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March 4, 2010

Dear Dr. Key,

On behalf of SIO's Ship Operations and Marine Technical Support organization, I want to welcome you in advance of your research cruise aboard R/V *Melville*. You are the chief scientist of record for this cruise, which has been funded by NSF according to the following schedule:

Start port:	Puerto Caldera, Costa Rica	Load days charged:	2
Loading dates:	11-12 APR 2010	Sea days charged:	30
Depart (local time):	1600, 13 APR 2010	Offload days charged:	2
End port:	Puerto Caldera, Costa Rica	Total funded days:	34
Arrival (local time):	0800, 12 MAY 2010		
Offload dates:	13-14 MAY 2010		

If you require different departure or arrival times, please let us know as soon as possible so we can make proper arrangements.

Information regarding your cruise may be found online: <http://shipsked.ucsd.edu/Schedules/2010/2010-MV-key/>

Our cruise planning checklist is also available online: http://shipsked.ucsd.edu/Schedules/Instructions_For_Scientists/

If you wish to correct or add information, please contact the Ship Scheduling Office by e-mail at shipsked@ucsd.edu or by phone at (858) 534-2840.

Your privileges and responsibilities are defined in the Chief Scientist's Manual (see web link below). I ask that you pay particular attention to the following:

1. Your designation as chief scientist cannot be re-delegated without approval from this office.
2. As chief scientist, you are responsible for the accomplishment of scientific work on the cruise, and for the behavior of all members of the scientific party whether they normally work for you or not.
3. Alcohol and drugs are prohibited on board. No alcoholic beverages may be brought aboard without specific permission from the captain. As chief scientist, you are responsible for disseminating and enforcing these rules among the science party.
4. If you require radioactive material or unnatural concentrations of stable isotopes, you must secure advance permission from the SIO Isotope Committee. You can begin this process by contacting the Ship Scheduling Office.
5. You are expected to cooperate with the master to enforce safety regulations aboard.
6. All participants must have in hand at the time of embarkation the documentation (passports, visas, etc.) as indicated on Scientific Party List.

Lastly, I ask that you pay special attention to one final consideration. As at all UNOLS operator institutions, our Shipboard Technical Support (STS) group is funded to oversee the maintenance, calibration, scheduling, logistical assistance, and at-sea supervision of the instrumentation and shared-use equipment available to seagoing researchers. Our STS staff will do their best to maximize the success of your cruise by providing specialized knowledge, oversight of critical operations and solutions to emergent problems. However, STS technicians are limited to 10-hour work days and cannot provide round-the-clock support for your operations, or serve as watchstanders or data processors. It is your responsibility to bring adequate numbers of trained seagoing personnel to support your operations (e.g. loading, setup and operation of your instrumentation, watchstanding, etc). Please coordinate with your scientific party and STS in order to design integrated work schedules that maximize your productivity while respecting STS personnel availability.

I wish you a pleasant and successful cruise.

Regards,

Bruce Appelgate
Associate Director, Scripps Institution of Oceanography

cc: Captain, R/V *Melville*
Marine Superintendent
Manager, Shipboard Technical Support
Manager, Marine Personnel