

- (a) Anna's Ride Home – 206-914-9523
- (b) One Last Call – 206-201-1114
- (c) Safe Ride Solutions – 208-938-4500

e. ACTION.

- (1) Division officers and chiefs shall ensure compliance with this instruction by all crew members.
- (2) Individual crew members shall maintain up to date OF-346 forms to document SPME training.
- (3) Inport OODs will:
 - (a) Enforce paragraph 2 of this instruction by confirming each member's driver's license and initial the Government Vehicle **Log** prior to issuing GV keys. The OOD or Quarterdeck watchstander will check all expired licenses against a list of states which allow expired licenses for military members. The list will be maintained in the Quarterdeck Manual.

15. **Garbage Management Plan**

Ref: (a) Vessel Environmental Manual, COMDTINST M16455.1(series)
(b) Classified Information Management Program, COMDTINST M5510.23 (series).

- a. Purpose: Provide guidance on the management of waste created by HEALY when away from homeport.
- b. Discussion: HEALY's operating profile, which involves long underway periods in areas of scientific interest and environmental sensitivity, requires that our waste disposal procedures minimize impact on the marine environment. The key to success is segregation of all waste at the source. Properly sorted waste can then be stored for disposal ashore or recycled. Conversely, mixed trash and garbage cannot be handled, stored or disposed of easily or hygienically. It is the responsibility of all hands to comply with this policy and ensure HEALY's operations remain environmentally compliant.

c. Responsibilities:

The Recycling Program Manager (RPM) is responsible for maintaining and implementing trash program, coordinating for the offload of all recyclable materials in homeport, and ensuring that a trash van duty schedule is maintained in accordance with the following guidelines:

- (1) The Chief Master at Arms (CMAA) shall be responsible for the implementation of this plan by ensuring all trash is sorted, disposed of, and logged in accordance with references (a). The CMAA shall also be the Recycling Program Manager (RPM) and is responsible for coordinating the offload of all recyclable materials while inport and ensuring that a trash van duty schedule is maintained in accordance with the following guidelines:

- (a) Sweepers: A Petty Officer First Class will ensure that the Trash Van is opened during sweepers and direct the proper sorting and disposal of all trash brought to the trash van.
 - (b) Field Day: During a Field Day a Junior Officer and a Petty Officer First Class will direct the processing of all trash and recyclable materials in the trash van on a schedule assigned by the CMAA.
- (2) The Food Services Officer will oversee the baling and storage of cardboard. All cardboard will be flattened and stored in the storage cage in the Trash Stowage Room, 1-50-2-Q.
 - (3) Department Heads shall support the CMAA in the operation and maintenance of the compactor and incinerator.
 - (4) The Engineering Department shall ensure the incinerator is running during sweepers and field days and when in authorized environmental areas. During those times, personnel will bring trash from their staterooms or workspaces (including the plastic trash bag) to the incinerator room for burning. An engineer shall man and operate the incinerator during these times and burn all the trash that is not required to be separated for disposal ashore. If the incinerator is down, then all trash should be compacted and placed in the trash van on the port 02 deck to be disposed of ashore.
 - (5) All personnel are responsible for sorting trash in accordance with this plan and ref (a).
- d. Policy:
- (1) Provisioning:
 - (a) To minimize waste generation, careful consideration should go into the types, quantities, and packaging of the organizational and personal provisions and parts brought on board.
 - (b) The use of disposable items should be avoided and used only when it is more prudent to do so.
 - (c) Before getting underway, all unnecessary packaging from both organizational and personal items shall be disposed.
 - (d) For personal items, consider replacing or refilling near-empty containers prior to departure. Also, many items have inner and outer packaging, and it may be possible to discard outer packaging and leave only the inner while on board.
 - (2) Collection:
 - (a) Collection begins at its source (workshops, berthing areas, galley, etc) and refuse shall be sorted at its source into garbage, recyclables, and food waste via the containers provided in each berthing area and workspace. Clear bags shall be used whenever possible to ensure proper sorting.

- (b) It is the responsibility of the crew members living in or working in the space that produced the refuse to ensure the refuse is sorted and taken to the receptacles provided on the pier while inport, or to the receptacle bins designated for plastics, metals, and paper provided in the trash van on the port side of the 02 deck while underway.
 - (c) While underway, items containing any food material shall be emptied and rinsed before being placed in the trash van.
 - (d) While underway, plastics and HAZMAT items will always be retained onboard. The CMAA shall take all steps to preserve the sanitation of the crew facilities by ensuring the sorting, cleaning, and compacting of items that cannot be disposed of at sea.
- (3) Disposal:
- (a) All refuse shall be disposed of in accordance with applicable local and state regulations while inport. All garbage (and recyclables) will be taken directly to the receptacles provided on the pier. No trash will be stored in the trash vans during inport periods.
 - (b) Food waste generated in the galley, messdeck, and wardroom will be taken to the red goat for disposal. Food wastes generated outside the areas listed above will also be taken to the red goat for disposal. All food waste shall be processed through the red goat. During water conservation, all food waste will still be processed through the red goat, but the red goat will only be run intermittently as needed.
 - (c) While underway, trash will be collected three times a week at the conclusion of sweepers on Tuesdays and Thursdays and during Saturday field days unless additional times are needed. Garbage will be taken directly to either the incinerator room to be burned or to the trash van to be compacted. Recyclables will also be taken to the trash van where they will be sorted and binned for recycling ashore in accordance with reference (a). The trash handling area will be maintained in an orderly and sanitary manner at all times.
 - (d) Incinerator Usage: Generally, the CMAA will assess the need to use the incinerator. The CMAA, in consultation with the Engineer Officer, will then obtain permission from the Officer of the Deck. Incinerator ash may only be discharged outside of 12 nm from land and only as long as it does not contain any toxic chemicals, heavy metals, or incompletely burned plastics.
 - (e) Red goat/sewage/graywater mix may be discharged when at least 3 nm from land in accordance with reference (a) for the red goat, graywater and sewage. However, CGC HEALY will observe a further distance of 12 nm to avoid confusion in various regions IAW ref (c).
 - (f) Science equipment – If considered metal waste, then the expendable science equipment (XCTD's/XBT's) can only be discharged overboard when greater

than 12 nm from land. A smooth log entry is required as described in section (4)(b) of this plan.

