

OSU SMALL BOAT PROGRAM CHECKLIST

Below is a checklist to help OSU personnel using motorized or non-motorized small boats meet Small Boat Program (SBP) requirements. This checklist is not intended to be a comprehensive list of responsibilities and should be supplemented with additional items appropriate for each project and location of operation. Project review and approval from the SBP is required prior to starting on-water operations.

SBP Requirements (all watercraft)

Project Planning and Approval:

- Boating Work Plan and Emergency Plan reviewed and approved by SBP.
 - Training and experience of operator and crew appropriate for vessel, environment, and task.
 - Previous experience with planned operating environment highly recommended prior to onset of work activity.
 - *Designated Shore Contact* (DSC) for project identified and approved by SBP.
 - Appropriate [waivers](#) and releases completed.
- Operator on file with SBP.
 - Current Oregon State Marine Board – [Boaters Education Card](#) (or [USCG MMC](#)).
 - Current CPR and First Aid certifications (crew certifications highly recommended).
- Vessel on file with SBP: inspected, registered, and suitable for planned tasks.
 - Annual vessel safety inspection on file with SBP (inspection by SBP or SBP-approved provider).
 - Minimum required safety equipment onboard; mission-specific equipment onboard.

Day of Field Work:

- OSU Float Plan submitted to DSC prior to departure (daily task).
- Operator has established and discussed check-in procedures with DSC.
- Group safety briefing and risk assessment conducted prior to launch: weather, sea state, crew readiness, etc.
- USCG approved Personal Flotation Device use is mandatory.
- Close Float Plan with DSC after returning from the water.
- Group debrief: a daily recap, discuss challenges, identify areas of improvement.
- Complete and send closed Float Plan to SBP (boating.safety@oregonstate.edu).
- Incidents/close calls reported to OSU SBP (incident report form on [SBP website](#)).

Additional Requirements by Vessel Type (motorized or non-motorized)

Motorized Craft:

- Scientific Boating Safety Association (SBSA) *Motorboat Operator Training Course* (MOTC) or equivalent documented skills and experience is the minimum training requirement to operate a motorboat.
- SBSA MOTC – *Open Water Module* or equivalent documented skills and experience is required to operate a motorboat offshore or in open water environments.
- Project-specific training may be required (ex: electrofishing, Personal Water Craft, live boating/dive ops)

Non-Motorized Craft:

- American Canoe Association Level 1 or equivalent documented skills and experience with the specific craft that will be used (kayak, raft, canoe) in a similar environment type (ex: ocean, coastal, river difficulty scale) is the minimum requirement to operate a non-motorized watercraft.
- Paddle buddy or appropriate onsite shore support is required.

For more information on completing checklist requirements or getting a project approved, visit the Small Boat Program website (<https://research.oregonstate.edu/boating>) or get in touch using the contact information below -

CONTACT INFORMATION:

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