

**Policy Manual
for the
Ocean Drilling Program**

Revised: 1/9/03

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Preface

This Ocean Drilling Program (ODP) Policy Manual is a general overview of the policies and guidelines under which the ODP is managed and operated. The policies stated in this manual are of informational value and in no way take precedence over the contracts negotiated as part of the Ocean Drilling Program: Prime Contract #OCE9308410 between the National Science Foundation (NSF) and Joint Oceanographic Institutions (JOI), Subcontract #JSC1-94 between JOI and Texas A&M Research Foundation (TAMRF), and Subcontract #JSC2-94 and JSC4-97 between JOI and Lamont-Doherty Earth Observatory (LDEO). This document is not an interpretation of the above contracts nor does it supersede or replace any contract items and conditions, or subcontractor's institutional policies. If any conflicts arise between this document and institutions' policies or contracts, the terms and conditions of the contracts and institutional policies shall prevail.

Internal TAMRF and LDEO operating procedures are subject to modification without prior notification to JOI; however, TAMRF and LDEO shall provide notification to JOI within a reasonable amount of time after the modification has been made. As with all policies in ODP, all modifications are subject to review and discussion by JOI, Joint Oceanographic Institutions for Deep Earth Sampling (JOIDES), and NSF.

Policy manual media

The policy manual and appendices will exist in three formats: (a) hard (paper) copy, (b) electronically on CD-ROM as PDF files, and (c) as PDF documents available from an ODP website. JOI will maintain the policy and appendices as Microsoft Word documents (from which PDFs and hard copy will be generated).

Dates on the policy manual

- a. The date will be placed in the footer of each page of the policy manual and appendices (except for the EIS, as described above).
- b. The dates on each page of the policy manual and appendices will be revised once per year, and only if amendments have been made to those documents. Otherwise, the dates will reflect the original date of publication, or the last fiscal year in which the document was amended.

Procedure for revising the policy manual

- a. Proposed changes to the ODP Policy Manual, whether additions, deletions, or corrections, should be routed through appropriate channels. These include the JOIDES Advisory Panel structure, JOI Inc. or its major subcontractors, and the NSF Contracting Officer's Technical Representative (COTR).

Approved changes to this policy manual should be sent to:

Director, Ocean Drilling Program
Joint Oceanographic Institutions, Inc.
1755 Massachusetts Ave., NW, Suite 700
Washington, DC 20036-2102

- b. Amendments to policy will be documented in a section at the back of the policy manual (or the relevant appendix) that is titled "Amendments." The amendment will be assigned an effective date for the policy change. The amendment will include a reproduction of the original policy, a copy of the revised policy, and other background or explanation as required.
- c. Amendments made during the fiscal year will be recorded in two places (in the JOI-maintained Microsoft Word versions of the manual and appendices and in derivative media). The first, will be the specific location in the manual or the appendix. There, the original text will appear in strikethrough font, the new policy text will appear in bold, underlined, and italicized font, and the effective date of change will be inserted. The date in the footer of the page will not be updated at this time. Instead, updating of footer date will occur once per fiscal year, as described elsewhere. The second location will be in the "Amendments" section of the document, described above. If multiple amendments occur on the same page, within the same fiscal year, the effective date of the amendment can be used to discriminate between modifications.
- d. At the end of the fiscal year, all amendments during the previous 12 months will be promulgated through the policy manual and appendices as follows. First, at the specific location of the policy change, the old version of the policy text (which is represented in strikethrough text during the fiscal year) will be deleted, and the revised policy text (which appears in bold, underlined, and italicized font) will be converted into the font style that is consistent with the surrounding text. The purpose of this deletion and reformatting is to minimize clutter and confusion in the policy. Second, for posterity's sake, the amendment will be preserved in the "Amendments" section of the policy or appendix, as described above. This will enable the reader to follow the evolution of the document, through time. Third, once a year, the dates in the footer of every page of the amended document will be changed to the first day of the new fiscal year.

Distribution of policy and amendments

- a. The first posting of PDF copies of policy manual and appendices on an ODP website will coincide with approval of the manual by the JOIDES Executive Committee in calendar 2003. At this time, JOI will also distribute the manual and a complete set of appendices to the following entities in the following quantities:
 - NSF: five hard copies and five CDs-ROM
 - TAMU (Science Operator): one hard copy and one CD-ROM
 - LDEO (Logging Operator): one hard copy and one CD-ROM
 - LDEO (Site Survey Databank): one hard copy and one CD-ROM
 - JOIDES Office: one hard copy and one CD-ROM
 - ODP Member Offices: each office will be directly informed by JOI, through a return-receipt email message, of the availability of the manual and appendices on the ODP website.
- b. Amendments to the policy during the fiscal year will be incorporated into PDF versions of the manual and/or appendices and will be available from the ODP website. In addition, JOI will distribute, via return-receipt email, copies of the amended PDF files to NSF, the Science Operator, the Logging Operator, the Site Survey Databank, the JOIDES Office, and the ODP Member Offices.
- c. At the beginning of each fiscal year (October), JOI will distribute hard copies of any document (policy manual and/or appendices) that has been changed during the past year, as well as CDs-ROM that contain updated versions of the PDF files created from the revised Microsoft Word versions of the policy manual and appendices. Please note that amendments to any page of a

policy manual document will be promulgated throughout the entire document because the footer date will be updated, once-per-year, consistent with NSF's request for dated pages. As such, JOI will need to distribution hard copies of the entire document (policy manual or appendix) that has been amended. The revisions will be distributed to the following entities in the following quantities:

- NSF: five hard copies and five CDs-ROM
- TAMU (Science Operator): one hard copy and one CD-ROM
- LDEO (Logging Operator): one hard copy and one CD-ROM
- LDEO (Site Survey Databank): one hard copy and one CD-ROM
- JOIDES Office: one hard copy and one CD-ROM
- ODP Member Offices: each office will be directly informed by JOI, through a return-receipt email message, of the availability of the updates to the ODP policy manual and appendices on the ODP website.

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Introduction

The Ocean Drilling Program (ODP) is an international partnership of scientists and research institutions organized to explore the structure and history of the Earth beneath the ocean basins. The ODP is funded by the U.S. National Science Foundation (NSF) from U.S. funds, together with contributions from non-U.S. partner nations (commingled funds). Joint Oceanographic Institutions, Inc. (JOI) manages ODP as the prime contractor to NSF. As of November 2002, JOI is a consortium of 18 major oceanographic institutions that provides management support to scientific research programs of national and international stature. The eighteen institutions are:

- University of California, San Diego, Scripps Institution of Oceanography
- University of California, Santa Cruz
- Columbia University, Lamont-Doherty Earth Observatory
- University of Florida
- Florida State University
- University of Hawaii, School of Ocean and Earth Science and Technology
- University of Miami, Rosenstiel School of Marine and Atmospheric Science
- University of Michigan, College of Literature, Science & the Arts
- Oregon State University, College of Oceanic and Atmospheric Sciences
- The Pennsylvania State University, College of Earth and Mineral Sciences
- University of Rhode Island, Graduate School of Oceanography
- Rutgers, The State University of New Jersey, Institute of Marine and Coastal Sciences
- Stanford University, School of Earth Sciences
- University of South Florida, College of Marine Science
- Texas A&M University, College of Geosciences
- University of Texas, Institute for Geophysics
- University of Washington, College of Oceanography and Fishery Sciences
- Woods Hole Oceanographic Institution

JOI is advised in the overall objectives of ODP by the Joint Oceanographic Institutions for Deep Earth Sampling (JOIDES), an international group of scientists who provide planning and program advice regarding science goals and objectives, facilities, scientific personnel, and operating procedures.

The operation of the drill ship, that includes the logistics planning and implementation of cruises, is managed from ODP facilities at Texas A & M University (TAMU) in College Station, Texas. As science operator, TAMU is responsible for: (1) implementing JOIDES science planning and operations, (2) guiding engineering development and improvement of drilling technology, (3) selecting scientists for the shipboard scientific parties, (4) designing, furnishing, and maintaining shipboard and shorebased laboratories necessary to meet the needs of the shipboard scientific staff, (5) curating and distributing all core samples and data, (6) publishing scientific results, and (7) in coordination with JOI, providing public information about ODP.

The JOI Science Operator subcontract is with the Texas A&M Research Foundation (TAMRF). TAMRF is responsible for the contractual and financial administration of the subcontract. In turn, TAMRF subcontracts the operations of the drill ship *JOIDES Resolution* to Overseas Drilling Limited, a Liberian-based, joint venture company owned 50% by DSND SubSea ASA and 50% by Transocean. The registered name of the drill ship was changed from SEDCO/BP 471 to *JOIDES Resolution* on November 11, 1996.

The Lamont-Doherty Earth Observatory (LDEO) Borehole Research Group (BRG) is contracted by JOI to supply *in situ* downhole logging measurements via services that involve acquisition, processing, and presentation in usable format to JOIDES scientists. Logging services are provided by Schlumberger Offshore Services through a subcontract from LDEO.

The ODP Site Survey Data Bank at LDEO is charged with the responsibility of assisting the JOIDES Site Survey Panel (SSP) and the Pollution Prevention and Safety Panel (PPSP) in the direction and development of the ODP site survey program.

A repository facility located at LDEO stores ODP cores through Leg 150, as well as previously obtained Deep Sea Drilling Program (DSDP) cores from the Atlantic, Antarctic, Mediterranean, and Caribbean. Cores from Leg 151 and onward from the Atlantic Ocean, the Mediterranean and Caribbean Seas and the Southern Ocean are stored in the Bremen Core Repository in Germany. ODP cores obtained from the Pacific and Indian Oceans and from the Red Sea are housed at TAMU in the Gulf Coast Repository. Older cores from those regions obtained by the DSDP are stored at Scripps Institution of Oceanography. ODP/TAMU is curator of all cores in the four repositories.

See Figure I-1 for a diagram of the Contractual Direction in the ODP and Figure I-2 for a diagram of the Science Advisory Structure of the ODP.



Figure I-1: Contractual Direction in the Ocean Drilling Program

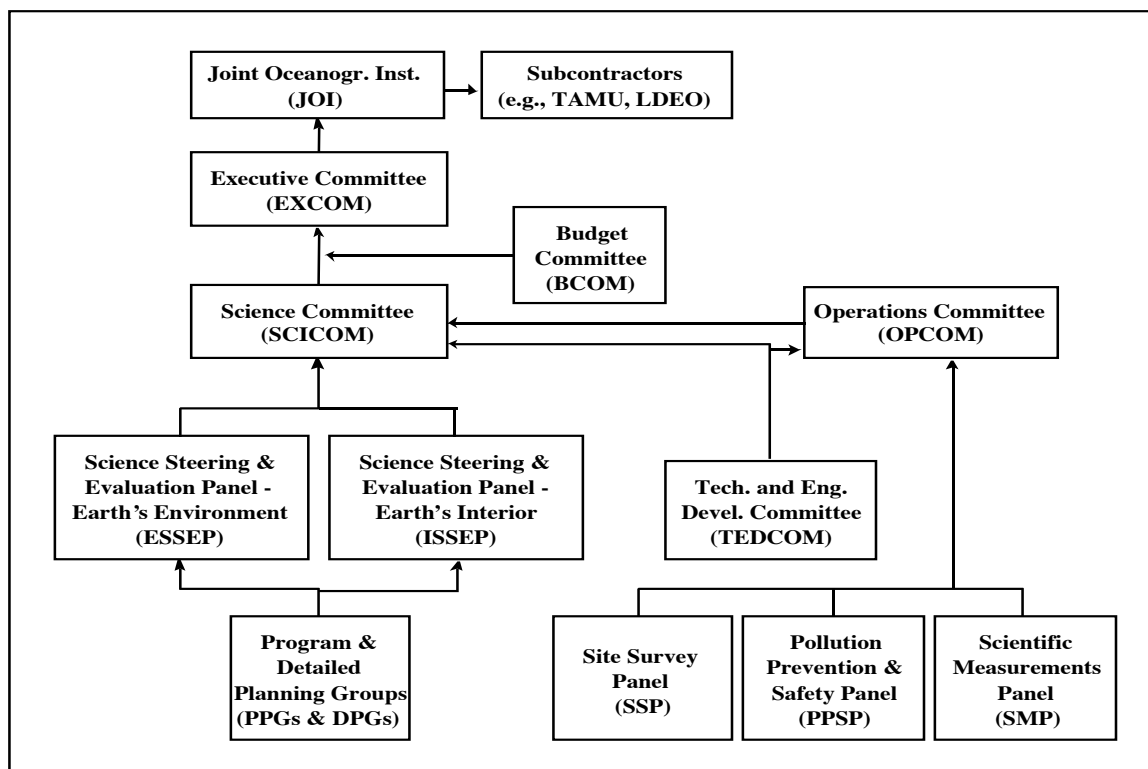


Figure I-2: Science Advisory Structure of the Ocean Drilling Program

I. Operational and Scientific Policy

1.0 Organizational Structure

(Overall organization is illustrated in Figures I-1 and I-2. Contact information for organizational entities is provided in Appendix A.)

1.01 National Science Foundation

The National Science Foundation (NSF) is an independent U.S. federal agency established in 1950 to promote and advance science. NSF is responsible for administering the Ocean Drilling Program (ODP); its responsibilities include:

- Explaining, promoting and obtaining support for ODP within the U.S. federal system
- Administering ODP to meet national and international requirements, including policy directions, fiscal responsibilities, and international agreements
- Developing and maintaining international agreements for joint support of ODP including providing governmental assistance as needed to members and member countries
- Chairing and providing secretariat support for the ODP Council, including maintaining procedures to provide scientific, technical, financial, and managerial information in response to the needs and concerns of international members
- Providing to the ODP Council draft plans and budgets for consultation on financial, managerial, and other matters regarding overall direction of the ODP
- Providing timely comprehensive guidance to JOI for preparation of the annual program plan including schedules, estimated funding level, and documentation required to explain operational activities and budgetary plans
- Administering property and financial audits
- Reviewing the program plan and contractor operations to ensure that the scientific planning and direction of JOIDES are incorporated, contractual requirements are met, and fiscal control/restraint is maintained
- Improving and maintaining procedures for JOIDES to comment and advise on annual program plans and budgets in an appropriate and timely manner prior to adoption;
- Negotiating and executing the annual contract award for program operations responding to JOIDES planning and advice, ODP Council consultation, available financial resources, and NSF administrative requirements
- Managing and monitoring contract execution, including adherence to requirements of final program plan objectives, modification, if needed, to meet unanticipated scientific, technical, operational or financial changes, and U.S. federal regulations.

1.02 Ocean Drilling Program Council

The Ocean Drilling Program Council (ODPC) was established as a consultative body of member countries to review financial, managerial and other matters regarding the overall support of the ODP. The ODPC provides a forum for exchange of views among member countries. Each member country has one representative on the ODPC.

NSF representative acts as the chair of the Council. The Council's annual meeting includes:

- A review of scientific and technical achievements of the past year
- A financial report of the past year
- Audit reports of the past year
- Discussion of potential adjustments to future contribution levels
- Other topics of mutual interest

1.03 Joint Oceanographic Institutions, Inc.

In 1976 the U.S. member institutions of JOIDES formed an oceanographic organization called Joint Oceanographic Institutions (JOI) Inc., to facilitate scientific ocean drilling and advance oceanographic research in general. JOI is a non-profit corporation established under the laws of the State of New York. As of November 2002, the corporation is made up of the 18 academic oceanographic institutions listed in the introduction.

1.03.1 Basic function of JOI

The basic function of JOI is to provide leadership and management support for large programs encompassing worldwide cooperative efforts of various institutions, and to arrange appropriate facility support. Its principal objective is to enhance the effectiveness of earth and ocean scientists and to bring the full complement of interdisciplinary planning efforts to bear on scientific problems. JOI strives to provide the mechanism by which large facilities and complex technology can be used to describe the salient features of the earth and oceans and to understand the important physical processes that determine their structure and behavior.

1.03.2 JOI Board of Governors

A **Board of Governors** that consists of one representative from each member institution governs the corporation. The representatives are the designated heads of the oceanographic units of their institutions, or an appointee.

1.03.3 President

The **President** is the Chief Executive Officer of the Corporation and a non-voting member of the JOI Board of Governors. The President:

- Is elected by the Board of Governors of JOI and reports to the Chair of the Board
- Is responsible for overseeing all aspects of planning, policy, budgets, and operation of the Corporation

- Acts as selecting official in the evaluation and award of subcontracts by the Corporation in accordance with established corporate competitive subcontracting procedures, approved by the appropriate agencies
- Maintains active contact with agencies of the federal government, the academic community, other organizations and the public at large, as appropriate
- Is responsible for exploring and promoting new ideas and proposed activities that can improve oceanography and JOI's role in service to the community
- Is responsible for directing the attention of the Board to issues and questions that JOI must consider
- Formulates the agenda for the Board meetings in consultation with the Chair of the Board and JOI staff.

