

Charter Request Form - Marine Operations

If question does not apply to charter, respond with N/A.

1.) Host Institution / Company:

2.) Charter Party Agreement Charterer Contact Information:

Name:

Email:

Tel:

Tel alt.:

3.) Name of Principal Investigator:

4.) Additional / Supporting Institutions:

5.) Project Title & Brief Description:

6.) Estimated Number of Shipboard Scientific Personnel:

7.) Proposed Charter Start Date:

8.) Proposed Charter End Date:

9.) Total Number of Charter Days:

10.) Area/s of Charter Operation:

11.) Equipment Provided by Scientific Party (Dimensions, Weights etc.)

12.) Total Time (Hours / Days) Requested for Loading Scientific Equipment:

13.) Date, Time, Location for Loading Scientific Equipment:

14.) Port of Departure: Please specify if loading location is different from Port of Departure

15.) Date & Time of Departure:

16.) Date & Time of Return: Please specify if different from Departure Location

17.) Date, Time Location for Off-Loading: Please specify if different from Departure Location

18.) Shipboard Equipment Requirements:

19.) Identify Additional Support Required (Special Instructions etc.)

20.) Identify Hazardous / Explosive / Radioactive Materials to be Carried:

21.) Identify Clearances / Licenses / Permits Required:

22.) Are Diving Operations Required? Yes ☐ No ☐

23.) Identify Medical / Allergy Concerns:

24.) VIMS to Provide Meals? Yes ☐ No ☐

If Yes, Identify Number of Each:

Breakfast:

Lunch:

Dinner:

Detail Descriptions

1. Host institution/Company: Primary agency responsible for the charter
2. Name of Charter Party Agreement Primary Point of Contact: Contact person overall responsible for the charter or billing official
 - a. Email: Charter Party POC email address
 - b. Phone: Charter Party POC phone number, indicated work or cell number
3. Name of Principle Investigator: Lead scientist that will be accompanying the project.
 - a. Email: PI email address
 - b. Phone: PI phone number, indicate work or cell number
4. Additional/Support Institutions: Other institutions participating in the project.
5. Project (Title and Brief Description): Provide details that will help our team understand and better support your project and build your cost estimate.
6. Estimated Number of Shipboard personnel: Total number of personnel that will require support while aboard the vessel (berthing/rations)
7. Proposed Charter Start Date: Date charter will start, include equipment loading dates.
8. Proposed Charter End Date: Date charter will end, include equipment off- loading dates
9. Charters Total Number of Days: calculate total days
10. Area of Operations: Be as specific as possible so we can calculate travel time.
11. Equipment provided by scientific party: Include estimated weights and dimensions.
12. Total time (Hours/Days) required for loading equipment: Estimated time
13. Date, time, location for loading equipment/gear: specify if equipment loading location is different than port of departure.
14. Support equipment required for loading equipment: Identify the need for a forklift, crane, etc.
15. Port of Departure/Mobilization: location scientific crew will board the vessel for departure to project location.
16. Date, Time group of departure:
17. Date, Time group of port of return: Location scientist we depart, ending the charter. Please specify if different than port of departure):
18. Date, time, location for off-loading equipment/gear: specify if equipment off-loading location is different than port of departure.
19. Identify additional support required (special instructions): list any specialized science outfitting requirements
20. Hazardous/Explosives/Radioactive Materials Carried: list all materials of concern
21. Clearances/Licenses/Permits Required: List items that will require VIMS support to obtain
22. Are Diving Operations Planned: Yes or No
23. Medical/Allergy Concerns: Identify scientists with these issues.
24. All vessels have drinking water on board. If you need VIMS to provide meals for your party, please provide the total count for breakfast (B); lunch (L) and/or dinner (D)

If the question does not apply to your charter, respond with N/A.

If at any time you have question or need assistance filling out the Charter request form, contact Terri Major at (804) 684-7056 or tcmajor@vims.edu