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# **IAATO Field Operations Manual (FOM)**



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## *An Information Paper Submitted by the International Association of Antarctica Tour Operators (IAATO)*

### Summary

IAATO views training and experience as lynchpins of its mission: safe and environmentally responsible private-sector travel to Antarctica. An example of the industry's efforts to continually elevate standards in this regard is the creation of the IAATO Field Operations Manual (FOM). The FOM – an 800-page, two-volume compendium – is based on the traditional expedition leader's handbook previously created by each Member-operator for its own vessel or operation. The new standardized format, introduced for the 2008-2009 season and used by all IAATO members, incorporates numerous guidelines and operating procedures that have proven to be effective tools over the years for the management of Antarctic travel. The FOM also provides the course material for the IAATO online training and assessment initiative for field staff.

IAATO views good training and experience as key factors in ensuring best practice in safe and environmentally responsible private-sector travel to Antarctica. Continual efforts in this regard remain a driving factor in IAATO's annual goals and project development. The creation of a Field Operations Manual, as part of a wider field staff training and assessment initiative, is an example of these efforts.

Member-operators have individually developed and maintained detailed expedition leader's handbooks for use in the field since the founding of IAATO in 1991. These originally were based on an annual checklist of documents created by the organization. IAATO took this a further step for the 2008-2009 Antarctic season and created an actual manual: the IAATO Field Operations Manual (FOM).

The rationale behind creating a standard document was to ensure that a consistent, well-recognized format is used throughout the field for transmitting the latest information, regulations and guidelines. Standardizing the traditional expedition leader's handbook in this manner eases communications between the IAATO Secretariat, the Members' home offices and the field. It also facilitates communication within the field and for those field staff who work for multiple operators.

The Manual assists in maintaining compliance with IAATO Bylaws. Finally, the FOM will serve as the "course manual" for the IAATO online Field Staff Assessment that all expedition leaders and, eventually, all field staff will be required to complete.

### *How the FOM works:*

Due to the dynamic nature of field operations, the FOM is a combination of hard copy and electronic files. At the beginning of each Antarctic operating cycle, Seasonal Instructions and updated versions of hard copies will be sent to each Member-operator (one copy for the Member's home office plus one for each vessel/field operation as needed). In addition, electronic updates will be sent to the operators throughout the season to forward on to their vessels/field operations. Once received, these electronic updates are then printed and added to the Manual.

In addition to the hard copy and electronic updates, an annually updated CD is included with each FOM, including all the files, plus additional non-printed background material. Finally, a regularly updated online version of the FOM is contained in the *Members-Only* section of the IAATO website ([www.iaato.org](http://www.iaato.org)). The Table of Contents, provided in Appendix 1, details which files are available only on the CD or electronically.

Simply stated, the goal of the Field Operations Manual is to ensure that all Members and their field staff know what is required, and where to find critical information and the additional resources available to them.



## Appendix 1:

# IAATO Field Operations Manual (FOM) Table of Contents

All files, with the exception of those marked as 'Electronic version only', are distributed both in hard copy and on the CD Rom. The information is also available for download direct from the Members Only section of the IAATO website.

### Checklist of Additional Information that Operators need to provide vessels (not included in IAATO Field Operations Manual):

- Company/Operators Advance Notification & Environmental Impact Assessment (company specific document).
- Copy of all relevant permits (e.g. national permit, waste management permit, historic hut permit, sub-Antarctic permit where appropriate).
- Individual Company: Camping Guidelines, Kayak Guidelines, ROV Guidelines, Helicopter Guidelines and Zodiac Operator's Manuals for companies operating these activities.
- Individual Passenger Medical Questionnaire if not using the IAATO form.
- Relevant Domestic Legislation.
- Any relevant signed contract or company specific procedure which complements the IAATO Emergency and Medical Response Plan (EMER).

## Part 1: Seasonal Information & Standard Operating Procedures

### 1. Seasonal Information

- a) Season Instructions 2008-09: *Memorandum to IAATO Office Personnel, Antarctic Captains, and Expedition Leaders.*
- b) Expedition Leader List, 2008-09 (Electronic version only available by October 06, 2008)
- c) Pre Season Ship Schedules (Electronic version only available by October 06, 2008)
- d) Season Updates (Electronic version only circulated during the season as required)

### 2. Contact & Communications Information

- a) IAATO Vessel, Land-based and Emergency Contact Information, 2008-09 (Electronic version only available by October 06, 2008 & updated during the season as required)
- b) Antarctic Communications Directory COMNAP MINI-ATOM (2008) (Updated throughout the season.)

