

**Letter Of Promulgation**

1. The enclosed Cruise Manual for Summer Sea Term 2012 provides for the organization, administration, and discipline of the Regiment of Cadets as embodied in the 1980 Federal Maritime Education and Training Act (FMETA). It supplements the Rules and Regulations for the Regiment of Cadets.
2. The regulations and orders contained in the Cruise Manual are effective through the entire Summer Sea Term and will be complied with in the same manner as the Rules and Regulations for the Regiment of Cadets.
3. The Summer Sea Term is a vital part of the training at Maritime College and is an essential requirement in the 1980 FMETA for the Merchant Marine License.
4. Federal laws apply to ALL HANDS on board in addition to New York State laws and these regulations. Serious violations could result in failure of and/or dismissal from Summer Sea Term.
5. In addition to FMETA policies and procedures, Summer Sea Term appointees, as well as regular SUNY Maritime College employees assigned to Summer Sea Term duties aboard the TRAINING SHIP EMPIRE STATE VI, are governed by New York State, State University of New York, and SUNY Maritime College policies and procedures in the performance of their duties and responsibilities. Included, for example, are policies that address such issues as harassment, sexual harassment, workplace violence, and smoking. The requirement that appointees to Summer Sea Term adhere to all policies and procedures governing employment at SUNY Maritime College exists for the duration of your employment/deployment whether at the dock at SUNY Maritime, at sea, or visiting a US or foreign ports.

Submitted: \_\_\_\_\_  
Richard S. Smith  
Commandant of Cadets  
Master, TSES VI

Approved: \_\_\_\_\_  
W. Carpenter  
Rear Admiral, USN (Ret.)  
President, SUNY Maritime College

**State University of New York  
Maritime College**

**SUMMER SEA TERM 2012**

**Cruise Manual**

**TS EMPIRE STATE**

Cadet \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Cadet Signature

**TRAINING CRUISE MANUAL**  
**TABLE OF CONTENTS**

**SECTION I**

**MISSION AND GOVERNING POLICIES**

- A. Mission & Objectives of SUNY Maritime College Training Cruise
- B. Training
- C. Professional Development Boards
- D. Alcohol/Drugs
- E. Smoking
- F. Officer/Crew/Cadet Relationships
- G. Hazing
- H. Harassment
- I. Conduct and Discipline

**SECTION II**

**GENERAL PROCEDURES**

- A. TSES Emergency Procedures
- B. Port Security
- C. Restricted Spaces
- D. Bridge Area
- E. Pipes – Ship’s Public Address Announcing System
- F. Cadet Formations
- G. Uniforms & Grooming
- H. Standard Daily Routine at Sea
- I. Standard Daily Routine In Port
- J. Standard Holiday Routine
- K. Sanitation Inspection
- L. Field Day Procedures
- M. Cadet Berthing
- N. Arrival/Departure
- O. Honors and Passing
- P. Liberty
- Q. Removal from Summer Sea Term
- R. Medical Department
- S. Accidents and Injuries
- T. Working in Ship’s Mess
- U. Shipboard Laundry
- V. Postal Regulations

**SECTION III**

**GENERAL INFORMATION FOR ALL CADETS**

- A. Bicycles
- B. In Port Receptions Onboard TSES
- C. Lounges

- D. Ship's Services Hours of Operation
- E. Cadet Mess Deck
- F. Movies
- G. Electrical Appliances
- H. Regimental Affairs Office
- I. Sunbathing
- J. Time Changes
- K. Vehicles
- L. Conduct In Foreign Ports
- M. Emergency Equipment
- N. Fresh Water
- O. General Administration
- P. Emails
- Q. Dissemination of Information
- R. ID Cards/Passports
- S. Room Damage
- T. Pre and Post Cruise

#### APPENDIXES

- A. Breathalyzer Policy
- B. Interpersonal Relationships
- C. SST '12 ED Policies
- D. Uniforms and Grooming Standards
- E. Garbage Management Plan

## **SECTION I**

### **MISSION AND GOVERNING POLICIES**

#### **A. MISSION & OBJECTIVES**

The MISSION of the cadet cruise on board the *TS EMPIRE STATE* is to:

1. Train qualified cadets to become licensed officers in the US Merchant Marine.
2. Provide practical nautical education to prepare cadets for successful careers in the maritime industry, afloat and ashore.
3. Train cadets in the basic principles of leadership and instill in them an abiding sense of honor, responsibility, and mature citizenship.
4. Develop professional pride and a determination to uphold the finest traditions of the maritime industry.
5. Provide cadets with a practical working knowledge of the *TS EMPIRE STATE* and an understanding of the US Merchant Marine.

The OBJECTIVES of the training cruise are designed to provide cadets with the facilities and opportunities for afloat training and for visiting various ports, in order for them to:

1. Develop a sense of attachment to, and pride in, ships and the seafaring profession.
2. Develop the professional and practical skills required of today's licensed mariner.
3. Learn the duties and privileges of the people who sail in the US Merchant Marine.
4. Observe the employment of the US Merchant Marine and that of other nations merchant marine communities.
5. Apply at-sea knowledge acquired in academic studies.
6. Develop in cadets a sense of global citizenship.

#### **B. TRAINING**

Deck and Engineering cadets are embarked together. They are an integrated unit working for the good of the ship as a whole. There is no differentiation between them, whatsoever, except in specific areas pertaining to the deck and engine training.

1. The objectives of the training period can best be accomplished by on the job training and instruction which emphasizes seeing and doing.
2. It is intended that each cadet be given, commensurate with their training and experience, as much responsibility in their assigned duties as is practicable.
3. Training will be conducted in accordance with the provisions of the Summer Sea Training Programs promulgated by the Department of Marine Transportation and the Department of Engineering in the Deck and Engine training plans respectively.
4. General training will be conducted in the following manner:
  - Watch Standing - The details of watch standing procedures are contained in the respective Deck and Engine Training Plans.
  - Maintenance - Deck cadets will perform maintenance as directed by the Chief Mate. Engineering cadets will perform maintenance as directed by the Chief Engineer. All

cadets will be graded on their maintenance performance as specified by Maintenance Assignment Lists.

- Lecture -The details of classroom instruction conducted by the Marine Transportation Department and the Engineering Department, are contained in their respective Summer Sea Term Programs. All cadets will be graded on their classroom instruction performance as specified by Classroom Instruction Schedules. This information is provided in the Deck and Engine Cruise Training Plans respectively.

Cadets learn the concept of “On the Job” training through actual experience during the watch standing and maintenance phases of their training.

Training, watch, maintenance and other details relative to the training are promulgated on the Deck and Engineering Training Bulletin Boards located outside their respective offices on main deck.

### **C. PROFESSIONAL DEVELOPMENT BOARDS**

The Professional Development Board is made up of the Dean of Maritime Operations and Training, Master –*TS EMPIRE STATE*, the Chief Engineer, Chief Mate, Senior Deck Training Officer, Senior Engineering Training Officer, and Senior Regimental Affairs Officer. This board will meet weekly to review the overall performance of each cadet aboard the ship. All watch failures, integrity issues and conduct issues will be reviewed by this board. The purpose of this board is to review the progress of every cadet on board the ship on a weekly basis for the duration of Summer Sea Term.

### **D.ALCOHOL/DRUGS**

While the professionalism and commitment to a drug and alcohol abuse-free marine environment in the vast majority of Cadets is not disputed, the United States Coast Guard has determined that drug and alcohol use is a significant problem in the maritime industry. Personnel who use, transfer, and possess drugs and/or alcohol do not only pose a danger to themselves and shipmates, they are in a position to cause, or contribute to, vessel casualties that may take human life, destroy property, and/or seriously harm the environment.

The problem in the marine industry is increased by the fact that personnel often live on board their vessel for long periods of time. What in another context might be considered “recreational” or off-duty drug or alcohol use could have a detrimental effect upon safety, because the vessel is also where the individual lives. Intoxicated personnel cannot serve their vessel in an emergency and pose a hazard if they attempt to perform any necessary safety related functions.

Therefore, while on SST, the Master of the *TS EMPIRE STATE* will engage in a drug and alcohol testing program mandated by both the United States Coast Guard and the Maritime Administration (MARAD), the owner of the vessel. **All Cadets will be subject to drug and alcohol testing in the following circumstances: (1) upon reasonable cause, (2) where the Cadet is directly involved in a serious marine incident, and (3) randomly (unannounced and without cause).** Testing will be accomplished by breathalyzer administered in Sick Bay (for alcohol) or by the use of a urinalysis test for drugs. See Appendix A for the policy.

In addition, Cadets will be subject to alcohol testing where he/she is directly involved in a serious marine incident or violates ship directives. Cadets who test positive (conducted drug or alcohol use), will be removed from duties which directly affect the safety of the vessel’s navigation or operations as soon as practicable and shall be subject to suspension and revocation proceedings (conducted by United States Coast Guard), against his or her license, certificate of registry or merchant mariner’s document.

The *TS EMPIRE STATE* adheres to all USCG and MARAD regulations regarding alcohol and drugs. The legal alcohol limit for personnel onboard is 0.04.

The Maritime Administration and SUNY Maritime College policy prohibits consuming alcoholic beverages on board. The only exceptions are official functions in port or as specifically directed by the Master. Additionally, Cadets may not store alcoholic beverages aboard the *TS EMPIRE STATE*.

Violation of the above drug and alcohol policies can result in dismissal and repatriation to the United States at the Cadets' expense as outlined in Section II paragraph Q.

