medical Staff

The TSGB healthcare staff consists of a physician, a Physician Assistant or Nurse Practitioner, and a counselor. Care provided by the medical team is confidential, though if your health situation affects your duties or other TSGB crew, we will talk to you about needing to share minimum necessary information. The captain **must be** informed of any emergencies. Check the Bear's Tale for health news and programs presented by the medical staff during the voyage. The TSGB medical staff is available for individual health education

and group presentations on relevant health topics. Please stop by and inquire about any health topics for which you have questions or concerns.

Dental

Make sure that you are up to date on your dental care including checkups and any dental work needed. Having a preventable dental problem while at sea can make TSGB summer sea term difficult. Have fun in port rather than spending your time and money on emergency dental care that could have been prevented.

Shipboard Safety and Drills

During the course of the voyage, when underway, there will be a number of Fire & Boat Drills and Man Overboard Drills. Drills are not usually conducted while in port or on weekends, but unannounced drills may be held at ANY TIME. Drill times will usually be announced in the Bear's Tale. All hands must participate in all emergency drills.

As a crewmember, cadets are an integral part in the ship's overall safety and security system. The safety system includes both, the station bill and the security bill and procedures. You will be required to learn the emergency signals and fulfill the duties you are assigned. These duties are found on the ship's "Station Bill" and "Security Bill" which shall be explained during the safety course. Cadets will be expected to develop a keen awareness for recognizing and reporting general onboard dangers, especially recognizing and responding to potential fire hazards.

Station Bill, Emergency Signals & Procedures

All personnel must know their emergency duty station and survival craft assignment. This information may be found on the ship's **Station Bill** posted throughout the vessel. Each crewmember should be familiar with the following emergency sound signals:

Fire & Emergency: Continuous ringing of the general alarm bells and the continuous sounding of the ship's whistle for not less than 10 seconds.



Abandon Ship: After call to emergency stations, a supplemental signal of more than six (6) short rings followed by a long ring on the general alarm bells with the same signal on the ship's whistle and/or a public address message or radio announcement from the Bridge.



Man Overboard: Three long rings on the general alarm bells (Morse code for "O" - Oscar) and ship's whistle.

Report Anything Unusual Immediately

Be keenly aware of fire or other safety hazards and report any observations to your immediate supervisor or the chief mate. Know how to pass the word or to contact someone in the case of an emergency such as:

- Smoke – smell or see
- Flames
- Someone falling overboard
- Something suspicious in the water
- Observing an accident or discovering someone who appears to be hurt
- People engaging in dangerous behavior

The best way to pass the word is by telephone to the Bridge (at sea) or to the watch station (docked). Methods of reporting emergencies are:

Bridge phone	1302
Engine Room Operating Station (EOS)	1312
Medical Treatment Facility	1366

When the bridge answers the phone - state your name, duty position, where you are calling from, and then state your report. If you are reporting a suspected fire situation, be sure to indicate whether you see smoke or just smell it and how it smells, e.g. electrical, trash, petroleum, etc. Fire pull-box alarms are located throughout the vessel to report an emergency situation (just like a hotel). UHF hand-held radio base stations are located in the wheelhouse, EOS and 01 deck watch station.

Musters

Musters are taken during drills, before departure, and at formations to ensure that each crewmember is accounted for. It is important that you answer these musters "positively" - clearly and loudly to the person taking the muster to avoid a search for the missing person. This is especially true during noisy drills around active muster stations. It is each crewmember's responsibility to ensure that they are accounted for during muster. Each crewmember must report their presence if in case they miss initial muster.

Reporting to Emergency Stations

Lifejackets

All personnel have a lifejacket assigned to them per SOLAS Regulations and should have a functioning water light and whistle attached. Lifejackets must be stowed neatly in berthing areas when not in use.

All personnel are required to bring their lifejacket to all drills and emergency musters. When at lifeboat stations and prior to boarding lifeboats, personnel shall don lifejackets.

When donning lifejackets, all ties shall be tied securely, and hooks secured facing inward. Lifejackets are either completely on your person or completely off and shall not be used as a cushion. Lifejackets are not to be dragged on the decks.

Clothing

Long sleeved shirts, long pants, and hat should be worn at all drills and emergency musters. Adequate clothing is the best protection against exposure.

Hard Hat/Cover

Hard hats should be worn at all drills, except for those individuals whose assignment is in the engine room or those individuals whose duties prohibit the wearing of the hard hat. These individuals should wear the Cal Maritime ball cap.

Assigned hardhat colors are:

White - Officers/Staff

Blue - Cadets

Equipment

Bring a flashlight and pocketknife to drills.

Drill Etiquette

Drills are a required part of the training evolution and required by the USCG through relevant CFR's, by the International Maritime Organization (IMO), and by the Convention for the Safety of Life at Sea (SOLAS). Practicing firefighting techniques and procedures, damage control, emergency repairs, and abandon-ship procedures prepares the ship's crew to deal with real emergencies at sea.

We rise to the level of our expectations; we fall to the level of our training: **drill the way you respond to an emergency.**

Always Be Prepared

Keep all drill gear and abandon-ship gear together in a location that is easily accessible within your berthing area.

Safety First

Safety is always the priority during drills.

General Shipboard Safety Rules

- Know your way into and out of your work and living spaces. Practice until you can do it blindfolded.
- Know all the routes to your emergency station and survival craft.
- Never run across the deck or through passageways.
- Always use handrails when transiting stairs. **One hand for you, one hand for the ship.**
- Never shout down the open deck or through passageways, except in an emergency.
- Always keep a flashlight either with you or at-hand in your cabin.

Shipboard Practices

Public Areas and General Information

Bicycles

Bikes are not permitted on TSGB Summer Sea Term due to storage space limitations.

Bridge, Engine Room, Offices

Obtain permission from the officer on watch prior to visiting the bridge or engine room. Cadets must be in appropriate uniform when visiting the bridge or engine room. Cadets must conform to basic courtesy e.g. schedule a time to meet when possible, knock before entering, etc., when visiting staff offices on the ship.

Computer Lab and Classrooms

Ship's Computer Lab is only for instructional purposes and email usage. Playing media such as games, music, and video unrelated to course material are not permitted in the Computer Lab. Downloading and installing software, games, music, pictures, or other personal documents is prohibited. Altering the location or settings of classroom projectors, computers, speakers, and peripherals is not permitted. Access to classrooms after hours is a privilege and may be taken away if not kept clean and tidy.

