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Compliance: Bio-safety, Environmental Programs, Ergonomics, Fire Safety, Occupational Hygiene and Safety and Radiation Safety

Tom Schultz
Bookhout (Lab 7), #214
Phone: 252-504-4641
Mobile: 619-823-1514
tom.schultz@duke.edu

Animal Care and Use
Richard Forward
Bookhout (Lab 7), #208
Phone: 252-504-7610
rforward@duke.edu

Facilities
Maintenance, # 102
Phone: 252-504-7515
Donald.lane@duke.edu

Personnel
Patty Nolin
Administration, Room 106
Phone: 252-504-7528
pnotin@duke.edu

Facilities Use

Small Boat and Canoe/Kayak Use -- Small Boat Use Policy

BOATS ARE AVAILABLE TO STUDENTS AND FACULTY AS LISTED BELOW. BOATS ARE TO BE USED FOR EDUCATION AND RESEARCH ONLY. BOATS ARE NOT TO BE USED FOR RECREATIONAL OR PERSONAL USE. VIOLATORS OF THIS RULE WILL HAVE THEIR BOAT OPERATION PRIVILEGES SUSPENDED PERMANENTLY. CANOES AND KAYAKS MAY BE USED FOR RECREATION, AS DESCRIBED IN THE "CANOE/KAYAK USE" SECTION.
The R/V Crandall is provided with an operator at no additional charge. If the trip for which the boat is to be used is a research trip, then Duke Faculty have the option of operating this vessel themselves, provided the designated operator meets the necessary requirements established by Marine Operations. This will include a brief orientation, vessel familiarization, Rules of the Road explanation, and short operational test given by a Marine Operations Staff member. Once the designated operator has demonstrated proficiency in operating a boat, he or she will be free to do so whenever necessary. Operators will be required to take training in EACH boat or type of boat they need to use. Training shall be required and scheduled at least one workday prior to the day a boat is scheduled for class use. Additional training sessions will be available to any operator who makes a request.

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

Term students will only be allowed to use the canoes.

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

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

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

**Cancellation of boat reservations by Duke Marine Lab programs**

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

**Safety**

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

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

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

All boats must be back at the Marine Lab one hour before sundown. After this, Marine Operations Staff
will begin looking for the missing boats. Boat users will be charged for this time as well as their own
time, if this occurs for reasons other than an emergency (boat mechanical breakdown, occupants lost,
stranding due to tides, assisting another boat, etc.).

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

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

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

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

**Boat return and cleanup**

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

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**Canoe/Kayak User Safety Rules**

(Canoe/Kayak User Rules are posted inside the Canoe Locker)

- **RESTRICTIONS.** Canoes/kayaks may **NOT** be used between 7pm (fall/spring semesters) or 8pm
  (summer terms) and dawn, or when there is a severe weather advisory. The Canoe Locker is
  **LOCKED** when canoes cannot be used. See Dan Rittschof or John Wilson for research/teaching
  exceptions.
• **CELL PHONE.** You are required to have one cell phone with each group (number should match the log sheet). Protect phone by placing in a watertight container (Zip Lock, etc.).

• **LOG SHEET** (left door inside Canoe Locker). All canoes/kayaks must be signed out (COMPLETELY). Research/teaching have priority. **LOG IN** when you return.

• **LIFE VESTS AND CUSHIONS.** Life vests must be worn at all times. Anyone stopped by the US Coast Guard may be fined for not wearing their vests; the fine ($100) will be paid by the individual. The Coast Guard also requires a seat cushion.

• **DRUGS & ALCOHOL.** No drugs or alcohol (or persons under the influence) are allowed in the canoes/kayaks at any time.

• **USERS.** Canoes are to be operated by no less than two individuals; maximum occupancy is three individuals (one sitting on flotation cushion on canoe bottom). Kayaks must be accompanied by at least one additional watercraft.

• **SEATING.** Use the seats or kneel.

• **SHOES.** Closed-toed shoes are required.