### **E. SMOKING**

Smoking is only authorized in designated areas of the vessel. A cadet is only permitted to smoke on the extreme aft end of the fantail. Butts and other debris should be disposed of properly or the smoking lamp will be secured.

Smoking is secured during fueling operations, field day and by order of the Master of the vessel.

- Smoking is NOT permitted in the interior of the vessel.
- Smoking is NOT permitted in the cadet mess.
- Smoking is NOT allowed in your berthing areas, or in any of the cadet lounges.

When smoking on deck, DO NOT THROW CIGARETTE BUTTS OVER THE SIDE! As every professional mariner knows, the ship's motion may blow the butt back onto the deck and may start a fire somewhere. Extinguish your cigarette thoroughly and dispose of it properly. Any person found disposing of butts on deck will be charged with a Class One violation of Ships Standing Orders.

Failure to adhere to this policy can result in disciplinary measures.

### **E. OFFICER/CREW/CADET RELATIONSHIPS**

The following requirements concerning relationships between officers, crew and cadets are established for the Training Cruise.

1. Cadets are not allowed in officer/crew rooms or lounges except on official business.
2. Officers/crew are not authorized in Cadets rooms or living areas except on official business.
3. Officers/crew will not fraternize with cadets onboard ship or while on liberty from the ship. Trip Advisors are the exception.
4. Cadets are not authorized in the rooms and berthing areas of cadets of the opposite sex unless on official business. Official business is interpreted to be emergency response, medical treatment, inspections, room repairs, notifying personnel and/or probable cause.
  - Cadets of one gender will not normally do watch relief wake-ups in the Cadet berthing areas of the opposite gender. In those cases when a cadet is making a wake-up call of a member of the opposite sex who is in a stateroom, he/she will do so by knocking on the door of the room, until acknowledged. The cadet doing the wake-up call will not enter the room.
  - During formal personnel and berthing/room inspections, all cadets unless physically on watch, are to be out of their racks, in the inspection uniform and standing by for the inspection.

- For daily room/berthing and sanitation inspections, members of the off-watch (00-04/12-16 & 04-08/16-20), who are asleep will note so on their door. In these cases the room will be inspected by an officer of the same sex as that of the room occupants.

NOTE: Wake-up calls are only a courtesy, not a requirement. All personnel are responsible for their own wake-ups.

See Appendix B for further policy guidance on Interpersonal Relationships and Fraternization.

## **F. HAZING**

In accordance with New York State law and SUNY policy, injurious hazing of any student is prohibited. Injurious hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health of a student, enrolled in a public institution. Accordingly, no person or organization shall take action or create a situation that recklessly or intentionally endangers the mental or physical health of a student. Any person associated with the *TS EMPIRE STATE* who violates this policy shall be subject to disciplinary action that may include expulsion or other sanctions. Any organization that violates this policy shall lose all right to conduct activities on *TS EMPIRE STATE* or to receive any benefits/support from the college, including any right to claim an affiliation with it. Any person who violates this policy will be removed from and thereafter banned from the *TS EMPIRE STATE* as well as any Campus property or function. Disciplinary action enacted under these regulations will be in addition to any other civil or criminal legal process and penalties.

Hazing will not be tolerated about the *TS EMPIRE STATE*. A copy of the State law may be found in the Ship's Regimental Office.

SUNY Maritime Colleges previously established that any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York College at Maritime College (NOTE: A person commits ahazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur).

Anyone who engages in hazing subjects themselves to disciplinary action up to and including termination/dismissal from the training cruise and/or the College.

All complaints of hazing shall be brought to the attention of the Master *TS EMPIRE STATE*, the Commandant of Cadets, or in his absence the Senior Regimental Affairs Officer.

See Appendix B for further policy guidance on Hazing.

## **G. HARASSMENT**

Any repetitive action or act of intimidation, confrontation, physical force or the threat of physical force against any other person(s) that are made with the intention of causing fear, intimidation or damage to property and that do result in fear, intimidation or damage to property constitute harassment. This may be an overt action or covert act such as obscene or offensive, coarse graffiti written where the victim(s) will view it. This also includes cyberbullying.

1. Harassment by Telephone/Computer: using a telephone/computer or allowing a phone/computer to be used to make offensively coarse obscene or otherwise harassing statements to a person or

person (see Harassment above; or repeatedly calling and hanging up or messaging, or emailing with intent to harass.

2. Discriminatory Harassment: Defined as any behavior/action or written/verbal statements(s) that meets three criteria: 1. That it targets a protected class (gender, race, religion, sexual orientation, etc.); 2. That it is unwelcome and repetitive (persistent); and 3. That it results in the deprivation of a person's access, opportunities, right or peaceful enjoyment.

Sexual harassment is a form of sexual discrimination in violations of Title VII of the Civil Rights Act. Such conduct is inappropriate and **will not** be condoned at SUNY Maritime College or on the ship. Anyone who engages in sexual harassment subjects themselves to disciplinary action up to and including terminate/dismissal from the training cruise and/or the College.

All complaints of harassment shall be brought to the attention of the Master *TS EMPIRE STATE*, the Commandant of Cadets, or in his absence the Senior Regimental Affairs Officer.

See Appendix B for further guidance on Harassment.

### **CONDUCT AND DISCIPLINE**

Ships are unique in that they are self-supporting entities at sea, dependent on the personnel on board. There are no readily available replacements for the sick, lame and lazy. Each person must be capable of accomplishing his/her assigned tasks and must be willing to assist others. Offenders against the law of the sea have punishments meted out to them in accordance with the severity of the act. Such punishments are meted out by the Master of the vessel, who acts as the judge and jury. For federal offenses, 46 CFR section 701 details the punishment. Aboard the *TS EMPIRE STATE* mast and suitability hearing boards are utilized.

In line with this, the Master of the *TS EMPIRE STATE* has deemed stealing and cheating to be particularly egregious offenses on his vessel and will punish violators to the fullest extent of his authority.

**The Master of the *TSES* is the final authority on all matters pertaining to the conduct of the personnel onboard. The Master may remove any person from the ship for cause at any time.**

#### **Mast**

- a. The Chief Cadet Officer and Cadet Chief Engineer will hold mast for underclassmen for Class II offenses weekly. Responsibility for conducting this mast will not be delegated to subordinates.
- b. The Deputy Commandant of Cadets/Senior Regimental Affairs Officer will hold mast on all first class cadets for Class II Offenses.
- c. The Master of the vessel, Commandant of Cadets or an appointed designee, will hold mast for Class I offenses. The mast will be at the overseeing officer's convenience.
- d. The uniform for the Class II mast will be uniform of the day, the uniform for Class I mast will be Salt and Peppers or as directed.
- e. Demerits awarded will become effective at 0630 the following day unless otherwise specified.

#### **Mast Reports**

- a. Mast report slips are obtainable from the Regimental Office. Such reports must be complete, listing the charge. Second and Third class cadets must have any mast slip they originate countersigned by an officer.

b. All completed Class II mast report slips must be turned in to the Regimental Office. The Class II mast list will be posted on their respective deck/engine bulletin boards. The mast list will be posted prior to 1700 daily for the next day.

### **Offenses, Classified**

a. CLASS I: Offenses which, by their nature and without regard to other circumstances, can subject the offender to strict disciplinary measure and/or a recommendation for the disenrollment from the Maritime College.

b. CLASS II: Offenses which involve comparatively minor infractions of discipline. However, repeated violations of this nature indicate culpable lack of sense of responsibility and/or contempt for authority. Any cadet who, as a result of such violations, exceeds his/her class quota of demerits will be considered unsatisfactory for a life at sea and his/her case will be handled in accordance with college regulations.

### **Offenses/Punishments**

a. For Class I offenses, the penalty awarded will be based on the facts and circumstances revealed during the investigation of the charges. This could include being dismissed from SST.

b. For Class II offenses, the demerits awarded for the specific charge.

c. Whenever a cadet is notified of a Class I charge, that cadet will consider his/herself restricted to the ship pending disposition of the charge. Restriction will only be applied and only count toward days the ship is in port. Restriction is continued until enough port days have been served to meet the terms of the restriction.

**SST '12 Extra Duty policies are further explained in Appendix C.**

### **Suitability and/or Disciplinary Hearing Boards**

Suitability/Disciplinary Hearing Boards are convened by written order of the Master of the TSES to consider/adjudicate cases of Cadets who may, because of deficiencies in conduct or other performance aspects, be: 1. unsuitable for continuation on Summer Sea Term, 2. unsuitable as Merchant Marine Officers; or 3. who are charged with Class I offense or offenses warranting formal procedures for which removal from SST could result.

A Suitability/Disciplinary Hearing Board consisting of a 4 member panel will be appointed by the Master of the TSES. The composition of the panel for Deck Cadets will be the Chief Officer, the Senior Deck Training Officer, the Deputy Commandant of Cadets/Senior Regimental Affairs Officer, and 1 Cadet Officer. The composition for Engine Cadets will be the Chief Engineer, the Senior Engine Training Officer, the Deputy Commandant of cadets/Senior Regimental Affairs Officer, and 1 cadet Officer.

The duties of the Disciplinary Hearing Board shall include the following:

1. Examining all available evidence and/or witnesses relative to the offense(s) charged.
2. Ascertaining all the facts of the charge(s).
3. Examining available records and/or witnesses relative to the overall performance of the cadet charged.
4. Developing an opinion relative to the Cadet's overall fitness for continuation on SST and his/her prospects for a successful career in the Merchant Marine.
5. Determining findings of fact, developing opinions, and making recommendations in the case, and submission of a written report to the Master of the TSES.