- (g) Classified Materials. No classified materials shall be stored in the trash handling area or disposed of to shore or the sea unless properly destroyed first in accordance with reference (b).

(4) Garbage Record Log:

- (a) While underway, and inport away from home port, each discharge of garbage or incineration shall be recorded.
- (b) Each record of discharge or incineration of garbage shall be signed for on the date of the discharge or incineration by the Officer of the Deck. This signature requirement will be met when the underway OOD signs the logs after each 4 hour watch.
- (c) The entry for each discharge or incineration shall include the date and time, position of the ship, description of the garbage and the estimated amount incinerated or discharged. Example log entries are as follows:

XXXX ENERGIZED INCINERATOR FOR (SWEEPERS/FIELD DAY) .
XXXX SECURED INCINERATOR HAVING INCINERATED XX CUBIC
FEET OF TRASH IN POSITION XX-XX.XXX' N, XXX-XX.XXX' W.

XXXX DISCHARGED XX CUBIC FEET OF INCINERATOR ASH
OVERBOARD IN POSITION XX-XX.XXX' N, XXX-XX.XXX' W.

- (d) The Garbage Record Log shall be maintained by the ship's smooth log entries. The Garbage Record Log entries are therefore reviewed by the CO when the CO receives, reviews, and signs the smooth log from each day.

(5) Discharges of garbage not in compliance with this plan:

- (a) This garbage handling policy does not apply when the discharge of garbage is necessary for the purpose of securing the safety of the ship, the health of the crew, or preserving life at sea. In the event of such a discharge, it shall be reported via official message traffic to headquarters COMDT's (CG-751), (CG-452), (CG-0941), and their operational commander within 72 hours. A template of the message is after paragraph (b) of this section.
- (b) In the event of an accidental garbage discharge or discharge other than food waste within a special area necessary to preserve the health, safety, and sanitation of the cutter and crew, an entry shall be made in the ship's smooth log describing the circumstances and reasons for the discharge. An official message with the format below must also be sent detailing the location, amount, type, and reason for the discharge to headquarters COMDT's (CG-751), (CG-452), (CG-0941), and their operational commander within 72 hours.

R XXXXXXZ XXX XX
FM [REPORTING CUTTER]
TO OPCON

INFO COMDT COGARD WASHINGTON DC//CG-45/CG-751/0941//
UNCLAS/N0593//

SUBJ/GARBAGE DISCHARGE WITHIN SPECIAL AREA REPORT//

1. DISCHARGE DETAILS:

A. DATE, TIME, AND LOCATION

B. AMOUNT OF GARBAGE DISCHARGED (IN CUBIC FEET)

C. COMPOSITION OF GARBAGE MATERIAL DISCHARGED

D. MISSION AT THE TIME GARBAGE WAS DISCHARGED

E. REASON FOR DISCHARGE AND POSSIBLE IMPACT TO THE
CUTTER IF THE GARBAGE WAS NOT DISCHARGED

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16. **Operational Risk Management (ORM) Program**

Ref: (a) Risk Management, COMTINST 3500.3A

- a. Purpose. This bill establishes procedures onboard HEALY for conducting Risk Management (RM) in accordance with reference (a), and mandates the use of the General Assessment of Risk (GAR) tool, GAR 2.0, to establish a standard risk assessment.
- b. Responsibility. The First Lieutenant is responsible for maintaining this bill.
- c. Procedures.
 - (1) RM shall be integrated into all phases of operations and will involve all paygrades as appropriate, as early as possible. This provides the greatest opportunity to make well-informed risk decisions and implement effective risk controls. This includes, but is not limited to, science evolutions, mooring/unmooring/tows, small boat operations, flight operations, drills and exercises, anchoring, prior to operation of any heavy equipment (forklift/manlift), trailering of the small boat, man-a-loft, and law enforcement activities.
 - (2) When possible, conduct deliberate RM weeks or months in advance using all available information (e.g., doctrine, guidance, lessons-learned, test and evaluation, mishap, standardization/ready for operations results) for planned operations to complete the Risk Assessment Matrix (RAM), as outlined in reference (a).
 - (3) Conducting the real-time risk assessment prior to engaging in operations or activities is the responsibility of the lead person in charge (e.g., coxswain, Deck Supervisor, OOD) and shall include all personnel involved in the evolution. Those accountable for the mission success must be fully engaged in the risk decision process.
 - (4) The GAR 2.0 adapted form in this section (Figure 1) may be locally reproduced and tailored to add elements, but shall not remove them.
 - (5) Upon completion of the assessment, the lead person shall make the recommendation to the Commanding Officer or the Officer of the Deck/Day to accept or decline the mission, along with a summary of significant risk(s) and mitigating factors.