Ship Doors

The doors on the ship are constructed especially for the ship and for fire protection. Mindful entry and exit limits noise from banging doors and avoids injury to others in proximity. For safety, hatches and doors should either be closed all the way or latched open. Removal of any doors without proper permission will result in your dismissal from TSGB Summer Sea Term

Fishing

Fishing is authorized only when the 'Fishing' sign is posted, and the fishing flag is flying. Fishing lines and gear pose a potential safety hazard to the vessel and surrounding vessels. Crewmembers must be present on deck when their gear is on deck and lines are out. All crewmembers must clean up thoroughly at the end of the activity. Other requirements:

- Reel in all gear immediately upon sounding of an emergency signal
- Only one fishing pole or reel per person is allowed
- Fishing is not allowed during maneuvering

Cell Phones & Electronic Devices

Use of cell phones or music devices is prohibited:

- On watch
- Working on deck
- While in class
- Formation
- Fire & emergency drills
- Formal social functions

In addition, use of headphones or earbuds is prohibited for safety reasons:

- In all passageways
- While sleeping

Knives

- Authorized folding knives with blades up to 4 inches long are allowed on the training ship
- Fixed blade knives are prohibited
- Fillet knives, fishing knives or other utility knives with blades not exceeding 4 inches shall be stored with fishing gear when not in use

Luggage Allowance

Luggage shall conform to the items required for the role onboard. Luggage should be enough to carry all required items in the packing list in the back of this handbook and should not be excessive. Hard luggage is not allowed. Duffel Bags recommended.

Marine Sanitation Device

- We process all of the sewage generated on the ship. The system used is biological. It is an extremely sensitive system using microorganisms to break down human waste and biomatter.
- The only material that should ever be flushed down the commode is human waste and toilet paper provided by the ship.
- *Safe rule of thumb - if you didn't eat or drink it, it doesn't go down the toilet, except toilet paper!*
- Do not put any chemicals, paper towels, Q-tips, wipes, rags, or menstrual products down the commode. This may shut down the system.
- Report any malfunction to the engineering department **immediately**.
- Be cautious of what you put down the sink and use in the shower as this can cause clogs and back-ups that can affect more than just your stateroom.

Motor Scooter/Rental Cars

Cadets are not allowed to rent/use motor scooter or motorcycle type transportation, of any kind, in port.

Noise Pollution

Cadets and officers are operating the ship 24-hours a day, every day. There is always someone who is asleep or resting before their next duties. Be courteous to your shipmate

- Refrain from yelling and loud noise at all times
- 24-hour quiet policy is in effect in the berthing areas to include port time
- Keep your music down low or bring earphones
- Tread up and down stairs and ladders lightly
- Running and jumping while aboard the vessel is prohibited
- Do not allow doors and hatches to slam shut

Officers-Only Areas

There are several spaces on the ship that are reserved for officers and faculty only. Cadets are not permitted in these areas unless on official business. Cadets are encouraged to contact officers or faculty members during posted office hours; contact them by phone or request a watch messenger from the bridge to get in touch for time sensitive issues.

Ship Phones

The ship is equipped with both electric and sound powered phones. When answering a phone or calling, utilize proper phone etiquette. State your name,

your duty station (if applicable) **and** the name of the compartment/location of the call.

For example, when the phone rings in the mess deck: "Cadet Jones, Upper-class Mess Deck." The phone system is not to be used for casual conversations.

Phones lines must remain as free as possible for communicating official, urgent, or emergency messages.

Public Displays of Affection

The Training Ship Golden Bear is a place of work and always demands a professional decorum. Public display of affection is not appropriate in this environment.

Surfboards

Cadets may bring one surfboard with them. The boards will be stowed in the Surfboard locker in the Power Lab and may not be kept in rooms. Special arrangements must be coordinated with the Corps Training Ship Commander. Retrieving your surfboard may result in delays in getting off the ship during liberty.

Garbage Policy

The TSGB is regulated by the Maritime Pollution Regulations (MARPOL), which seeks to reduce the amount of garbage being discharged into the sea from ships. MARPOL Annex V generally prohibits the discharge of all garbage into the sea, except for food waste.

In your assigned room and in common areas you will find a posted Placards of the simplified overview of Table of the Discharge in accordance with MARPOL Annex V. All crewmembers are required to strictly adhere to these provisions.

All incinerator ash and/or any other garbage retained on the ship will be discharged at the next port of call to the appropriate port authority. A record of all garbage disposal is maintained in the ship's "Garbage Record Book" which is maintained by the Chief Mate. All disposed garbage must be reported to the Chief Mate.

Trash Management

At Sea:

Garbage on ships is classified into the following categories and must be separated accordingly.

1. Plastics
2. Floating dunnage, lining, and packing material
3. Ground down paper products, rags, glass, metal bottles, and crockery.
4. Domestic waste

5. Incinerator ash
6. Normal paper products, rags, oily rags, glass, and metal scrap
7. Operational waste
8. Animal Carcasses onboard livestock carrier
9. E-Waste
10. Cooking oil waste produced in the galley
11. Cargo residues onboard ships carrying solid cargo in bulk which are not harmful to the marine environment (Non-HME)
12. Cargo residues onboard ships carrying solid cargo in bulk which are harmful to the marine environment (HME)

Note that Annex V of MARPOL prohibits disposal of plastic anywhere at the sea. It also restricts disposal of any form of garbage in coastal and “special areas”.

Special Areas under MARPOL Annex V

- Mediterranean Sea
- The Baltic Sea
- The Black Sea
- The Gulf Areas
- Antarctic Area
- The Red Sea Area
- The North Sea
- The Wider Caribbean Region

Garbage Disposal Inside Special Areas

Garbage disposal inside special is totally restricted apart from:

- Food waste to be disposed at more than 12 nautical miles.
- In wider Caribbean region food wastes comminuted more than 3 nautical miles

According to MARPOL, ships must not enter the Antarctic area unless they have sufficient capacity for the retention of all garbage on board and also have arrangements for the discharge of retained garbage at a reception facility after leaving the area. No garbage whatsoever, not even food wastes, should be discharged into the Antarctic area.

Garbage Disposal outside Special Areas

A general overview of garbage disposal outside special areas is provided below:

- Disposal of plastic is totally prohibited.

- Floating material to be disposed at more than 25 nautical miles from the nearest land.
- Food, Crockery, bottles, rags, meals, cans etc. to be disposed at more than 12 nautical miles from the nearest land.
- Food, crockery etc. can be disposed at more than 4 nautical miles from the nearest land.