**Any Cadet dismissed from Summer Sea Term due to conduct or disciplinary issues will result in the**

**failure of Summer Sea Term. All monies and fees associated with Summer Sea Term will be forfeited.**

**Any Cadet repatriated from Summer Sea Term will be charged a fee of \$1500.**

## **SECTION II**

### **GENERAL PROCEDURES**

#### **A.TSES EMERGENCY PROCEDURES**

##### **Station Bill**

The Station Bill for all cadets is located in the athwart ships passage, Main Deck, Starboard side as well as classroom passageway 5 hold.. Watch assignments will be posted on the respective deck and engineering bulletin boards.

##### **Fire or Emergency**

The signal for a fire and emergency, other than a man overboard, intruder or abandon ship, is a continuous blast of the ships whistle for a period of not less than ten seconds supplemented by the continuous ringing of the general alarm for not less than ten seconds. When the signal is sounded, all cadets will carry out assigned duties as per the station bill or as directed by the Master.

##### **Abandon Ship**

The signal for abandon ship is a succession of more than six (6) short blasts on the ship's whistle followed by one (1) long blast on the ships whistle, supplemented with a comparable signal on the ships general alarm. When this signal is sounded, all cadets will proceed to their assigned disembarking stations and carry out their duties as assigned on the station bill. All cadets must have their life jacket, appropriate clothing, and proper cover.

##### **Man Overboard**

The signal for a man overboard is three (3) long blasts of the ship's whistle, followed by passing the word "Man Overboard, (Port/Starboard) Side" on the ships public address system. When this signal is sounded, emergency boat crews will man their boats and all cadets not on watch will carry out assigned duties as per the station bill or as directed by the Master.

##### **Intruder**

The signal for intruder and/or unauthorized access to the ship (X-RAY) will be one blast, followed by two short blasts, followed by one long blast of the ships whistle. When the signal is sounded, all cadets will carry out assigned duties as per the station bill or as directed by the Master.

##### **Movement about the Ship**

The ship's complement will participate in fire, boat, security and other emergency drills. Consult the station bill for your assigned stations. For all drills, traffic will move on the double, quietly, forward and up on the starboard side, and down and aft on the port side.

## **B. PORT SECURITY**

Background: This security plan is promulgated to increase the in port and at sea security of the vessel.

Responsibility: The Chief Mate is responsible for all implementation and execution of the security plan. All departments shall cooperate with him fully to insure that this occurs.

Precautions:

- a. While in port all deck lights, lifeboat lights, and cargo flood lights will be turned on from sunset to sunrise.
- b. All interior overhead lights will be on at all times and be in good working order.
- c. While in port gangway lights will be rigged and turned on from sunset to sunrise.
- d. While in port no side ports are to be opened and left unattended without notification and permission of the Chief Mate.
- e. While in port there will be no visitors allowed without the expressed approval of the Master of the training ship. This authority is not delegated to any other officer.
- f. Approved visitors must have an escort at all times, including vendors and workmen. They will be logged in and out in the visitor log maintained on the quarterdeck. Visitor badges will be utilized as required by the security plan.
- g. All packages, parcels and containers boarding the ship via the quarterdeck will be inspected by the quarterdeck watch before being brought aboard the vessel. Stores replenishment and other items received through side ports, etc., will be inspected by the responsible officer.
- h. Buckle plates shall be secured in place.
- i. No Jacobs ladders, storage lines, etc., will be left hanging over the side.
- j. While in port a cadet security watch will be posted at the foot of the gangway at all times as well as the entrance to the ships assigned berth as required.
- k. The Deck Watch Officer and quarterdeck watch shall maintain radio communications with each other at all times.
- l. Police, Fire and Security Force telephone numbers shall be available at the quarterdeck, in the ships office, and on the bridge.
- m. All watch personnel shall be schooled and drilled on ship security procedures at the 2000 in-port fire party muster and drill.
- n. Watch personnel will make continuous rounds of all interior passages and weather decks and shall be highly visible in doing so.
- o. All Masters Instructions regarding Port Officials and Police shall be strictly adhered to.

Actions to be taken in the event of an emergency.

- a. In the event Police, Port or other Officials attempt to board the vessel and/or remove ships personnel.
  - Inform the Master or his/her representative immediately.
  - Refuse admission to the ship.
  - Do not allow removal of any ships personnel.
- b. Unauthorized visitors will be politely refused access to the vessel. Should they become insistent, notify local police, port police or dock security personnel.
- c. In the event unauthorized personnel should attempt to gain access to the vessel seeking asylum or refuge, contact the Master or his/her representative immediately and follow published ships instructions.
- d. In the event unauthorized personnel are found aboard the vessel:

- Notify port authorities immediately.
- Attempt to detain them if possible.
- e. In the event a crowd or mob approaches the vessel:
  - All ships personnel are to board the vessel immediately.
  - The gangway will be raised/dropped, as appropriate, if possible.
  - Secure and bolt all side port doors.
  - Muster at station determines by the Station Bill
  - Call Port Security.

### **C. RESTRICTED SPACES**

Onboard this ship, only personnel with specific business may enter and only after complying with specified criteria as indicated below.

- a. Master's Cabin: (Limited Area) With the permission of the Master.
- b. Radio Room: (Exclusion Area) With the permission of the Master.
- c. Bridge: (Limited Area) With the permission of the Master, Chief Officer or Watch Officer.
- d. Chart Area: (Controlled Area) With the permission of the Master, Chief Officer or Watch Officer.
- e. All Engineering Spaces: (Controlled Area) With the permission of the Master or Chief Engineer.
- f. Chief Officer's Office: (Limited Area) With the permission of the Master, Chief Officer or Watch Officer.

### **D. BRIDGE AREA**

Only watch standers, and those persons engaged in the ships business requiring, are permitted on the navigation bridge. All other personnel must have prior approval from the Deck Watch Officer to enter the bridge, to include the chart room and bridge wings.

### **E. PIPES - SHIP'S PUBLIC ADDRESS SYSTEM**

Word to be passed over the public address system must be approved by the Deck Watch Officer prior to its passing.

Except for emergencies, the public address system will not be used during church services, meal hours or after 2000 hours

**Piping is to be kept to a minimum.** *Only information necessary to the functioning of the ship, the safety of ship's personnel and special action items approved by the Master, Commandant of Cadets, Deputy Commandant, Regimental Affairs Officers, or Deck Watch Officer are authorized for piping.* In the event of an emergency, these procedures are waived. NO Pipes to be made after 2000 unless regarding an emergency situation.

POD items and non-vital messages are not to be piped. Messengers on watch are to be utilized for these

purposes. Piping is not authorized to announce routine evolutions and/or locating personnel (unless all means to locate the person have been exhausted).

Accepted procedures for piping:

- a. At sea the CWO (Cadet Watch Officer) and in-port the JCWO will proof read all messages to ensure completeness and accuracy.
- b. "Now here this, now here this" shall PRECEDE ALL PIPES.
- c. Read the message to be piped clearly and distinctly into the P.A. system (2 times).
- d. The Master shall be piped upon his departure from the Ship. At that time, pipe, "EMPIRE STATE, DEPARTING." Upon returning to the Ship, the Master shall be piped aboard as, "EMPIRE STATE, ARRIVING." The same procedures shall be complied with when the President is on board, using "SUNY MARITIME." There will be no piping after 2100 unless an emergency.
- e. When summoning an officer or member of the crew, use title, name, where to report, and the repetition of the name. Example: "Chief Mate Smith, your presence is requested on the bridge, Chief Mate Smith." It is proper protocol that any officer or member of the crew that is summoned to a location that "their presence is requested" should be used. If a cadet is summoned to a location then "they are to report to" should be used.
- g. Follow posted procedures for P.A. system.

The Training Ship's public address system is part of ship's emergency system. The use of the ship's public address system is outlined in the Ship's Standing Orders and tampering or misuse is a Class I offense as described in Article 4405.2 of the Rules and Regulations and may result in removal from the Summer Sea Term.

## **F.CADET FORMATIONS**

Deck Cadets will muster by divisions on the Upper Deck in the vicinity of number 2 hatch. Engineering cadets will muster by divisions on the Sun Deck. During inclement weather, musters will be held in 2 hold main deck for deck cadets and in 5 hold tank top for engineering cadets unless otherwise directed by the Senior Regimental Affairs Officer.

Daily Muster, Inspection and instruction will be accomplished by Cadet Officers with Regimental Affairs Officers acting as advisors and counselors. All absentees will be reported to the Senior Regimental Affairs Officer as soon after muster is taken as is practicable.

Formation is not to be dismissed until all hands have been accounted for.

All cadets are required to be at every formation unless they are physically on watch. Formations are every morning at 0800 and every afternoon at 1300. **There will be no sleep-in for formations without the expressed permission of the Master.**

Every evening while in port a "Fire Party Muster" will be held at 2000 on the bow by #2 hatch. Every cadet in the watch section not physically on watch must attend. Required uniform is the boiler suit.

All musters, regardless of the reason for the muster, will be made by an actual sighting of each individual with reports being promptly made via the administrative chain of command. For scheduled musters cadets will be in place and ready PRIOR to the listed time. For all other circumstances, such as “Man Overboard” cadets will promptly report to their assigned muster locations.

## **G. UNIFORMS AND GROOMING**

Cadets will have in their possession, upon reporting on board, the uniforms required for cruise. Required uniforms are outlined in Annex B. The daily prescribed uniform will be directed in the Plan of the Day and shall be worn at all times when onboard the ship in a strictly military manner. Uniforms should be scrupulously clean and shall be worn according to the following guidelines:

Uniform of the day:

- During morning formation
- During the academic day
- When on the Mess deck

Summer Whites will be worn for all formal events, entering and leaving port, and directed in the Plan of the Day.

