Introduction

This manual provides a description of services available at the Oregon State University (OSU), College of Earth, Ocean, and Atmospheric Sciences' (CEOAS) Ship Operations Facility at the Hatfield Marine Science Center (HMSC) in Newport, Oregon and establishes policy for the scheduling and use of these services. The intended audience for this manual includes personnel from visiting ships, scientists using OCEANUS, ELAKHA or visiting ships, and the CEOAS and HMSC research community. This facility exists to support oceanographic and related research carried out by Oregon State University's Research Vessels OCEANUS and ELAKHA. The facility and staff will also, to the extent possible, support the activities of CEOAS, HMSC and cooperating agencies, visiting research ships from other academic institutions or federal agencies, and others involved in related research activities. These services will be provided to the extent they do not interfere with the facility's primary purpose of supporting OSU's ship operations.
# Table of Contents

I. Description of Ship Operations Facilities ................................. 1

II. Wharf Facilities .................................................................. 5
   - Use of the Wharf ................................................................ 5
   - Utilities ........................................................................... 5
   - Charges ........................................................................... 6
   - Wharf Use ....................................................................... 6

III. Visiting Vessel Agent Services ............................................ 9
   - US Customs Clearance .................................................... 9

IV. Scientific Staging Facilities .................................................. 10
   - Staging Facility Use ......................................................... 10
   - Indoor Staging Facilities .................................................. 10
   - Outdoor Staging Areas .................................................... 10
   - Storage ............................................................................ 10
   - Equipment Testing ........................................................ 11
   - Hazardous Operations .................................................... 11

V. Shipping and Receiving ........................................................ 12
   - Weight Limitations ......................................................... 12
   - Packing and Crating ....................................................... 12

VI. Other Services .................................................................... 13
   - Crane ............................................................................. 13
   - Forklifts .......................................................................... 13
   - Shops ............................................................................. 13
   - Costs .............................................................................. 13

VII. Safety .............................................................................. 14

VIII. Ship Operations Personnel ................................................ 15
I. Description of Ship Operations Facilities

The Ship Operations Facility includes a wharf, a small craft moorage, three buildings and a locked storage yard. The facility is located on the south side of Yaquina Bay and is adjacent to the Hatfield Marine Science Center. The maps show how to reach the facility from Newport, an overall layout of HMSC and a detail of the Ship Operations Facility.

The wharf provides a berth for the 177 foot R/V OCEANUS at the western end and a berth for visiting ships up to lengths of 300 feet or more at the eastern end. Utilities are available at both berths. The wharf includes an small craft float on the inside of the eastern end which provides a berth for the 54 foot R/V ELAKHA. This float is not available for guest mooring or other use.

Buildings at the facility consist of the Ship Operations Building (number 912 on the map) which includes offices and a small conference room upstairs and an electronics shop and science staging area on the main floor. The adjacent Dockside Support Building (number 901) houses the shipping and receiving area and general storage. The Dock Building (number 915) includes a large staging area, a shop facility, and a small office.

There is a large, fenced storage yard adjacent to the Ship Operations and Dockside Support Buildings which is locked outside of normal working hours.
Figure 2: Newport's South Beach area map
Figure 3: OSU Pier Dimensions and layout.

R/V OCEANUS  Visiting Ship Berth
II. Wharf Facilities

The wharf (see drawing) has a face of 320 feet. The R/V OCEANUS berth is at the west, or downstream end of the wharf and the visiting ship berth is at the east, or upstream end. When both berths are in use a large vessel may lay alongside the breasting dolphin east of the wharf as well as the face. Depths along the face and breasting dolphin were last sounded in May 2011 and were 20’ MLLW or deeper. An HDPE camel is provided along the entire face of the wharf. A small craft float 80 feet in length is located on the shoreward side of the east end. Depths range from 15 to 20 feet along the face.

Use of the Wharf

All vessels mooring at the wharf must be approved, in advance, by the Marine Superintendent. In general, mooring will be provided in the following priority:

1. R/V OCEANUS and R/V ELAKHA
2. Visiting vessels, including those of academic institutions, government agencies or private vessels under charter, conducting research activities for OSU or HMSC cooperating agencies.
3. Other visiting research vessels including UNOLS institutions, NOAA and foreign vessels
4. Other U.S. Government vessels including those operated by USCG, Army Corps of Engineers, or USN.
5. Other sponsored, non-commercial vessels.