• **RANGE.** Canoes/kayaks are only to be used around Pivers Island, in Taylors Creek and Bird Shoals.

• **LAUNCHING.** From land, carry the canoes/kayaks to water. Load and unload in shallow water parallel to shore.

(Contact John Wilson at 252-504-7506 for questions concerning this policy)

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**Pearse Memorial Library**

*Library Etiquette*

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

*Circulation*

Loan periods:

- Faculty - one year
- Graduate students - one year
- Staff - one month
- Undergraduate students - one month

With the exception of reference materials, all books may be checked out. Circulation slips are available at the circulation desk for use when library staff are not present. Reserve materials circulate only with special permission of the course instructor. Bound journals may be checked out on a short-term basis only. Current journal issues do not circulate.
**Renewals**
Individuals can renew Duke University library books by visiting Your Library Accounts (http://library.duke.edu/services/accounts.html) and then logging into “My Library Card.”

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

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

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

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

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

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

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

**Interlibrary lending to libraries not affiliated with Duke**
The DUML Library lends books and supplies photocopies to other libraries. The following restrictions apply:

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

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

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

RECYCLING PROGRAM

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

Commingled Recycling:

There are several locations for commingled recycling (see DUML Recycling Map). Offices and dorm rooms have a small blue container for commingled recycling. These containers should be emptied into a larger container by the user. Larger recycle containers are located at the entrance of most buildings. Lab 7 (Bookhout) has a larger container in the center of the West corridor on all 3 floors. The following label is on the larger commingled recycle containers.
# COMMINGLED RECYCLING

<table>
<thead>
<tr>
<th>Recycle Yes</th>
<th>Recycle No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic Bottles</td>
<td>Cups</td>
</tr>
<tr>
<td>Aluminum Cans</td>
<td>Plastic Food Containers</td>
</tr>
<tr>
<td>Steel Cans</td>
<td>Plastic Bags</td>
</tr>
<tr>
<td>Glass Bottles</td>
<td>Magazines</td>
</tr>
<tr>
<td>Jars</td>
<td>Hard Bindings</td>
</tr>
<tr>
<td>Newspaper</td>
<td>Hard back Books</td>
</tr>
<tr>
<td>Telephone Books</td>
<td>Carbon Paper</td>
</tr>
<tr>
<td>Journals</td>
<td>Paperboard</td>
</tr>
<tr>
<td>Soft Covered Books</td>
<td>Tissue Paper</td>
</tr>
<tr>
<td>Envelopes (no window)</td>
<td>Post-It Paper</td>
</tr>
<tr>
<td>Index Cards</td>
<td>Heavily dyed paper (neon, etc...)</td>
</tr>
<tr>
<td>White Copier Paper</td>
<td>File Folders/Manila Envelopes</td>
</tr>
<tr>
<td>Computer Print-out Paper</td>
<td>Chipboard</td>
</tr>
<tr>
<td>Fax Paper</td>
<td>Carbonless multiple copies</td>
</tr>
<tr>
<td>Colored Paper</td>
<td>No Laboratory Glassware</td>
</tr>
</tbody>
</table>

**Recoverable items not commingled:**

**Styrofoam Worms (peanuts):**
A large yellow container for recycling of Styrofoam worms (which are frequently used as packing materials) is located on the first floor west corridor area of Lab 7 (Bookhout Research Lab).

**Corrugated Cardboard:**
A large dumpster (from Waste Industries) is available for recycling of corrugated cardboard. The dumpster is stationed in the fenced compound on the west side of the Maintenance Building that houses Marine Operations and Oceanography. Please **FLATTEN** all boxes prior to placing in the dumpster. Pizza boxes can go in the commingled recycle containers.

**Monofilament Recycling:**
Improperly discarded monofilament fishing line causes devastating problems for marine life and the environment. Please place discarded monofilament fishing line into the monofilament recycle bins located on the concrete pier and at the boat ramp.