PT gear is authorized when appropriate.

Civilian clothes are authorized while in port or when departing from/returning to the ship.

Uniforms may be required ashore.

Grooming standards shall be maintained at all times. Cadets will present a neat and smart appearance at all times.

Refer to Appendix D for further guidance on specific uniform requirements and details of proper grooming standards.

## **H. STANDARD DAILY ROUTINE AT SEA**

0600: Reveille	1700-1900: Dinner 1/c
0615: Report to Cleaning Station (Muster on Sun Deck)	1730-1900: Dinner 2/c
0615- 0645: Cleaning Stations	1800-1900: Dinner 3/c
0645-0700: Cleaning Station Inspections	1900-2100: Mess Deck Closed
0615-0800: Breakfast	1900: Cadet berthing inspections
0800: Cadet Formation	1945: <b><i>Movie</i></b>
1100-1300: Lunch 1/c	2000: ED Commences
1130-1300: Lunch 2/c	2115: <b><i>Movie</i></b>
1200-1300: Lunch 3/c	2100-0000: Cadet Snack Bar
	2300: All quiet about the ship

## **I. STANDARD DAILY ROUTINE IN PORT**

0600: Reveille	1100-1250: Lunch 1/C, 2/C, 3/C
0615-0750: Breakfast	1700-1850: Dinner 1/C, 2/C, 3/C
0615: Report to Cleaning Station (Muster on Sun Deck)	1900-2100: Mess Deck Closed
0615-0645: Cleaning Stations	2000: In Port Fire Party Muster (#2 Hatch)

0645-0700: Cleaning Station Inspection  
0800: Cadet Formation  
0900: Berthing Area Inspection

2300: All quiet about the ship  
0000-0045: Snack Bar 3/c  
0100-0200: Snack Bar 1/c & 2/c

## **J. STANDARD HOLIDAY ROUTINE**

0600: Reveille  
0615: Report to Cleaning Stations (Muster on Sun Deck)  
0600-0645: Cleaning Stations  
0615-0750: Breakfast  
0800: Cadet Formation  
0815: Field Day  
100-1100: Berthing Hold Inspections  
1100-1250: Lunch 1/C  
1130-1250: Lunch 2/C  
1200-1250: Lunch 3/C

1300: Cadet Formation  
1700-1850: Dinner 1/c  
1730-1850: Dinner 2/c  
1800-1850: Dinner 3/c  
1900-2100: Mess Deck Closed  
1900: ED: Location: 6 Hatch  
1945: *Movie*  
2115: *Movie*  
2100-0000: Cadet Snack Bar  
2300: All quiet about the ship

## **K. SANITATION INSPECTIONS**

Every evening at 1900 while underway, all cadets in that day's lecture sections (both Deck and Engine) will stand by their rack for a sanitation inspection (also known as hold inspection). They will stand fast until dismissed by the Regimental Affairs Office. At all times cadet berthing spaces must be in a neat and orderly condition. All cadets will have name, division, and watch section posted in the name card holders on their respective bunk and locker. Lower deck inspection, to include all spaces other than the Mess and berthing spaces, will be conducted on Sundays or as scheduled in the Plan of the Day.

Refer to Appendix E for the Garbage Management Plan.

## **L. FIELD DAY PROCEDURES**

Field day will be scheduled by the Senior Regimental Affairs Officer with consultation of the Chief Mate when needed. All Cadets not on watch will be assigned to their respective areas, and under the direction of the assigned area supervisor, will clean and are not be dismissed until inspected by a Regimental Officer or their appointee. The responsibility includes not only cleanliness, but maintenance and preservation as well. Cadets will be assigned to departments by the Regimental Affairs Office and/or division officer.

Cleaning Stations are performed daily while at sea. Cadets assigned to Cleaning Stations will muster on the Sun Deck at 0545. After muster, the cadets will proceed to clean their assigned station. Each cleaning station will be dismissed after inspection by a Regimental Officer or the Cadet Regimental Duty Officer. Below are the cleaning station locations and the responsible department.

**Station****Cleaning Station Location Descriptions**

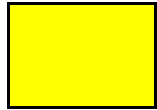
Station # 01 Officer's ladderwell at Frame #126 from Navigation Deck to Second Deck [Sideport].  
Use Cleaning Gear Locker # 1.

*DECK*



Station # 02 1/c Rooms' passageway. From Frame #62 to Frame #115 to include athwartship passageways forward and aft [Quarterdeck]. Use Cleaning Gear Locker # 2.

*DECK*



Station # 03 Offices, Sickbay, and Crew Quarters passageway. From Frame #115 to Frame #172, to include allathwartship passageways aft of the Quarterdeck and aft ladderwell from Main Deck to Cadet Mess.  
Use Cleaning Gear Locker # 3.

*DECK*



Station # 04 Forward Cadet Hold Ladderwell at Frame #65 from Upper Deck to Tank Top [#3 Hold]. Use Cleaning Gear Locker #4.

*DECK*



Station # 05 Reefer Lockers passageway, Sideport passageway, and Crew Mess passageway [to include Crew Mess ladderwell from Main Deck to Second Deck.] Frame #119 to Frame #148. Use Cleaning Gear Locker #5.

*ENGINE*



Station # 06 M & R Lab Classrooms in 6th Hold to include both ladderwells from Main Deck leading to the M & R Lab Classrooms. From Frame #170 to Frame #202. Use Cleaning Gear Locker #6.

*ENGINE*



Station # 07 Starboard side ladderwell at Frame #85 from Upper Deck to Tank Top, to include passageway on second deck. Use Cleaning Gear Locker #7.

*DECK*



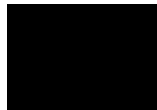
Station # 08 Ladderwells both Port and Starboard at Frame #107 from Upper Deck to Tank Tops; to include Dry Stores Passageways on Second Deck, forward of the Sideport. Use Cleaning Gear Locker #8.

*ENGINE*



Station # 09 All classrooms, instruction boards and trays. Passageway outside classrooms from Frame #141 to Frame #171. Both ladderwells from Cadet Mess to Classrooms. Use Cleaning Gear Locker #9.

*ENGINE*



Station # 10 All U/C and 1/c Cadet Lounges, area outside Ship's Library, and both ladderwells from Classrooms to Cadet Lounges. Empty trash from the Ship's Library [Wastebasket should be outside the Library.]  
Frame #147 to Frame #170. Use Cleaning Gear Locker #10.

*ENGINE*



Station # 11 Cadet Laundry Room, Exercise Room and Passageways from Frame #65 to Frame #92. Use Cleaning Gear Locker #11.

*DECK*



Station # 12 Stern of ship from forward of # 6 hatch to fantail. Pick up all debris, sweep entire deck.

*ENGINE*



Station # 13 Bridge deck including wheel house, officers chartroom, cadet chartroom, and connecting passageway.

*Deck*

## **M. CADET BERTHING**

Cadet berthing areas must be maintained in a clean and sanitary condition at all times. Occupants are responsible for the cleanliness of their spaces, which will be the subject of daily inspections at a time set forth in the Plan of the Day. Spaces are to be kept secure for sea at all times.

The berthing areas will be inspected twice a day. The Hold Cleaners from the Utility watchbill will clean the holds after morning formation and will wait in the hold until it is inspected by an Officer on the Regimental Staff.

**Every evening while at sea at 1900 each cadet in the designated lecture section will stand by their rack as their hold is inspected.** The hold can only be dismissed by a member of the Regimental Staff. Failure of Berthing Holds to pass inspection will result in loss of liberty hours

**Every evening while at sea at 1900 all 1/c rooms will be inspected by a member of the Regimental Staff.**

Cadets are highly encouraged to lock all valuables and personal items in their lockers (with a secure lock) when they are not in the immediate vicinity of their rack or berthing area. All instances of theft must be reported immediately to the Regimental Office. Cadets are further highly encouraged not to share their lock key or combination lock code with any other Cadets onboard.

## **N. ARRIVAL/DEPARTURE**

The uniform for entering or leaving port will be as prescribed in the Plan of the Day/announced via the ships public address system. Cadets, whose duties preclude getting into the prescribed uniform, will remain below decks, unless assigned to a work detail.

## **O. HONORS AND PASSING**

Passing honors may be rendered by or to the Training Ship. If they are, the ship must be prepared to return them properly. The following procedures may apply:

- a. When the word for honors is passed over the public address system; "Attention to Starboard/Port", all cadets on that side of the ship will stop what they are doing and come to the position of attention.
- b. When the word, "Hand Salute", is passed over the public address system, the senior cadet in each division, and in formation, will salute. Cadets not in formation will salute individually.
- c. When the word, "Ready To", is passed over the public address system, the saluting arm will be brought down.
- d. When the word, "Carry On", is passed, Division Officers will release their personnel back to their assigned tasks.

## **P. LIBERTY**

Cadet Officers will control liberty for their respective units with the advice and consent of the Deputy Commandant of Cadets or the Senior Regimental Affairs Officer Afloat. Specific liberty hours will be posted on the quarterdeck as directed by the Master of the Training Vessel with input from the Deputy or

Senior Regimental Affairs Officer Afloat. Changes to these hours will be announced over the ships public address system, posted on the liberty board and in the Plan of the Day.

Special liberty will be handled on a case-by-case basis. Generally, special liberty will not be approved for any cadet without prior arrangements being made before the commencement of the Summer Sea Term with the approval of the Master of the Training Vessel.

