

Number: PPD - 0904
Subject: Working with External Vessel Users, Contracting Process

- I: External customers who wish to contract with the Virginia Institute of Marine Science (VIMS) for use of institutional vessels need to contact the [Director of Marine Operations](#). The Director of Marine Operations, in coordination with the Chief Operations Officer when appropriate, will assess the request to ensure that:
- The work to be undertaken aligns with VIMS mission
 - The contract will not be construed as unfair competition with the private sector
 - There is a research or instructional component to the work that lends itself to the definition of an oceanographic research vessel as defined by United States Coast Guard and the [Code of Federal Regulations \(46 CFR Subchapter U\)](#)
 - VIMS state and sponsored program research activities take priority over other requests
 - The proposed work is appropriate for the experience and expertise of the VIMS vessel crew and the capabilities of the vessel
 - The formal request for use of a VIMS vessel by an outside party includes a statement describing the planned work, including specification of the research or instructional content. The statement also must identify the client, if different from the party actually using the vessel, and the intent of the proposed work.
 - A portion of the data collected during the cruise will be made publicly available in a timely manner. VIMS acknowledges and accepts that some outside users may have valid reasons to delay the release of the data; however prior arrangements must be made to assure release of a portion of the data collected to VIMS within a reasonable time.
- II: All work on VIMS vessels by outside parties will require the use of a Charter Party Agreement and Charter Order or, for smaller trailerable boats, a signed purchase order. These documents must be in place prior to a vessel leaving port. There are no exceptions.
- It is imperative that any contract-for-hire work must not be subsidized by institutional funds.
- III: The Marine Operations Department will maintain a schedule for all vessel use whether internal or external. This schedule will be available upon request.

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