1.03.4 Director, ODP

The **Director of ODP** is responsible for program management of the ODP and serves as co-PI on the U.S. Science Support Program (USSSP) with the USSSP Director. The position of JOI ODP Director will be advertised internationally. As per contract, NSF must approve changes of the person serving as JOI ODP Director, and the Director's salary. The Director:

- Acts as program manager for both principal and secondary subcontractors to assure that the science objectives established by the JOIDES advisory apparatus are achieved
- Is responsible for the preparation of program plans, budgets, and allocation of resources among ODP organizational elements to carry out approved program plans and budgets (See section 7.0 for details of program planning)
- Coordinates with other JOI staff to assure that financial and contractual terms and conditions of subcontracts are met, and is responsible for the preparation of reports to NSF as required by contract and mutually agreed upon
- Acts as the principal liaison and coordinator with subcontractors, JOIDES, NSF, and other federal agencies as appropriate, other countries, and the scientific, industrial, and other communities in regard to program matters associated with the ODP

1.03.5 Contracts Office

As prime contractor to NSF, JOI is responsible for managing the ODP. JOI's **Contracts Office**:

- Is responsible for administering the prime contract;
- Carries out its operational tasks through qualified subcontractors. The extent and quality of subcontract work is monitored through review and oversight of both technical and financial progress reports, and major funding actions are made with NSF consultation and approval, as appropriate
- Is responsible for overseeing all corporate procurements are executed in accordance with applicable federal regulations

- Provides an administrative center for the direction, monitoring and accountability of prime and subcontract activities
- Collects, processes, and prepares supporting documents for management in coordination with the Finance Office. The Board of Governors and management use this information to resolve issues, establish goals and priorities, and respond to programmatic demands
- Responds to program requirements by initiating appropriate contractual actions

1.03.6 Finance Office

The **Finance Office** is responsible for collecting and analyzing financial and budget data in order to report financial information essential for efficient operations and performance evaluation. The Finance Office:

- Maintains daily financial operations such as cash management, invoicing, journal and ledger postings, budget variances, budget projections and internal and external reporting
- Assists in defining financial objectives and prepares guidelines, policies, and procedures to meet the objectives, using generally accepted accounting procedures
- Is responsible for collecting financial data from program operations. The Finance Office, in coordination with the Contracts Office, prepares financial and budget reports submitted to NSF outlining expenditures incurred on the programs and pertinent related data

1.03.7 Administrative Services Office

The **Administrative Services Office** is responsible for providing logistical support for the day-to-day operation of the JOI Office. This includes:

- Reviewing and approving invoices concerned with office management
- Providing human resource services to JOI employees
- Providing front desk support
- Assisting with conference and travel arrangements for JOIDES/ODP panel and committee meetings, the annual ODP Council Meeting, and other ODP-related meetings as assigned

1.04 JOIDES

Joint Oceanographic Institutions for Deep Earth Sampling (JOIDES) is responsible for providing the scientific direction for the ODP. It does this through an advisory committee structure that consists of an **Executive Committee** (EXCOM), and a science advisory structure headed by a **Science Committee** (SCICOM). The terms of reference and mandates of these and other JOIDES committees, committees, and groups are described in “*The Guide to the Ocean Drilling Program*,” *JOIDES Journal*, Volume 24: Special Issue No. 3, December 1998 (Appendix B). Membership in JOIDES is defined in Memoranda of Understanding (MOU) between NSF and member countries (Appendix B).

As shown in Figure I-2, the remainder of the JOIDES science advisory structure consists of:

- A Budget Committee (BCOM, an *ad hoc* subcommittee of EXCOM)
- An Operations Committee (a subcommittee of SCICOM)
- Two Science Steering and Evaluation Panels
- Two Service Panels: Site Survey Panel (SSP) and Pollution Prevention and Safety Panel (PPSP)
- A Scientific Measurements Panel (SCIMP)
- A Technology and Engineering Development Committee (TEDCOM)
- *Ad hoc* Detailed Planning Groups (DPGs), Program Planning Groups (PPGs), and Working Groups (WGs), approved by SCICOM at the request of the panels or by SCICOM itself.

Each committee, panel, planning group, and working group operates under a mandate, along with guidelines on membership and frequency of meetings. Standing panel mandates, guidelines, and amendments to them are proposed by SCICOM for approval by EXCOM. The SCICOM may ask panels to take up topics not in their original mandates. Considerable overlap in thematic coverage is expected to evolve. Mandates, guidelines, terms of reference, and duration of operation for the short-lived DPGs and WGs are specified in writing by SCICOM (see Appendix B)

The current overall scientific objectives of ODP were set out in its 1996 Long-Range Plan, “*Understanding our Dynamic Earth through Ocean Drilling.*” The SCICOM and the JOIDES science advisory panels are charged with the long-term science planning activities necessary to meet, and go beyond, the goals of the ODP Long-Range Plan. The JOIDES panels comprise international groups of scientists drawn from the JOI institutions, other U.S. institutions, and representatives of the other ODP members. JOIDES panels provide planning and program advice to JOI with regard to scientific goals and objectives, facilities, scientific personnel, and operating procedures. ODP national organizations appoint panel members, and over 200 scientists from the international geoscience community are represented on these panels.

The EXCOM formulates scientific and policy recommendations with respect to the ODP. It conducts ODP planning, as well as evaluation and assessment of the Program as to its accomplishments as compared to the goals and objectives that have been established. It may be assigned managerial and operational responsibilities for appropriate tasks. The members of this committee are representatives of oceanographic and marine research institutions or other organizations that have a major interest in the study of the sea floor and an adequate capability to carry out such studies. The membership (full and associate) of this committee is now composed of one representative of each of the seven non-U.S. countries or consortia with an active Memoranda of Understanding (MOU) with NSF [Germany, Japan, United Kingdom, European Science Foundation, Australia-Canada- Korea Consortium, France, and China] and ten representatives from among the eighteen members of JOI, Inc. Appointment of additional members is determined by the JOI Board of Governors on the recommendation of the JOIDES Executive Committee.

The SCICOM provides long-term oversight and advice on the scientific direction of the program. Its subcommittee, the Operations Committee (OPCOM), attends to logistical and scheduling issues, assesses equipment needs, and provides advice on short- and long-term technological developments necessary to carry out drilling programs.

SCICOM receives advice from two **Science Steering and Evaluation Panels (SSEPs)**: one for Earth’s environment and one for Earth’s interior. These panels review proposals and actively nurture those that address high-priority objectives or new and exciting scientific ideas. To address specific issues, SCICOM may set up two types of short-lived (up to 3 years) advisory groups. **Program Planning Groups (PPGs)** develop plans to address new ODP initiatives, or to define new technological strategies. They also play a

vital role in promoting high-priority scientific objectives in areas where proposals are lacking and in fostering communication and collaboration between ODP and other international geoscience programs.

Technical, logistical, and safety advice is provided by three panels. The **Site Survey Panel (SSP)** assesses the adequacy of survey data for proposed drilling targets and compiles data packages for drilling legs. The **Pollution Prevention and Safety Panel (PPSP)** gives independent advice on potential safety and pollution hazards. The **Scientific Measurements Panel (SCIMP)** contributes information and advice on handling of ODP samples and data and on methods and techniques used for all shipboard and downhole measurements and experiments. The **Technology and Engineering Development Committee (TEDCOM)** provides long-term technological advice. This committee not only provides advice to SCICOM and OPCOM on drilling tools and techniques required to meet the objectives of planned drill holes, but also identifies and monitors the development of drilling tools and techniques needed to meet the objectives of the long-range plan.

1.04.1 JOIDES Office Structure and Policies

JOI, through a subcontract to the JOIDES office, provides support for JOIDES activities. This office, under the direction of the Chair of the JOIDES SCICOM, is responsible for coordinating all the advisory committees and panels within the JOIDES Science Advisory Structure. This office also integrates advice from the panel substructure in a manner suitable for policy decisions by the JOIDES EXCOM. The JOIDES Office also produces the *JOIDES Journal* that keeps the scientific community informed of planning for the drilling program and summarizes program activities. The responsibilities of the JOIDES office are to:

- Coordinate the executive, planning, and advisory structure of JOIDES, with special reference to JOIDES planning of the ODP
- Provide scientific advice to JOI in the operation of the ODP. Specific requirements include soliciting, receiving, distributing, and tracking drilling proposals; coordinating meetings of EXCOM, OPCOM and SCICOM; maintaining, correcting, and distributing the agenda and minutes of the EXCOM, OPCOM and SCICOM meetings in a timely manner
- Act as a focal point for information, communication, liaison responsibilities, and advice in the international community concerned with drilling in the ocean for scientific purposes
- Prepare, edit, and ship to JOI, in a timely manner, camera-ready copy for the *JOIDES Journal* for printing and distribution
- Prepare and submit to JOI a Science Plan for incorporation into the annual ODP Program Plan
- Coordinate (with JOI's assistance) approximately 10 - 20 additional panel meetings per year, with approximately 50% U.S. and 50% non-U.S. venues
- Coordinate and maintain an electronic database of drilling proposals from the community and communications among proponents and the scientific advisory structure
- Coordinate bilateral scientific liaisons between ODP and other international earth science efforts

The *JOIDES Journal* records the activities of the JOIDES advisory structure. The Journal provides communication between the JOIDES committee and advisory panels, JOI, TAMU, LDEO, NSF, international members, and individual earth and ocean scientists. It is prepared by the JOIDES Office and is published and distributed by JOI.

1.04.2 Rotation of the JOIDES Office and the US/International Liaison

In response to recommendation #7 of the Advisory Structure Review Committee (ASRC), chaired by Hans Durbaum (the ARSC final report is in the August 1993 Planning Committee (PCOM) briefing book), EXCOM passed a motion at their June 1992 meeting, and PCOM passed an affiliated motion in August 1993, regarding the location of the JOIDES Office and the process by which its location should alternate among ODP member countries/consortia. EXCOM decided that the JOIDES Office would move to the University of Washington for the US fiscal years '93-'94. Then, based on a competitive process administered by JOI, through a contractual basis, would alternate locations every two years between non-US (but in an ODP member country or consortium) and US hosted entities. In other words:

FY93-94: US (University of Washington, Seattle)

FY95-96: non-US

FY97-98: US (bid/rotation)

FY99-00: non-US

FY01-02: US (bid/rotation)

Etc.

The PCOM motion said that JOI should continue the RFP process every two years, alternating between US and non-US partners. Each non-US partner may submit only one bid to JOI for consideration. To gain experience, the PCOM chair-elect should attend PCOM for a period of at least one year prior to his/her tenure.

Prior to this change, the JOIDES Office had rotated only among JOI Institutions. With the adoption of this new office rotation schedule, another practice was introduced, regarding liaison responsibilities. When the office is outside the US, JOI, with advice from the US Science Advisory Committee, will hire a US liaison to work in the office as an off-site JOI employee. Similarly, when the office is within the US, JOI, based on input from the non-US EXCOM members, will hire an employee to work in the JOIDES Office and to represent and liaise with the non-US community.

1.05 Science Operator (TAMU)

The ODP science operator is Texas A&M University (TAMU), located in College Station, Texas, USA. The subcontract from JOI for the Science Operator is with the Texas A & M Research Foundation (TAMRF*). TAMU's organizational structure is shown in Figure 1-1.

* **NOTE:** TAMRF has a "cooperative agreement" with TAMU that outlines each party's responsibilities as they apply to the Science Operator subcontract.

1.05.1 Science Operator Responsibilities

TAMU's responsibilities as ODP science operator are to collect cores from beneath the floors of the world's oceans, provide a borehole for logging, and assure that adequate scientific facilities are available for the initial analysis and preservation of these samples. In addition, TAMU's ongoing

responsibilities include:

- Developing an operations plan and drilling schedule based on directions from JOI (in turn, based on scientific advice from JOIDES); ensuring equipment availability, defining operational limitations, providing an adequate supply of consumables (beacons, drillbits, etc.), assessing safety and operations procedures prior to drilling, and ensuring the organized transportation of personnel and supplies between cruise legs
- Staffing the ship with scientific and technical support personnel, such as:
 - Co-chief scientists as per the process identified in Appendix C, excerpted from the *JOIDES Journal*
 - A shipboard scientific party of about 25 people, members who are specialists in the various fields of geosciences (e.g., paleontology, petrology, sedimentology, geophysics, etc.) from universities, government, and industry in JOIDES member and other countries
 - A technical support crew, up to about 25 in number, who are primarily TAMU/ODP employees, including marine instrumentation (electronic) specialists, marine laboratory specialists, curatorial representatives, marine computer specialists, engineers and an experienced operations manager who oversees the drilling operations and acts as a liaison between the drilling and scientific activities
- Maintaining and supporting shipboard laboratories that meet the needs of the shipboard scientific staff
- Storing, archiving, curating and disseminating samples of core material collected during the course of the program. TAMU is curator of all cores obtained during the DSDP and the ODP. The ODP/TAMU Curator is assisted by a Curatorial Advisory Board that consist of the ODP/TAMU Deputy Director, the ODP/TAMU Science Services Manager and two members of the scientific community (selected by the JOIDES SCIMP on a rotational basis)
- Collecting scientific data and making it available to the shipboard scientific party during the cruise, providing computer and network support during the cruise, archiving and disseminating all data collected during the Program
- Publishing the *Proceedings of the Ocean Drilling Program*, an authoritative series of reference books that summarize the objectives and results of each cruise. These volumes are issued in two parts: *Initial Reports* detailing comprehensive shipboard data, and *Scientific Results* describing shore-based results, sample analyses, theory and synthesis papers. The reports will include pre-drilling geological/geophysical site surveys, objectives, planning documentation, core records, descriptions of physical and geochemical measurements, logging data, core photographs, paleontology and petrological reports and syntheses
- Issuing pre-cruise scientific prospectuses describing cruise objectives and prioritized target site locations about two to four months prior to sailing date, site summary reports during the cruise, and post-cruise contributions reporting shipboard results (mainly *Geotimes*, *Nature*, and *EOS* articles and a *Preliminary Report*). In addition, TAMU

provides public information such as press releases, informational brochures, films, shipboard tours, and speaking engagements presented by the scientific and technical staff

- Improving existing drilling and downhole techniques and developing new ones that are required by the scientific objectives of the JOIDES scientific community at large following the advice given by SCICOM
- Program administration required to meet the scientific objectives

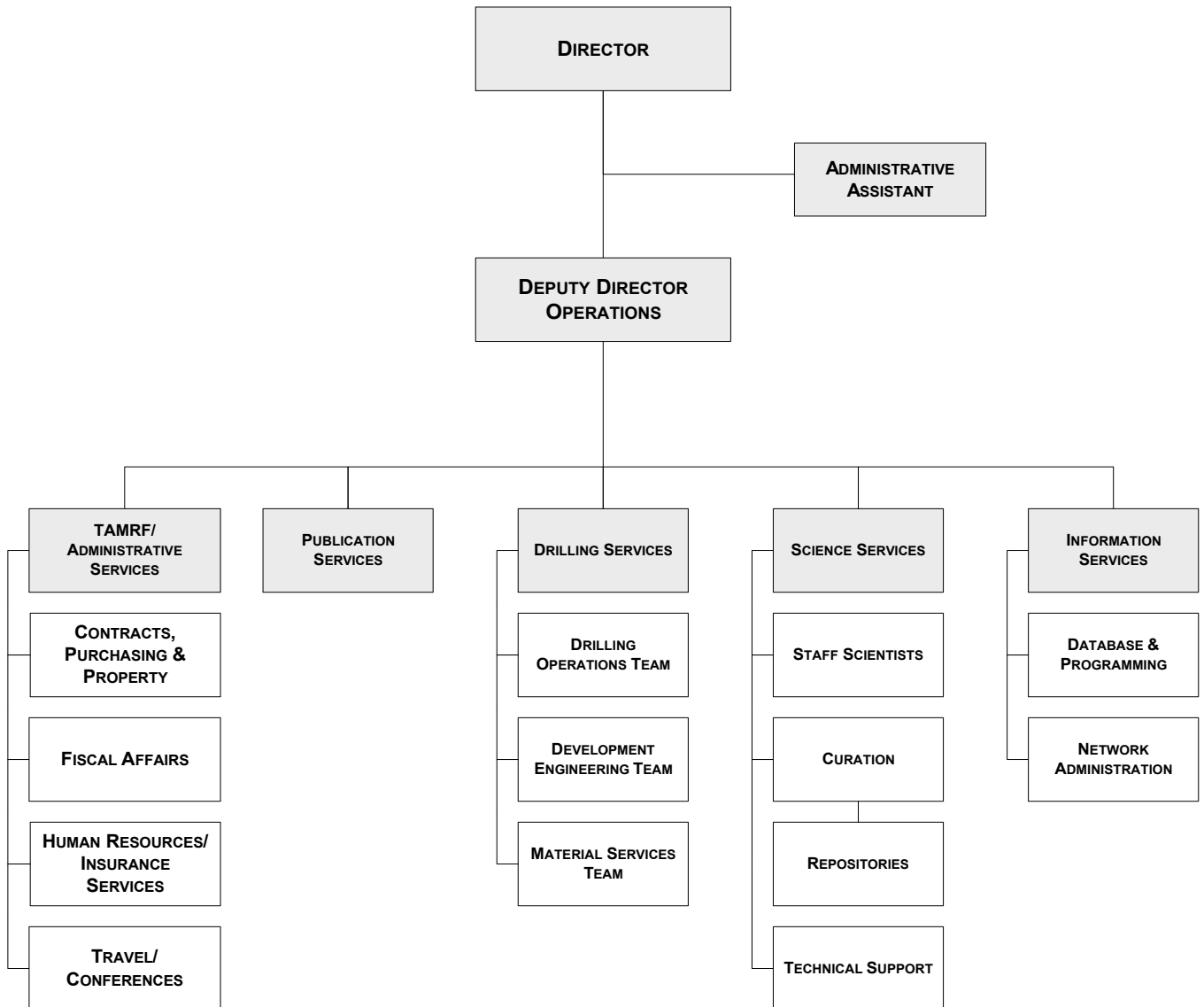


Figure 1-1 Texas A&M University ODP Organization by Task.