Vessels engaged in commercial activities and pleasure craft will not be berthed at the facility.

Utilities

The following utilities are available:

<table>
<thead>
<tr>
<th></th>
<th>OCEANUS</th>
<th>Visiting Ship</th>
<th>ELAKHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potable Water</td>
<td>1-1/2”</td>
<td>2-1/2&quot;****</td>
<td>3/4&quot;****</td>
</tr>
<tr>
<td>Compressed Air</td>
<td>1” camlock</td>
<td>1” camlock</td>
<td>-</td>
</tr>
<tr>
<td>Telephone (OSU lines)</td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Computer</td>
<td>Fiber Optic</td>
<td>*</td>
<td>-</td>
</tr>
<tr>
<td>Electricity</td>
<td>460 Vac, 200 A, 3 phase</td>
<td>460 Vac, 400 A, 3 phase</td>
<td>117 Vac, 20 A, 1 phase</td>
</tr>
<tr>
<td>Sewage</td>
<td>2” camlock</td>
<td>2” camlock</td>
<td>-</td>
</tr>
<tr>
<td>Garbage</td>
<td>Space for dumpsters is available on the wharf.**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Phone and network connections are only available at the west berth. Access to the OSU computer network can be made available through fiber optic cable.
Needs should be discussed with the Marine Superintendent well before arrival so arrangements for access can be made.

** OSU dumpsters are normally removed from the wharf when OCEANUS is not in port, and are limited in capacity. Visiting vessels should arrange dumpster rental with Thompson’s Sanitary at 541-265-7249.

***Standard hose bib.

****Normally reduced to 2” camlock for water meter; adapters for common hose fittings are available.

**Charges**

There are no fees for berthing. All other services will be charged at cost plus a 10% markup to cover University administrative costs. Utility requirements should be arranged with the Marine Superintendent prior to arrival.

**Wharf Use**

The wharf will accommodate all routine ship loading and support operations. The following rules apply:

**Alcohol and Intoxicants:** Consumption of alcohol, or any other intoxicant as defined under OAR 764-064-0005(8), on the wharf or in any other area of Ship Operations facility, will result in an immediate bar of the person(s) concerned from the facility, and may result in an immediate and permanent revocation of mooring privileges for any visiting vessel.

**Brows/Gangways:** Visiting vessels will provide and rig a suitable brow or gangway for safe access to and from the vessel. Brow arrangements deemed unsafe or likely to cause damage to the wharf will not be permitted.

**Wharf Load Limits:** Vehicles are limited to a total vehicle gross weight of 100,000 pounds and a single axle load limit of 20,000 pounds. Not more than three such vehicles shall be on the wharf at any time and not more than one on the trestle at a time.

**Crane Limits:** Crane outrigger load limits are 100,000 pounds per outrigger if over a bent (bents are the main structural beams of the pier and run across the width of the pier and are spaced every 40 feet -- they coincide with the location of the mooring bitts shown in the diagram on page 9 of this manual), and no more than 37,000 pounds each elsewhere. Since the large cranes normally used on the pier have a highway weight of about 80,000 pounds, the load on each outrigger is about 20,000 pounds before any lift is made -- as a result any heavy load must be swung only over the outriggers located over a bent. Heavy lifts requiring the
services of a shore crane are to be coordinated with the Marine Superintendent and may require that the visiting vessel tie up in a specific location to allow the picked loads to be on the outriggers over the bents.

**Fueling:** Visiting ships may take on diesel fuel, lubricating oils and limited quantities of gasoline from tank trucks over the wharf. The vessel operator is responsible for all fuel contract arrangements, and adherence to all applicable federal, state, county and Port of Newport environmental regulations by both the ship's personnel and the fuel supplier. The Marine Superintendent's office is to be notified of all fueling in advance to avoid conflicts with vessel loading, etc.

**Explosives and other Hazardous Materials:** The loading of hazardous materials such as explosives may be approved by the Marine Superintendent but will require coordination with Port of Newport officials, City of Newport Fire and Police departments and the USCG Captain of the Port (located in Portland, Oregon) to obtain the necessary permits. These activities must be planned at least 3 months in advance.