Garbage type ¹	All ships except platforms ³		
	Regulation 4 Outside special areas and Arctic waters (Distances are from the nearest land)	Regulation 6 Within special areas and Arctic waters (Distances are from nearest land, nearest ice-shelf or nearest fast ice)	Regulation 5 Offshore platforms located more than 12 nm from nearest land and ships when alongside or within 500 metres of such platforms ⁴
Food waste comminuted or ground ²	≥3 nm, en route and as far as practicable	≥12 nm, en route and as far as practicable ³	Discharge permitted
Food waste not comminuted or ground	≥12 nm, en route and as far as practicable	Discharge prohibited	Discharge prohibited
Cargo residues ^{5, 6} not contained in washwater	≥ 12 nm, en route and as far as practicable	Discharge prohibited	Discharge prohibited
Cargo residues ^{5, 6} contained in washwater		≥ 12 nm, en route and as far as practicable (subject to conditions in regulation 6.1.2 and paragraph 5.2.1.5 of part II-A of the Polar Code)	
Cleaning agents and additives ⁶ contained in cargo hold washwater	Discharge permitted	≥ 12 nm, en route and as far as practicable (subject to conditions in regulation 6.1.2 and paragraph 5.2.1.5 of part II-A of the Polar Code)	Discharge prohibited
Cleaning agents and additives ⁶ in deck and external surfaces washwater		Discharge permitted	
Animal Carcasses (should be split or otherwise treated to ensure the carcasses will sink immediately)	Must be en route and as far from the nearest land as possible. Should be >100 nm and maximum water depth	Discharge prohibited	Discharge prohibited
All other garbage including plastics, synthetic ropes, fishing gear, plastic garbage bags, incinerator ashes, clinkers, cooking oil, floating dunnage, lining and packing materials, paper, rags, glass, metal, bottles, crockery and similar refuse	Discharge prohibited	Discharge prohibited	Discharge prohibited

TSGB Garbage Handling

- 1) Ordinary trash such as plastics and paper are sorted and incinerated when not in harbors, ports, or estuaries. Incinerator ash will be stored on board and only disposed of in port under proper authority.
- 2) Metals, such as soda cans, and glass, such as bottles, are sorted and kept onboard for disposal ashore.
- 3) HAZMAT-
 - a. In port: wet paint supplies must be dried out then thrown in the trash bin on the fantail prior to taking it off the ship. Oily rags are stored in the oily rag bin on the fantail until taken ashore to the HAZMAT locker.
 - b. At sea: oily rags and dried out paint supplies are incinerated.

All trash is brought to the main deck hatch to the designated area for disposal by the Cleaning Crew (CC) watch. **It is the responsibility of each crewmember to sort his or her own trash prior to bringing it to the hatch.**

In Port:

MARPOL Annex V also obliges Governments to ensure the provision of adequate reception facilities at ports and terminals for the reception of garbage without causing undue delay to ships, and according to the needs of the ships using them.

Prior to arrival, information regarding waste disposal procedures will be passed along. **Note: Violation of state, federal, or local laws can result in heavy fines for the Vessel.**

Garbage Log

The date, time, position of the ship, description of the garbage and the estimated amount incinerated or discharged must be logged and signed. The Garbage Record Book must be kept for a period of two years after the date of the last entry. The Garbage Record Book is maintained by the Chief Mate.

Water Consumption

Fresh water is a precious commodity aboard the TSGB. The ship's system makes water as efficiently as possible, but production must be balanced with available storage space. Ship systems are not designed to produce water while at port, and with unreliable or unavailable water connections at ports, it is imperative that water conservation is consistently practiced by everyone. Some conservation tips are:

- Take short showers: turn off the water when soaping up.
- Laundry is the largest water consumer. Wear clothing more than once, and do not wash partial loads.
- Don't let the water run in the sink while brushing your teeth.
- Report leaky faucets or pipes **immediately** to the engineering department.

Portholes

Portholes shall always remain closed, unless an emergency onboard requires them to be opened. Closed portholes help maintain the vessel's watertight integrity, fire and smoke boundaries; assists in controlling humidity inside the ship; and assists in maintaining air conditioning and heating boundaries.

Berthing Areas

Bedding and Linens

Towels, sheets and pillows will be provided. All crew members are welcome to bring a bath towel, extra pillow and a light blanket (no heavy comforters allowed). Sleeping bags are not allowed.
Cadet Beds: Twin XL

Clocks

Battery operated alarm clocks are preferred over electric alarm clocks. They are more reliable, easier to stow and pose no electric hazard due to the overloading of circuits. Plug in clocks will likely not keep accurate time due to frequency fluctuations in the vessel's diesel generators.

Electrical Equipment

The misuse of electrical outlets on board ship can cause extreme hazard for the entire community. Outlets are shared by all occupants of a stateroom or berthing area and must not be overloaded. Overloading circuits can lead to an increased possibility of electrical fires.

- Electrical appliances, such as refrigerators, air conditioners, microwaves, toaster ovens and other similar equipment that typically use a lot of power are prohibited in cadet berthing.
- Extension cords and outlet doublers are prohibited.
- Surge protectors or power strips, if used, must have a fault interrupting capability (a fuse).
- Any electrical problems, such as tripped circuit breakers, should be reported to the Chief Engineer's office immediately using an AVO (Avoid Verbal Orders).

Entertainment Equipment External speakers may not be larger than 8" in any dimension. Remember that there is a 24-hour quiet policy in effect at all times in the berthing areas. Bring a pair of earphones.

- Each cadet is allowed a computer.
- All electronic equipment must be secured for sea at all times.

In Case of Illness

Crew members may be excused from room inspections when sick, by posting "Bed Rest Sheet" from sick bay on their closed door.

Inspection Standards: It is each cadet's responsibility to ensure their berthing and personal appearance are in alignment with academy standards. Cadets in shared berths are equally responsible to maintain their area to following the standards:

- Berthing shall be free from adrift gear (i.e. all personal items shall be stowed and orderly)

- Racks shall be made when not in use
- Towels and washcloths shall be hung from the provided towel racks
- All posted pictures or other material in shared spaces shall be professional
- Heads - toilets, shower, and sinks, shall be clean and sanitary
- Lockers shall be properly shut when not in use
- Air ducts or vents shall not be obstructed
- All windows shall be closed & secured
- Personal food, snacks, drinks, and supplies shall not be visible
- Refrigerators, toaster ovens, air conditioners and other similar equipment are prohibited

All standards are subject to change at the Captain or Commandant's discretion. Advanced notice of changes will be made as soon as possible to ensure standards are understood and acknowledged.