Liberty commences when each berthing area passes daily inspection as determined by the Regimental Affairs Office. The M&R section will turn to the day's work following morning formation and their liberty commences at the discretion of the Chief Engineer or Chief Mate and the Regimental Affairs Office.

No cadet may disembark the ship if assigned to that day's watch section - regardless if assigned a watch.

Liberty expires for all cadets in the next day's watch section at 2400. Liberty for 3/C expires at 2400. Liberty for 2/C expires at 0100. Liberty for 1/C expires at 0200. Liberty expiration times may change at the Master's discretion.

#### **Q. REMOVAL/SUSPENSION FROM SUMMER SEA TERM**

A cadet may be removed from the Summer Sea Term for reasons beyond the control of the cadet such as medical or family emergencies. However, in certain cases the adverse behavior of the cadet may be such to warrant his/ her removal and suspension from the Summer Sea Term. This can result from a serious Class I offense, positive drug test (including the adulteration of a drug sample), violation of local laws and/or 46 CFR, Section 7 and other Federal Laws. The authority to suspend a cadet from the Summer Sea Term and return him/her to the college resides with either the Master of the *TS EMPIRE STATE* or the Commandant of Cadets in their respective areas of responsibility. The following provisions apply to those cadets leaving the ship prior to completion of the Summer Sea Training Period:

1. For departure due to family emergency:
  - a. Ship's personnel will assist in arranging for repatriation of the cadet at a cost of \$1500.00 (to be paid by the cadet).
  - b. Assignment of grades or determination of sea time credit will be determined by the Dean of Maritime Operations and Training.
2. For departure for medical reasons (beyond the control of the individual):
  - a. The Maritime College will provide transportation to a medical facility or appropriate destination.
  - b. If determined that the cadet must be repatriated, the ship's personnel will assist in arranging for repatriation of the cadet at a cost of \$1500.00 (to be paid by the cadet).
  - c. Assignment of grades or determination of sea time credit will be determined by the Dean of Maritime Operations and Training.
3. For departure for disciplinary reasons:
  - a. Ship's personnel will assist in arranging for repatriation of the cadet at a cost of \$1500.00 (to be paid by the cadet).

- b. The cadet will receive no academic credit for the Summer Sea Term.
- c. Referral of cases which violate federal and/or state statutes may be made to the cognizant authority.
- d. Forfeit the cost of the cruise.

## **R. MEDICAL DEPARTMENT/SICKCALL**

Sick call is an assembly of sick and injured, held each day at a designated time and place. The purpose of the Medical Department is to provide treatment for the sick and injured as well as responding to emergency situations.

The Medical Department on the ship consists of a treatment room, waiting room, and a female/male inpatient ward.

The Medical team is comprised of a Navy Doctor or PA, 2-3 Navy Corpsman, and several cadet corpsman.

Hours of Operation are as follows:  
Sick call: 0700 -0830 / 1600 – 1700  
Emergencies are treated at any time.

Upon arriving on board the ship, any cadet that has prescribed medications, are required to bring those to the medical department. for safe keeping. The cadet will need to go to medical and take their medications when required. **NO MEDICATIONS ARE ALLOWED OUTSIDE MEDICAL SPACES, OR TO BE SHARED BY OTHER CADETS.**

### **Sick Call procedures are as follows:**

- Upon arriving, the cadet will check in with the duty corpsman and give his / her complaint.
- Cadet will have vital signs taken. ( B/P, pulse , temp )
- Cadet will then be placed in the treatment room, where the doctor/PA/Corpsman will treat the patient.
- If the cadet is sent back to his/her rack, the cadet will be given a SIQ (sick in quarters) chit by the corpsman to report to his/her rack. This means you go to bed and get rest, not go to the gym or congregate in the chow hall. It is the cadet's responsibility to have the chit approved by the regimental office. Remember it is not guaranteed that it will be approved, medical is only a recommendation, and can be overruled by the regimental office at any time.
- There will always be a duty cadet corpsman and a Navy corpsman on call 24/7 for emergencies. Do not hesitate to use them after hours. In the event of an emergency, and the cadet is unable to ambulate to medical, then the quarter deck will be notified and a medical team will respond.
- In the event that a cadet should be admitted to sickbay, the regimental office will be notified as well as the master of the ship. All attempts will be made for the cadet to stay caught up with his/her classes.

**Welcome aboard and safe sailing...**

## **S. ACCIDENTS AND INJURIES**

In the event any person aboard the Ship becomes ill or is injured and requires a stay in Sickbay, the Deck Watch Officer and Ship's Regimental Office shall be notified immediately. The Deck Watch Officer will notify the Master as soon as is practical. If the injury/illness is of a nature requiring the removal of the patient from the Ship, the Master (or, in his absence, the Deck Watch Officer), on the advice of the Ship's Medical Officer, will proceed to make all necessary transportation arrangements. If the illness or injury was caused by a dangerous condition on board, the condition must be corrected immediately. Finally, a complete and accurate incident report will be prepared. A copy of the incident report will be given to the Regimental Office for filing.

In case of an injury, statements from the patient, if possible, and any witnesses, shall be taken. These statements will be signed by the person making the statement, by the person taking the statement, and by a witness. If possible, pictures shall be taken of the scene and will be dated, time-noted, and signed by the photographer as well as by a witness. The Deck Watch Officer will cause appropriate entries to be made in the Deck Log Book. A copy will be kept on file in the Regimental Office.

If the casualty occurs within the Engineering spaces, the Watch Engineer or Duty Engineer Officer shall immediately notify the Deck Watch Officer and cause appropriate entries to be made in the Engine Room Log Book.

A daily Sickbay census will be provided by the Ship's Medical Officer to the Master and Ship's Regimental Office. Copies of the daily sick list are sent to: Commandant, Senior Regimental Affairs Officer, Chief Mate, Chief Engineer, Senior Engine and Deck Training Officers.

The original copy of all medical reports will be retained on file in the Medical Department until completion of the cruise. At that time, they will be forwarded to the Ship's Master for inclusion in the Official Log and then forwarded to the U. S. Coast Guard, as required.

If the injured party and/or the parties contributing to the injury are suspected of being under the influence of alcohol and/or drugs, they will be subject to both a urinalysis and breathalyzer test. The results of these tests will be included in the report.

- Blank accident and injury report forms may be obtained from Sickbay.
- Injury or illness forms will be completed by the Medical Staff for all occurrences.
- Persons transported ashore will have insurance information sent along.
- All persons will be required to have with them when going ashore for medical attention their medical insurance card/information and SUNY Maritime ID card.
- Individual insurance coverage will be used as the first payment for an injury unless said injury was incurred while in a work capacity.
- The cost of any work related injuries will be covered by the Ship.
- All persons should check with their health provider prior to cruise to ensure they will be covered in foreign ports during this period of training at sea.

## **T. WORKING IN SHIP'S MESS**

Messmen will be assigned duty as per the daily At Sea Watchbill

Messmen hours:           0600-0900, 1030-1400, 1630-2000

Messmen will report to the Chartwell's Duty manager at the start of each shift.

## **U. SHIPBOARD LAUNDRY**

Laundry hours: 1/C – All Day, 2/c 1700 – 2400, 3/c 2000 - 0600

All laundry is secured while in port. Please use prior planning and have all laundry done prior to each port visit. Bleach is NEVER to be used in the ship's laundry. Ship's Laundry Service will be provided for all Cadets to clean boilersuits. They should be dropped off in the designated area inside the Cadet Laundry each morning and will be made available that evening.

To all cadets using laundry machines:

1. For best results when doing laundry independently sort whites, khakis and colors.
2. Bring your own laundry detergent, laundry bags, pins and hangars if needed.
3. Do not overload machines!
4. Do not leave clothes unattended. Neither the ship nor the College will be responsible for damaged or lost laundry items.
5. All clothes should be marked with the cadet's name using either a laundry pen or stenciling kit.
6. Report any out of order machines to the Regimental Office.

## **V. POSTAL REGULATIONS**

Incoming mail will be picked up from the Regimental Office during mail call hours. Mail call hours will normally be held in port and will be announced in the Plan of the Day.

Lists will be posted outside the Regimental Office of Cadets who have mail to be picked up.

Outgoing mail should be sent while ashore. No US or foreign stamps will be available for purchase in the Regimental Office. US postage stamps cannot be used when mailing letters in foreign ports.

**NOTE:** Do not have packages sent to you while on Summer Sea Term, agents in ports will not accept them for security reasons.

## **SECTION III**

### **GENERAL INFORMATION FOR ALL CADETS**

#### **A.BICYCLES**

Bicycles will be stored in the designated areas (#1 hold main deck). No bicycles will be stored in the cadet berthing areas.

#### **B. IN PORT RECEPTIONS ONBOARD TSES**

All cadets assigned to special details will report to the Regimental Office at the time specified for inspection and briefing. At any event onboard ship NO cadets are allowed to consume, or be in possession of, any alcoholic beverage (unless prior approval is granted by the Master of the Ship). All cadets are reminded to be respectful, courteous, and on their best behavior at all events as they are representing the Ship, Maritime College, and The United States of America.

#### **C.LOUNGES**

Designated lounges are available to all cadets. In any lounge, cadets will be in the authorized uniform of the day. Civilian attire, maintenance uniforms and /or PT gear is NOT authorized.

