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



# IAATO Field Operations Manual (FOM)

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

## Summary

The IAATO Field Operations Manual (FOM) is a core document for all IAATO operators to enable the practical application of IAATO's mission of safe and environmentally responsible tourism to Antarctica. Updated and circulated annually to IAATO operators, the FOM provides all relevant international governance, including ATCM instruments as well as IAATO requirements, guidelines, standard operating procedures and other industry best practice. ATCMXLII WP51 *Compiling a manual on tourism and non-governmental activities in Antarctica* sets out the principles and goals for developing a Treaty Party approved manual that compiles current provisions and guidelines governing tourism and non-governmental activities in the Antarctic. IAATO sees significant parallels with its Field Operations Manual. Recognising the benefits of having information related to tourism activities collated in one place for competent authorities, IAATO will continue to provide any of the Competent Authorities and Antarctic Treaty Secretariat with the annually updated FOM, if requested to do so.

## Background

In order to fulfil the practical implementation of IAATO's mission, safe and environmentally responsible private-sector travel to Antarctica, one of the most important roles for IAATO is to ensure all the latest, relevant information is easily available to operators ranging from international requirements, guidelines, standard operating procedures and industry best practice. The core method for delivering this information is the IAATO Field Operations Manual (FOM) first created in 2008-09 (see ATCM XXXII IP087 *IAATO Field Operations Manual*). Before the FOM, IAATO Operators created custom in-house manuals incorporating ATS and IAATO guidelines and procedures, as well as their own standard operating procedures. These custom manuals, now integrated with the FOM, are still part of Operator procedures. Since its inception, the FOM has been updated annually to incorporate new guidelines, standard operating procedures and decisions by IAATO, ATCM, COMNAP and other relevant bodies, such as International Maritime Organization, International Hydrographic Organization, etc.

## How the FOM works:

Due to the dynamic nature of field operations and the level of detail required, the IAATO FOM is a fully electronic manual. Prior to each Antarctic operating cycle, the FOM is overhauled, updated and made available online to IAATO members. In addition to updating the Operators on requirements, guidelines and standard operating procedures, the FOM also serves as the curriculum of the annual IAATO online Field Staff Assessment. During the season, additional electronic updates to the FOM are sent to Operators to ensure that the latest information is circulated in a timely manner.

While resource intensive to set up and maintain, the FOM is essential to ensuring that all Operators and their field staff know what is required of them and have easy access to critical information. The FOM also serves as a guide to a plethora of additional resources. For an overview of information contained in the IAATO FOM, please see the electronic site map listed in Appendix 1.

Additionally, in 2016, IAATO launched a slimmed-down version of the FOM through an application called *IAATO Polar Guide: Antarctica* that is publicly available for download for Android and iOS (see ATCM XLII IP 98 *Education and Outreach by IAATO – an update for 2019*).

IAATO has made the FOM available to Competent Authorities annually since its inception. Noting that ATCM XLII WP51 *Compiling a manual on tourism and non-governmental activities in Antarctica* sets out

the principles and goals for developing a Treaty Party approved manual that compiles current provisions and guidelines governing tourism and non-governmental activities in the Antarctic, IAATO sees significant parallels with its own Field Operations Manual. Recognising the benefits of having information related to tourism activities collated in one place for competent authorities, IAATO will continue to provide Competent Authorities and the Antarctic Treaty Secretariat with the annually updated FOM, if requested to do so.

## **Appendix: FOM TOC**

### *Appendix 1:*

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

### **Table of Contents**

All files are distributed on Flash Drives and/or via a direct download from the Members Only section of the IAATO website via the custom built IAATO FOM Sync App.

#### **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).

#### **Section 1: General Information**

- 2018-19 FOM Introduction
- Site Map for Electronic FOM 2018
- Antarctic Acronyms
- IAATO General Guidelines on Social Media Use
- IAATO Wilderness Etiquette
- Why WE Are IAATO

**Section 2: Seasonal Information**

- 2018-19 Seasonal Instructions
- 2018-19 Helpful Hints for the IAATO Online Assessment
- 2018-19 PVR Instructions
- 2018-19 PVR
- 2018-19 Expedition Leader List
- 2018-19 Pre-Season Ship Scheduler
- 2018-19 Air-Cruise Schedule
- 2018-19 Palmer Station Approved Visits

**Section 3: Contacts and Communication**

- 2018 COMNAP mini-atom
- Argentina Station Contact Information (2018-19)

**Section 4: Reporting & Checklists Reporting**

- 2018-19 Post visit Report Form
- 2018-19 PVR Instructions
- IAATO Observers Checklist, Air and Deep Field Operations
- IAATO Observer Checklist for ships with landings activities
- IAATO Observer Checklist for cruise only activities
- IAATO Dockside Yacht Observer Form – Part 1 Observer
- IAATO Dockside Yacht Observer Form – Part 2 Guest
- IAATO Dockside Yacht Observer Form – Part 3 Operator
- IAATO Incident Report Form
- IAATO Whale Collision Report form
- IHO Collection and Rendering of Hydrographic Data
- IAATO Seabird Strikes Report Form
- IAATO Reporting of Crevasses at Coastal Landing Sites
- IAATO Non-IAATO visitors encounter
- IAATO Wildlife incident report form
- POLARIS Ice Condition Reporting Logbook