### **3. Reporting documents**

- a) Post-Visit Report, Part 1 (Expedition Record) and Part 2 (Site Visit Record) 2008-09 version for both PC and MAC (Electronic version only on CD Rom)
- b) Instructions for completing Post-Visit Reports
- c) End of Season Report Form 2008-09
- d) Incident Report Form for Vessel Related Incidents
- e) Whale Collision Reporting Form
- f) Collection and Rendering of Hydrographic Data

### **4. Emergency & Medical Procedures**

- a) IAATO Emergency Contingency Plan
- b) IAATO Passenger Medical Questionnaire
- c) IAATO Emergency and Medical Response Plan (EMER)
- d) ATCM XXVII Resolution 4 (2004) Guidelines On Contingency Planning, Insurance And Other Matters For Tourist And Other Non-Governmental Activities In The Antarctic Treaty Area

### **5. Environmental Impact Mitigation and Activity Codes of Conduct**

- a) ATCM Recommendation XVIII-1 (1994) Guidance for Visitors to the Antarctic (English) (multiple language versions including Spanish, French, Russian, German, Japanese, Italian, Chinese, Dutch available in electronic version only on CD ROM)
- b) ATCM Recommendation XVIII-1 (1994) Guidance for those Organising and Conducting Tourism & non-governmental activities in the Antarctic
- c) IAATO PowerPoint Safety and Conservation Briefing (2007) (Electronic version only on CD Rom)
- d) IAATO Wilderness Etiquette, 2007.
- e) IAATO Marine Wildlife Watching Guidelines revised 2007.
- f) IAATO Assessment of potential impacts and mitigation measures.
- g) IAATO Draft Guidelines for organizing marathons or running events

### **6. Prevention of Introduction of Non-native Species**

- a) IAATO Boot, Clothing and Equipment Decontamination Guidelines, updated 2007.
- b) IAATO Procedures for the Discovery of a High Mortality Events

### **7. Vessel Operations**

- a) IAATO Statement on Waste Management, 2007
- b) ATCM XXVII Decision 4 (2004) Guidelines For Ships Operating in Antarctic Ice Covered Waters
- c) ATCM XXIX Resolution 3 (2006) Ballast Water Exchange in Antarctic Treaty Area, including appendix 'Practical Guidelines for Ballast water exchange in Antarctic Treaty Area'
- d) IMO / MSC Guide to Cold Water Survival (May 2006)

- e) List of weather and ice information web links.
- f) Summary Report and Outcomes of IAATO's Marine Committee Meeting on Vessel Operations, Safety and Related Issues (2008)

## **8. Aircraft Operations**

- a) ATCM XXVII Resolution 2 (2004) Guidelines for the Operation of Aircraft near Concentrations of Birds in the Antarctic
- b) ATCM XXIX Wildlife Awareness Manual for helicopter and fixed wing operations (2006).

## **9. Inspection and Observer Checklist**

- a) Resolution 5 (1995), Antarctic Treaty Inspection Checklist for Vessels (Checklist B)
- b) IAATO Observers Checklist for landed activities
- c) IAATO Observers Checklist for cruise only activities

## **10. Antarctic Treaty Related Documents**

- a. Text of the Antarctic Treaty
- b. Convention on the Conservation of Antarctic Seals (CCAS 1972) (Electronic version only on CD Rom)
- c. Convention for the Conservation of Antarctic Marine Living Resources (CCAMLR 1980) (Electronic version only on CD Rom)
- d. Protocol on Environmental Protection to the Antarctic Treaty (1991)
  - i. Annex I-Environmental Impact Assessment
  - ii. Annex II-Conservation of Antarctic Fauna and Flora
  - iii. Annex III-Waste Disposal and Waste Management
  - iv. Annex IV-Prevention of Marine Pollution
  - v. Annex V-Area Protection and Management
  - vi. Annex VI- Liability Arising From Environmental Emergencies
- e. List of Select Antarctic Treaty agreements related to Tourism

## **Part 2: Site Specific Guidelines and Site Resources**

### **11. General**

- a. Updated list of Antarctic Specially Protected Areas and Antarctic Specially Managed Areas 2008
- b. Full set of ASPA and ASMA Management Plans (Electronic version only on CD Rom – not on IAATO website)
- c. List of designated Historic Sites and Monuments
- d. Site Selection Criteria
- e. Oceanites Compendium of Antarctic Peninsula Visitor Sites (July 2003 version) (Electronic version only on CD Rom – not on IAATO website).