1.05.2 Drilling Services Department

The **Drilling Services Department** consists of a **Development Engineering Team**, a **Drilling Operations Team** and a **Material Services Team**.

The Development Engineering Team is responsible for improving the reliability and performance of existing drilling and coring systems and developing new technology to support scientific and operational needs.

The Development Engineering Team acts as a liaison with JOIDES and industry advisory groups for technical briefings and industry assistance in solving technical problems. Development engineers prepare articles and journals and convene meetings and workshops pertinent to engineering operations and development. Included on this Team is a Downhole Tools Service Center. This Center is responsible for documentation, control, maintenance, repair and calibrations of downhole measurement tools (i.e., APCT, DVTP, WSTP, Fissler, APCM, PCS).-

The Drilling Operations Team is responsible for drilling and coring operations aboard the *JOIDES Resolution*. These responsibilities include:

- Coordinating precruise activities with Co-Chief Scientists, ODP key personnel, and ship subcontractor regarding drilling/coring plans, casing, cementing, downhole equipment deployment, drilling time estimates, etc.
- Managing all drilling supplies (e.g., drill string, core bits, beacons, etc.) which includes quality control to ensure against operational consequences of defective components at sea
- Providing an Operations Manager aboard the *JOIDES Resolution*. This person is ODP's interface with the drill ship subcontractor personnel and as such is ODP's key representative while at sea. The manager is charged with ensuring that time and equipment are used efficiently and in a safe manner without jeopardizing long-term capabilities of the program, while maximizing scientific returns as requested by the Co-Chief Scientists
- Interfacing continuously with the TAMU engineering group and LDEO loggers to effectively use new technology
- Preparing post-cruise documentation, including operational successes, experiences, and problems. The operations group also authors and presents papers at various scientific and technical conferences.

The **Material Services Team**:

- Provides logistics personnel to coordinate port call activities
- Provides centralized shipping and receiving services
- Coordinates procurement of shipboard supplies and equipment, as well as repair and maintenance services.

1.05.3 Science Services Department

The **Science Services Department** consists of **Science Services**, **Curation**, and **Technical Support**.

Science Services provides a shipboard science management and organizational team that implements the program objectives as outlined by JOIDES. The Staff scientist assigned to each leg serves as leg project manager to coordinate these activities. Specific leg project manager responsibilities include:

- Providing general pre-cruise planning. Principal tasks include, but are not limited to:
 - Working with the Co-Chief Scientists to meet the scientific objectives outlined by SCICOM to: (a) arrange appropriate shipboard staffing, (b) write the cruise scientific prospectus, and (c) prepare the cruise sampling plan
 - Participating as liaison personnel on JOIDES advisory panels, as necessary, to ensure that the Science Operator is in contact with the planning and goals of the international scientific community
- Implementing organizational procedures for pre-cruise, cruise, and post-cruise activities
- Providing a link at ODP/TAMU for communication with the shipboard scientific party members before, during, and after a cruise
- Coordinating post-cruise meetings and publications. These include:
 - Providing accurate summaries of the cruise results as quickly as possible, including site summary reports distributed on a restricted basis while the cruise is at sea, press releases and preliminary reports
 - Arranging post-cruise coordination and editing of papers containing scientific results that form the basis of the *Proceedings* volumes of the ODP. The Staff Scientist acts as scientific coordinator for the *Proceedings Initial Reports* volume. Editing of the *Scientific Results* volume will be by means of an editorial board that includes the Co-Chief Scientists, the Staff Scientist, an ODP Editor, and one “external scientist.” The “external scientist” is selected by the ODP Manager of Science Services, based on advice of the Co-Chief Scientists and Staff Scientists
 - Maintaining shipboard laboratories covering sedimentology, physical properties, paleomagnetism, paleontology, petrology, geochemistry, microbiology, downhole tools and underway geophysics. ODP Science Services continually assesses the quality of the equipment and lab procedures and implements any upgrading or modification necessary to ensure continuation of the state-of-the-art nature of these shipboard laboratories

Curation maintains four operational core repositories, each staffed according to need. The Curators

and Repository Superintendents will:

- Curate cores under the guidelines of the “ODP Distribution Sample Distribution and Data Distribution and Publications Policy,” which was developed in consultation with the JOIDES Science Advisory Structure (see Appendix D)
- Provide curatorial representation aboard the *JOIDES Resolution* to maintain accurate sampling records, to train scientists in approved sampling techniques and procedures, and to ensure that the shipboard party adheres to policy
- Provide ongoing maintenance of core samples
- Respond to sample requests from the international science community and track samples, requestors and results

Technical Support provides shipboard technical support for core handling, safe and proper operation and maintenance of laboratory equipment, and upkeep and maintenance of laboratories. Responsibilities include:

- Supplying marine technicians to handle, label, split, photograph, and store core material
- Providing expertise in electronics and in specialty science laboratory techniques
- Data acquisition and maintaining the integrity of the data acquired
- Providing shipboard clerical and storekeeping services, and shipping support

1.05.4 Information Services Department

The **Information Services Department** is responsible for capturing ODP data and maintaining data archives. Specific tasks include:

- Designing the data collection process, including data set descriptions and data collection routines
- Editing and quality control of data, including overseeing shipboard data collection process
- Archiving data in the most appropriate format and media
- Responding to data requests from the scientific community
- Providing computer service representation aboard *JOIDES Resolution* to train scientists in computer usage, such as word processing and graphics, and to manage the shipboard computer systems
- Providing shore-based program support for continued user training and education
- Acquiring, installing, and supporting off-the-shelf software required to meet program goals

- Planning, developing and implementing applications software tailored to the needs of the program
- Providing photographic services and slides (etc.) for public affairs activities

1.05.5 Publication Services Department

The **Publications Services Department** provides publishing, editorial, illustration and photographic services for cruise-related and other scientific/technical publications. This department:

- Publishes the *Proceedings of the Ocean Drilling Program Initial Reports* and *Scientific Results*, as well as related series of ODP publications, such as the Scientific Prospectus, Preliminary Report, and Technical Notes
- Manages the ODP/TAMU web site, supports the production of all materials that are published on the web
- Maintains a publications distribution center that warehouses, sells, and distributes program publications
- Provides art services for public affairs activities, other publications, posters, exhibits, and talks, and coordinates printing subcontractor activities
- Edits and produces other program reports.

1.05.6 Administrative Services Department

The **Administrative Services Department (TAMRF)** includes **ODP/TAMU Headquarters**. The department oversees and administers all business affairs and the technical direction of the program. These include:

- Coordinating the functions of all ODP/TAMU managers to ensure that JOIDES advice and direction is implemented
- Managing the ODP/TAMRF Prime Subcontract and lower tier subcontracts and assuring compliance with all applicable government regulations and the JOI/TAMRF Subcontract terms and conditions
- Developing policy and procedures, such as “The ODP/TAMU Website Privacy Policy” (Appendix E), “ODP’s Ship/Shore Communication Policy” (Appendix F), “Shipboard Sexual Harassment Reporting Procedures” (Appendix G), “Shipboard Drug and Alcohol Policy” (Appendix H)
- Managing the fiscal affairs of the program, including budget preparation and monitoring, invoice processing, preparation of weekly cash (wire transfer) requests, estimating required levels of funding for a given time period as the basis of incremental funding requests, fiscal reporting and payroll. The Fiscal Department is divided into three sections: Budgets Planning and Analysis, Accounts Payable/Accounts Receivable, and Payroll

- Managing various administrative functions of ODP including those related to Purchasing, Property, Human Resources, Insurance Services, and Travel
- Managing public information, including pre- and post-cruise press releases, ODP informational brochures, displays, slides, etc.
- Providing a liaison with Texas A&M University, the ship subcontractor, JOI, NSF, and the JOIDES Executive and Science Committees
- Aiding in the development of the most consistent and efficient ship schedule, allowing leg-to-leg continuity
- Aiding in assessing safety and operational procedures prior to and during drilling, considering recommendations of the JOIDES PPSP as well as the Science Operator's internal geologic and engineering panels
- Compiling data and coordinating efforts related to preparation and submission of annual Program Plan
- Managing ODP shipboard activities to ensure compliance with all national (and appropriate international) regulations, including obtaining clearances for work in foreign waters and overseeing compliance with technology transfer restrictions identified in the ODP Technology Safeguards Plan

1.05.7 ODP/TAMU Project Managers

ODP/TAMU has two types of Project Managers and, although similar in nature, their responsibilities and authority are different. There are those that coordinate leg activities and those that manage development projects. The specific responsibilities of each are as follows.

The **ODP/TAMU Leg Project Manager** provides planning, implementation, review, and oversight of a specific cruise. This individual also acts as the facilitator for leg related activities and projects. As the facilitator, he/she coordinates tasks and projects among departments to ensure adherence to schedules and operational plans. Given the complexity of the budgetary process, Leg Project Managers do not coordinate the fiscal aspects of the cruise.

The **ODP/TAMU Development Project Manager** is responsible for planning, development, implementation, review and reporting of project activities. He/She provides the leadership to manage the team to ensure completion of the project within provided targets. Project Managers also have fiscal oversight of the project to ensure that the project is completed within budgetary constraints.

1.06 Logging Services: LDEO

Lamont-Doherty Earth Observatory (LDEO) supplies a suite of downhole logging services that acquire, process, and present logging measurements in a format usable to JOIDES scientists. LDEO will provide state-of-the-art "oil industry" logging that has been customized to the scientific needs of JOIDES scientists. LDEO will also provide certain specialty logs that, though not generally available, are

particularly useful to scientific logging. LDEO will process and disseminate results such that JOIDES scientists may use these logs to address scientific problems.

To assist LDEO in these duties, the JOIDES Science Committee has designated the Scientific Measurements Panel to plan long-term tool and services development, to assist in the identification of new technology, to assist in recruiting scientific logging scientists to participate in each ODP leg, and to help coordinate and integrate the LDEO logging services with other downhole measurement programs planned for ODP legs.

1.06.1 Structure of the Logging Services

The management structure of the Borehole Research Group at LDEO is shown in Figure 1-2. The Logging Services for ODP consist of two major components:

- (1) Basic oil-field type services are provided under contract by Schlumberger, who supplies LDEO with state-of-the-art commercial logging services for ODP
- (2) Log analysis centers provided by LDEO, either directly or through subcontract, provide post-cruise computer processing, log analysis and interpretation services for ODP scientists. These centers help scientists develop interpretative skills to solve geological problems with the assistance of sophisticated *in situ* downhole measurements.

1.06.2 Sea-going Operations

To carry out the logging program at sea, **logging personnel** are staffed on each ODP leg. They assist the Co-Chief Scientists in designing, implementing, and subsequently interpreting the logging program of each leg. These personnel consist of:

- A Schlumberger field engineer to operate their tools
- An ODP Logging Staff Scientist
- A logging scientist from the JOIDES scientific community. The JOIDES Logging scientist is appointed by TAMU with the advice of LDEO, and national program representatives

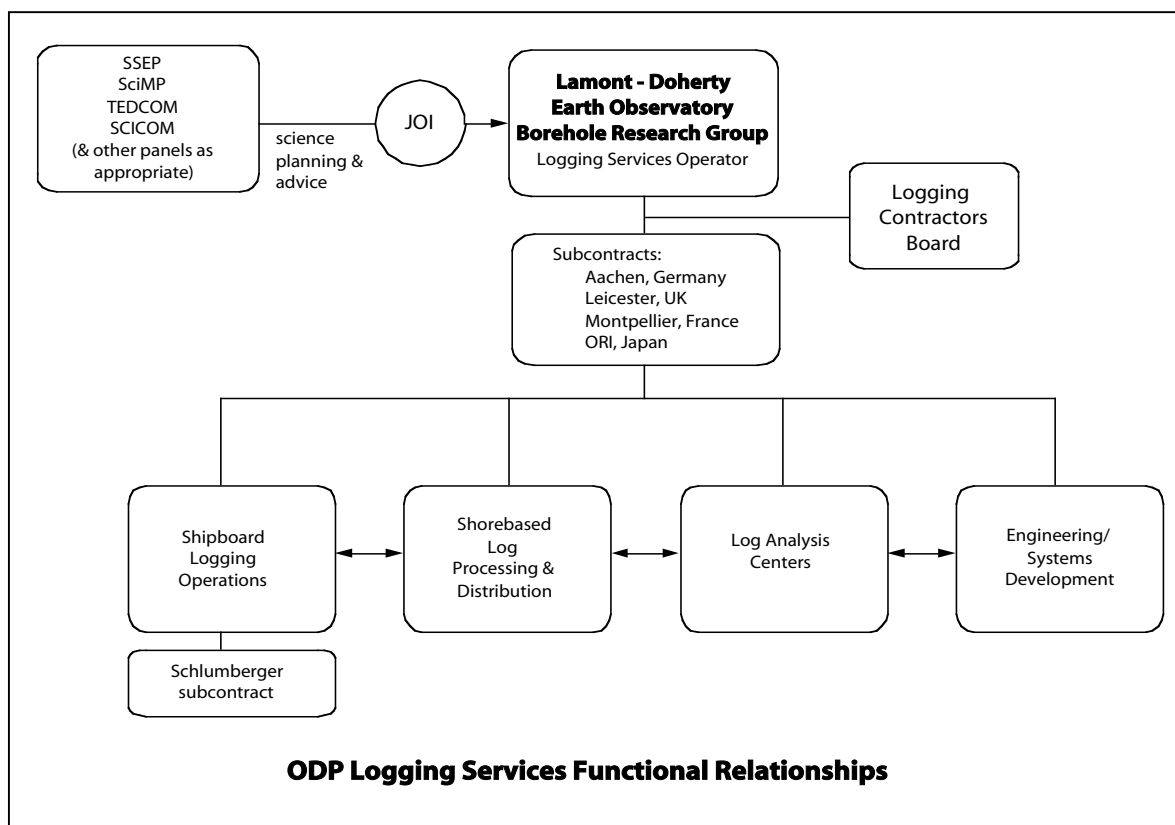


Figure 1-2 ODP Logging Services Management Structure

1.07 ODP Site Survey Data Bank

The **ODP Site Survey Data Bank** at Lamont-Doherty Earth Observatory is responsible for assisting the JOIDES SSP and PPSP. The ODP Data Bank carries out the following functions:

- Provides data packages to each Co-Chief scientist and ODP/TAMU for every drilling leg. These packages consist of seismic and bathymetric profiles gathered during previous research, as well as any other pertinent data contributed to the data bank. Also provides digests, charts, reports and folios of all available data in areas where the ODP vessel will potentially be drilling. The data are provided in a timely manner to facilitate pre-drilling planning and decisions during drilling. Four complete data sets are provided—one for use on the drill ship, one for use by the Science Operator, and two for the Co-Chief scientists
- Prepares site survey and other data summaries for individual drilling proponents and JOIDES panels and Working Groups (when requested) to aid in planning and evaluation of potential drilling sites
- Provides data upon request to the Science Operator to aid in operational planning
- Catalogs data records of completed international site surveys and regional geophysical surveys related to ODP drilling plans

- Searches for data from sources outside the ODP by monitoring data available in other data banks, cataloging data relevant to ODP, and acquiring and archiving data when necessary
- Provides customized packages of relevant geophysical information via the internet for SSP members to use in their evaluations of site survey data adequacy
- Assists panel chairs in facilitating the meeting(s)
- Determines adequacy of data deposited at the Data Bank
- Prepares any special presentations as requested by JOI

2.0 Pre-cruise Preparation

2.01 Proposal Submission

JOIDES accepts scientific input by individuals or groups into the Ocean Drilling Program by means of drilling proposals submitted to the JOIDES Office. The process of submitting such proposals to ODP was significantly revised in September 1997. Those revisions, and a full description of the proposal submission process and guidelines are presented in “*A Guide to the Ocean Drilling Program*” published in December 1998 as a Special Issue of the *JOIDES Journal* (Appendix B). The purpose of this revision was to:

- Programmatically align the proposal submission process with the 1996 version of the *ODP Long Range Plan*
- More quickly provide proponents with feedback as to the likelihood that their project would be considered a high priority to the ODP
- Broaden the scientific evaluation of proposals by including an “external comment” process
- Enable submission of preliminary and full proposals

2.02 Review Process

2.02.1 Preliminary Proposals

The Science Steering and Evaluation Panels (SSEPs) review **Preliminary Proposals** with regard to the fundamental scientific advances that the proposed drilling programs might make, their relevance to the *ODP Long Range Plan* (LRP), and the appropriateness of the geographic locations and proposed drilled sections to addressing the scientific objectives of the proposals.