#### **D. SHIP'S SERVICES HOURS OF OPERATION**

**BARBER SHOP HOURS:** 1100-1400 & 1830-2230

**LAUNDRY HOURS:** 1/C – All Day, 2/C 1700–2400, 3/C 2000-0600

**MESSMAN HOURS:** 0600-0900, 1030-1400,

**SICK CALL HOURS:** 0715-0830 & 1700-1800

**LIBRARY HOURS:** 1830-2300 & 1630-2000

#### **E. CADET MESS DECK**

The Cadet Mess is the main dining facility for all cadets on SST. It is imperative that this area been kept clean and orderly.

The meal hours are as follows at sea and inport:

Breakfast 0615-0750

Lunch 1100-1250

Dinner 1700-1850

The Snack bar will be open from 2100-2400 while underway (Closed inport)

The Mess must be cleared of all non-essential personnel after every meal period to permit the required cleaning and set –up for the next meal period.

**No food or serviceware are permitted off the Mess Deck.**

## **F. MOVIES**

While at sea, two movies per night will be shown in the cadet lounge. If cleanliness is not maintained, movies will be secured.

## **G. ELECTRICAL APPLIANCES**

No unauthorized electrical equipment shall be brought on board the vessel. Unauthorized equipment includes, but is not limited to, fans, hot plates, refrigerators, curling irons, televisions, stereos and personal equipment. Personal computers are not authorized for underclass cadets and may be authorized for first class cadets as directed by the Regimental Affairs Office. Low power items such as electric razors are authorized.

## **H. REGIMENTAL AFFAIRS OFFICE**

The Regimental Affairs Office is located on the Main Deck directly aft of the Quarter Deck. This office is responsible for the daily routine, operation, and safety of the ship. Any questions pertaining to these areas should be brought to the office. Issues regarding academic areas should be brought to the appropriate academic training department office.

## **I. SUNBATHING**

Sunbathing is at the Master of the vessel's discretion. Over exposure to sun and related effects that remove individuals from duty capabilities will result in punitive action. Cadets are reminded that sunbathing will be done in the approved leisure uniform (khaki shorts, attire should be in good taste,

Specific sunbathing areas have been designated for all cadets as follows:

First Class Cadets: Sun Deck, Bow and Stern areas.

Second and Third Class Cadets: Bow and Stern areas of the vessel only.

Sunbathing on top of a dog house is **not** authorized. **No exceptions!** Open-toed shoes and sandals are NEVER allowed on deck since it is a safety concern.

## **J. TIME CHANGES**

Clocks will be updated by the ship's Master at Arms as outlined per the ship's Plan of the Day. All cadets are responsible for adjusting their own clock.

For operational purposes, 20 minutes will be advanced/retarded at 1800 hours, 2200 hours, and at 0200 hours, with Ship's clock being changed at 0200 hours when a change in time zone is in effect.

## **K. VEHICLES**

The renting and use of any motorized vehicle by cadets while in port is prohibited. This includes, but is not limited to, automobiles, mopeds, motorcycles and scooters.

## **L. CONDUCT IN FOREIGN PORTS**

Cadets visiting any foreign country are in a position of invited guest. As such, and as representatives of the United States, they are expected to conduct themselves as exemplary US citizens. No detail of

manner, dress, conduct or observance of the customs of the host country will escape notice. Standards, social customs and ways of doing things will usually differ from country to country and quite frequently are of reverent significance. Controversial religious and/or political discussions MUST be avoided at all costs. There is no substitute for courtesy and good manners.

Conduct that brings discredit on the individual, the college and/or the United States will be charged with the Class I offense of "Conduct to the prejudice of good order and discipline." Cases judged as severe will result in suspension from the Summer Sea Term and repatriation to the United States.

## **M. EMERGENCY EQUIPMENT**

The use of emergency equipment, except for drill or an actual emergency, is a violation of US Coast Guard Regulation and is prohibited. Any such action will also be treated as a violation of Ships Standing Orders, which will result in a Class One offense. Emergency equipment includes, but is not limited to fire hoses, lifeboats and watertight hatches.

## **N. FRESH WATER**

The ship's ability to make fresh water has limits and has costs in terms of fuel. Everyone aboard needs to practice water conservation to avoid water rationing later. **DO NOT WASTE WATER.** Please wash only full loads of laundry. Shave out of a partially filled sink rather than running faucets. Sea-showers also reduce consumption.

When taking a shower:

- a. Wet Down – turn off water
- b. Soap Up – turn on water
- c. Rinse Off – turn off water

Report all leaking faucets by work orders obtained from the ship's office. Report larger leaks, immediately, to the Cadet Boatswain on the quarterdeck.

Failure to conserve water, in addition to action resulting in water hours, will be treated as Refusal to Obey Orders.

## **O. GENERAL ADMINISTRATION**

Cadets will be administered in accordance with the Cruise Manual, directives issued by the Master of the *TS EMPIRE STATE*, and college regulations. In as much as this manual cannot cover all possible situations, cadets are expected to use foresight and initiative in the performance of their duties.

## **P. EMAIL**

Cadets have the ability to obtain an email address through the ship's email system. Details about registration for email will be handed out during each pre-cruise period. Under no circumstances should emails contain pictures or attachments. Emails should be no longer than two paragraphs. Any questions please contact the Regimental Office. If the email policy is not adhered to the Master of the *TS EMPIRE STATE* reserves the right to disconnect individual email accounts.

## **Q. DISSEMINATION OF INFORMATION**

On board ship, it is mandatory that information be disseminated via the chain of command. The normal procedure is for all orders and information to be passed to the Cadet Chief Officer and Cadet Chief Engineer who will further relay these orders and information to their respective Cadet Division Officers. The Division Officers, in turn, will pass the word down the line. It is mandatory that each cadet know to whom they are responsible, both for and to, so that the information will be passed throughout the cadet body as a whole. Cadets will refrain from asking for such information at the Regimental Affairs Office. Such information will be passed down the chain of command.

Cadets will be held responsible and accountable for the following sources of information. Ignorance of this information is no excuse.

- Rules and Regulations for the Regiment of Cadets.

- Cruise Manual.

- Deck & Engineering Training Plans

- Plan of the Day.

- Information posted on any bulletin board.

- Word passed over the ships announcing system.

- Information disseminated at quarters.

- Ships standing orders and night orders.

**R.ID CARDS/PASSPORTS-** Each cadet participating in Summer Sea Term is required to have a SUNY Maritime ID Card, TWIC Card, and passport prior to their departure. Passports are to be turned in and will be kept by the ships security office.

**S.ROOM DAMAGE-** Each cadet assigned to a berthing area aboard *TS EMPIRE STATE* will be held responsible for any damage to this area; including furniture, fixtures, and equipment. The cadet will be liable for the full extent of the damage including the cost of repairs and manpower.

**T.PRE AND POST CRUISE-** Only the training specifically approved by the Master of the *T.S. EMPIRE STATE* in the pre-cruise training plan will be conducted during the pre-cruise period in order to ensure that the ship will be properly prepared and secured at sea. The post cruise period will be utilized exclusively to prepare the ship for the layup period.

## **Appendix A – Alcohol/Drug Testing Policy**

Safety is paramount onboard the *TS EMPIRE STATE*. In line with this the Master of the vessel can remove any cadet, crew or staff member who sustains an injury, or has documented involvement in a drug/alcohol incident, or who engages in inappropriate behavior.

While in port and subject to the circumstances outlined in Section I, paragraph D, breathalyzer testing will be conducted as follows:

A list of 25 names will be randomly generated from the liberty section and provided to the Regimental Affairs Office onboard the ship. Any cadet whose name appears on that list shall be escorted to Sick Bay as soon as he/she returns from liberty. A test that measures the quantitative level of alcohol in saliva will be administered by qualified personnel.

Any cadet who refuses to submit to alcohol testing is subject to disciplinary action equivalent to that imposed for a positive test result or any circumstance resulting in a knowingly invalidated or adulterated test.

The actual test involves the swabbing of the cheeks, gums and under the tongue until the cotton swab is saturated. This swab will be inserted into a quantitative ethanol device that provides a precise and accurate means of measuring blood alcohol levels through saliva.

The following individuals will also be tested:

1. Any cadet returning from liberty whose demeanor or behavior warrants suspicion as to possible excessive alcohol consumption (as determined by the Deck Watch Officer or Regimental Affairs Officer).
2. Cadets who were permitted to participate in Summer Sea Term with liberty restrictions.

Any cadet whose blood alcohol level registers above .04 will remain in Sick Bay until this level drops below a .04. Anyone registering above .04 is subject to their liberty being secured/denied in future ports, and be further disciplined with a 25/1 offense for intoxication and a 25/1 offense for creating an unsafe condition.

In addition to alcohol testing, US Coast Guard regulations require that drug screening through urinalysis be performed. All crew and cadets are subject to chemical testing. SUNY Maritime College complies with the same USCG regulatory policy which requires more than 50% of a vessel's crew members be tested on an annual basis. Testing onboard the TS EMPIRE STATE VI shall occur four times over the course of the SST with a total greater than 50% of those on board required to be tested. This list is randomly generated by an independent, USCG-approved contractor, American Maritime Safety, based on the roster of registered cadets participating in Summer Sea Term.

Cadets are subject to urinalysis and alcohol testing for reasonable cause /suspicion or after a serious marine incident. A serious marine incident is defined for cadets (though this is not an all inclusive definition) as an incident resulting in an injury that requires more than first aid on board the ship. Cadets are subject to removal from Summer Sea Term at the Master's discretion. See Section II, paragraph Q for further information with regard to removal from Summer Sea Term.

