**NOAA Office of Ocean Exploration and Research**

**FY16 FFO Projects that Include a Cruise or Field Collected Data**

**Generic Cruise Plan Outline**

*The Office of Ocean Exploration and Research (OER) does not require a specific format for cruise plans. All submitted cruise plans should address the following applicable elements:*

1. **Cover page** - cruise name, dates, signature
2. **Table of contents**
3. **Cruise Overview:**
   1. Chief scientist contact information
   2. Vessel identification and cruise number
   3. Study Areas
   4. Goals and Objectives
4. **Description of operations:**
   1. Submersible (HOV, ROV, AUV)
   2. Video recording – wiring diagram if necessary
   3. Standard oceanographic:
      1. CTD
      2. Rosette
      3. Scientific Computing System (SCS)
   4. Scientific sample processing
      1. geologic
      2. biologic
      3. chemical
   5. Small boat operations
   6. Archaeological
      1. Remote sensing
      2. Site characterization
   7. Visits - education and outreach events
   8. Other
5. **Itinerary:**
   1. Summary - staging, underway, demobilization
   2. Details - dates, times, way points, activities
6. **Personnel**
   1. List
   2. Berthing plan
7. **Organizational structure** - roles/responsibilities
8. **Equipment lists:**
   1. Required from ship
   2. Provided by science party - size, weight
9. **Disposition of Data:**
   1. Data and samples
   2. Records and reports
   3. Real-time products (highlights video, high-res image CD, etc.)
10. **Emergency information**
11. **Communications**
12. **Miscellaneous:**
    1. HAZMAT inventory
    2. Meals

**Appendices:**

1. Detailed project descriptions
2. Primary operating area maps
3. Data Management Plan
4. MSDS sheets
5. Permits and Certifications