Written reviews are returned to the contact proponents with one of the following responses:

- The proposal is of high interest and well justified. The panel(s) recommends development of a Full Proposal
- The proposal is of high priority, but could be improved or made more relevant. In this case, the appropriate SSEP may nurture a proposal (possibly through a watchdog system) and request a revised Preliminary Proposal
- The proposal does not address high-priority goals of the LRP, or is of low scientific interest. The Panel(s) rejects the proposal and recommends that a Full Proposal should not be developed
- Some specific additional information is needed to evaluate the preliminary proposal adequately (e.g., insufficient data to evaluate whether drilling addresses the stated objectives). The Panel(s) requests these data from the contact proponent for their next meeting(s). If the data are unavailable and critical, the Panel(s) will recommend that a revised Preliminary Proposal be submitted once the data are available
- The proposal addresses objectives for which other proposals exist. The Panel(s) refers the proposal to a Program Planning Group (PPG), or recommends that the proponents collaborate

2.02.2 Full Proposals

The SSEPs review **Full Proposals** to determine whether they meet the criteria necessary for external comment. The criteria are:

- The proposal addresses a scientific problem that is identified as a high priority in the LRP (or moves the program beyond the LRP)
- There is a clear justification that drilling is the best way to achieve the scientific objectives being addressed
- There is a well-defined drilling strategy, the success of which can be assessed on the basis of the geophysical/geological data as presented in the proposal

If these criteria are met, the Panel(s) recommends to the JOIDES Office that external comments be acquired, and provide a list of qualified evaluators for each recommended proposal. These may include individuals who are active within the international drilling community, as well as others from outside that community who can comment on the science with a broader perspective of its contribution to the appropriate field.

JOI is responsible for managing this review process. Using the proposed list of evaluators and other recommendations from the advisory structure, JOI selects the individuals to provide external comments. JOI manages the external comment process so that all comments are returned from the review process anonymously to the JOIDES Office, the SSEP(s) and the proponents. The proponents are given an opportunity to respond to the external comments with a short letter. The external comments, together with the proponents' response, are then reviewed by the SSEP(s) at their next meeting.

Information on site survey readiness for each proposal is also provided by the SSP liaison(s) to the SSEP(s). For each reviewed proposal, a package is assembled for SCICOM that contains the SSEP(s) review(s) of the proposal and external comments received from anonymous evaluators with the proponents' response letter.

SCICOM uses this package to rank the proposals for incorporation into the annual drilling schedule. Proponents of programs not selected are advised that SCICOM will keep the proposal active for consideration at a later time or will not consider it further. If the proposal is kept active, proponents may be asked to provide additional revisions.

2.02.3 Ancillary Program Letters

Requests to accommodate ancillary programs in the ODP are submitted to the JOIDES Office in the form of **Ancillary Program Letters**. Before doing so, proponents should determine that their programs could not be accomplished by any other means through ODP procedures. For example, in many cases, projects can be accomplished by conducting shore-based scientific research. An Ancillary Program Letter includes:

- A description of the project and its overall scientific goals;
- Types of shipboard measurements/data collection necessary;
- Geographic areas of interest; and
- Ship time and shipboard requirements needed to complete the research.

Ancillary Program Letters are forwarded to the SSEPs who review them and suggest any appropriate collaboration. The SSEPs then forward their reviews to the SCICOM.

2.03 Preliminary time estimates for coring, logging, and transiting

The Science Operator (TAMU) and the Logging Services Operator (LDEO) have prepared guidelines to estimate coring, logging and ship transit times. These are designed to assist proponents in developing realistic operational time estimates. TAMU has compiled and revised curves for estimating these times in the following publication and software product:

- *Preliminary Time Estimates for Coring Operations*: ODP Technical Note 1 (revised December 1986) available from ODP/TAMU
- *A Coring and Transit Time Estimator* (a Microsoft Excel spreadsheet available at: <http://www-odp.tamu.edu/dsd/drillest.html>)

In the Technical Note, drill string and wireline trip times reflect average operating times. Curves for drill string trip time and rotary core barrel (RCB), advanced piston corer (APC), and extended core barrel (XCB) coring cycles are included. They can be used to estimate times in both single-bit and re-entry holes.

The curves, along with procedures for calculating approximate coring and logging times, are available to assist proponents. Whenever possible, time estimates for ODP holes should be based on data from similar locations and/or lithologies. Because of the complexity of ODP operations, however, these rough estimates should not be used for detailed operational planning. Once a site has been approved and its objectives are finalized, detailed planning becomes the responsibility of the Science Operator.

LDEO has written a web-based “Proponent’s Helper” that was designed to assist proponents with the preparation of logging-related material for ODP drilling proposals. The document is divided into four sections: (a) general information, (b) proposal instructions, (c) logging time calculations, and (d) frequently asked questions. The document can be accessed at: <http://www.ldeo.columbia.edu/BRG/ODP/LOGGING/HELPER/helper.html>

2.04 Site survey review

The JOIDES SSP reviews site survey data packages for their adequacy to meet the science objectives of the drilling proposal. Once a drilling proposal is selected for external review by the SSEPs, proponents must submit site survey data to ODP’s Site Survey Data Bank. Site survey data requirements and submission guidelines are presented in an ODP TAMU’s Technical Note “ODP’s Guidelines for Site Survey and Safety” (Appendix I). The ODP has an overarching Environmental Impact Statement (paper copy only) cited in Appendix J.

2.05 Safety reviews

Safety reviews are a critical element in the process of planning a drilling leg. In addition to the JOIDES PPSP, the Science Operator (TAMU) has an independent group of safety advisors. The advice and recommendations of both groups are incorporated into the Science Operator’s final decision as to whether a proposed site will be drilled.

The primary responsibility for documenting hazardous sub-seafloor conditions rests with the Co-Chief scientists (or the lead proponents, if Co-Chiefs have not yet been selected). They are ultimately responsible for ensuring that adequate technical data are obtained, and for processing these data for

examination by the safety panels. Failure to document safety considerations in a thorough manner could result in the safety panels not recommending the site to the Science Operator who ultimately has the responsibility for safety decisions.

The principal safety and pollution hazard in ocean drilling is the possible release of substantial quantities of hydrocarbons from a subsurface reservoir. In most deep-sea regions, the risk of hydrocarbon release can be minimized or eliminated by careful planning and proper site surveys. Additionally, safety problems may arise in drilling hot hydrothermal regions, drilling in shallow water, and in areas of gas hydrate or H₂S.

Proponents must adhere to, and or be familiar with ODP's safety policies, procedures, and guidelines detailed in "ODP's Guidelines for Site Survey and Safety" (Appendix I), "ODP's H₂S Drilling Contingency Plan" (Appendix K), "Organic Geochemistry Technical Note," (Appendix L), "Introduction to ODP Safety Management Practices" (Appendix M), "ODP Crisis Management Plan" (Appendix N), "Laboratory Safety and Hazard Communication Compliance Policy for *JOIDES Resolution*" (Appendix O), and "Laboratory Safety and Hazard Communication Compliance Policy for Shore" (Appendix P). The ODP Environmental Impact Statement is on file at NSF, JOI and TAMU, as cited in Appendix J.

2.06 Selection of the Scientific Party

Critical to the success of a scientific expedition is the careful selection of the scientific party. The Science Operator (TAMU) has the responsibility of making final selections of the Co-Chiefs and members of the scientific party. The MOU between the U.S. National Science Foundation and ODP partners define the rights and privileges of each member with respect to co-chief scientists and scientific party members.

2.06.1 Co-Chief Scientist Selection.

The Co-Chief scientists are selected based on input from the JOIDES scientific advisory structure and are ultimately selected based on criteria outlined in Appendix C. A goal of ODP is to have at least one proponent of the proposals associated with a leg be one of the Co-Chief scientists. Obligations of the Co-Chief Scientist are defined in the "Co-Chief Scientist Agreement (Appendix Q).

2.06.2 Members of the Scientific Party.

Members of the scientific party are selected from applications from the international scientific community. Selection is based on expertise needed to achieve the objectives of the leg and balance of participation from all ODP partners. Obligations of the scientific party member are defined in the "Scientific Party Member Agreement (Appendix R).

2.07 Cruise Preparation

Cruise preparation is the responsibility of the Science Operator (TAMU) and LDEO/BRG following direction from JOI, which in turn receives recommendations from the JOIDES advisory structure. Cruise preparation procedures are summarized in the *Shipboard Scientist's Handbook* (Appendix S). A major product of cruise preparation planning is the *Scientific Prospectus* for the leg. This document is a primary responsibility of the Science Operator, Borehole Research Group and the Co-Chief scientists.

3.0 Shipboard Operations

Shipboard Personnel and Responsibilities are summarized below:

3.01 ODP Operations Manager

The Operations Manager represents the Science Operator on the *JOIDES Resolution* and has the responsibility of ensuring that the leg's Scientific Prospectus is followed during cruise operations. The Operations Manager is the senior shipboard representative of ODP and works in a team environment with the Co-Chief Scientists, the ODP Laboratory Officer, the ODP Staff Scientist (Leg Project Manager) and ship contractor personnel. In consultation with the Co-Chiefs, the Operations Manager is responsible for preparing, scheduling, and modifying the coring program in the field, to maximize the scientific results of the cruise.

The Operations Manager is responsible for executing recommendations and procedures made by SCICOM/OPCOM and the PPSP of JOIDES, and approved by the ODP Director. After consulting with the Co-Chief Scientists and Transocean Offshore Instrumentation (OMI) Manager, the Operations Manager is responsible for ensuring safe drilling operations and determining if or when drilling operations should be terminated.

The Operations Manager represents ODP/TAMU in:

- Determining acceptable drilling conditions
- Matters pertaining to discipline of the ship, drilling, and scientific crews
- Approving on-site changes in equipment or drilling, coring and logging procedures.

The Operations Manager is responsible for:

- Completing accurate reports of drilling, coring, logging, and ship operation/maintenance
- Transmitting this information ashore (daily operations reports)
- Supervising the shipboard Operations engineer(s)
- Assuring compliance with SCICOM guidelines for logging of holes
- Monitoring and implementing the ODP Technology Safeguards Plan as the principal on-board representative

3.02 Scientific Staff

3.02.1 Co-Chief Scientists

The Co-Chief Scientists bear a large part of the responsibility for the scientific success of the ODP legs they lead. At sea, and in consultation with the Operations Manager, the Co-Chiefs determine the optimal use of the vessel's time to accomplish the objectives set forth in the approved science plan, except as abridged by policies set by the ODP Program Plan, safety considerations, and/or the laws of the sea. Use of the vessel for science not included in the approved science plan or deviations to that science, requires prior approval as stated in Section 3.06 below. The Co-Chief Scientists are charged with implementing at sea the recommendations of the JOIDES Advisory Structure for drilling, coring, and logging, after the recommendations have been reviewed operationally and approved by ODP management. The responsibilities of the Co-Chief Scientists

extend from the time they accept the Co-Chief position (nominally 1 year pre-cruise) until the Proceedings of the Ocean Drilling Program, *Scientific Results* volume from that cruise is published (nominally 4 years post-cruise). By recommendation of the JOIDES Advisory Structure, one who accepts the position of Co-Chief Scientist and fails to fulfill these responsibilities may not be recommended for future ODP participation in such a leadership role.

Co-Chief scientists agree to assume the responsibilities of the position by signing a “Co-Chief Scientist Agreement” with the Science Operator (Appendix Q). The agreement specifies the duties during the pre-cruise, cruise, and post-cruise intervals.

3.02.2 ODP Staff Scientist

The ODP Staff Scientist is employed by ODP/TAMU, and serves as the Leg Project Manager. In this capacity, the Staff Scientist works with the leg’s Co-Chief Scientists, the Science Services Manager, the Operations Manager and other parties in assessing operational requirements and in planning and executing the leg’s scientific objectives as stated in the *Scientific Prospectus* for the leg. The Staff Scientist is responsible for overall coordination of ODP/TAMU services and resources required for leg planning, execution, and publication of results, and assists with the cruise scientific staffing and communications with the scientific participants prior to and following the cruise.

Prior to the cruise, the ODP Staff Scientist assists the Co-Chief Scientists in:

- Preparing and distributing a cruise Scientific Prospectus to all members of the sea-going party (scientists, technicians, engineers, and operations personnel) and to certain members of the JOIDES community
- Developing the Leg Sampling Plan, in accordance to the “Sample Distribution, Data Distribution, and Publications Policy” (Appendix D) from the sample requests received before cruise departure. This effort requires significant contact and coordination with all shipboard and approved shore-based requestors prior to the cruise. Accordingly, the Staff Scientist serves as a member of the Sample Allocation Committee, as stipulated in the Sample Distribution, Data Distribution, and Publications Policy
- In addition to being a member of the shipboard scientific party in his or her field of expertise, **while aboard ship** the Staff Scientist acquaints scientists with the shipboard facilities and informs the scientific party of the procedures and policies of ODP regarding format and content of data forms and published materials
- Following the cruise, the Staff Scientist, in conjunction with the Co-Chiefs, coordinates post-cruise activities. These include organizing a post-cruise meeting of the shipboard scientists to complete the *Initial Report* volume, serving as scientific coordinator for the *Initial Report* volume, and serving as a member of the editorial board for review and revision of manuscripts submitted for the *Scientific Results* volume

3.02.3 Logging Staff Scientist/Project Manager

The Logging Staff Scientist/Project Manager is responsible for ensuring the successful implementation and completion of the logging plan as defined by the JOIDES advisory and planning panels. As logging project manager, the logging staff scientist is responsible for cruise-related logging resources, interacts with Co-Chiefs and the Staff Scientist, and coordinates the

logging operations planning prior to and during the cruise. In addition, the logging staff scientist participates in the development of shipboard logging measurement procedures and laboratory equipment, interfaces with scientists as customers and with the JOIDES advisory and planning structure when required.

Duties

Pre-cruise:

- Coordinates a project team composed of representatives from each relevant department to ensure efficient pre-cruise, cruise, and post-cruise operations.
- Attends pre-cruise meetings and prepares logging-related sections of the prospectus
- Works closely with Co-Chief scientists, staff scientist, logging engineers, drilling superintendent, and third-party tool developers (see ODP/TAMU Technical Note #10) on logging-related operational planning
- Provides a contact point for shipboard scientists and the scientific community on logging-related issues
- Interacts with ODP Logging Services personnel to ensure successful implementation of port call activities including shipping, receiving, and interchange with Schlumberger and ODP Logging Services personnel
- Provides input into the leg planning process starting at the proposal stage

Cruise:

- Manages all shipboard logging activities, including supervision and quality control of Schlumberger operations
- Coordinates operations with third-party tool developers
- Provides accurate and timely summaries of logging results in the form of weekly reports, site summaries, and the preliminary report
- Coordinates shipboard logging data acquisition and the distribution of data to the shipboard party
- Responsible for Down Hole Measurements Lab systems management.
- Responsible for data preparation and preliminary processing
- Facilitates and participates in core-log-seismic integration efforts
- Coordinates the transmission of log data via satellite to and from LDEO for processing

Post-cruise:

- Participates in the generation of the *Initial Reports* volume through preparation of logging-related material and participation in the first post-cruise meeting, when requested
- Provides scientific and technical advice to ODP Logging Services data processing/analysis and CD-ROM production personnel when required

General:

- Participates as a member of a team that manages and develops the shipboard Down Hole Measurements Lab to insure it has state-of-the-art equipment and procedures
- Conducts scientific research to maintain and expand level of expertise required to act effectively as a logging staff scientist
- Acts as a liaison between ODP Logging Services personnel and the external science community concerning logging-related leg activities

3.02.4 Shipboard Scientists

Shipboard Scientists collect, analyze, and compile data in a manner conformable with ODP standards and format. Scientific participants are responsible for contributing to the overall leg objectives as outlined in the *Scientific Prospectus* in the most effective way possible. All members of the scientific party share all data collected by shipboard scientists during the leg and are required to enter these data into the ODP computer database. All shipboard scientists are required through a signed agreement (Appendix R) to adhere to all ODP policies.

As described in Section 2.06, the scientific party is selected to provide the necessary technical and scientific expertise to achieve the cruise objectives. Example job titles and descriptions of members of the scientific party are provided in Appendix T.

3.03 ODP Technical Personnel

The marine technical staff on board *JOIDES Resolution* generally consists of a Laboratory Officer, Assistant Laboratory Officer, six or more Marine Laboratory Specialists, one Photographer, one Yeoperson, two Chemists, two Marine Instrumentation (Electronics) Specialists, two Marine Computer Specialists, an Application Programmer, and one Curatorial Representative.

3.03.1 Laboratory Officer

Laboratory Officer— While at sea, the Laboratory Officer is responsible for the direct supervision, performance, and safety of the ODP technical staff (Marine Laboratory Specialists, Marine Computer Specialist, Curatorial Representative, Yeoperson, Application Programmer, and Marine Instrumentation (Electronics) Specialists) in the collection of core material and recording of data, and for the proper efficient and safe operation and maintenance of the ship's laboratories and related equipment. In normal practice he/she directs and supervises these activities in a way consistent with the guidelines and overall priorities, policies, and assignments made by ODP/TAMU.

The Laboratory Officer is responsible for all shipboard scientific equipment and supply items for training and scheduling technical support staff.

On site, the Laboratory Officer works with Transocean through the Offshore Installation Manager when his/her areas of responsibility involve ship's personnel, equipment, or operations.