Inspection Protocol

Captain's inspections may occur at any time and will occur weekly on Sunday. The Commandant's staff, in coordination with cadet leadership, shall conduct inspections with the following regularity:

- Berthing and stateroom inspections shall take place daily at 1600. Areas will be inspected by a professional staff member and cadet leaders. Before entering any berthing space, staff and cadet leaders will announce themselves and, if occupants are present, wait until they provide verbal confirmation to enter.
- Grooming and uniform inspections will take place daily at morning formation
- Cadet berthing and staterooms will be inspected prior to divisions being released on liberty

Safe Practices

- All personal items shall be secured while at sea or in port. It is important to keep your room or berthing area neat and 'ship shape' in case of an emergency
- Items not in use must be stowed away in their designated place (not left on the deck for later use)
- Each room may have one (1) doormat to be placed on the inside of the door and one (1) shower mat in the head. Each of the mats shall have a rubber backing to prevent injury and slippage.
- Surfboards are never to be stowed in cadet rooms, lounges or other public areas.

Searches: Rooms, lockers, desks, drawers, etc. may be subject to search by the Master of the ship or their designee **at any time**. It is recommended to bring a small lock and store valuables in assigned lockers.

Storage: Cadets are urged to bring the **essentials only** on the ship. Footlockers or storage bins are not permitted. Only bring enough personal belongings that can be carried by a single person upon departure.

NOTE: Storage of ANY kind in overhead compartments is prohibited.

Visitation Procedure

Visitation of the TSGB by non-TSGB personnel is prohibited between the hours of 2100 and 0800, unless on official ship's business and approved by the Captain or designee. Visitors are not allowed in the berthing or stateroom areas without permission from the Captain. Since the ship is a work environment, violation of any part of the visitation policy will result in disciplinary action, and individuals may be sent home from TSGB Summer Sea Term at their own expense.

Liberty Information

Liberty is a privilege – not a right – and cadets that fail to meet standards may lose their liberty.

Sailing Board

The Sailing Board is posted at the head of the gangway. It contains information regarding ship departure or move to another location. **Always check the Sailing Board for the latest information before you leave the ship and when you return.**

Granting Liberty

Liberty will be granted once the needs of the ship have been met and after each division has fulfilled its duties, including but not limited to, cleaning sweep down area, finishing other required work, cleaning their staterooms and getting inspected by the Division Commander and Commandant. Liberty outside prescribed hours requires a Special Liberty Request Form signed by the Commandant to ensure liberty has been officially granted to the cadet.

Expiration of Liberty

Liberty Request Form documents the expiration of liberty and all cadets must be fully aware of it to return on board the training ship or the liberty launch by the time liberty expires. Liberty expires at different times depending on class and officer status. If a cadet is late returning from liberty, they shall lose at least their next day of liberty, in addition to applicable sanctions for the infraction.

Liberty Launch

When aboard the liberty launch, cadets shall carefully follow all the instructions provided by the launch coxswain. The coxswain shall clearly instruct cadets on when and how to embark & disembark the launch. Faculty and staff have priority on disembarking the launch. **When returning from liberty, cadets with the earliest liberty expiration time will have launch priority.** Swimming to or from the ship or climbing up the ship's mooring lines to evade being counted as late is unsafe and strictly prohibited because it violates the vessel's federally mandated security policy and is subject to criminal prosecution.

Loss of Liberty

Cadets may lose liberty if they are not meeting academic requirements, have prior liberty infractions or have other conduct violations. Cadets restricted to the training ship are prohibited from leaving the training ship during their restriction. Restriction Muster will be called by the Cadet Watch Officer and/or Commandant, at least twice during a port day and restricted cadets are required to attend.

Summer Sea Term Special Liberty Request

Cadets wishing special liberty to meet family during the voyage, emergencies or other compelling reasons will need to complete the Special Liberty Request Form. This form is similar to the Watch Exchange Form in which another cadet must agree to cover the duties of the one requesting liberty. If scheduled for Watch, you must also complete a Watch Exchange Form and attach it to the Special Liberty Request Form.

The Division Commander, Department Head, and Commandant must all approve the Special Liberty Request. Completed requests are turned into the Commandant's Office for inclusion in the accountability report.

Liberty Radius

Many foreign countries have a limit to the distance a crewmember may travel from the vessel. Sometimes the restriction is no farther than the city limits of the port of call. Information for each port will be disseminated prior to the granting of liberty.

Expectations Ashore

Cadets represent the United States, the State of California, the California State University, and the California State University Maritime Academy and are American guests in the cities and countries that we visit. When ashore, all visitors are subject to local laws and regulations. It is an expectation that cadets will be professional and respectful towards local laws and customs. Crewmembers are not individually protected by diplomatic immunity when

ashore in a foreign country, even if the vessel itself has been granted such immunity.

Additionally, to maximize our learning and global experience, it is recommended that the norms of the foreign port are followed with respect and humility. All cadets are required to attend Port Briefs, where important information on the people and places of the foreign country and port is disseminated. Each crewmember is expected to be the ideal ambassador of United States.

Wallets/Passports/ID

It is strongly recommended that cadets carry only necessary documents ashore, such as Cal Maritime Port Pass and TWIC to gain entry to port areas. Cadets are not allowed to carry their passport ashore unless explicit permission is granted by the Captain or if departing the vessel permanently.

Note: Such permission will only be granted in extraordinary circumstances.

Meeting People in Port

Undoubtedly, meeting interesting people is the highlight of foreign ports. As friendships are forged, it is important to remember that due to security restrictions, casual visiting is not permitted on the Training Ship *Golden Bear*. All visitors, especially those in foreign ports, must be cleared by the Captain or senior officer present before being allowed aboard the vessel.

Cadets are encouraged to not make overarching commitments to foreigners to visit the ship, offer food, medical attention or supplies and sundry supplies. There are cost, insurance and liability issues that prevent the ship from rendering humanitarian services in foreign ports. We are simply not authorized to obligate the State of California or the US Federal Government. However, the *Golden Bear* does occasionally transport relief donations to orphanages and hospitals on behalf of recognized charity organizations, but this is accomplished through formal official channels.

Getting Sick or Injured Ashore

Although rare, injuries or sudden sickness while ashore on liberty can occur. Cadets are highly encouraged to remain in groups whenever possible but definitely never alone, when on liberty at a port. In case of an injury or illness incident that does not appear to be life-threatening, someone in the group should assist the injured or ill cadet back to the vessel immediately. Call the vessel ahead to ensure the ship's medical officer is ready to help you. However, if alone, seek assistance from a local policeman and call the ship to inform the Watch of your situation. Watch will notify the Captain or senior officer aboard who will make arrangements to help you.

Return from Liberty

When returning from liberty, all personal items being brought on the ship are subject to inspection for contraband. If there is a perceived cause, such as stumbling up the gangway, cadets may be breathalyzed for alcohol. Cadets who arrive late **will** be breathalyzed. Upon returning to the ship, cadets are required to shift into the appropriate uniform immediately. Civilian wear is not authorized outside (including the fantail) the berthing area at any time.