## **12. Research Station Information**

- a. List of Scientific Stations
- b. Standard Procedures for Station Visits
- c. Approved 2008-09 Palmer Station Cruise Ship Visits
- d. Palmer Station Calendar of National Program Ship Visits 2008-09
- e. Approved 2008-09 McMurdo Station Cruise Ship Visits
- f. McMurdo Station Guidelines.
- g. BAS Policy for Visiting Stations
- h. Confirmed 2008-09 BAS Station Cruise Ship Visits
- i. Guidelines for Tour Ship Visits to Rothera Research Station
- j. Guidelines for Tour Ship Visits to Signy Research Station
- k. Artigas Station Information (King George Island)

## **13. Antarctic Peninsula Region – Site Guidelines**

- a. IAATO Site Specific Guidelines in the Antarctic Peninsula Revised 2008
- b. ATCM Site Guidelines: Barrientos (Aitcho) Island
- c. ATCM Site Guidelines: Cuverville Island
- d. ATCM Site Guidelines: Goudier (Port Lockroy) Island
- e. ATCM Site Guidelines: Hannah Point & Walker Bay
- f. ATCM Site Guidelines: Jougla Point
- g. ATCM Site Guidelines: Neko Harbour
- h. ATCM Site Guidelines: Paulet Island
- i. ATCM Site Guidelines: Penguin Island
- j. ATCM Site Guidelines: Petermann Island
- k. ATCM Site Guidelines: Pleneau Island
- l. ATCM Site Guidelines: Turret Point
- m. ATCM Site Guidelines: Yankee Harbour
- n. ATCM Site Guidelines: Snow Hill Island – Nordenskjold's hut
- o. ATCM Site Guidelines: Brown Bluff
- p. ATCM Site Guidelines: Devil Island
- q. ATCM Site Guidelines: Shingle Cove
- r. ATCM Site Guidelines: Halfmoon Island
- s. ATCM Site Guidelines: Whalers Bay
- t. Site Guidelines: Wordie House

## **14. Antarctic Peninsula Region – ASMAs & ASPAs** (where visits permitted)

- a. Admiralty Bay Management Plan (ASMA No 1). (Appendix C Visitor Codes of Conduct and site specific guidelines for Arctowski Station & Ferraz Station)

- b. Deception Island Management Plan (ASMA No.4) ([www.deceptionisland.aq](http://www.deceptionisland.aq)). (Appendix 5: Visitor Codes of Conduct and site specific guidelines for Baily Head, Pendulum Cove and Telefon Bay)
  - i. IAATO Statement on swimming holes at Deception Island
  - ii. Deception Island Location of Spanish Instruments – annotated photograph. (2007-08)
  - iii. Evacuation Routes from Port Foster in the case of an eruption (Spain) (Electronic version only on CD Rom – not on IAATO website)
- c. Southwest Anvers Island and Palmer Basin (ASMA No.7) (Appendix B: Guidelines for the Visitor Zone)
- d. Ardley Island, King George Island ASPA 150. (includes a Visitor Zone – note permit required to visit\*\*)

**15. Ross Sea & East Antarctica: Site Information: ASMAs & ASPAs** (where visits permitted)

- a. Dry Valleys Management Plan (ASMA No.2). (Appendix D Visitor Guidelines for Taylor Valley Tourist Zone)
- b. Cape Denison, Commonwealth Bay & Historic Site and Monument 77 Management Plan (ASMA No.3)
- c. Larsemann Hills Management Plan (ASMA No.6). (Appendix 1 Environmental Code of Conduct)
- d. ASPA 155 Cape Evans (\*\*permit required to visit)
- e. ASPA 157 Backdoor Bay, Cape Royds (\*\*permit required to visit)
- f. ASPA 158 Hut Point (\*\*permit required to visit)
- g. ASPA 159 Cape Adare, Borchgrevink Coast (\*\*permit required to visit)

**16. Interior Antarctica: Site Information, ASMAs & ASPAs** (where visits permitted)

- a. South Pole Management Plan (ASMA No.5). Appendix A Guidelines for Non-Governmental Organizations at South Pole