3.03.2 Assistant Laboratory Officer

Assistant Laboratory Officer— Under the direction of the Laboratory Officer he/she assists the Laboratory Officer with all shipboard laboratory responsibilities, serving as laboratory foreman responsible for directing core flow throughout the laboratories. Has the overall responsibility for shipboard storekeeper tasks, which incorporates laboratory inventory control, ordering, receiving supplies and equipment, packing freight, preparing shipping papers and requisitions at the end of each leg. Sail on a rotating basis, working opposite shifts from the Laboratory Officer.

3.03.3 Marine Laboratory Specialists

Marine Laboratory Specialists— Under the direction of the Laboratory Officer, the ODP Marine Laboratory Specialists are responsible for the collection, recording, and preservation of core

material and scientific data and for the proper operation and maintenance of the ship's laboratories and related equipment.

3.03.4 Marine Computer Specialist (MCI)

Marine Computer Specialist—Under the direction of the Laboratory Officer, the ODP Marine Computer Specialist has complete responsibility and authority for the computer system at sea. The Marine Computer Specialist serves as the primary contact for shipboard users and final authority on proposed system operation. He/she maintains the integrity of the hardware, software, and data allocating user accounts that provide access to the system. The Marine Computer Specialist reconfigures system hardware as new equipment arrives and installs software updates and revisions. He/she is also responsible for identifying and reporting problems in system software to the shore-based facility for correction.

3.03.5 Curatorial Representative

Curatorial Representative—The ODP Curatorial Representative is supervised by the Laboratory Officer while at sea and represents the Curator and JOIDES/ODP policies aboard the vessel. He/she assumes responsibility for the care and handling of the cores and core samples as soon as the core liner is removed from the core barrel. The Curatorial Representative maintains records of all samples taken on board the vessel and ensures rigorous adherence to all provisions of the ODP policies regarding core handling, sampling procedures, and sample distribution. For each drilling leg, a Sample Allocation Committee (SAC) is constituted and is comprised of the Co-Chief Scientists, ODP Staff Scientist, and the ODP Curator. During the leg, the Curator's authority and responsibilities to the SAC is ceded to the shipboard Curatorial Representative. Because the SAC best understands the scientific needs of their leg, this group establishes a leg-specific sampling strategy and makes decisions on leg specific sample requests. The curator has responsibilities outlined in the "Sample Distribution, Data Distribution, and Publication Policy" (Appendix D) and the "Guidelines for the Loan of Micropaleontological Reference Center Samples" (Appendix U).

3.03.6 Marine Instrumentation (Electronics) Specialists

Marine Instrumentation (Electronics) Specialists—ODP usually staffs at least two Marine Instrumentation (Electronics) Specialists on each cruise. They are responsible for maintaining and repairing all shipboard ODP electrical equipment, including the computer system, analytical laboratory equipment, copy machines, and some down-hole tools.

3.03.7 Operations Engineer

Operations Engineer—On some cruises, an Operations Engineer is aboard to assist the Operations Manager in running reentry/casing/completions in installation. They also assist in maintaining and deploying special coring tools under development, training the rig crew in the routine use of new tools, and assisting deployment of rarely operated equipment. The Operations Engineer is supervised by the Operations Manager.

3.03.8 Application Programmer

Application Programmer—The application programmer sails every fourth leg and is primarily responsible of ensuring that all computer application programs properly collect, store, upload (to the database), and retrieve (from the database) all prime data gathered from collected core. The programmer also assists the Marine Computer Specialists in the support of the Janus database and

Unix servers and provides support to ODP technicians and visiting scientists, as needed, onboard the ship.

3.04 Transocean Personnel

3.04.1 Master

Master—The Master is responsible for the ultimate safety of the drill ship and its personnel. He has primary command whenever the drill ship is underway from or to location and while in port. While on location drilling, the Master cedes primary operations responsibility to the Offshore Installation Manager.

3.04.2 Offshore Installation Manager

Offshore Installation Manager—The Offshore Installation Manager is responsible for the safe conduct of drilling operations, including casing and cementing, out-of-the ordinary operations, well control measures, and weather monitoring. While on site, the Manager is the primary responsible party for Transocean. Specific duties of the Manager include assuring that drilling/coring operations are conducted in a safe, efficient manner, advising the ODP Operations Manager of unsafe operations or procedures that could compromise safety of the drilling/coring operations, overseeing preventative and planned maintenance programs on equipment, and preparing crew schedules and training.

3.04.3 Electrical Supervisor

Electrical Supervisor—The Transocean Electrical Supervisor is responsible for the proper operation and maintenance of the Dynamic Positioning System and all Transocean electronic/electrical apparatus, including the VIT camera system. This includes advising the Offshore Installation Manager of any Dynamic Positioning System status changes that could affect drilling operations or safety.

Scientific Drilling Operations

3.05 Proper change notification

If any plans that deviate from the *Scientific Prospectus* are being considered, the Co-Chiefs, after consultation with the Operations Manager, shall notify the ODP/TAMU Director or designee to inform them of the conditions and circumstances requiring an action to deviate from the planned operations. If the proposed change(s) could impact the logging activities, the TAMU/ODP Director will contact the ODP Logging Services Director.

The TAMU Director or Designee will then notify the JOI/ODP Director and SCICOM Chair of the proposed deviations to the overall cruise objectives. When appropriate, the SCICOM Chair will consult with JOIDES Panels for guidance. JOI and SCICOM Chair approval are required prior to implementing any proposed deviation from the approved *Scientific Prospectus*.

3.06 Hydrocarbons detected

When a significant amount of **hydrocarbons are detected** in ODP core samples by shipboard scientists, the Co-Chief Scientists and the Operations Manager shall immediately be notified, who will in turn notify the ODP/TAMU Director or their designee. The ODP/TAMU Director will then notify the ODP Director at JOI. **The National Science Foundation shall be notified** immediately by the JOI ODP Director of any such reported discoveries. Also, as soon as possible thereafter, the ODP staff will furnish a planned course of action in regard to the samples including an estimated time of completion of the analysis and release of the findings. For more information, see “ODP’s Guidelines for Site Survey and Safety” (Appendix I), “ODP’s H₂S Drilling Contingency Plan” (Appendix K), “Organic Geochemistry Technical Note,” (Appendix L), “Introduction to ODP Safety Management Practices” (Appendix M), and “ODP Crisis Management Plan” (Appendix N).

3.06.1 Releases

Any release of information regarding hydrocarbons by the Ocean Drilling Program about such discoveries, must be approved in advance by NSF.

Communication

3.07 Ship-to-shore communications (reports)

Communications between the ship and shore are regulated by “ODP’s Ship/Shore Communication Policy” which is maintained by ODP/TAMU. This policy is posted online at <http://www-odp.tamu.edu/isg/policies.html>, and is presented in Appendix F.

- **Daily Operations Reports**
Operations reports containing critical information regarding the ship’s location, operational activities and scientific progress are sent each day to ODP Headquarters who in turn sends them to the JOI Office, JOIDES Office, ODP Logging Services, SCICOM and NSF. These reports are the responsibility of the Operations Manager who is assisted by the Staff Scientist. The reports include a brief science operations report, and specifically, a description of the age and lithologies of the material recovered during each 24-hour period.
- **Weekly Hole Summary**
The Operations Manager writes operational Hole Summaries after leaving a hole, or on a weekly basis if drilling of one hole continues for more than seven days.
- **Scientific Site Report**
The Co-Chief Scientists complete and transmit a Site Report at the end of each site, in addition to weekly reports, if drilling in the same hole continues for more than seven days. The site report contains the site identification number, its latitude and longitude, the water depth, site objectives, depths of penetration at the hole(s) drilled, and a brief text detailing the lithologies and ages of the materials recovered, and other preliminary results of interest.
- **Personnel List**
Shortly after the ship leaves port, the Yeoperson sends a list of all scientific and technical crew to ODP/TAMU Headquarters.

- **Logging Reports**

The JOIDES Logging Scientist and the ODP Logging Staff Scientist are responsible for a report of logging results after a hole has been logged. This report is sent directly to the Borehole Research Group at LDEO. In addition, a subset of the log data for each hole is sent via satellite to LDEO for processing.

- **Press Release**

Any press release written during a leg must be transmitted to ODP/TAMU and JOI for review and approval before distribution.

3.08 Ship-to-shore communications distribution

Ship-to-shore communication distribution is described in the “ODP’s Ship/Shore Communication Policy” which is maintained by ODP/TAMU. This policy is posted online at <http://www-odp.tamu.edu/isg/policies.html>, and is presented in Appendix F.

Scientific Site reports received from the Co-Chief Scientists on board ship are edited by the Science Services Manager as necessary and then distributed by ODP Science Services to members of SCICOM and EXCOM, JOIDES panel chairs, ODP member representatives, the JOI Office, the USSAC Co-Chair’s Office, the NSF Program Officer, ODP Logging Services, and ODP Core repositories. Within ODP/TAMU, the Director, the Deputy Director, the Managers, key headquarters personnel, Staff Scientists, and the Office of Public Information also receive copies of the site report.

3.09 Shore-to-ship communications

Senders and receivers of communications are responsible for the distribution of information they exchange. Confidential messages must always be copied to at least one of the following: Director, Deputy Director, Administrator, or the recipient’s department Manager.

3.10 Personal communications

Personal communications differ from confidential messages in that they do not address shipboard business. Cruise or scientific results are not to be discussed in personal messages.

Electronic (email) non-ODP-related communications to and from the ship is available to all leg participants as described in “ODP’s Ship/Shore Communication Policy” which is maintained by ODP/TAMU. This policy is posted online at <http://www-odp.tamu.edu/isg/policies.html>, and is presented in Appendix F. Before obtaining a shipboard e-mail account for personal use, participants must sign a leg-specific ODP/TAMU “Terms and Conditions” form. ODP will provide a specific allocation of free bytes for both incoming and outgoing mail. For bytes beyond those allocated freely, the user will be charged on a per byte basis, at the rate indicated in the policy. Payment must be made in cash or traveler’s checks, in U.S. dollars, before the end of the leg.

To help control the size of incoming mail messages, a 20kb message filter will be used at ODP/TAMU before the e-mail is routed to the ship. Messages that are larger than 20kb will be “bounced” back to the sender and the message sender will be notified that their mail was blocked. E-mail is usually exchanged four times a day between ship and shore on most legs. However, daily e-mail exchanges are not guaranteed due to potential poor transmission conditions and/or equipment and software failure.

Direct voice communication for personal messages is sometimes available to the United States by “ham” amateur radio. The ham operator aboard ship contacts a stateside ham operator who then phones the onshore party collect. The charge for the phone call varies depending on the distance from the onshore ham operator to the onshore party. Direct voice communication is also available via MARISAT.

If it becomes necessary for someone ashore to contact shipboard personnel for **critical personal reasons**, ODP will relay messages to the ship as part of their daily communications. Science Operations provides information to members of the scientific party prior to the cruise explaining the procedures that should be followed in the event of an emergency. These instructions should be left with the participant’s closest relative, so that they are informed of how to reach someone aboard *JOIDES Resolution*.

Shipboard Procedures

3.11 Numbering of Sites, Holes, Cores, and Samples and Core Handling

Standardized procedures for numbering sites, holes, cores and samples and for handling core are defined in the “Explanatory Notes” section of each volume of the ODP publication “Proceedings of the Ocean Drilling Program, Initial Reports.” This section of the publication also describes core handling procedures, visual core description, and other procedures specific to the leg.

3.12 Procedures for onboard sampling

All sampling procedures and policies are defined by the JOIDES scientific advisory structure as approved by the EXCOM. See “Leg Specific Sampling Strategy Guidelines” within Appendix D for details.

3.13 Down-hole logging all sites 400m or deeper

All sites 400 meters or deeper shall be logged as specified in the approved *Scientific Prospectus*. Any deviation from the approved *Scientific Prospectus* must follow the procedures specified in Section 3.05 of this Policy Manual.

3.14 Responsibility of the Operations Manager and Co-Chief Scientists

The **ODP Operations Manager and Co-Chief Scientists** have the responsibility of seeing that SCICOM drilling and logging objectives are followed during the cruise operations as planned in the *Scientific Prospectus*.

3.15 Logging data availability

All logging data acquired on each leg of the Ocean Drilling Program **shall be available to each member of the scientific party on board ship**. Practical limits to data distribution on board ship are such that some time is required to process, correct, and display the data in a form appropriate for preliminary science. Contractually, Schlumberger supplies a CD-ROM and three copies of each logging run.

3.16 Standard logging

In general, the “standard” Schlumberger logging suite is required in every hole logged. The JOIDES Science Committee decides whether exceptions to this rule are appropriate for individual sites. To decrease use of ship time, several types of logging tools are combined into each logging run. At present, **standard logging** consists of two runs:

Run 1—Triple Combo Tool String

A. Accelerator Porosity Sonde (APS)

B. Dual Induction Tool (DITE)

C. Density Sonde (HLDS)

The Temperature Tool (TAP) and the Natural Gamma Sonde (HNGS) are usually added to this toolstring.

Run 2—Formation MicroScanner/Sonic Tool String

A. Formation MicroScanner (FMS)

B. General Purpose Inclinometry

C. Gamma Ray Tool (SGT)

D. Dipole Sonic Imager (DSI)

In addition to the standard tools, many other types of logging tools are run in selected holes. The SSEPs are responsible for recommending the most useful tools for each proposal, and the SCICOM makes the final recommendation on which tools are to be run.

These additional tools may be Schlumberger tools, LDEO specialty tools, or tools provided by a member of the ODP community (“third party tools”). Details on “third party tools” are available in the ODP/TAMU Technical Note #10. Schlumberger tools are run by the Schlumberger engineer, under the supervision of the LDEO Logging Staff Scientist. LDEO specialty tools are run by the LDEO Logging Staff Scientist. Third party tools are usually run by the individual providing the tool.

3.17 Shipboard log analysis

Log processing services are provided by LDEO-BRG. Logging data are routinely transmitted via high-speed satellite equipment from the *JOIDES Resolution* to shore for processing. Processed data have been routinely turned around in a five to six day period. The processed data can then be used on the ship. Certain data types (e.g., FMS) are not transmitted to the shore because of their large size. These data are sent to LDEO immediately following the cruise for processing. When the processing is completed, the data from the cruise are uploaded to the online ODP Log Database and the shipboard party is informed of its availability.

The Down Hole Measurements Lab on the *JOIDES Resolution* is equipped with a full suite of log analysis and interpretation software. This allows the logging scientists to perform preliminary interpretation in the course of preparing the logging chapter of the shipboard report.

3.18 Shore-based log analysis

ODP Logging Services maintains log analysis centers in France, Germany, Japan, and the United Kingdom to provide ODP scientists with access to state-of-the-art interpretation software and technical support.

Further details of the tools and procedures used may be found in the ODP Logging Manual obtainable from Borehole Research Group, Lamont-Doherty Earth Observatory (See Appendix A for address) or viewable online at <http://www.ldeo.columbia.edu/BRG/ODP/LOGGING/MANUAL/index.html>.

3.19 Loss of down-hole tools

In the event of loss of down-hole tools, all reasonable efforts at drill string and/or wireline fishing will be made. Exceptions will only be made by TAMU in consultation with LDEO in cases where operational safety or efficiency are involved or by JOI when broader programmatic issues are involved. The kind and number of fishing attempts will be the responsibility of the TAMU Operations Superintendent in consultation with the Logging Staff Scientist.

3.20 Use of logging wireline

LDEO maintains a heave compensated wireline system for routine logging operations. At times, this system is used for non-logging activities, such as seismometer installations. Each non-logging use of the wireline is evaluated individually. Any plans to use the wireline for non-logging activities must be assessed for potential risks to the logging program and approved by the Director, ODP Logging Services, or his designee, as early as possible in the cruise planning process. If the cable is damaged or lost during the non-logging use of the wireline, highest Program priority is given to activities and funding needed for its immediate replacement.

3.21 Monitoring of Third Party Tools

A third party tool is defined as a tool that is not owned by Schlumberger or owned or leased by the Borehole Research Group at LDEO or by ODP/TAMU. Details are provided in the ODP/TAMU Technical Note #10. There are two types of third party tools:

- Development Tools (instruments under development)
- Mature Tools (established tools)

Development Tools

For a tool to be considered an ODP Development Tool, and thereby scheduled for deployment, several criteria should be satisfied.

- (a) There must be an identified principal investigator.
- (b) LDEO (for down-hole logging tools) or TAMU (for all others) should formulate a development plan in conjunction with the principal investigator, and then inform SCIMP of this plan.

- (c) The development plan should:
- Indicate the acceptance, desirability, financial and technical feasibility, and the usefulness of the measurements
 - Identify development milestones
 - Make provision for initial testing on land
 - Satisfy safety considerations
 - Specify shipboard requirements such as the data processing necessary to make the formation accessible on board ship, any special facilities (emphasizing areas where the tool is not compatible with existing hardware/software), and appropriate technical support
 - Contain a statement of intent that the tool would be available for post-development deployment in ODP

If SCIMP endorses the development plan, subject to SCICOM approval, the Panel will appoint a coordinator to monitor, on its behalf, the tool's progress through the development plan. The Panel monitor will receive reports from the Principal Investigator on request and will present a summary of these to SCIMP. SCIMP will review progress at regular intervals and will evaluate tool performance after each deployment. Day-to-day monitoring will be the responsibility of TAMU and LDEO. A tool cannot be regarded as an ODP Development Tool, and therefore cannot be scheduled for future legs, if it has not undergone the above procedure. All tools that are currently scheduled must have a development plan formulated as soon as possible.