Shipboard Duties

Bed Rest

If you are sick or injured, you **must** report to the Medical Treatment Facility immediately. If a cadet is issued bed rest, they may be excused from assigned daily activities. Cadets on bed rest must remain in or adjacent to their berthing area. If necessary, meals will be brought to you.

Class

Classes and watches aboard the training ship contain STCW required competencies and are considered assigned duties. All classes aboard the training ship require mandatory attendance. Failure to attend class may result in disciplinary action. Failure to attend classes or watches may also subject you to being assigned a failing grade for summer sea term and being sent home at your own expense. Your TSGB Summer Sea Term fee will not be subject to reimbursement in such an event.

Cleaning Formations

Mandatory cleaning formations may be called after dinner for extra cleaning to be performed in areas of need.

Clean Sweep Down

Clean Sweep Down (CSD) is required for all cadets. First class cadets provide supervision and support to the other cadets. CSD occurs each day at 1600 until 1630. Clean Sweep Down stations will be assigned at the start of TSGB summer sea term by division and may be modified as required by the Commandant at any time. Cadets found to be late or missing from CSD will be subject to disciplinary action. Cadets must perform their CSD duties properly. It is a necessary function for the required sanitation of the vessel and for the health and wellbeing of all aboard.

NOTE: Please keep noise in Officer's Country to a minimum. Some officers who work off-hours may be sleeping during this time.

Day Work

Cadets should arrive for day work in the appropriate attire/uniform and prepared to begin work with the tools & supplies needed for the job.

Quarters (Formation)

At Sea

Quarters occur every day at 0700. Muster should be complete by 0655. Cadets should be in their respective uniforms - work, watch or class. Cadets shall meet the required grooming standards at Quarters. Periodic inspections may occur.

In Port

Quarters occur every day at 0700 for all cadets. Muster should be complete by 0655. Cadets should be in the appropriate work or watch uniform. All others should be in khaki coverall uniform. When arriving in port, Quarters may be called at a different time to expedite the dissemination of information critical for granting liberty.

On Watch

All watches begin 15 minutes before the hour. Cadets should show up prior to this time, fully prepared to assume the watch at 15 minutes before the hour. Cadets showing up after this time will be considered late to watch. **Watch takes priority over all other shipboard functions.**

Glossary

Aft - Direction toward the stern.

Aloft - Up from the highest deck.

Bridge - Control center of ship comprised of the wheelhouse, chartroom, radio station and gyro room.

CC - Compartment cleaner.

Celestial - Navigation method by Aeronautical observations.

Engine Room - Main machinery space comprised of main engine room, auxiliary machinery room and shaft alley.

EOS - Engine Operating Station - Engine Control Room.

Forward - Direction toward the bow.

Foxtail - Small hand broom.

Galley - Kitchen.

Gyro - Gyroscopic compass that indicates true north versus magnetic north from a normal compass.

Head - Bathroom.

Medical Treatment Facility - Medical treatment room and Doctor's office.

Mess Deck - A dining room.

Muster Station - Place you are supposed to go when the emergency signal sounds.

Port - The left side of the ship when looking towards the bow.

Rounds - To conduct a-walk-through of designated spaces for the purpose of observation; hearing, smelling, seeing, and feeling.

Scullery - Dishwashing room.

Sextant - Instrument used to measure angles in celestial observations.

SSDG - Ship's Service Diesel Generator.

Starboard - The right side of the ship when looking forward.

Station Bill - A large matrix placard that lists everyone and their emergency duties.

Steering Eng. - Machinery that controls the movement of the rudder.

Swab - Mop.

Ward Room - Officer's dining room.

TSGB Ship's Particulars and Principal Characteristics

Length overall	499.8 FT
Length between perpendiculars	462.1 FT
Beam (molded)	72 FT
Height of ship (keel to mast top)	151 FT
Maximum operating draft	30 FT
Air draft (at maximum operating draft)	120 FT
Displacement tonnage at design draft	15,928 LT
Gross registered tonnage	10,939 LT

Machinery

Main engines - (2) Enterprise medium speed diesels	R5 V-16
Maximum continuous rating (each)	8,500 BHP
Speed, sustained operating	20 Knots
Endurance at design draft and 20 knots	17,820 NM
Generator output	2700 KW
Propeller diameter in (five bladed)	19.5 FT
Anchor Baldt stockless, each	10,000 LBS
Year built	1989
Total persons allowed on board	380

Capacities

Fuel Oil (Diesel)	3700 LT	1,098,000 Gal
Lube Oil	95 LT	28,215 Gal
Fresh Water (Potable)	120 LT	32,280 Gal
Salt Water Ballast	7200 LT	1,886,381 Gal
Permanent Ballast	1864 LT	

Tankage

There are 61 various types of tanks:

Salt Water Ballast Tanks	28
Permanent Ballast (Driller's Mud)	5
Fuel Tanks	13
Lube Oil Tanks	5
Misc. Engineer's Tanks	6
Fresh Water (Distilled and Potable)	4

TSGB Summer Sea Term SUGGESTED PACKING LIST

- **This is by no means a final list; it is a SUGGESTED list.**
Everyone's packing may differ depending on what they choose to bring. Some may choose to bring less, more, or different items. What berthing you are in also may dictate what you choose to bring
- References: <https://www.sea.edu/documents/enrolled/Packing.pdf>, <https://womenoffshore.org/going-offshore-packing-list/>
- Recommended Luggage: backpack, soft-sided duffel bag/sea bag

PERSONAL EFFECTS: Make sure documents aren't expired/will expire during Summer Sea Term!

- Driver's License
- CSUMA Port Pass
- Passport

- Merchant Mariner Credential with STWC Medical Certificate, Any additional licensing documentation (FCC GMDSS license, etc.)
 - Only applies to those that have these documents
- TWIC
- Any additional licensing documentation (FCC GMDSS license, etc.)
- Optional depending on coverage: Medical Insurance Card
- Credit Card/Debit Card
- Cash: recommended \$100 in misc. bills

UNIFORMS, PPE, & TOOLS OF THE TRADE

- Hard hat (blue for cadets)
- CSUMA Ball Cap(s)
- Entirety of Salt & Pepper uniform: 1 set
- White undershirts: Recommended 5 shirts
- Khaki uniform/ khaki coveralls: Recommended 1-2 sets
- Rain Gear: Deck will need to acquire rain pants (black or yellow) if wanted and rain jacket (black or yellow), engineer include rain jacket
- Uniform jacket
- Tropical Uniform
- Blue, labelled coveralls: Recommended 2 pairs deck, 3 pairs engine (flame retardant)
- 4-7 pairs of black, long socks for your steel-toed boots
- 1 or 2 large water bottles
- Hearing Protection (plugs, muffs)
- Steel-toed boots
- Safety glasses and safety goggles
- Impact gloves (2-3 sets)
- Pocket notebook (waterproof notebooks are great!)
- Knife conforming to uniform regulations.
- Flashlight (intrinsically safe flashlights are always a good idea) (for deck cadets, having a flashlight that is colored red is good for night watch)
- Wristwatch
- For engineers: a crescent wrench and a screwdriver with interchangeable bits

