

VIRGINIA INSTITUTE OF MARINE SCIENCE
DRUG AND ALCOHOL POLICY FOR MARINE OPERATIONS
EMBARKED PERSONNEL ACKNOWLEDGMENT FORM

Welcome Aboard.

The Virginia Institute of Marine Science and the College of William & Mary are firmly committed to ensuring a safe and healthy work environment for all employees, students, customers and the public by maintaining a workplace that is free of drug and alcohol abuse.

We would like to advise you, a user of our vessels, of the policies and regulations that govern our Vessel Operations, as well as to inform you as to how these guidelines may affect you.

In compliance with the Federal Drug-Free Workplace Act, the Commonwealth of Virginia's Policy on Alcohol and other Drugs, (Policy No. 1.05), and the College of William & Mary's Drug and Alcohol Procedures for VIMS Marine Operations, the following prohibitions affect all personnel, including visitors, and will be strictly enforced:

1. Alcoholic beverages, including beer and wine, are prohibited on board at all times.
2. Possession or use of illegal drugs (narcotics, marijuana, stimulants or other similar controlled substances) is prohibited on board at all times.

In the event of a "Serious Marine Incident", Federal regulations require VIMS/College of William & Mary to request individuals directly involved in the incident submit to alcohol and drug testing. Failure to submit to this test, if requested, will require VIMS to report the individuals name and address to the U.S. Coast Guard and to the parent institution of the individual.

For your information, a brief overview of guidelines pertaining to a "Serious Marine Incident" is attached. In addition, per your request, we will provide a copy of the drug and alcohol policies governing VIMS Vessel Operations for your review.

We are committed to do everything possible to assure the safety of all embarked personnel and the vessel.

Please indicate you have read this document and will comply with the same by signing below.

(Print Name)	(Signature)	(Date)
(Employer)	(Address)	(Office Phone)
(Person to be notified in case of emergency)	(Relationship)	(Phone)

Thank you for your cooperation in this matter.

Code of Federal Regulation guidelines re: Serious Marine Incident (46 CFR 4.03 – 4.06)

1. At the occurrence of a marine casualty, the marine employer “shall make a timely, good faith determination as to whether the occurrence currently is or is likely to become, a serious marine incident.”

“Serious Marine Incident” (SMI) includes, though not all inclusive:

- One or more deaths;
- Any injury to a crewmember, passenger, or other person which requires professional medical treatment beyond first aid;
- Damage to property, as defined in 46 CFR 4.05-1 (f) in excess of \$100,000

2. Once the marine employer makes that determination, the marine employer “shall take all practicable steps to have each individual engaged or employed on board the vessel who is directly involved in the incident chemically tested for evidence of drug and alcohol use.

Term “individual directly involved in a SMI –“ is an individual whose order, action or failure to act is determined to be, or cannot be ruled out as, a causative factor in the events leading to or causing a serious marine incident.”

3. Testing requirements - Alcohol tests are to be conducted not later than 2 hours (unless there are casualty directly related safety concerns) and drug test specimens collected not later than 32 hours after a serious marine incident.