Once a tool has been accepted by SCIMP as a Development Tool, the Principal Investigator will be required to co-sign the development plan with TAMU and LDEO as appropriate as a visible accession to the provisions of the plan. A Development Tool cannot be deployed on an ODP leg unless TAMU/LDEO and SCIMP are satisfied that the terms of the development plan have been fully met.

Mature Tool

For an ODP Development Tool to undergo the transition to an ODP Mature Tool (i.e., an established tool operated by TAMU or LDEO) there must be SCIMP endorsement. This endorsement will be given after Panel review of a proposal prepared by TAMU and/or LDEO and submitted to SCIMP. This proposal must satisfy SCIMP on the following counts:

- Cost of routine operations including shipboard data processing
- Requirements for routine operations/processing
- Availability of spare components
- Facilities and projected costs for maintenance
- Existence of an operating/maintenance manual
- Safety considerations
- Long-term usefulness of data
- Established track record both in land tests and shipboard deployment

Where several Development Tools are competing for the same Mature Tool slot, SCIMP will require that appropriate contractor to evaluate all tools and submit their multiple-tool evaluations to SCIMP for Panel consideration.

Established Third Party Tool on Loan to ODP

Where an established third party tool is loaned for use in ODP, this tool will have to satisfy the criteria listed in the Mature Tool section in order to be accepted as the technical equivalent of an ODP Mature Tool. Tools that do not satisfy these criteria, cannot be programmed for future ODP legs. Detailed guidelines on Third Party Tools are available in the ODP/TAMU Technical Note #10, last updated in 1993.

Last Minute Requests

Last-minute requests to include an unproven third party tool within an ODP leg will not be accepted.

Ship Safety

See the following Appendices for a full description of safety matters “ODP’s Guidelines for Site Survey and Safety” (Appendix I), “ODP’s H₂S Drilling Contingency Plan” (Appendix K), “Organic Geochemistry Technical Note,” (Appendix L), “Introduction to ODP Safety Management Practices” (Appendix M), “ODP Crisis Management Plan” (Appendix N), “Laboratory Safety and Hazard Communication Compliance Policy for *JOIDES Resolution*” (Appendix O), and “Laboratory Safety and Hazard Communication Compliance Policy for Shore” (Appendix P).

3.22 Emergencies and weekly drills

The scientific work of *JOIDES Resolution* takes her to areas where immediate assistance is not available. It is therefore necessary to rely upon the knowledge and experience of the ship’s crew to avoid potentially dangerous situations. This is done in a systematic way developed through the practice of weekly drills. These drills are required by law, and the ship takes pride in the serious manner in which they are organized and held.

Verbal instructions about the **duties and assigned stations** of each person during emergencies, including lifeboat assignments, are discussed with all shipboard personnel at the beginning of each cruise. Station bills of emergency signals are conspicuously posted in passageways and personnel stations.

3.23 Drill attendance

Fire drills, man overboard drills, and abandon ship drills are held at least once weekly; **attendance is mandatory**. Helicopter emergency drills are held less frequently. Processes and details connected with these drills are explained by the Master at the first drill, held a few hours out of port.

3.24 Compassionate emergencies

It is the policy of the Ocean Drilling Program not to interrupt or alter the course of a cruise for the purpose of evacuation any shipboard personnel in the event of a person emergency on shore. However, exceptions to this policy can be made as the discretion of the TAMU/ODP Director or their designee. Consideration of an exception to this policy would depend upon an evacuation procedure that did not significantly impact the science plan. This decision would be based, in part, on the location of the drill

ship, the availability of transportation and financial resources required for an evacuation, the operating status of the *JOIDES Resolution* and nature of the emergency.

For the purposes of this policy, personal emergencies include, but are not limited to, a serious injury, illness or death of a family member. A family member includes the shipboard personnel's spouse, child, parent, brother, sister, grandparent, or grandchild. Personal emergencies may also include other circumstances, which require the shipboard personnel's immediate attention on shore

A life-threatening situation involving any shipboard personnel is not covered by the above stated policy. The Master and/or shipboard physician shall immediately contact the College Station Transocean office, which in turn contacts the TAMU/ ODP Director or designee to discuss these situations and determine the best course of action on a case-by-case basis.

3.25 Reporting of injury or illness while at sea

Any injury or illness, to any non-Transocean employee aboard ship while at sea or while at a port of call, must be reported to the Lab Officer and the ship's doctor. After obtaining medical attention for the illness or injury, the Lab Officer is responsible for notifying the following personnel:

- Operation Manager
- Ship's Master
- ODP Human Resource/Insurance Supervisor
- Port Agent, if in port

In addition to the notifications, the Lab Officer is responsible for:

- Advising the ODP/ TAMRF Human Resource /Insurance Supervisor, who will notify the relevant department head, within two days of occurrence of injury/illness
- Completing the "Employers First Report of Injury"
- Completing the "Employer's Supplemental Report of Injury," if the injured misses a day of work
- In case of accident, obtaining eye-witness reports, written in accordance with *Witness Reporting Guidelines*, and coordinating the taking of necessary photographs of the accident area
- Hand delivery of all accident/injury reports to the ODP/ TAMRF Human Resource /Insurance Supervisor (per ship-to-shore hand delivery policy)

3.26 Notification of major accidents

JOI shall be notified in a timely manner of any major accident or serious illness occurring on the ship or during a port call. Likewise, JOI will notify NSF.

3.27 Financial responsibility for medical treatment

Although not legally bound to do so, the Ocean Drilling Program accepts **reasonable financial**

responsibility for initial medical treatment for shipboard non-Transocean personnel when:

- An illness or injury occurs on board ship or within a matter of hours before and after boarding the ship
- The injury or illness is so critical as to require emergency treatment or special attention.

Each eligible occurrence will be considered on a case-by-case basis.

3.28 Medical consent agreement and physical examinations

Each shipboard guest must sign a consent agreement allowing the ODP medical personnel to take action that is deemed necessary on behalf of the individual in an emergency situation. Each participant/ODP employee sailing on a cruise or any port of a cruise will be required to obtain and provide TAMRF a completed ODP physical examination, plus any additional medical tests/examination/information necessary to assist in determining eligibility/fitness to sail. After careful review of the circumstances, the ODP/TAMU Director or his/her designee may grant an exception to this policy (i.e., a government official visiting the drill-ship for one or two days).

3.29 Technology safeguard plan

Technology safeguard plans have been implemented on the *JOIDES Resolution*. The ODP Operations Manager is responsible for implementation of the plans and procedures.

Procedures to Minimize Impact on Marine Mammals

3.30 Marine Mammal Protection

Appendix Y provides details on preliminary procedures that have been developed by ODP to minimize the impact of seismic activity on marine mammals.

4.0 Reports and Publications

(See Tables 4-1 and 4-2 for a listing of all ODP reports and their distribution. See Appendix V for a complete listing of publications available from the ODP.)

4.01 Quarterly operations and management reports

JOI will conduct a review of quarterly report format and content at the beginning of each fiscal year with the NSF Program Director.

The Subcontractors shall provide to JOI who shall in turn provide to NSF, **quarterly operations and management reports** addressing each of the following subjects:

- Leg Activities
- Ship Schedules
- Leg Planning Activities
- ODP/TAMU Engineering Development Projects
- ODP/LDEO Engineering Development Projects
- Development Projects
- Long Term Planning Activities
- Appendix A: Contract and Finance Report
- Appendix B: Travel
- Appendix C: Personnel Status
- Appendix D: Conference and Meeting Schedule
- Appendix E: JOIDES Drilling Proposals
- Appendix F: Public Affairs
- Appendix G: Curation
- Appendix H: Publications
- Appendix I: Data Requests
- Appendix J: ODP Site Survey Data Bank
- Appendix K: JOIDES Office Report
- Appendix L: ODP Bi-Monthly Distribution List

Subcontractor reports shall be delivered to JOI no later than twenty (20) days after each three-month period. JOI shall in turn submit the quarterly report to NSF no later than thirty (30) days after each three-month period.

4.02 Acknowledgement of JOI and NSF in publication

All **news releases, publications and other similar items** prepared by the Subcontractors and JOI and/or their employees which describe ODP activities or the results of ODP research shall acknowledge the management and sponsorship of JOI, Inc. and NSF, respectively.

Table 4-1 ODP reports and general distribution

Report	Contents	Frequency	Primary Authors	Distribution
Program Plan	Annual scope of work and budget	Annual	JOI, TAMU, LDEO, JOIDES Off.	ODP Distribution* and ODP Council
Quarterly Operations & Management Report	Operations, Management and Finance	Every 3 months on 30 th day of subsequent month	JOI, TAMU, LDEO, JOIDES Office	ODP Distribution*
Scientific Prospectus	Detailed scientific plan for each cruise leg	3-6 months prior to cruise departure	Co-Chiefs, TAMU, & LDEO	Available on ODP/TAMU web site: http://www-odp.tamu.edu/publications/ Limited print distribution (distribution list included in Table 4-2)
Technical Notes	Lab reports, engineering & drilling reports, & other reports	As needed	TAMU	Available on ODP/TAMU web site: http://www-odp.tamu.edu/publications/ Limited print distribution to appropriate ODP personnel & others upon request (distribution list included in Table 4-2)
Daily Operations Report	Daily shipboard operations & hole summaries	Daily	TAMU	NSF, JOI, TAMRF, LDEO, & JOIDES Office
Weekly Operations Report	Composite of daily operations reports	Weekly	TAMU	ODP distribution*
Preliminary Report	Overview of cruise scientific results	One per leg	Co-Chiefs, Sci. Party, TAMU, & LDEO	Available on ODP/TAMU web site: http://www-odp.tamu.edu/publications/ Limited print distribution (distribution list included at the end of Table 4-2)
<i>Geotimes</i> , <i>EOS</i> and <i>Nature</i> , et al.	Immediate information on cruise results	As they are prepared	Sci. Party TAMU, & LDEO	General public
Press Releases	Cruise goals and results in lay terms	As they are prepared	Co-Chiefs, TAMU & JOI	ODP distribution* & general public
<i>JOIDES Journal</i>	Record of JOIDES activities	Bi-annually	Editor: JOIDES Office	International distribution of approximately 3,000

Proceedings of the ODP: <i>Initial Report</i> volume	Scientific and Engineering results from each Leg	Approx. 12 months post-cruise	Shipboard Scientific Party	Electronic version available on ODP/TAMU web site: http://www-odp.tamu.edu/publications/ Print/CD-ROM distribution to: ODP Distribution*, Scientific party, JOIDES member inst., libraries, and individual and inst. subscribers (print distribution list included in Table 4-2)
Proceedings of the ODP: <i>Scientific Results</i> volume	Results from post-cruise research for each leg	Approx. 4 years post-cruise	Editors: Editorial Review Board (Co-Chiefs, Staff Scientists, and one external scientist [optional])	Electronic version available on ODP/TAMU web site: http://www-odp.tamu.edu/publications/ Print/CD-ROM distribution to: ODP Distribution*, Scientific party, JOIDES member inst., libraries, as well as individual and institutional subscribers (print distribution list included at the end of Table 4-2)
Data CD	Contains log data, summary plots, and processing notes, and related core data (e.g., gamma, density)	One per leg (if log data are produced)	LDEO	Distributed with <i>Initial Report</i> volume to ODP Distribution*, Scientific party, JOIDES member institutions, libraries, as well as individual and institutional subscribers
ODP Policy Manual	General policies of interest to the ODP community	Updated annually	JOI with policy generated from all aspects of program	NSF, JOI, TAMU, LDEO & JOIDES Office

*ODP Distribution is defined as NSF, JOI, EXCOM, SCICOM, JOIDES Office, TAMU, LDEO

Table 4-2. Specific distribution of Scientific Prospectus, Preliminary Report, Technical Notes, and Initial Reports and Scientific Reports Volumes.

Scientific Prospectus:

Panel Chairs
 All shipboard and shore-based scientists listed as participants (i.e., scientific party members)
 Member nation secretariats/offices
 Micropaleontological reference centers (upon request)
 JOIDES office
 JOI office
 Certain staff of the TAMU Science Operator
 NSF office

TO-SEDCO office
PPSP panel members
TAMU's dean of the College of Geosciences
LDEO
NY Times

(Note: On 1/17/02 the U.S. Department of State requested to be taken off the distribution list for this publication.)

Preliminary Reports:

Panel Chairs
Co-Chiefs and Staff Scientist who participated in the cruise
Member nation secretariats/offices
Micropaleontological reference centers (upon request)
JOIDES office
JOI office
Certain staff of the TAMU Science Operator
U.S. Department of State
NSF office
TO-SEDCO office
PPSP panel members
TAMU's Dean of the College of Geosciences
JOIDES Resolution - Ship
LDEO
NY Times

Technical Notes:

Limited distribution to TAMU Science Operator staff
Limited distribution (~10/yr) to fill special requests (e.g., scientists without access to internet).

Initial Reports and Scientific Results volumes*:

U.S. Department of State
All scientific party members (shipboard and shore-based)
JOIDES Office
JOI Office
NSF Office
Member nation secretariats/offices
U.S. JOIDES Institutions
Government Printing Office
Micropaleontological reference centers (upon request)
Current JOIDES panel members
ESF member countries
ODP Marine Techs
ODP / Indexer / TAMU
TO-SEDCO office
LDEO/BGR
External Editorial Review Board (ERB) member
Standing orders/paid subscriptions (e.g., companies, individual scientists)
Libraries/Institutions
JOIDES Resolution - ship

***Single or Standing Orders.** Volumes may be purchased individually or individuals/institutions may be placed on a standing order list. The procedures for being placed on the standing order list are located on the web site referenced in Table 4-1.

4.03 Acknowledgement on signs

The **Subcontractors shall acknowledge the support of JOI, Inc. and NSF** on any signs, paid with ODP funding, identifying the ODP at its various locations.

4.04 Disclaimer to be used in publications

An **acknowledgement of JOI and NSF support** and disclaimer must appear in any publication of any material based upon or developed under the subcontract, in the following general terms:

The Ocean Drilling Program is sponsored by the National Science Foundation and participating countries under the management of Joint Oceanographic Institutions, Inc. Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the National Science Foundation, the participating countries, or Joint Oceanographic Institutions, Inc.

(The preceding sentence may be omitted from scientific articles or papers published in scientific journals.)

4.05 Acknowledgement of other agencies

The Subcontractor or any individual acting under the direction of the ODP must acknowledge the **support of other agencies or international contributors as appropriate.**

4.06 Publication approval

Public information brochures, documentation of scientific nature and other printed information (issued by the Subcontractors) not set forth as a deliverable under their subcontract but with which pertains to or results from work performed under their subcontract shall be sent to the JOI office at least three (3) days in advance of its being made available to the public.

4.07 Testimony approval

The JOI/ODP Director must be notified in writing of any Congressional or court testimony to be given in the name of the Ocean Drilling Program as soon as practical after an ODP employee is notified of the requirement. JOI in turn shall notify NSF.

ODP/TAMU Publications

Publications available from the ODP are listed in Appendix V.

4.08 Pre-cruise Reports

The *Scientific Prospectus* is a pre-cruise plan prepared and published 3 to 6 months before the cruise. Prepared by the Co-chief Scientists and the ODP staff, the Prospectus describes the scientific objectives

of the leg and contains brief descriptions of approved sites and technical specifications of the drilling plan.

4.09 Shipboard Scientific Reports

- **Daily and Weekly Operations**

Operational reports containing critical information regarding the ship's location, operational activities, and scientific progress are distributed daily to recipients by electronic mail. Weekly reports containing composites of the daily reports are posted on the "Drilling" electronic mail bulletin boards and listservers.

- **Hole Summaries**

Upon completion of drilling at each site, the shipboard scientists individually and as a group prepare a report of the results. At the end of the cruise, these site reports together with the core description data (core photos, visual core descriptions, thin section tables, smear slide tables, and logs) are assembled into one summary report called the Hole Summary. The Hole Summary is the first draft of the *Initial Reports* volume.

- **Preliminary Report**

This report consists of an outline of the leg achievements and documentation of how the scientific objectives for the cruise were met. This is the first draft of the leg Summary Chapter of the *Initial Reports* volume.

- **Press Release**

Cruise-related press conferences are held only if a cruise produces information that is of outstanding public interest; however, a press release is prepared for each leg that briefly outlines the essence of the cruise objectives, accomplishments, and results in lay language. Contents and wording of the release are subject to the approval of JOI. This press release is supplied to local area news media before the ship docks, if time permits and is released by ODP soon after the cruise ends.

- **Geotimes, Nature, and EOS Articles**

The *Geotimes*, *Nature*, and *EOS* articles represent press releases to the scientific community. If these articles are authored, they are by the entire shipboard scientific party. They are published within two or three months of the end of the cruise.

