

INSTRUCTIONS FOR PREPARATION OF UH DIVE PLAN APPLICATIONS

The following is an advisory guide of the steps required for PI's and Lead Divers, to assist in the timely and efficient submission, review and approval of UH dive plan applications. The steps are generally in the order required. Deviation from these instructions may increase the time required to obtain dive plan approval. Please review carefully before starting the process.

- REQUEST DIVER STATUS SUMMARIES for each diver you plan to list on the application. Review these summaries, as they will have a bearing on the approval process. Requests can be made by email to Tina Tsubota (uhdsp@hawaii.edu).
- CONFER WITH PARTICIPATING DIVERS regarding their status. Any of the following may result in delays in the approval process:
 - All listed participants must be on record with UHDSP in either Active or Restricted Status. All divers in Restricted status must dive under the direct supervision of an approved Active-status Scientific Diver. Divers are placed on Restricted status when their emergency response training or equipment service periods have been exceeded, or if they have failed to log at least 12 dives in the past 12 months or at least one dive in the last 6 months near their depth authorization. Additional proficiency requirements are in place for certain endorsements, such as nitrox.
 - Visiting divers must have all required records on file and current with UHDSP. Visiting divers are generally considered to be operating in Restricted status. Refer visiting divers to the UHDSP web site for instructions on how to obtain approval to dive.
 - Only individuals carrying Active-status UH Scientific Diver authorizations with all endorsements required for the proposed operation as described (e.g., depth rating, nitrox, dive computer, etc...) may be designated as Lead Diver. Applications with designations of divers as Lead Diver who are in Restricted status will be rejected and returned to the preparer.
- Download the UH Dive Plan Application Form from the UHDSP web site at: www.hawaii.edu/ehso/diving/UHDivePlanApp-2.doc and complete all sections.
- DESCRIPTION OF ACTIVITY: Give a general description of the activity to be conducted. Include a generalized description of how the operation will be staffed, including dive team composition, roles, and staffing. This may vary from a short paragraph to several pages. A strict adherence to the buddy system at all times is to be assumed.
- SOURCES OF BREATHING GAS AND VESSELS: Designation of any breathing gas source referenced that is unknown to UHDSP must be accompanied by verification from the provider that the source meets UHDSP gas quality standards.

For use of non-UH vessels for dive support, UH/RCUH insurability requirements are in effect. If unsure, contact UHDSP for guidance.

- JOINT DIVING OPERATIONS: If joint diving operations are to be included, operations must be under the control of the UH or another agency with standards equivalent to the UH Diving Safety Manual approved by the UH DCB (e.g., NOAA, AAUS Institutions, etc.). Control over the operations shall be agreed upon by the participating institutions before the start of operations, including the exchange of required MOA's and diver references, if any.
- RISK MANAGEMENT AND EMERGENCY CONTACTS SECTION: A separate version of this section must be developed for each functionally distinct operational region. As a guide, this would pertain whenever location changes enough to affect emergency response or transportation parameters, or enough to present significantly different sources of environmental or operational hazards.
- RISK MANAGEMENT MATRIX: Identify any project specific hazards of the operation or environment, such as potential for high surf, currents, hazardous marine life, vessel traffic, or operational complications such as live-boat operations, drift diving, required decompression, use of specialized life support, etc. (this list is exemplary, not exhaustive). For each identified hazard, assign a value estimate (very low to very high) for "probability of occurrence" and "severity of consequences". Describe measures that will be employed to prevent occurrence and/or mitigate consequences.
- EMERGENCY CONTACTS SECTION: Complete the required information for all listed emergency response resources. Time of response should be given as expected maximum time from onset of an injury or condition to the arrival of professional responders or completion of transport to a fixed response asset, as appropriate. Information to assist with completion of this section for many common locations in Hawaii may be available on the Dive Planning Resources pages of the UHDSP web site.
- SUBMIT DIVE PLAN APPLICATION A MINIMUM OF ONE MONTH PRIOR TO PLANNED OPERATIONS.
 - Submission by email will imply agreement by both the listed Principal Investigator(s) and Lead Diver(s) with the described plan, as well as the agreement statements associated with the signature lines
 - In the event that higher-risk or unusual activities are involved, formal review and approval by the UH Diving Control Board may be required, further lengthening the approval process
 - Email the unsigned document for initial review to uhdsp@hawaii.edu . PLEASE NOTE, SUBMISSION DOES NOT CONSTITUTE APPROVAL.
 - Initial review will include confirmation of current status of each listed diver, as well as a review of other sections of the plan.

- If questions arise during the review, the Lead Diver will be contacted for clarification. If large issues remain, the plan may be returned for further development and clarification.
- ONCE APPROVED, the plan will be returned via email with approval signatures embedded.
 - Review the plan for all remarks and conditions of approval.
 - Print, and obtain final signatures of the PI(s) and Lead Diver(s).
 - Fax or mail one copy to the UHDSP office. At this point the dive plan is considered valid and in effect.
 - One copy should be retained on file with the Lead Diver(s) and PI(s).
- **A field copy of the approved plan should be placed in the emergency response kit (Oxygen or First Aid) and reviewed by the Lead Diver with the dive team before the start of each day's operations, as part of the pre-dive briefing.**
- DIVE PLAN EFFECTIVE DATES
 - The approved plan will be considered valid and in effect for a period of 6 months from date of approval, unless changes to the plan are required, such as changes in location, personnel, activity, life support technology, or depth/time exposures.
 - The plan will be entered into the UHDSP database, and may be referenced by project title, PI, and Lead Diver.
 - Additional qualified personnel may be added by email request to the Diving Safety Officer, and will be validated by return of approval confirmation accompanied by a status summary for the additional diver(s).
 - At the end of 6 months, a new dive plan application should be submitted for review and approval, with any changes or revisions to the previously approved plan included.

For the UH Dive Plan Application Form, click on link:
www.hawaii.edu/ehso/diving/UHDivePlanApp-2.doc