LINENS

- Pillow and pillowcase, light blanket
- Bath towels
- Privacy sheet (like a sheet or towel to put over the front of your rack)

TOILETRIES

- Toothpaste and toothbrush
- Floss
- Mouthwash (sealed)
- Hair brush/ comb
- Face wash
- Shampoo & conditioner
- Soap (bar or liquid)
- Shower caddy
- Deodorant
- Razor
- Shaving cream
- Lotion/Moisturizer
- Sunscreen
- Contact Solution, multiple extra pairs of contacts, glasses, extra set of glasses
- Nail Clipper/Nail File
- Shower shoes
- Dryer sheets (laundry detergent is provided by the ship)
- Hair ties/headband/bandana
- Menstrual products/supplies
- Prescription medicine (Ensure you have enough filled for 2 months-90 days depending on your summer sea term schedule)*
- Over-the-counter medicine like Tylenol/Advil, Emergen-C, antacid tablets, motion sickness medication, melatonin, etc.
- Emergency medication you may need like insulin, EPI Pens

Notes:

If you have a monthly prescription and explain your work situation to your doctor, most doctors can change your prescription, to up to 3 refills at once,

which should cover a full hitch's worth of medicine. This is typically covered by insurance so that you don't get charged for having to fill the prescription early/prior to your summer sea term.

Ship hospital will have basic medicine easily available but sometimes it's nice to have your own basics like Advil, Melatonin, and cough drops on hand.

Medications need proof of the original prescription and must be in the original prescription bottle – no mixing pills, no pill organizers!

It helps to have a few Ziploc bags aboard as well, just in case needed.

CLOTHES & SHOES

- 4-10 Pairs of underwear/boxers
- 2 bras*, 2 sports bras*
- Tennis shoes
- 1 Light jacket/hoodie/fleece
- 2 T-shirts/workout tops
- Bathing suit
- Pajamas/something to sleep in
- Closed toes shoes for use off official duty (ex. boat shoes)
- 2 pairs of athletic pants/shorts/yoga pants
- 2 pairs athletic socks
- Liberty Attire (1 outfit recommended)

Notes:

It will be hot! Choose lightweight, loose clothing and/or athletic clothing to wear under your coveralls.

Everything you bring to sea will be put to hard use. Clothes will get torn, stained, greasy, etc. Everything you bring should be comfortable & easy to move in. You will change your clothes much less frequently than you do on land.

*For engineers, the engine room onboard can reach temperatures of 120°F, so bras made of material like spandex or other synthetic materials may melt or bleed onto the undershirt. Cotton bras are recommended.

ELECTRONICS/WORK ITEMS

- Laptop and Charger
- Ethernet Cable/Adapter (useful!)
- Black pens and pencils, highlighters
- Cell Phone and charger
- Converter, if needed
- Required materials for class depending on major and under/upper class
- Power Strip/Surge protector
- Headphones
- USB storage stick, External Hard Drive
- Backpack

MISCELLANEOUS/ OPTIONAL ITEMS: This list is by no means mandatory. It may help to find out what berthing you are in and work with friends to consolidate optional items.

- Sunglasses (consider bringing extra pairs)
- Non-perishable, non-melting snacks/candy (that aren't already available in Pirate's Cove)
- Pre-ground coffee and a way to make it (like a pour-over/Aeropress)
- Multitool
- Foam Roller
- Headlamp
- Books (FYI-ship has a library)/magazines
- Magnets (with hooks) or Command-strip type hooks
- Battery alarm clock
- Camping chair/folding chair
- Protein Powders, hydration/electrolyte powders
- Playing cards, poker chips, travel-sized board games
- Vitamins, supplements
- Power adapter
- Coffee cup; travel cups with a lid are great (put your name on the bottom!)
- Surfboard/wax/leash*
- Fishing Equipment (seek additional guidance for what is/is not allowed) *

- iPod/iPad/Kindle/Tablet*
- Camera*

Notes:

*Be aware of bringing valuables and large items with you. Ships are dangerous environments where bulky or expensive items can get damaged! They may not be even able to fit onboard.

If interested in bringing a guitar/instrument, be aware of what berthing you're in, suggestion on case-to-case basis only. For example a guitar may not be acceptable in Lower Berthing Areas. Please reach out to professional staff if you wish to bring an instrument.

It is a good idea to download movies/TV shows prior to embarking on TSGB Summer Sea Term for entertainment during off-hours; external hard drives or large-capacity flash drives are great for this!

Title IX/CGIS Reporting Flow Charts

Appendix A

A



**Please refer to posters on bulkheads throughout the vessel.

Appendix B



**Please refer to posters on bulkheads throughout the vessel.



Marine Safety Information Bulletin

Commandant
U.S. Coast Guard
Inspections and Compliance Directorate
2703 Martin Luther King Jr Ave, SE, STOP 7501
Washington, DC 20593-7501

MSIB Number: 13-23, CH. 2
Date: January 9, 2024
Phone: (202) 372-1222
E-Mail: flagstatecontrol@uscg.mil

Coast Guard Policies to Address Sexual Assault and Sexual Harassment Prevention and Response on Vessels

The James M. Inhofe National Defense Authorization Act (NDAA) for the Fiscal Year 2023 included new requirements under Title 46 of the United States Code (U.S.C.) to enhance crew safety on certain commercial vessels and to prevent and respond to sexual misconduct, which includes sexual assault and sexual harassment, and harassment within the maritime industry. The Coast Guard has [released policies](#) to provide guidance on implementation of several of the new laws. The maritime industry should be aware of the changes highlighted below.

Master Key Control System (46 U.S.C. § 3106). Applicable vessels are now required to establish a master key control system and related provisions for use of master keys. The Coast Guard released CG-CVC Policy Letter 23-06 to provide initial guidance on the installation and management of a master key control system and information retention.

Safety Management System (SMS) (46 U.S.C. § 10104(e) and 46 U.S.C. § 3203).¹ Companies and vessels should have documented policies and procedures within the SMS to ensure compliance with the reporting and after-action summary requirements of 46 U.S.C. § 10104 related to harassment, sexual harassment, and sexual assault.² These procedures should be documented as soon as possible in the SMS. The Coast Guard or Recognized Organizations may conduct investigatory audits as required by 46 U.S.C. § 10104(e) and may suspend or revoke a Document of Compliance (DOC) or Safety Management Certificate (SMC) in accordance with 46 U.S.C. § 3203(c).