4.10 Post-cruise reports

- **General Geological Article**

The publication of such an article is entirely at the discretion of the shipboard party. The party is encouraged to prepare a technical article discussing cruise scientific results for a major journal, such as *Science* or *Bulletin of the Geological Society of America*, as soon as possible after the cruise ends. Again, authorship is by the full scientific party.

- **Proceedings of the Ocean Drilling Program**

The *Proceedings of the Ocean Drilling Program* is a two-part series composed of the *Initial Reports* and the *Scientific Results* volumes. These volumes are produced for each leg. They contain a thorough record of the cruise objectives and a summary of the cruise and post-cruise scientific results.

The *Initial Reports* volume records the scientific and engineering results from each ODP leg. Each volume contains leg summary, summaries from each drill site, core descriptions, color core images, and other core description data. The entire contents of each volume are published on CD-ROM in PDF format. The CD also contains ASCII tables that are associated with the volume. The volume CD is distributed with a printed hardcover booklet that contains a copy of the “Leg Summary” chapter and the volume table of contents. The CD is also sold separately. *Initial Reports* volumes are also available on the Web in PDF and HTML formats (www-odp.tamu.edu/publications/). Booklet/CD volume distribution begins approximately 12-months post-cruise, and whenever feasible Web distribution may begin earlier.

The *Scientific Results* volume contains a leg synthesis paper that summarizes the results of post-cruise research related to the leg, which is authored or coordinated by the Co-Chief Scientists, and peer-reviewed papers and data reports. Individual papers are published on the Web in order of acceptance after manuscripts are revised and accepted, and before four years post-cruise. The entire volume is originally published in PDF/ASCII and HTML/ASCII formats on the Web (www-odp.tamu.edu/publications/). At four-years post-cruise, a hardcover booklet is printed that contains the volume table of contents, the leg synthesis chapter and the volume CD-ROM. The CD-ROM contains PDF versions of all volume chapters previously published on the Web and any associated ASCII tables. It is distributed with the booklet and also sold separately. Booklet/CD distribution begins approximately four years post-cruise.

4.11 Cruise participants’ responsibilities

The cruise participants’ responsibilities are described in the Sample Distribution, Data Distribution, and Publications Policy (Appendix D).

4.12 Manuscript review

The manuscript review procedures are described in the Sample Distribution, Data Distribution, and Publications Policy (Appendix D).

4.13 Miscellaneous reports

ODP/TAMU will produce other publications as occasional series.

- *Technical Reports and Notes*
A series of technical reports and notes, covering a variety of issues, have been produced by ODP/TAMU (see Appendix V).

Other Publications

4.14 Data CD-ROM

A data CD-ROM containing the log data, summary plots, and processing notes, as well as related core data (e.g., gamma, density) is produced for each leg, and is produced by ODP Logging Services. If space

is available on the CD-ROM, additional information may be included at the request of the Co-Chief Scientists.

4.15 ODP logging manual

ODP Logging Services publishes a manual of down-hole logging that is available on CD-ROM, and can be viewed at <http://www.ldeo.columbia.edu/BRG/ODP/LOGGING/MANUAL/index.html>. The ODP Logging Services website also includes preliminary summaries of the logging operations from each leg (http://www.ldeo.columbia.edu/BRG/ODP/ODP/LEG_SUMM/leg_sum.html). Logging results from ODP cruises are included in the *Proceedings of the Ocean Drilling Program*.

4.16 JOIDES Journal

The *JOIDES Journal* is published bi-annually by the JOIDES office. It serves as a means of communication among the JOIDES committees and advisory panels, NSF and non-U.S. participating organizations, JOI and its Subcontractors, and interested earth scientists. The *JOIDES Journal* provides information on JOIDES committees and panels, cruise schedules, science summaries, and meeting schedule. Special issues are occasionally produced on specialty subjects such as pollution prevention and safety.

4.17 NSF policy for oceanographic data

In 1994 NSF issued policy statement 94-126 that updated and revised the guidelines to implement Federal data policy by assuring timely submission of high-quality oceanographic data to the national data centers for secondary use. Guidelines for oceanographic data were first issued by NSF's Division of Ocean Sciences in October 1988. Ocean data collected under Federal sponsorship and identified as appropriate for submission to a national data center are to be made available within a reasonable time. Geophysical, geological and geochemical data collected by the ODP are to be submitted to:

National Geophysical Data Center (NGDC)
NOAA, Code E/GC
325 Broadway
Boulder, CO 80303-3328

Ph: (303) 497-6339
Fax: (303) 497-6513
E-mail: rwarnken@ngdc.noaa.gov

The NSF/ODP supports regional geological and geophysical field studies that can be used to develop mature drilling proposals in the JOIDES system. The data from these projects are a primary source of information in planning drilling and should be available for review by the SSP and the PPSP. Site survey data requirements for mature drilling proposals are identified in the "Guide to the Ocean Drilling Program" (Appendix B) and in other appendices to this policy manual. Additionally, such data can be important in interpreting the results of a drilling leg and should be available to cruise participants.

Successful applicants are expected to deposit data from their cruises in the ODP Site Survey Data Bank at Lamont Doherty Earth Observatory, in addition to other data archiving requirements described above.

The address is given in Appendix A. At the earliest possible date, the chair of the JOIDES SSP, the manager of the Data Bank, and the representative of the appropriate national data center should be notified of the data types and schedule for submission.

The NSF/ODP also supports more limited data collection activities through the U.S. Science Support Program (USSSP), administered by JOI. Data reporting requirements under this program are the same as those identified above.

5.0 Travel and Reimbursement of Travel Expenses

The following policy represents general guidelines for the ODP. Because of minor policy variations at each ODP entity (i.e., JOI, TAMU, LDEO, other subcontractors, and lower tier contractors), all travelers being reimbursed by ODP funds should follow the travel policies of each ODP entity. JOI's travel policy is presented in Appendix W, and the policies of subcontractors are also available upon request.

5.01 ODP support for travel

ODP commingled funds support all travel required for performance under the Prime Contract and Subcontracts, except as stated in 5.02.

5.02 ODP member countries travel funding

Each ODP member country is responsible for the expenses of its scientists involved in ODP.

Consequently, funding for travel of U.S. scientists attending JOIDES committees and panel meetings is provided through the JOI/USSSP that is funded by NSF. Panel members from countries other than the ODP member countries are supported by ODP commingled funds. The SCICOM Chair's travel is also paid by ODP commingled funds. Exceptions to this policy must be approved by JOI.

5.03 Reimbursement and subsistence

Reimbursement and subsistence for travel will be made in accordance with the contractor's or subcontractor's established policy.

5.04 Advance authorization of travel

Travel performed on official ODP business must usually be authorized in advance or subsequently approved by the appropriate authority. Those traveling on official business will be reimbursed for all necessary and reasonable expenses of travel, in accordance with approved travel policy.

5.05 Foreign travel and use of U.S. certified air carrier

Any travel outside the United States (other than to Canada or Mexico) is considered foreign travel, and where performed in connection with a project funded by ODP requires prior notification to JOI. Exceptions to this policy are travel:

- Related to port call activities
- To JOIDES meetings (i.e., panels, committees, or groups)
- For any lower-tier subcontractors
- For the ODP/TAMU Director and Deputy Director if their calendars are forwarded at least two weeks in advance to the JOI ODP Director

Unless otherwise provided for in the respective subcontracts, **all foreign air transportation must be provided by a U.S. certified air carrier**, that is, an airline with headquarters in the U.S. Non-U.S. air

carriers, that is, an airline with headquarters outside the U.S., may only be used in the following circumstances. This includes not only the initial booking (and any segment thereof) but also any subsequent changes in routing while en route.

- A. Travel between a gateway airport in the U.S. and a gateway airport abroad.
 - A U.S. air carrier does not serve the airport of origin/destination or interchange point.
 - Use of a U.S. air carrier extends the time in travel status by at least 24 hours.
 - Use of a U.S. air carrier requires a connecting layover of 6 hours or more, and extends the time in travel status by 6 hours or more.
 - Traveler was involuntarily rerouted by a U.S. air carrier on a non-U.S. air carrier due to the unavailability of a U.S. air carrier. (Also applies to item B below).

- B. Travel between two points outside the U.S.
 - Service not provided by a U.S. air carrier.
 - Use of a non-U.S. air carrier eliminates two or more aircraft changes en route.
 - One of the two points abroad is a gateway airport to or from the U.S. and use of a U.S. air carrier extends the time in travel status by at least six hours.
 - Use of a U.S. air carrier for travel between two points that are not part of the trip to or from the U.S. extends the time in travel status by at least six hours more than by a non-U.S. air carrier.

- C. Short distance travel, regardless of origin and destination.
 - Service for short distance travel (3 hours or less) between two points by an U.S. air carrier doubles the travel time.

- D. Use of a U.S. air carrier would not accomplish the mission of the ODP.
 - Requires JOI approval of a signed memo that justifies such action.

5.06 Approval of JOIDES meetings, and post-cruise science meetings

All meetings of the JOIDES Science Advisory Structure, and post-cruise science meetings (other than the first post-cruise (a.k.a. “editorial”) meeting) require advance authorization by the SCICOM Chair. The national ODP program directors authorize the expenditure of travel funds for their respective meeting participants, and the JOI Meeting and Travel Coordinator assists with meeting arrangements and travel-related matters. Details on meeting authorization, timing of meetings, and meeting locations, are described in “A Primer for Planning JOIDES Meetings” in Appendix X.

II. Contractual and Program Management Policy

6.0 Contractual Policy

6.01 ODP contractual relationships

The National Science Foundation (NSF) has awarded an Ocean Drilling Program (ODP) prime contract to Joint Oceanographic Institutions (JOI). The major subcontracts that JOI has let under this prime contract are for the services of a science operator, a down-hole logging group, the site-survey data bank, and the JOIDES Planning Office. JOI's subcontractors may in turn have subcontractors, which are called lower-tier subcontractors. Subcontractors and lower-tier subcontracts are consistent with the terms and conditions of the prime contract.

6.02 JOI's Contracts Department

The primary objective of contracts administration personnel is to facilitate the achievement of ODP objectives within the framework of federal contracts rules and principles. If a program objective cannot be reached through the desired means, contracts personnel will advise on alternative methods of reaching the desired objective. Contracts personnel will counsel against taking any actions that are contrary to federal law, contract provisions, and/or in-house policy.

JOI's Contracts Department is responsible for managing the contractual issues related to ODP and for assuring that its subcontractors comply with their subcontract terms and conditions and applicable federal regulations in the following areas:

- Competition and acquisition planning
- NSF reporting requirements
- Support of federal socioeconomic programs
- General contracting requirements
- Federal contract flow-down provisions

JOI's specific contracting practices and procedures can be found in JOI's Administrative Policy Manual (see Appendix W). JOI has subcontractors' specific policies and procedures on file.

7.0 Program Planning

7.01 JOI-Prime Contractor

The work under the Prime Contract shall be carried out in accordance with an annual “Program Plan” developed by Joint Oceanographic Institutions, Inc. in consultation with the Program Officer at the NSF and approved in writing by the NSF Contracting Officer. Each Program Plan shall be prepared and submitted in accordance with schedules, funding levels, guidelines and formats approved by NSF. The Plan shall cover the upcoming U.S. federal fiscal year and shall address, but not be limited to:

- Programmatic goals
- Scheduled activities
- Scheduled ship operations, staffing, and organizational plans
- Budgets
- Scientific objectives defined by JOIDES
- Major planning and review activities

7.02 Preparation of the Program Plan

The Annual Program Plan is prepared one year in advance. The general timeline and milestones for developing the plan are as follows:

June	EXCOM advice to SCICOM
August	SCICOM prepares Science Plan
December	Draft budgets prepared by JOI and subcontractors
January	NSF provides budget target to JOI
	SCICOM Science Plan to JOI and subcontractors
	Final budget target from JOI to subcontractors
Jan./Feb.	If fiscal concerns arise, Budget Committee meets; else, EXCOM approves Program Plan
March	Draft Program Plans to JOI from subcontractors
March	Draft budget and Plan briefing to SCICOM
April	Draft plan to NSF for administrative review
May	NSF response to JOI. Forward to subcontractors
May	JOI and subcontractors prepare responses
July	JOI sends NSF final Program Plan
August	NSF approves Program Plan, executes option
October 1	Start of contract year

7.03 Program Plan development

Each subcontractor under the Prime Contract shall develop an annual Program Plan in consultation with such representatives from JOI as may be designated by the JOI ODP Director.

7.04 Major cost items

All equipment, systems, materials or procured services costing \$100,000 or more shall be specified in the Program Plan. This means any single item or group of similar items (e.g., “supplies”) costing \$100,000 or

more shall either be shown as a line item in the Program Plan budget or described in the narrative section of the budget.

7.05 Subcontractor Program Plan approval

Each Subcontractor's Program Plan shall be subject to the approval of the JOI ODP Director and shall have been prepared in accordance with schedules, funding levels, guidelines and formats approved by JOI. The Plan shall delineate specific supplies/services to be provided in accordance with the terms and conditions of the basic subcontract.

7.06 Changes altering total budget

JOI shall request approval from NSF (and subcontractors shall request approval from JOI) **for any changes** that could increase the **total approved operating budget for the year** in question. Any request from JOI to NSF (and likewise from the subcontractors to JOI) for an increase in budget shall be accompanied by an explanation of the need and supporting information that indicates that the cost cannot be absorbed within the existing approved budget without a notable change in the approved objectives or activities. Request for increases should be a last resort and should always be preceded by mutual discussions and negotiation between the responsible parties.

7.07 Changes in objectives

Proposed changes in research objectives or activities which have a significant effect on:

- Long-range plans or goals
- Services
- Work performance
- Tasks described in the Program Plan

must be approved by NSF **prior to implementation**. The impacts and reasons for the proposed changes must be explained. The changes may require modification to the approved budget.

7.08 Program Plan revisions

JOI shall provide NSF with **copies of all revisions to the Program Plan**. All changes **shall be reported periodically in the Quarterly Report** in a separate section specifically dedicated to Program Plan changes.

7.09 Budgetary restrictions

Redistributions in the approved operating budget. Large-scale revisions to the approved operating budget may indicate that the Program Plan's stated research objectives are being altered. The following thresholds have been established in the contract for determining whether a Program Plan Change is necessary:

7.09.1 Redistribution between JOI's subcontracts.

A change in the approved operating budget of \$100,000 in any of the contractor's subcontracts (i.e., Science Operations, Logging Services, Site Survey Data Bank, JOIDES Office, and so on).

7.09.2 Redistribution between Program Plan tasks

A change of \$300,000 (or 25% - whichever is smaller) in the approved operating budgets for Program Plan tasks of concern are defined as:

JOI TASKS:

- Headquarters
- JOIDES Advisory Services
- ODP Site Survey Data Bank

TAMRF Tasks:

- Science Services
- Drilling Services
- Information Services
- Publication Services
- Administrative Services
- Ship Operations

LDEO Tasks:

- Logging Services (LDEO and non-U.S. subcontractors)
- Logging Operations

7.09.3 Redistribution between subtasks

JOI will approve revisions to the operating budgets of subtasks as specified in the JOI subcontract with TAMRF and LDEO.

7.10 Program Plan changes

Requests for section 7 prior approvals are made through Program Plan Changes. Program Plan Change requests must contain the following information:

- Program Plan Change number (e.g., fiscal year 02-J1; 02-T1 from TAMRF to JOI, etc.)
- Date of request
- Brief descriptive title
- Description of and justification for the change
- Budget effect of the change

This last information category should include details regarding the subtasks that are affected by budget transfers, if any, and the amount of the increase or decrease in each subtask. This itemization applies only if the transfers amount to the lesser of \$50,000 or 10% of the affected subtask.

7.11 Program Plan change authorization

Subcontractor requests for Program Plan changes are sent to JOI's Director of Contracts with copies to JOI's ODP Program and Finance Directors. Program Plan change requests from JOI to NSF require the concurrence of the JOI ODP Program Director (or designee), and the Director of Finance. NSF approvals

to JOI are transmitted via contract modifications signed by an NSF Contracting Officer. JOI approvals to subcontractors are also effected by modifications signed by JOI's Director of Contracts.

8.0 Program Evaluation

All references to clauses in this section refer to “flow down” clauses found in the NSF/JOI, JOI/TAMRF, and JOI/LDEO contracts.

8.01 Inspection, audit, and use of consultative services

Program evaluation will be conducted using several of the provisions set forth in the Prime Contract and Subcontracts. NSF and JOI or their authorized representatives, at any reasonable time, have the right to inspect, audit or use third party consultative services to evaluate financial, contractual, and technical performance. Some of those provisions are as follows:

- Government Inspection Clauses
- NSF Liaison/Monitoring Clause
- Audit Clause
- Examination of Records by Comptroller General

8.02 Subcontractor/JOI/NSF liaison

The **subcontractors shall confer with JOI, who shall confer with NSF** as requested. JOI shall notify NSF of all major meetings, and NSF shall have the right to have representatives present at such meetings which the Subcontractor or JOI holds for the following purposes:

- Reviewing costs or progress
- Formulating plans or policies,
- Determining direction of effort
- Any other purposes that may have an effect upon the performance of the work (except those in which JOI has entered into negotiations with the Subcontractor)

8.03 Program review procedure

JOI shall establish and implement a **program review procedure** consisting of a panel of experts [Performance Evaluation Committee (PEC)] who will perform a detailed review and report on the management and performance of the ODP. This review shall be conducted every two years (or as requested), and began in FY85. The results and report(s) shall be presented to NSF. Implementation of the recommendation(s) of these reviews shall be developed in consultation with NSF.