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

- Alkaline Batteries:
  - A
  - AA
  - AAA
  - C
  - D
  - N
  - 6-Volt
  - 9-Volt
  - Watch
  - MN 21

- Other Batteries (under 2 pounds):
  - Nickel Cadmium
  - Lead Acid
  - Lithium
  - Lithium Ion
  - Nickel Metal Hydride
  - All Cell Phones

Any batteries not listed above or that exceed 2 pounds should be submitted to Tom Schultz in Bookhout (Lab 7) Room 214. Office Phone: 252-504-7641 Cell Phone: 619-823-1514 Email: Tom.Schultz@duke.edu
Children on Premises; Minors in the Workplace

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

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

Research Laboratory/Facility: Any laboratory, work area, building, boat, or other facility where research is being conducted.
Hazards: Chemicals, animals, laboratory equipment (to include electrical, mechanical, and/or hydraulic equipment) or any other potentially harmful object, procedure or environment (fume hoods, storage rooms, etc.) that could cause injury.

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

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

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

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

**Minors in the Workplace**
Issued: July 1990
Last Revised: April 2008

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

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

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

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

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

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

Any area where there is a potential exposure to radiation which does not meet State and Federal regulations regarding allowable exposures.
Prior to the assignment of a minor in an area where such exposure potential exists, contact the Business Manager to make the determination as the appropriateness of the assignment.

**Management Oversight:**

Youth Volunteers:

1. All services within Duke Marine Laboratory which utilize volunteers under the age of 19 shall notify the Business Manager.

2. Volunteers who are 14 and 15 years old shall be assigned to tasks where there will be continuous adult supervision.

3. If there is a question as to the appropriateness of a youth volunteer assignment, contact the Business Manager.

Issued: July 1996
Last Revised: April 2008

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**Decorations and Theme Party Policy**


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**Diving Policy**

**SUBJECT:** Diving at the Duke Marine Lab

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

**InterOffice Memo:**

To: Faculty
From: Diving Control Board
Date: September 25, 1995

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

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

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

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

Dock Area Safety

(Contact John Wilson at 252-504-7506 for questions concerning this policy.)

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

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

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

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

SAFETY
Throw rings are provided on the docks and swim platform for EMERGENCY USE ONLY. They are NOT to be used for swimming or recreation. Notify the nearest Lab employee if an emergency does occur.
Notify Marine Operations as soon as possible if any unsafe condition or mechanical defect appears to exist on any of the docking facilities (lights burned out, boards broken, swim ladder inoperative, etc.).

**Fire Alarm and Evacuation Instructions**

**SUBJECT: Fire Alarms**

**IF YOU DISCOVER A FIRE:**

1. If you discover a fire or smoke situation, activate the fire alarm pull station and call, or have someone call, 911.

2. If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are en route to your location.

**WHEN THE FIRE ALARM SOUNDS:**

1. Close all windows and (leave the overhead light ON.)

2. Before opening any door, feel the door. If it is **HOT**, do not open it. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.

3. If you cannot leave the room, open the window, hang a sheet or other light colored object out the window to attract the attention of emergency personnel and then close the window. If there is a phone in the room, call **911** and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.

4. If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.

5. If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

6. **DO NOT** use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.

7. If you have exited the facility, stand clear of the building. Emergency apparatus may be maneuvering around the building.

8. Follow the directions of fire and police personnel and **NEVER** re-enter the building until they give permission to do so.

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

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

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**Pets at the Marine Laboratory**

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

The following rules apply at all times:

- They shall be on a leash at all times (with their owners on the other end).
- The main floor of the Administration building is the only approved indoor space for canine visitors.
- Owners are responsible for cleaning up and disposing of all "doggie deposits". A DogiPot with biodegradable bags can be found behind the Administration Building and should be used for the disposal of dog waste.
- Owners are responsible for all damage caused by their pets, including any problems with fleas, ticks or other issues.