Cadets who refuse to submit to drug testing are subject to disciplinary action equivalent to that imposed for a positive test result or any circumstance resulting in a knowingly invalidated or adulterated test.

## **Appendix B: Interpersonal Relationships**

In any organization personal relationships develop between individuals that aid in the development of the individual and promote the mission of the organization. Under certain circumstances personal relationships can become inappropriate. Inappropriate interpersonal relationships are those interactions that take place between individuals that can be harmful to those involved and adversely affect the performance of the group. Interpersonal relationships are an important factor for any leader to handle and often present the most difficult challenges that he or she will face. In each of the areas to be discussed in the following articles a number of issues are present. They include: the individual rights may come into conflict; perception has enormous impact of the action on the group; the hierarchical nature of our military style organization places enormous power in the hands of cadets that can be misused; and, the role of cultural background on what the individual believes to be an acceptable interaction. They all combine to make the subject of interpersonal relationships extremely complex.

As an institution devoted to learning, professional and personal growth, the college's character as a community is measured in part by the human relationships we build and sustain within this small but complex place. Accordingly, it is vitally important that we resist discrimination in all of its forms. The college must not, and will not, tolerate discrimination of any kind. Nor will we permit harassment or abuse in any form.

### **Sexual Harassment**

It is the policy of the Maritime College that sexual harassment of cadets will not be permitted or tolerated. Sexual discrimination is against the law, violates the equal opportunity policies of the State University of New York, and state and federal statutes. Sexual harassment is inconsistent with the traditions of personal integrity and professionalism that are the foundation of the Maritime College.

The Equal Employment Opportunity Commission has issued Guidelines on Discrimination Because of Sex, in order to clarify the issue of sexual harassment, and unlawful employment practice. The guidelines define sexual harassment as:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
3. When such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Though the guidelines are based on federal statute and apply only to sexual harassment in the workplace, consistent with the State University of New York's policy to ensure fair treatment to all individuals, protection for cadets is to be provided by these same guidelines.

Cadets alleging sexual harassment are encouraged to submit a grievance to the Commandant of Cadets within forty-five (45) calendar days following the alleged discriminatory act or forty-five (45) calendar days after a final grade is received, if that date is later. Sexual Harassment is a Class I offense. The cadet alleging Sexual Harassment may use the Grievance and Mediation procedure found in Article 3500. Serious allegations may be referred to the appropriate legal authorities.

## Hazing

The college prohibits hazing. Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a cadet for the purpose of initiation or admission into or affiliation with any organization operating under sanction of the college. Hazing is contrary to the goals of retention; leadership development; good order and discipline; and against the MaritimeCollege's regulations.

Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics (outside of that approved for the Indoctrination and Regimental Training programs), exposure to elements, forced consumption of food, liquor or drug, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of the cadet. Hazing also shall include any activity that could subject the cadet to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that adversely affects the mental health or dignity of the cadet.

The very nature of the Indoctrination program, the Regimental System and the Summer Sea Term places physical and mental demands on a cadet. Stress is a natural part of being a sea going officer. Stress is a natural part of the Indoctrination period and its presence is an appropriate part of the training program and is not hazing. However, the application of conditions that result in extreme mental stress is hazing and all involved in these programs should be alert to the impact that an activity has on an individual cadet. Similarly, physical conditioning and calisthenics are appropriate training tools when used to improve the physical condition and endurance of the cadet in order to cope with the rigorous demands of the program and to meet the physical standards required of a Merchant Marine Officer. While it is appropriate to place rigorous physical demands on the cadets, it is hazing to extend any physical conditioning to the point of endangering the cadet. Examples include: physical conditioning in extreme heat and humidity, continuing an activity knowing that the cadet has a medical problem that limits his or her ability to perform, or continuing an activity beyond the point where it has any positive value. If it becomes apparent that a cadet cannot handle the mental stress or physical fitness requirements to participate in the Regiment, on the Summer Sea Term or as a Merchant Marine Officer, the appropriate action is to refer to a Suitability Board for action and not to take action to increase the stress level or physical activity to drive the cadet out of the college.

Hazing is a Class I offense and repeated minor instances (after counseling) or egregious cases will result in disenrollment. Legal action may be appropriate in severe cases.

## Fraternization

Fraternization is a difficult and complex issue. It is generally defined as an inappropriate relationship between a senior member of an organization and a junior member of the organization that results in, or gives the appearance of, preferential treatment. The impact of fraternization can be devastating and ranges from inequitable treatment toward an individual resulting in reduced performance of the work group, to serious incidences of hazing, discrimination and sexual harassment. The difficulty of implementing any fraternization policy or regulation lies in determining those actions which constitute fraternization and are outside the appropriate interaction among individuals in an academic setting. It becomes complex because inequitable treatment towards an individual or a group can often be a matter of perception. However, the results are the same. Sorting out the difference and preventing the false perception is not an easy task.

Within the Regimental System at the Maritime College significant responsibility and authority is given to the First Class in general over the administration and management of the Regiment. In addition, the Second Class has similar power over the Fourth Class. While the Third Class has much less authority, there exists a large potential for the exploitation of the Fourth Class. The Fourth Class, by their position in the Regiment and their organizational inexperience, are most vulnerable to being exploited and being drawn into an inappropriate relationship. Misuse of authority can have an extremely damaging impact on the individual cadet and the college, especially in those cases that evolve into hazing, sexual harassment and discrimination.

Upper classmen (First, Second and Third Class) shall not fraternize with entering cadets during their “Mug” year at the college. The “Mug” begins with the arrival of the Fourth Class Cadet at the college for Indoctrination through the completion of their first Summer Sea Term. It is the responsibility of the upper class cadets to prevent fraternization from occurring through their own actions, counseling when appropriate, or through disciplinary action when required. Violation of this regulation is a Class I offense.

Fraternizing, by cadets, with officers and/or crew, both on board the Training Ship and ashore is prohibited. Cadets will not frequent officer or crew living spaces, mess decks or lounges, except when authorized by the Master, and will not allow crew members to visit their living spaces. Official business will be conducted in offices, classrooms and/or other public spaces.

In order to clarify what relationships are inappropriate, several examples are presented in this article. These examples provide an overview only and are not a definitive list of those types of relationships and circumstances that are inappropriate. These examples provide a basis for which a relationship may be tested.

1. Dating is a clear example of fraternization when it occurs between a Mug and any upper class cadet. It does not make any difference if it occurs on campus or off. The result is the same. Preferential treatment is likely to occur. It is often the seed for many sexual harassment complaints.
2. Continued socializing with an individual or small group of Mugs by individuals or small groups of upper class cadets. This often gives rise to protection or “cover” for a select group of Mugs and is an example of preferential treatment.
3. An upper classman frequently sheltering a Mug from demerits, assigning light extra duty compared to others committing the same offense, or ensuring preferential treatment in work assignments is an inappropriate relationship.
4. Singling out another upper class cadet for retribution for placing a Mug on mast report, awarding demerits or taking other appropriate corrective action is an example of an inappropriate relationship.
5. Any relationship that by its nature confers a special, privileged status on a Mug through a relationship with an upper class cadet is fraternization.

There are relationships that exist at the college that require close contact between Mugs and members of the upper classes that are normal and appropriate. The prohibition of fraternization does not mean that an upper classman cannot talk to a Mug. It is important the communication between the Mugs and upper class cadets take place in order for the Mug cadets to grow and develop. The following are examples of those relationships that are appropriate.

1. Those that result from the duties and responsibilities of the upper class cadets and the faculty are appropriate.

2. Sanctioned extracurricular activities and sports teams (both intercollegiate and intramural) often bring cadets into close working relationships that are appropriate. For example, a party for a sports team is not an inappropriate relationship unless one of the examples cited in Article 4304.5 results.

3. An Indoctrination Officer eating a meal at a table with Mug cadets is not an inappropriate relationship.

4. An upper classman counseling a Mug for conduct or performance is not an inappropriate relationship.

5. Casual or chance encounters such as sharing a ride home or being at the same location for entertainment is not an inappropriate relationship.

6. Family relationships do not constitute fraternization.

Fourth Class are prohibited from upper class rooms, and from civilian students rooms at any time except when on school business. Studying may be conducted in a common study lounge or area. Fourth class rooms are off-limits to civilian students at all times.

#### Personal Servitude

Personal servitude, in any form, is forbidden at all levels at the college. Only such work or service deemed to be in the line of duty or in connection with instruction or group activities will be required of any cadet. All phases of upkeep, maintenance, and operation of the training ship and other training vessels is required of all cadets, as well as all areas of the college grounds and buildings used by, or related to, services to the Regiment of Cadets. Violation of this regulation is a Class I offense.

#### Discrimination

Harassment and abuse, directed toward individuals or groups, may include at least the following forms: use of threat of physical violence, coercion, intimidation and verbal harassment and abuse. Harassment and abuse may be discriminatory, or may be non-discriminatory. Although all forms of harassment and abuse - both discriminatory and non-discriminatory - are equally prohibited, the college's commitment to non-discrimination means that discriminatory harassment may be punished more severely than non-discriminatory forms of harassment.

Discrimination based on race, religion, ethnicity, age, national origin, disability, gender and sexual orientation is not only prohibited at the college but may also be a violation of federal, state and local laws. The circumstances surrounding any allegation of discrimination may be addressed through the Grievance and Mediation process found in Article 3500; through federal, state or local legal systems; or, as a Class I offense for cruelty, hazing, oppression, personal servitude or maltreatment of any person.