8.04 Program evaluation schedule

The **Performance Evaluation Committee (PEC)** shall be appointed by the JOI President on the advice of JOIDES, NSF, and other experts in geology and geophysics and drilling and logging technology. The evaluation schedule follows:

April-June	Call for nominations to PEC
July-Sept	JOI President selects the PEC in consultation with NSF, EXCOM, SCICOM, and others as appropriate. An Executive Secretary is named.

Oct-Dec	PEC meets and familiarizes itself with the program
Jan-April	PEC schedule of visits planned
April-Sept	Site visits and evaluation carried out
Sept-Oct	Evaluation report prepared and submitted to JOI President
Nov-Dec	JOI receives formal responses from the subcontractors; prepares final report and action plan
Jan	Performance Evaluation Report is presented to EXCOM and then NSF

8.05 *Ad hoc* review panels

Ad hoc review panels shall be set up as recommended by the JOIDES Executive or Planning Committee and agreed upon by JOI. These panels will review specific areas within the Program rather than conduct an overall review that is carried out biannually (contractually required) by the Performance Evaluation Committee. Panel membership shall be appointed by the President of JOI and will report to JOI. JOI will then distribute copies to all parties involved in the review.

8.06 Cruise evaluation forms

The ODP is committed to providing scientists with state-of-the-art equipment and laboratory facilities and a pleasant living environment aboard the *JOIDES Resolution*. To achieve these goals, ODP requests input from shipboard participants as to their general impressions of the facilities and ship operations. ODP asks shipboard scientists to complete the **Cruise Evaluation Form**, and welcomes any additional comments and suggestions. The form is completed electronically onboard, and is returned to TAMU/TAMRF through the Janus database. Confidential comments are made available only to the Deputy Director at TAMU. This person determines who may have a need to know these comments, and what action, if any, may be required. To ensure distribution of feedback, TAMU/TAMRF will also make available the cruise evaluations to the JOI ODP Director and will share useful information with the appropriate JOIDES panels (e.g., SCIMP).

8.07 Co-Chief Scientist Review

An annual **Co-Chief Scientists' Review**, organized by JOI in consultation with its subcontractors, is designed to facilitate an appraisal of operations on the *JOIDES Resolution* as well as the entire program from a participant's standpoint. All recommendations made by review participants are presented to JOI and its subcontractors for response. JOI and its subcontractors will respond in writing to all recommendations. The response will then be distributed to all review participants.

9.0 Memoranda of Understanding & other international agreements

9.01 Participation by countries/consortia other than the U.S.

Participation shall be established by means of a Memorandum of Understanding (MOU) between the U.S. National Science Foundation and the individual country and/or consortium. Membership is negotiated individually with rights, privileges, and financial commitments defined in the MOU. An example MOU is presented in Appendix B.

9.02 Endorsement of a period of program operation

Each member of the Ocean Drilling Program shall endorse an established period of program operation and is ensured of involvement in all scientific activities that take place during the agreed upon period.

9.03 Membership in JOIDES

Each member understands that the scientific planning and direction of the Ocean Drilling Program shall be the responsibility of JOIDES, which will approve the annual program plans and budgets prepared by the contractors, prior to their adoption by NSF.

In 1998 EXCOM modified the ODP membership policy as per Motions 98-2-7 and 98-2-8:

Although a policy of full and equal participation remains a goal of ODP, the JOIDES Executive committee has identified degrees of participation in the JOIDES Advisory Structure at reduced membership levels. Membership levels will consist of **Full Members** and three levels of **Associate Members**. Each level has defined degrees of participation in the JOIDES Advisory Structure. Countries and consortia at all levels have the right to observer status on all JOIDES panels and committees, and can participate in their discussions at the discretion of the Chair.

Only Full Members of ODP (whether individual countries or consortia) have voting rights in the policy- and scientific-decision making for ODP (i.e., on the Executive Committee (EXCOM) and the Science Committee (SCICOM)). All other levels of membership do not include representation on EXCOM and SCICOM.

For the purposes of defining the Associate Member levels, the standing Panels and Committees within the JOIDES Advisory Structure are divided into three groups:

- Group I (highest level of advice on ODP science and policy) EXCOM and SCICOM
- Group II (scientific advice) and Environment and Interior Science Steering and Evaluation Panels (ESSEP and ISSEP, respectively)
- Group III (technical and operational advice) Scientific Measurements Panel, Site Survey Panel, Technical Development Panel, and Pollution Prevention and Safety Panel (SCIMP, SSP, TEDCOM, and PPSP, respectively)

Privileges of Different Membership Levels

1. Shipboard participation will be directly proportional to the contribution.

2. Participation in the JOIDES Advisory Structure:

Level	Contribution	Privileges
Full	Full	One member on all Panels of Groups I, II & III
3	2/3	One member on all Panels of Groups II & III
2	1/2	One member on one panel from Group II; One member on two panels from Group III
1	1/6	One member on one panel from Group II; One member on one panel from Group III

If a member reduces their contribution below their required membership payment level, they will submit a brief report to the chair of EXCOM explaining how they are working towards attaining that membership level. The report will be submitted by 1 March of each year, with the particulars verified by the JOIDES Office, and the member's status reviewed by EXCOM at the next meeting after 1 March.

9.04 Membership in ODPC

Each member country will be a **member of the Ocean Drilling Program Council** regardless of whether it is participating as an individual full or associate member or as a member of a consortium. Members of the Council and their alternates will be designated by the participating countries. There will be one representative of each participating country, except that additional representation from the U.S. may be appropriate. NSF representative will serve as permanent Chair of the Council.

The annual meeting shall include:

- A financial report and discussion
- An audit report
- A review of scientific and technical achievements for the past year
- Draft program plans and budgets for the coming year
- Other topics of mutual interest

9.05 Each member country shall have the right:

- To make proposals to JOIDES of scientific projects or objectives of special interest to the scientific community of the member country
- To participate in the analysis, and have access to the data, of geophysical and other site surveys performed in support of the program.

9.06 Granting of visas, etc.

NSF will facilitate, to the extent feasible, through collaboration with the appropriate authorities, the **granting of visas and other forms of official permission** for entry to and exit from the U.S. of personnel, equipment, and supplies when required for participation or use in the ODP.

9.07 Financial support

Each member country will **financially support the ODP** to the extent negotiated with each individual country's MOU. The financial contributions of all participants will be commingled to support the total

program costs. NSF determines “Program costs,” which are incurred by contractors in performing functions for joint planning and operations of the ODP, and for program direction and management costs incurred by NSF that relate to international participation.

9.08 Salaries and travel expenses

Salaries and travel expenses for participants representing the member countries will be borne by the member country. Costs of accommodations for the member country scientists and members of technical parties aboard the drill ship are program costs and will be funded by the ODP.

9.09 Meetings

Meetings of NSF and representatives of the member countries may be held at any time upon the request of either party to discuss the terms and conditions of the MOU and other matters of mutual interest.

9.10 Obligations

Obligations arising from the MOUs may be terminated by either party giving the other party written notice at least twelve months in advance.

9.11 International purchasing policy

ODP Subcontractors, in the performance of the work set forth in their subcontract, shall enable participating country businesses to compete for subcontracts exceeding \$25,000. Partner countries receive an advance notification for items/services that will be competed. The advance notification provides a description to allow the participating partners an opportunity to locate vendors in their country who may be interested in receiving a request for quotes/proposals (RFQ/RFP) when issued. When competition is not practicable (i.e., short lead-times) the decision not to pursue competition from participating countries will be approved by the Vice President, Admin., TAMRF.

9.12 International personnel hiring policy

JOI and its ODP subcontractors shall notify partner country representatives of all non-administrative employment opportunities in the ODP. Following notification, these entities will allow 45 calendar days for individuals to apply. In the event where a position must be filled within 30 days (e.g., shipboard personnel needed just prior to a leg), the position will not be announced to the partner countries. The position of the JOI ODP Director will be advertised internationally.

10.0 Patents

10.01 Retaining the right, title, and interest

The Subcontractors/Contractor may retain the entire **right, title, and interest** throughout the world to each subject invention subject to the provisions of the *Patent Rights Clause* and “35 USC 203.” With respect to any subject invention in which the subcontractor retains title, the Federal Government shall have a non-exclusive, non-transferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world. If the award indicates it is subject to an identified international agreement or treaty, the Foundation also has the right to direct the Contractor to convey to any foreign participant such patent rights to subject inventions as are required to comply with that agreement or treaty. Any action taken involving patents in the Ocean Drilling Program must follow the conditions and regulations listed in the *Patents Rights Clause* found in the ODP Prime Contract and Subcontracts.

10.02 Disclosure of subject invention to JOI/NSF

The Subcontractors **will disclose each Subject Invention to National Science Foundation** within two months after the inventor discloses it in writing to Subcontractor/Contractor personnel responsible for the administration of patent matters. The disclosure shall be in the form of a written report and shall identify the Subcontract under which the invention was made and the inventor(s). (*Patent Rights Clause*).

10.03 Notice or claim of patent copyright infringement

The Subcontractor shall promptly notify JOI, and in turn NSF, of each **notice or claim of patent copyright infringement**. (*Notice and Assistance Regarding Patent and Copyright Infringement*)

10.04 Claim or suit against JOI and/or the government

In the event of any claim or suit against JOI and/or the government on account of any alleged patent or copyright infringement arising out of the performance of this subcontract or out of the use of any supplies furnished or work or services performed under the subcontract, the Subcontractor shall furnish to JOI and/or the Government, as requested by the Contract Executive, all evidence and information in possession of the Subcontractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the Government. (*Notice and Assistance Regarding Patent and Copyright Infringement Clause*)

10.05 Member countries’ rights

Member countries should be afforded the minimum rights in data and patented inventions as set forth in their MOUs on file at NSF.

11.0 Conflict of Interest

General Ocean Drilling Program

Prime Contractor and subcontractor employees shall comply with their institutions' Standard of Conduct policies.

11.01 ODP employee or contractor changing employment to another ODP institution

Any NSF, JOI, TAMRF/TAMU, LDEO, or JOIDES **ODP employee or contractor changing employment from one ODP institution to another** will refrain from any involvement in contract negotiation between the two respective institutions for one year. [EXCOM Motion 95-2-13]

11.02 ODP employees as shipboard scientific party members

ODP employees (i.e., those paid directly or indirectly from commingled funds) may serve as part of the shipboard scientific party only at the invitation of the Director of Science Operations, TAMU, with the agreement of the Co-Chief Scientists, and with the approval of the appropriate national program director. [EXCOM Motion 95-2-13]

11.03 No additional salary compensation

When participating in the ODP as part of the shipboard scientific party, **a full-time ODP employee will not receive additional salary compensation.** A full-time ODP employee, working as part of the shipboard scientific party on activities unrelated to his/her terms of employment in the ODP, will be required to take leave without pay. [EXCOM Motion 96-1-4]

11.04 Panel/committee member with interests

If any JOIDES panel or committee member has any actual, perceived or prospective financial interests, affiliations, or relationships (including being a proposal or site survey proponent or Co-Chief Scientist) that might affect his/her review of, or decisions relating to any ODP drilling proposal, the member is required to declare his or her interests to the panel chair. The member will then refrain from any discussions relating in any way to the proposal. Further, the member will abstain from any vote relating in any way to the proposal. In the specific case of proposal proponents, they should not be present during that part of any JOIDES panel meeting when their proposals are being reviewed, ranked, or when any discussion that impacts on reviews or ranking takes place. This includes discussion of the following year's Program Plan and the indicative track of the drill ship. [EXCOM Motion 95-2-13]

11.05 Nomination of any member of a JOIDES panel as a Co-Chief

SCICOM shall not nominate any member of any JOIDES panel for appointment as Co-Chief Scientist to the Director of Science Operations, TAMU, unless that member is a proponent on the relevant proposal or site survey. [EXCOM Motion 95-2-13]

Joint Oceanographic Institutions Board of Governors

11.06 Conflict of Interest Statement for all JOI Programs

This statement requires Governors to absent themselves from deliberations and votes of the Board involving institutions and individuals in which he or she has an interest, prohibits Governors from preparing proposals to JOI or serving as PI on contracts or grants from JOI, prohibits Governors from receiving compensation from an award from JOI, prohibits PIs on contracts or grants from JOI from serving as Governor or alternate for a Governor, and follows the same guidelines as above for preparation and response to RFPs.

The statement does not prohibit Governors from participating in general discussions about issues, but only from those deliberations that will lead directly to a vote or decision about awards to institutions. In order to provide the fullest participation of Governors in the discussions, the term “general discussion” is to be broadly interpreted, while the term “deliberation” is to be interpreted narrowly.

Further details on the guidelines concerning conflict of interest for JOI Governors are provided in Appendix W.

11.07 Abstention from JOI Board of Governors deliberations and votes

11.07.1 Institutional relations

A member of the Board of Governors must excuse himself or herself from deliberations and votes of the Board or any of its committees on any action that would to his or her knowledge affect the direct interests of an institution with which the Governor, his or her spouse, a minor child, a blood relative who lives with such Governor, or anyone who is legally a partner of such Governor, has any of the following affiliations:

1. Current employment
2. Any formal or informal arrangement for future employment
3. Current appointment as professor, adjunct professor, visiting professor, or the like (as opposed to employment)
4. Ownership of the institution’s stocks, bonds, notes or other evidence of debt (other than through mutual funds) in which the financial interest exceeds \$10,000 in market value, which also represents more than 10% of the current holdings of the Governor or his or her spouse, minor child, or blood relative
5. Governing Board membership
6. Chairmanship or membership of any committee of the institution that has an interest in the Board’s action. Note: Individual waivers of this paragraph may be issued for membership but not chairmanship in appropriate circumstances by the Chair of the JOI Board of Governors
7. Any other office (not including ordinary membership in a professional society or association)
8. Any other affiliation with the institution that would be reasonably expected to affect significantly the objectivity of the Governor with respect to such institution

11.07.2 Individual relations

A member of the Board of Governors must excuse himself or herself from deliberations and votes of the Board or any of its committees on any action that would to his or her knowledge affect the direct interests of an individual with which the Governor, his or her spouse, a minor child, a blood

relative who lives with such Governor, or anyone who is legally a partner of such governor, has a blood or marriage relationship.

11.08 Participation in proposals, projects, and compensation

General: No member of the Board of Governors may prepare a proposal for submission to JOI or be a principal investigator on such proposals to JOI or on any subsequent award from JOI resulting from such proposal.

Compensation and reimbursement of expenses: No JOI Governor may be a direct beneficiary of an award made by JOI while such Governor is a member of the Board. A Board member may not serve as a principal investigator on a contract or grant from JOI. Conversely, no person who is a principal investigator on a contract or grant from JOI can serve on the Board or as an alternate for a regular member of the Board. Board members may receive reimbursement of expenses incurred in carrying out approved business of the Board.

11.09 Participation in preparation of RFPs and evaluation of proposals

The following procedures will be observed in all JOI procurements. The guiding principles are to eliminate participation by a prospective respondent to a Request for Proposal (RFP), in the RFP preparation and evaluation process, and to assure the widest possible distribution of all pertinent information as soon as it is generated.

11.09.1 Scientist eligibility

If a scientist was directly involved in the final preparation of an RFP, then he or she may not be a Principal Investigator or participant in a proposal to be considered under that RFP

11.09.2 Scientist participation

If the institution of a scientist has submitted a proposal for a procurement, then that scientist will not be permitted to participate in the review or evaluation of that proposal.

III. Amendments and Appendices

Amendments

Appendices

Appendix A: Contact Information for ODP Entities

Appendix B: Guide to the Ocean Drilling Program

Appendix C: Co-Chief Selection Process

Appendix D: Sample Distribution, Data Distribution, and Publications Policy

Appendix E: ODP/TAMU's Website Privacy Policy

Appendix F: ODP's Ship/Shore Communication Policy

Appendix G: Shipboard Sexual Harassment Reporting Procedures

Appendix H: Shipboard Drug and Alcohol Policy

Appendix I: ODP's Guidelines for Site Survey and Safety

Appendix J: ODP's Environmental Impact Statement

Appendix K: ODP's H2S Drilling Contingency Plan

Appendix L: Organic Geochemistry Technical Note

Appendix M: Introduction to ODP Safety Management Practices

Appendix N: ODP Crisis Management Plan

Appendix O: Laboratory Safety and Hazard Communication Compliance Policy for the JR

Appendix P: Laboratory Safety and Hazard Communication Compliance Policy for Shore

Appendix Q: Co-Chief Scientist Agreement

Appendix R: Scientific Party Member Agreement

Appendix S: Shipboard Scientist's Handbook

Appendix T: Scientific Party Job Titles and Descriptions

Appendix U: Guidelines for the Loan of Micropaleontological Reference Center Samples

Appendix V: Publications Available from the ODP

Appendix W: JOI's Administrative Policy Manual

Appendix X: A Primer for Planning JOIDES Meetings

Appendix Y: Airgun Policy and Marine Mammal Strategy