**Scientific Staging:** The wharf may be used to assemble, disassemble or test scientific equipment. A variety of electrical power, including connections for vans and containers, is available on the wharf. Additional staging facilities are addressed in the next section.

**Parking:** Parking space is limited at the Ship Operations facility and dock. The following rules are to be observed:
- Persons driving vehicles onto the Ship Operations facility, causeway and dock do so at their own risk; OSU is not responsible for any damage claims.
- Vehicles may temporarily park on the dock for loading and unloading or to support ship or scientific logistics. Private vehicles are not to be left parked on the pier and any that block access will be towed.
- The drive leading to the pier is a fire lane. Vehicles parked on it are subject to towing.
- Locked gates are at the entrance to the pier and to the Ship Operations parking area and storage yard. These gates are normally open during business hours (M-F from 0800 to 1630) but, when OCEANUS is gone, may be locked even during these hours. No vehicles should be parked in the lot or on the pier without permission from the Ship Operations office. A failure to obtain permission may result in the vehicle being locked in the yard or on the pier.
- Very limited long term (e.g., while the ship is gone) parking is available. Arrangements should be discussed with the Ship Operations office well in advance.

**Sandblasting, Welding, Spray Painting:** These activities are, in general, not to be performed on the wharf or weather decks of visiting ships. Exceptions for welding related to the installation of scientific equipment or unanticipated vessel repairs may be approved by the Marine Superintendent.
Cautions and Prohibitions: The Ship Operations wharf includes the pump intakes for the Oregon Coast Aquarium, and the intakes for the HMSC public display area and research facilities are immediately upstream from the wharf. Many of the activities at HMSC depend on clean air and clean sea water. In addition, the wharf is highly visible to the city of Newport and users of Yaquina Bay. The discharge of water or air pollutants from visiting vessels or associated dockside activities is to be avoided. Any accidental spills or discharges are to be promptly reported to the various agencies as required by law and to the Marine Superintendent's Office. Any financial liability resulting from pollution will be borne by the vessel operator.

Fishing and crabbing from the wharf, trestle or small craft float is not allowed; however, these activities may be done off the outboard side of visiting ships. Exceptions for scientific sampling may be approved by the Marine Superintendent. Diving operations for scientific purposes, training, or ship maintenance may be conducted around the wharf but the Marine Superintendent's Office is to be notified beforehand for coordination with OSU's Dive Safety Officer.

The disposal of any hazardous waste including radioactive materials, chemicals, waste fuels and lubricants, biologic hazards, etc., is prohibited at the Ship Operations Facility. In the event services are required for the disposal of these materials the Marine Superintendent can recommend local contractors who provide disposal services. Any associated costs are the responsibility of the visiting ship or science party.
III. Visiting Vessel Agent Services

Since there are few, if any, commercial vessels calling on Newport, Oregon there are no ship’s agents with local knowledge of services available. We strongly encourage visiting vessels to discuss their needs with the Ship Operations office before engaging an agent.

US Customs Clearance

Foreign-flag vessels, or US-flag vessels completing a foreign voyage on arrival at Newport, must contact the US Customs and Border Patrol office for the Port (541-265-6456) well in advance of arrival.
IV. Scientific Staging Facilities

Additional building space was added to the Ship Support Facility in 1996. One of the major purposes of the expansion was to provide space for the staging of scientific equipment prior to cruises. Staging areas include indoor space in the Ship Operations (Bldg 912) and Dock (Bldg 915) Buildings, areas in the yard, and on the wharf.

Staging Facility Use

These facilities are intended for the temporary staging of scientific projects. They are not intended, nor are they to be used, for long term experiments or storage. All use of the facilities will be coordinated by the Marine Superintendent. In general, staging facility use will be provided in the following priority:

1. Work scheduled on the R/V OCEANUS and R/V ELAKHA.
2. Work scheduled on visiting vessels conducting research activities for OSU or other agencies at HMSC.
3. Work scheduled on visiting, sponsored research vessels.
4. Other work as approved by the Marine Superintendent.