Surveillance Requirements & Response Training (46 U.S.C. § 4901). Applicable vessels are now required to install and maintain video and audio surveillance equipment and retain recordings for a specified time. In addition, vessel owners and employers are required to train crewmembers in responding to and reporting sexual assault and sexual harassment. The Coast Guard released CG-CVC Policy Letter 23-05 to provide initial guidance on the installation of surveillance requirements and other provisions to meet the mandatory deadlines.

Display of Information in Crew Berthing Areas (46 U.S.C. § 11101). Crew berthing and washing areas must now prominently display details concerning company policies, how to report issues, and steps to

¹ The Coast Guard updated [CG-CVC-WI-004 – Flag State Interpretations of the ISM Code](#), which includes discussion on the requirements in 46 U.S.C. § 10104 and 46 U.S.C. § 3203.

² 46 U.S.C. § 10104(e) and 46 U.S.C. § 3203(a)(5).

This release has been issued for public information and notification purposes only.

respond to sexual assault and sexual harassment. The Coast Guard released CG-CVC Policy Letter 23-04 to provide initial guidance on the applicability and implementation of these requirements.

These policies are intended to assist vessel owners and operators in understanding and adhering to the new and modified provisions set out by the 2023 NDAA. It is imperative for industry stakeholders to familiarize themselves with these updates to ensure compliance with the mentioned sections of Title 46 of the United States Code. Please see the list of Policy Letters and Work Instructions on the Office of Commercial Vessel Compliance (CG-CVC) [website](#). See MSIB [01-23](#) for further information on reporting sexual misconduct on U.S. vessels.

For further information on these policy documents, please email the Coast Guard's Office of Commercial Vessel Compliance (CG-CVC) at cgcvc@uscg.mil.

Frequently Asked Questions

DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is not intended to, nor does it impose legally binding requirements on any part. It represents the Coast Guard's current thinking on this topic and may assist industry, mariners, and the public, as well as other federal and state regulators, in applying statutory and regulatory requirements. You can use an alternative approach for complying with these requirements if the approach satisfies the requirements of the applicable statutes and regulations. If you want to discuss an alternative approach (you are not required to do so), you may contact the Coast Guard Office of Commercial Vessel Compliance at the email listed above.

This MSIB is updated with information on frequently asked questions relevant to the implementation of the policy letters and laws described above. The information below is organized by topic.

CVC Policy Letter 23-04: GUIDANCE ON STATUTORY INFORMATION REQUIREMENTS WITHIN ACCOMMODATION SPACES ON MERCHANT VESSELS

❖ **Question:** Policy Letter 23-04 makes reference to crew washing spaces regarding placement of posted notices for reporting procedures and resources, related company policies, retaliation and drug and alcohol usage. Is posting in the common areas of the accommodation house sufficient?

Response: In accordance with 46 U.S.C. § 11101, information must be posted in each crew berthing area and in each required crew washing space. The statute does not provide allowance for consolidating information into a single or few spaces and does not detail alternative arrangements. Vessels should be sure to post information in every space required by law.

❖ **Question:** Policy Letter 23-05 for surveillance systems makes reference to a statutory timeline for compliance. Why is there no compliance deadline mentioned in Policy Letter 23-04?

Response: Title 46 U.S.C. § 11101 does not include a delayed effective date for compliance. In contrast, 46 U.S.C. § 4901 requires video and audio surveillance equipment to be installed no later than two (2) years after the enactment of the Coast Guard Authorization Act of 2022, or during the next schedule drydock, whichever is later.

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❖ **Question:** Must a vessel post information in a shared washroom or the individual washrooms within cabins?

Response: Per 46 U.S.C. § 11101, each crew berthing area and required washing spaces must be equipped with specified information. While the statute also covers broader accommodation requirements and specific requirements for the size of washing spaces, it does not specify whether certain washing spaces would be exempt. However, the applicable statute does not require information for individual crew berthing areas. We advise the owners to ensure that each berthing area is equipped with the required information (*Note: "Washing spaces" are required for merchant vessels having more than 10 seafarers on deck.*)

❖ **Question:** Referencing Policy Letter 23-04, crew berthing areas must be equipped with, among other things, vessel owner or company policies prohibiting sexual assault and sexual harassment, retaliation, and drug and alcohol usage. Is this a requirement to print all policies and procedures and post them on the bulkheads, which could consist of hundreds of pages? Is a stateroom binder with directions on how to access these specific policies in the SMS sufficient?

Response: Title 46 U.S.C. § 11101 states that vessels must equip spaces with information regarding vessel owner or company policies prohibiting sexual assault and sexual harassment, retaliation, and drug and alcohol use. The law does not mandate that the policies themselves be posted. In [Policy Letter 23-04](#), we advise that "statements within the signage should be clear and concise and easy for all expected viewers to understand."

❖ **Question:** Are restrooms considered washing spaces?

Response: Per 46 U.S.C. § 11101, a vessel with more than 10 seafarers must have at least one washing space. If a restroom serves to meet the washing space requirements, it would be required to be equipped with the required information. There are many different terms used within Title 46 to refer to spaces reserved for a vessel's crew. This terminology is not always consistent across various laws and regulations. In any regard, the Coast Guard encourages vessels to err on the side of caution and post information for the crew when a vessel is not constructed with a crew berth or wash space to ensure they are consistently informed on policies and procedures for reporting sexual misconduct.

❖ **Question:** If a vessel has no accommodation spaces, is that vessel exempt from the requirements?

Response: Title 46 U.S.C. § 11101 does not create specific exemptions based on the vessel's configuration. Information must be posted in all areas required by law.

❖ **Question:** If a vessel has received tonnage measurement under requirements for both the regulatory measurement (i.e., "GRT") and convention measurement (i.e., "ITC"), what measurement should be used to determine applicability?

Response: For vessels assigned both Convention Measurement System (GT ITC) and Regulatory Measurement System (GRT) tonnages, the vessel's GRT tonnage should be used to determine the applicability of [46 U.S.C. § 11101](#). For vessels not assigned a GRT tonnage, the vessel's GT ITC tonnage should be used to determine the applicability of [46 U.S.C. § 11101](#).

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CVC Policy Letter 23-05: GUIDANCE ON SURVEILLANCE REQUIREMENTS FOR CERTAIN COMMERCIAL VESSELS THAT DO NOT CARRY PASSENGERS

❖ **Question:** Our company currently intends to manage surveillance with shoreside personnel. Would doing so alleviate the need to train the ship's crew?