### **Appendix C- SST '12 ED Policies**

1. While underway, any cadets in the M&R work section are required to attend ED at 1900 on 6 Hatch (2 Hold Main Deck in case of inclement conditions) if they owe any ED.
2. Failure to attend mandatory ED will result in being assigned an additional ED by the Regimental Duty Officer in charge of the ED Program.
3. Cadets on watch, mess man duties or otherwise unable to attend due to official duties or action will be excused on a case by case basis by one of the Regimental Duty Officers.
4. While in port, any cadet with 5 or more ED will be denied liberty that day.
5. The ED list for in port and at sea will be posted during the a.m. hours. Once it is posted it will not be changed.
6. Any cadet who misses 5 or more mandatory ED sessions will be written up for a class one by the Regimental Duty Officer in charge of ED.
7. Cadets attending ED are required to be in the correct uniform of the day with all rates.
8. Any cadet may attend ED on their non-work section days if they so choose.
9. ED credit is awarded on a 1 ED credit for 1 hour of labor rate. Specific projects may receive more based on the nature of the work at the discretion of the Regimental Duty Officer in charge of ED.
10. Any cadet found shirking or malingering while on ED will not receive credit and will be awarded 15 demerits.

## Appendix D - Uniforms and Grooming Standards

### Required uniforms for cruise:

1 set of cotton khakis with leather shoes and the authorized Maritime ball cap

2 clean undamaged boilers suits of the appropriate color for your regimental class, school issue laceration cover, school issue **black** safety boots. (Optional brown boots for 1/C)

1 set of Salt and Peppers (white shirt, black pants, black socks and shoes)

Leisure uniform (Khaki pants or shorts, white or gray Maritime T-shirts or plain white T-shirts, khaki belt, deck shoes/sneakers)

The following items are **not authorized** with any of the above uniforms:

Black corfam shoes

Cargo/Carpenter pants or shorts

Sports, organization, or club-related shirts are not permitted as part of the leisure uniform.

Open-toe shoes are not allowed on deck (e.g. sandals, shower shoes, flip-flops, slippers, clogs, etc. These are allowed in cadet holds/rooms and ashore in port). Open toed shoes are **NOT** permitted while transiting the ship - even if leaving the ship on liberty.

**Authorized additions:**As indicated on the Plan of the Day or announced at formations

Grey, uniform issued “Maritime” sweatshirt (Physical Training Uniform)

Blue, uniform issued “Maritime” windbreaker

Black uniform issued windbreaker

**When on board ship and outside berthing areas (except when going on/returning from liberty), all cadets will be in the uniform prescribed in the Plan of the Day with appropriate insignia displayed.**

Athletic gear may be worn coming and going to the ship’s gymnasium. MP3 players, CD, cassette players, or other devices with headphones, may only be worn when in the gym or cardio areas of the ship. Cadets may not transit the vessel or work on deck while wearing any type of headphone or earphone.

All Deck and Engineering Cadets have been issued working boiler suits. In order to establish uniformity, as with any shipping company, cadets are expected to wear these issued boiler suits as required. For the evening meal, in the cadet mess, unless on duty, Cadets are expected to be in the approved uniform of the day as listed above, which will normally be full khakis.

Proper civilian attire is to be worn when going ashore. Extreme styles of dress will not be worn when departing from/returning to the ship. **Note:** open-toed shoes and other related footwear are not authorized for use around the vessel at any time.

For official receptions and other social functions the prescribed uniform, as specified in the Plan of the Day, will be worn

**Manner of wear:**

- Under no conditions may uniform shirt sleeves be rolled up.
- Nothing shall be protruding from shirt pockets; all pens and pencils should be stowed completely within.
- Pants pockets are for stowing necessary items only; they should never be overstuffed.
- The only time a Cadet should put their hands in their pockets is to retrieve an item; if your hands are cold, wear gloves.
- Covers shall be worn squarely on the head with absolutely no backward tilt.
- Articles of clothing shall be legibly marked with the owner's last name, first initial, and class year. Black permanent marker shall be used for light colored clothing and white ink for dark colored clothing.
- Markings shall be applied neatly with small capital print, preferably on the lower seam of shirts (inside or out) and in the waistband of trousers.
- Boiler suits are to be stenciled with the issued kit ONLY. Freehand labeling of these items looks sloppy and is not uniform.
- Only the gray Maritime sweatshirt may be worn under the boiler suit for warmth.
- Dilapidated gear (cut off sleeves, etc.) is NOT ALLOWED
- Uniform for the Navigation Deck of the ship is khakis. (Boiler suits if on M&R, ED, work detail, cleaning stations, etc.). Khakis worn on the bridge will be clean and free of dirt or paint at all times.
- Brown or tan boots/sneakers are not authorized with any uniform at any time (except brown steel toed boots that are optional for 1/C only in boiler suits)
- Shoe laces on all foot gear will be tied securely at all times.

**Uniforms for specific evolutions:****Maintenance and Repair**

Deck Cadets: Approved boiler suit, laceration cap, black work shoes, goggles and ear plugs. The dark blue Maritime windbreaker or work jacket may be worn over the boiler suit during cool or inclement weather. The Maritime gray sweatshirt may be worn under the boiler suit if additional clothing is required. A plain white tee shirt will be worn under the boiler suit at all times.

Engine Cadets: Same as Deck Cadets, with the additional or appropriate tools.

## **Lecture**

Tropical khaki with Maritime College ball cap.

## **Watches**

Deck Cadets: Tropical khakis with Maritime ball cap and flashlight.

Engine Cadets: Approved blue boiler suit, laceration cap, ear plugs, goggles, and appropriate tools for all engine room watches. The Log Room Messenger will wear tropical khakis with a Maritime College ball cap. A plain white tee shirt will be worn with the boiler suit.

## **Mess men**

Approved, CLEAN, boiler suit with a plain white tee shirt and Maritime ball cap.

## **Receptions, ECT**

Salt and Peppers or as directed in the Plan of the Day

## **Evening meal**

The khaki uniform will be worn by all cadets at the evening meal, with the exception of those in the approved watch uniform.

## **Leisure Uniform (allowed after work day ends)**

The leisure uniform will be worn in cadet lounges, while sunbathing , and as prescribed in the Plan of the Day.

## **Miscellaneous**

An approved knife will be carried at all times. Blade length will not exceed six inches.

All boiler suits must be stenciled with the cadet's name. Boiler suits will be legibly marked, using an approved stencil, on the back six inches below the collar. There will be no other markings on the boiler suit.

Company insignia will NOT be worn on the uniform during Summer Sea Term.

## **Grooming Standards:**

Males: When in uniform, cadets must be clean shaven of facial hair at all times. Sideburns must not go down past the middle of the ear and must be neatly trimmed. Male cadets must have their hair cut to the standard of less than 4 inches in length, 2 inches in bulk, not touching the ears and tapered on the back of the neck.

Males are not authorized earrings at any time while in uniform.

Females: When in uniform, the hair may touch, but not fall below the lower edge of the back of the collar. Long hair, including braids, which falls below the lower edge of the collar, shall be neatly and inconspicuously fastened, pinned or **secured to the head**. A maximum of two small barrettes/combs/clips, or bobby pins and rubber bands, all similar to hair color, may be used in the hair. Fabric elastics and colored rubber bands/pins are not authorized. Likewise, decorative hair

ornaments, headbands and do rags are not permitted. Ponytails, pigtails, or hanging locks of hair are not authorized.

Earrings for female cadets: One earring per ear (centered on the lobe) may be worn while in uniform. They shall be 4-6 mm (1/8 to 1/4 inch) plain gold balls (shiny or matte finish), screw-on with posts. Pearl earrings are only authorized with formal dress uniforms (does not include Summer whites or serviced dress uniforms). Diamond earrings are NOT authorized at any time while in uniform.

Fingernails: Fingernails shall not exceed 1/4 inch measured from the fingertip. Nail polish colors should be conservative and complement the skin tone.

For ALL cadets:

Hairstyles shall not be faddish – to include shaved parts of the head, designs cut into head, or asymmetrical. No decorative items should be woven in to hair.

Watches/Bracelets: While in uniform, only one of each may be worn. Ankle bracelets are not authorized in uniform. No braided or plastic bracelets are authorized.

Necklaces: While in uniform, only one may be worn and it shall not be visible.

Body piercings: Exposed, pierced body parts (other than one earring per ear for females) is prohibited while in uniform. Any tongue implements used to keep tongue piercings ‘open’ are prohibited in any uniform and aboard the *TS EMPIRE STATE* at all times. Failure to adhere to this policy will be considered out of uniform.

## Appendix E – Garbage Management Plan

It is illegal for any vessel to dump plastic trash anywhere in the ocean or navigable waters of the United States. Annex V of the MARPOL TREATY is a new International Law for a cleaner, safer marine environment. Each violation of these requirements may result in civil penalty up to \$25,000, a fine up to \$50,000, and imprisonment up to 5 years.

**U.S. lakes, rivers, bays, sounds, and 3 miles from shore**  
**ILLEGAL TO DUMP:**  
Plastic Garbage  
Paper Metal  
Rags Crockery  
Glass Dunnage  
Food

**3 to 12 miles**  
**ILLEGAL TO DUMP:**  
Plastic  
Dunnage (lining & packing materials that float)  
Also, if not ground to less than one inch:  
Garbage Metal  
Paper Crockery  
Rags Food  
Glass

**12 to 25 miles**  
**ILLEGAL TO DUMP:**  
Plastic  
Dunnage (lining & packing materials that float)

**Outside 25 miles**  
**ILLEGAL TO DUMP:**  
Plastic

State and local regulations may further restrict the disposal of garbage

***Working together we can all make a difference!***