Indoor Staging Facilities

The Ship Operations Building includes a high bay (12 foot) staging area approximately 25 by 50 feet, an adjacent 8 by 10 foot locked storage area and an adjacent electronics shop. The electronics shop includes areas for the repair of ship's equipment but may be used, on a shared basis, for scientific equipment staging. This staging area is equipped with water, compressed air and a variety of electrical power. OSU computer network access is available in the electronics shop.

The Dock Building includes a 36 foot by 23 foot bay (12 feet high and greater) staging area with large doors opening directly onto the wharf. Compressed air, water and a variety of electrical power is available in the area. A 1-ton electric chain hoist on a rail runs down the middle of the area. Both staging areas are accessible by trucks and forklifts.

Outdoor Staging Areas

Scientific equipment can be assembled and tested on the wharf or in the fenced yard. Electrical power, water and compressed air are available in both areas.

Storage

Storage at the Ship Support Facility, including buildings, fenced yard space and the pier, is limited to the following:

1. Equipment and supplies for OCEANUS and ELAKHA. This includes ship spares, ship's equipment such as the articulating crane and capstan, winches and
reels, scientific support equipment (including that managed by the Marine Technicians) and similar items.

2. Ship support items such as forklifts, cranes and related equipment, paint floats and skiffs, paint (in the designated paint locker) and similar equipment or materials to support operations.

3. Short term storage of scientific equipment coming to or from a research vessel operating from the Ship Operations facility.

4. Scientific equipment not owned by OSU but routinely used off OCEANUS or ELAKHA.

5. Private vehicles owned by crew members may be parked inside the fenced yard while OCEANUS is out but are left there at the owner’s risk. This service may be extended, with the Marine Superintendent's approval, to visiting vessels between calls to Newport.

Exceptions to this policy may be granted by the Marine Superintendent. Any equipment left in the yard or buildings which can not be identified or does not meet the above criteria may be considered abandoned and disposed of in accordance with OSU surplus property policies.

**Equipment Testing**

"In-water" tests of scientific equipment can be conducted off the wharf. A crane or one of the forklifts is available to put equipment in the water. The Ship Operations Building includes a open well area on top, accessible by an interior ladder and roof hatch, which can be used to test meteorologic sensors, antennas or similar equipment. Cableways from this area to the electronics shop in the building and 117 vac power are available.

**Hazardous Operations**

No hazardous operations, including welding and spray painting, the use of flammable or toxic materials, or similar work shall be conducted in any of the staging areas. Exceptions may be granted after discussion with the Marine Superintendent. Welding may be conducted by Ship Operations personnel in the shop area of the Dock Building.
V. Shipping and Receiving

Shipping and receiving services are available for users of R/V OCEANUS and ELAKHA, visiting vessels and, to a limited extent, HMSC and cooperating agency research programs. Incoming shipments should be addressed to:

OSU Ship Operations  
2020 S.E. OSU Drive  
Newport, OR 97365-5275

Each shipment should be clearly marked with the OCEANUS cruise number (e.g., OC1308A) and the name of the party responsible for it on the ship. Shipments for visiting vessels should be clearly marked with the ship's name and, if more than one cruise is involved, the cruise name. Shipments for HMSC research programs should include the name of the individual to whom they go and a phone number. Those anticipating shipments to OSU Ship Operations are encouraged to contact the office at 541 867-0295. Shipments that cannot be identified will be refused.

Outgoing shipments may be left with our Shipping/Receiving Department. They must be packed and include completed shipping documents. All shipping charges are the responsibility of the scientific party.

Weight Limitations

Equipment weighing up to 10,000 pounds can be lifted and moved with equipment available at the Ship Operations facility. Equipment weighing up to approximately 14,000 pounds can be lifted with OCEANUS's crane from a truck alongside the ship. Two 20 foot trailers and a 20 foot, 2-1/2 ton flatbed truck are available to move standard vans and other large equipment on the wharf and within the yard. Weights heavier than this will require coordination with the Marine Superintendent and may require the services of a commercial crane at the user's expense.

Packing and Crating

Packing and crating services are not available.
VI. Other Services

The Ship Operations Facility includes a crane, three forklifts and a variety of shop equipment. This equipment is intended to support the OCEANUS and ELAKHA and scientific operations carried out by the vessels. Crane and forklift services can be made available, on a limited basis, to visiting vessels and HMSC cooperating agencies.