Response: Limiting training to only shoreside personnel cannot conceivably meet the requirements in 46 U.S.C. § 4901. The statute states that "all individuals employed by the owner or employer for the purpose of responding to incidents of sexual assault or sexual harassment" must receive the required training. This training includes not only the retention of audio and visual records, but other evidence. The training also must include "applicable Federal, State, Tribal, and local laws and regulations regarding sexual assault and sexual harassment investigations and **reporting** requirements."³ Limiting required training to only those shoreside staff is not consistent with statutory requirements as a vessel's master is considered a "responsible entity" who is required by 46 U.S.C. § 10104 to report incidents. In addition, various crewmembers may have to preserve other evidence.

❖ **Question:** Will the Coast Guard publish regulations on the technical requirements and standards for audio and visual surveillance equipment?

Response: The Coast Guard is determining whether regulations are appropriate. In the meantime, CVC Policy Letter 23-05 provides general guidance on the overall quality of the system. While the law does not mandate performance thresholds, the viewer of the video footage should be able to identify persons and their actions in all ambient lighting conditions anywhere in the covered space. The listener of the audio recordings should be able to discern conversations and words spoken in all foreseeable noise conditions.

❖ **Question:** Does the "next drydocking" term mean "out of water" or "next survey date?"

Response: Title 46 U.S.C. § 4901(c)(1) requires the installation of video and audio surveillance equipment aboard applicable vessels not later than December 23, 2024 or during the next scheduled drydock, whichever is later. The term "next scheduled drydock" is used without distinction of survey. We advise that owners ensure compliance with the requirements at the next scheduled drydocking (i.e., vessel out of the water) of the vessel if that scheduled drydocking is beyond two years from the date of enactment. Otherwise, compliance is mandated on December 23, 2024, which is two years from enactment.

❖ **Question:** Can the required video cameras be motion activated?

Response: The statute does not specify details about motion activated video cameras. However, the Coast Guard advises against motion activated cameras. As stated in [CVC Policy Letter 23-05](#), it is recommended that video and audio recordings be continuous and without interruption.

³ 46 U.S.C. § 4901(g)(2)

❖ **Question:** Per 46 U.S.C. § 4901(f), all records of audio and visual surveillance must be retained for not less than one year after the footage is obtained. The law also states that any video and audio surveillance found to be associated with an alleged incident should be preserved for not less than five years from the date of the alleged incident. What do we do if a person alleges an incident that is more than one year before the date reported?

Response: In accordance with 46 U.S.C. § 4901(f), any video and audio surveillance found to be associated with an alleged incident should be preserved for not less than five years. It is conceivable that a responsible entity may not become aware of an incident for one or more years after the alleged incident. As such, the audio and visual records may have been removed consistent with statutory retention requirements.⁴ This question highlights the importance of policy, procedures, and training related to reporting sexual misconduct and preserving evidence.

CVC Policy Letter 23-06: GUIDANCE ON MASTER KEY CONTROL REQUIREMENTS ON MERCHANT VESSELS

❖ **Question:** If my vessel does not have a master key, am I exempt from the requirements?

Response: Title 46 U.S.C. § 3106 does not specifically exempt vessels that do not have a master key nor does the law make the overall requirements contingent upon having a master key. The Coast Guard advises that all applicable vessels have a documented system in place. The Coast Guard also advises that a “master key” generally refers to a single or multiple keys or electronic access device that enables access to multiple, if not all, secure spaces.

❖ **Question:** Do the master key control requirements only apply to staterooms or does they apply to any space that can be locked, such as storerooms, restrooms, the pilot house, machinery space, etc?

Response: Title 46 U.S.C. § 3106 makes no distinction regarding the types of spaces covered nor does it exempt certain spaces. The Coast Guard advises that a “master key” generally refers to a single or multiple keys or electronic access device that enables access to multiple, if not all, secure compartments, rooms, or areas on the vessel, especially staterooms, bathrooms, changing rooms, and any other space that when locked by individual occupants, are intended to be inaccessible to others without a master key.

❖ **Question:** Policy Letter 23-05 for surveillance systems makes reference to a statutory timeline for compliance. Why is there no compliance deadline mentioned in Policy Letter 23-06?

Response: Title 46 U.S.C. § 3106 does not include a delayed effective date for compliance. In contrast, 46 U.S.C. § 4901 requires video and audio surveillance equipment to be installed no later than two (2) years after the enactment of the Coast Guard Authorization Act of 2022, or after the next scheduled drydock, whichever is later.

❖ **Question:** Policy Letter 23-06 advises that rekeying may be necessary based on crew changes or potential compromises. Does the Coast Guard expect a company to rekey a vessel each time a key is lost or missing?

⁴ 46 U.S.C. § 4901(f).

Response: Title 46 U.S.C. § 3106 does not specifically require rekeying, but rather states that the owner must ensure a vessel is equipped with a system that “provides controlled access to all copies of the vessel’s master key.” The Coast Guard advises that periodic rekeying may be necessary based on crew changes or potential compromises. The decision is up to the company as long as the system maintains controlled access to all copies of the vessel’s master key or keys.

❖ **Question:** Are vessels required to add locks to applicable spaces if they do not have locks?

Response: Title 46 U.S.C. § 3106 mandates that a master key control system be maintained rather than specifying what rooms require keys. The Coast Guard advises that the objective of ensuring personal safety and security onboard vessels should be met. Vessels should consider safety of staterooms, bathrooms, changing rooms, and other spaces occupied by individuals.

CVC-WI-004(3): Flag State Interpretations of the ISM Code

❖ **Question:** Page 10 of CVC-WI-004(3) lists “Statutory reporting and actions for incidents of harassment, sexual harassment, and sexual assault” as a risk that should be evaluated and included in a system of drills and exercises. What is the prescribed timeline for drills and exercises related to reporting sexual misconduct? Are they to be completed for each vessel or for the company?

Response: “Statutory reporting and actions for incidents of harassment, sexual harassment, and sexual assault” is one (1) of 22 risks identified in CVC’s Work Instruction, titled “Flag State Interpretations of the ISM Code.” The company should establish a program of drills and exercises, as appropriate for each risk identified. The Coast Guard has not provided for mandated intervals beyond existing requirements in various regulatory subchapters and international conventions.

❖ **Questions:** Are these requirements applicable to vessels that voluntarily comply with the ISM Code and hold a Statement of Voluntary Compliance (SOVC)?

Response: Yes, as described in [CVC-WI-004 – Flag State Interpretations of the ISM Code](#), the issuance, maintenance, and revocation of the SOVC is administered in a manner identical to the required ISM Code certificates.

-uscg-

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