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**Prohibitions**

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

- Trespassing
- Camping
- Firearms
- Explosives
- Fireworks

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

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**Safety Equipment**

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

DEFINITIONS:

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

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

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

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

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

PROCEDURES:

1. Foot Protection Areas:

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

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

2. Wearing Requirements:

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

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

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

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

3. Subsidy:

The Marine Lab will provide a subsidy to each employee required to wear safety shoes. Any cost exceeding the subsidy amount is the responsibility of the employee or in some cases the Department.
1. Probationary Employees: Probationary employees are required to have safety shoes prior to performing any job as described above. The subsidy for probationary employees is $40.00. An additional $40.00 may be issued after the probationary period, but no later than one calendar year from date of employment.

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

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

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

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

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

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

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

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

Obtain a requisition from the Purchasing Office

Purchase shoes and bring receipt to the Business Office for reimbursement

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

If approved for repair, the employee may have the shoes repaired by a vendor of his choice at a cost not to exceed $10.00. The employee will then return the receipt and written approval of the supervisor to the Business Office.
If approved for replacement by the supervisor a subsidy of $40.00 will be granted. The employee may then purchase the safety shoes through an authorized vendor as described above. The calendar year will start at the date of purchase and the next subsidy will be limited to $40.00 until the calendar year has passed.

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

**EYE PROTECTION**

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

**SMOKING:** The Duke Marine Lab is a smoke-free environment. No smoking will be allowed in any enclosed areas. This policy will be enforced.

**Personnel**

**Drug Testing (R/V Susan Hudson)**

Duke University Drug Testing Policy
R/V SUSAN HUDSON

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   c. Scientific Personnel
   d. Duke University Supervisor
   e. Additional Definitions as found in 46 CFR parts 4, 5, and 16

4. Testing
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8. Alcoholic Beverage and Illegal Drug Policy

9. Embarked Personnel Acknowledgment and Compliance Form

Personnel -- Drug Testing Policy

1. Purpose

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

2. Overview

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

3. Definitions

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

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

C. Scientific Personnel - As defined by 33 CFR 188.10-71, an individual who is aboard a vessel "solely for the purpose of engaging in scientific research, or in instructing or receiving instruction, in oceanography or limnology."
D. Duke University Supervisor - An individual who is Master, Marine Operations Manager, Assistant Marine Operations Manager, or Duke University Marine Laboratory Safety Officer.

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

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

Personnel -- Drug Testing Policy


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

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

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

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

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

When Duke University requires testing of an individual under this section, the individual will be informed of this fact and directed to provide a biological specimen as soon as practicable. This fact shall be noted in the vessel deck log. The individual will be relieved of duties until he or she is deemed fit by a Duke supervisor.
If an individual refuses to provide a biological specimen, this fact will also be noted in the vessel deck log. A Duke University supervisor will complete an Employee Occupational Health Service Impairment Checklist, and it will be forwarded through proper channels to Employee Occupational Health Service. These forms are found in Duke University’s Personnel Policy Manual, Section D-16, Attachment A. In the case of non-Duke individuals, he or she will be relieved of duties and his or her shoreside supervisor notified.

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

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

5. Testing Procedures - 49 CFR 40

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

6. Results of Testing

A. Disciplinary Action for Positive Results

Embarked personnel will only be requested to be tested for reasonable cause or post accident. Any crewmember holding a license or document who tests positive for dangerous drugs will be placed on leave of absence. The Coast Guard Officer in Charge, Marine Inspection (OCMI), Wilmington, NC, will be notified in writing of test results. The crewmember may use vacation of compensatory time in lieu of regular pay, and will be removed from duties until proceedings are completed by the Coast Guard. If the crewmember’s license or document is revoked or suspended more than thirty (30) days, the crewmember may be terminated. Crewmembers without documents will be removed from the vessel and will be disciplined at the discretion of Duke University, which may include termination. Embarked personnel who test positive will not be allowed aboard the vessel for future cruises.

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

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

7. Assistance Programs

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

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