Crane

An “18 ton” crane with a maximum reach of approximately 65 feet is available. The crane will be operated only by designated Ship Operations personnel and should be scheduled well in advance through the Marine Superintendent or Port Engineer to assure its availability.

Forklifts

A 4,000 pound, a 10,000 pound and a 30,000 pound lifting capacity forklifts are available. The smaller forklift is generally restricted to the Ship Operations Facility because of its small diameter wheels and limited road clearance. The larger forklifts can go on any paved surfaces or firm ground at HMSC. The forklifts will be operated by personnel which have been trained in their operations and certified by Ship Operations personnel (a list is posted in Ship Operations). At the present time these personnel include those from OSU Ship Operations, the OSU Marine Technicians, and some CEOAS personnel. Visiting personnel with OSHA certified forklift training documentation from their institution may be allowed to operate the small forklift by request to the Ship Operations office.

Shops

The use of Ship Operations Facility shops and shop equipment is restricted to qualified Ship Operations personnel and Marine Technicians. Rare exceptions may be granted by the Port Engineer or Marine Superintendent depending on the qualifications of the individual. (HMSC cooperating agency personnel have access to the HMSC shops.)

Costs

Very limited services of the crane or forklifts, such as off-loading a heavy piece of equipment from a truck for a HMSC cooperating agency, will be performed at no cost. These services should be scheduled well in advance to assure that the equipment and an operator are available. Work outside of the normal 0800 to 1630 work day or any repetitive or time consuming work will be billed at cost. Special cases should be discussed with the Marine Superintendent.
VII. Safety

The list below describes basic safety requirements for all personnel (OSU as well as visiting) using the Ship Operations facilities including the dock, buildings and equipment such as forklifts and tools. This list is not intended to be complete but to address common operations. Oregon State University, as an agency of the State of Oregon, is subject to Occupational Health and Safety Administration (OSHA) regulations.

- Hardhats are to be worn anytime equipment is being handled overhead by cranes or other lifting devices. This includes loading/unloading using a ship’s crane.
- Work vests or other PFD’s are to be worn by any personnel handling lines for ships or working near the unguarded edge of the wharf, mooring/breasting dolphins or small craft float.
- Personnel are to transfer between vessels and the wharf by a properly rigged brow or gangway. In rare exceptions where personnel may need to transfer in the absence of a brow they shall be wearing a PFD.
- Forklifts and the crane are to be operated only by qualified personnel certified by OSU Ship Operations.
- Tools, particularly power tools, in the machine shop or carpentry shop are to be used only by trained and qualified personnel. (The use of this equipment is limited to OSU Ship Operations and Marine Technician personnel.) Welding equipment shall be used only by the Port Engineer or Ship’s engineers or others approved by the Port Engineer.
- Suitable protective equipment including safety glasses, hearing protectors, gloves, etc., shall be worn when using tools or other potentially hazardous equipment.
- Vehicles shall be operated at a speed of no more than 10 mph on the facility.
### VIII. Ship Operations Personnel

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine Superintendent</td>
<td>Stewart Lamerdin</td>
<td>Rm 203</td>
<td>541 867-0225</td>
<td><a href="mailto:slamerdin@coas.oregonstate.edu">slamerdin@coas.oregonstate.edu</a></td>
</tr>
<tr>
<td>Port Engineer</td>
<td>Don Weiner</td>
<td>Rm 205</td>
<td>541 867-0217</td>
<td><a href="mailto:weinerdo@onid.orst.edu">weinerdo@onid.orst.edu</a></td>
</tr>
<tr>
<td>Ship Operations Coordinator</td>
<td>Monita Cheever</td>
<td>Rm 202</td>
<td>541 867-0295</td>
<td><a href="mailto:hantzecm@onid.orst.edu">hantzecm@onid.orst.edu</a></td>
</tr>
<tr>
<td>ELAKHA</td>
<td>Mike Kriz</td>
<td>Rm 109</td>
<td>541 867-0218</td>
<td><a href="mailto:krizm@onid.orst.edu">krizm@onid.orst.edu</a></td>
</tr>
</tbody>
</table>

| OCEANUS Switchboard          |                    |           | 541 867-0252 |                                              |
|                              | --Bridge           | Ext: 100  |             |                                              |
|                              | --Galley           | Ext: 301  |             |                                              |