**Checklists**

- ATCM Vessel Inspection Checklist
- ATCM In-field Activities Checklist
- ATCM Questions for assessing land-based activities

**Section 5: Emergency and Medical**

- ATCM Resolution 4 Guidelines
- IAATO Emergency Contingency Plan
- IAATO Sample Medical Questionnaire
- IAATO Sample Medical Questionnaire - Chinese
- IAATO Emergency and Medical Response Plan (EMER)

**Section 6: Briefings**

- IAATO Mandatory Briefing (ppt and pdf)
- IAATO Mandatory Briefing Cruise Only (ppt)
- IAATO Animation films – Going Ashore\*\*
- IAATO Animation films – Cruise Only\*\*
- IAATO Animation films – Air & Deep Field\*\*

\*\*Animated Briefings are available ONLY on the Web Site and on a separate Flash Drive.

**Section 7: Guidelines Overarching**

- ATCM Recommendation XVIII-1 Guidance for Visitors to the Antarctic (English Chinese Dutch French German Italian Japanese Korean Portuguese Russian Spanish)
- ATCM Visitor Guidelines (2011)  
(English Chinese Dutch French German Italian Japanese Korean Portuguese Brazilian-Portuguese Russian Spanish)
- Wilderness Etiquette
- IAATO Discovery of a High Mortality Events Procedure

**Biosecurity**

- IAATO Biosecurity Cleaning Procedures
- CEP Non-Native Species Manual
- IAATO Deception Island Barley Watch
- IAATO Don't Pack a Pest  
(English Chinese Dutch French German Italian Japanese Korean Portuguese Russian Spanish)
- ATCM Guidelines for Cleaning Vehicles
- IAATO Non-Native Species Discovery
- COMNAP Non-Native Species Checklist
- COMNAP Practical Training Module for Non-Native Species
- IAATO Memo on service animals

**Wildlife**

- IAATO General Information for wildlife watching
- IAATO Bird watching guidelines
- IAATO Cetacean watching guidelines
- IAATO Seal watching guidelines
- IAATO Emperor Penguin Guidelines
- IAATO Leopard Seal Watching guidelines
- IAATO Understanding Fur Seal Behaviour and Advice for Interactions  
(ALL Wildlife Guidelines found in: English Chinese Dutch French German Italian Japanese Korean Portuguese Russian Spanish)

**Activity**

- ATCM Code of Conduct for Activities within Terrestrial Geothermal Environments
- ATCM Air Operations Near Birds
- ATCM Aircraft Wildlife Awareness Manual and IAATO Helicopter Etiquette

- IAATO Assessing New Activities Checklist
- IAATO Multi night coastal camping guidelines
- IAATO Statement on the use of Remotely Piloted Aircraft Systems (RPAS/formerly UAV)
- RPAS Best Practice Paper
- IAATO Guidance for Organising Marathons
- IAATO Guidelines for Sea Kayaking
- IAATO Guidelines for Short Overnight Stays
- IAATO Guidelines for Small Boat Operations in the Vicinity of Ice
- IAATO Guidelines for Underwater Activities
- IAATO Guidelines for Remotely Operated Vehicles
- IAATO Guidelines for Submersibles
- IAATO Advice on shore stranding equipment for Vessel operators
- IAATO Advise Note on Coastal Crevassed Terrain DRAFT
- IAATO Waste Management Guidelines for Deep Field Activities

#### **Area/Site Specific**

- Full Set of ASMA and ASPA Management Plans
- General Useful Information
- Peninsula Guidelines
- Ross Sea Guidelines
- Research Station Guidelines

#### **Section 8: Vessel Operations**

- ATCM Air Operations Near Birds
- ATCM Aircraft Wildlife Awareness Manual and IAATO Helicopter Etiquette
- ATCM Ballast Water Exchange Guidelines
- IAATO Waste Management Statement 2018
- IAATO Vessel Code of Conduct
- IAATO RPAS for Navigational Use
- IMO Guidelines for ships operating in Polar Waters
- How the Polar Code Protects the Environment
- IMO Polar Code Ship Safety Infographic
- IMO Cold Water Survival Guidelines
- List of Weather and Ice information web links
- IAATO Ship-Yacht Etiquette
- IAATO Marine Safety Notices (six in total)
- Seabirds landing on Ships PPT and PDF (English, French, Chinese)
- IAATO Guidelines for Small boat operations in the Vicinity of Ice
- IAATO Vessel Tracking Scheme
- IAATO Advice on Shore Stranding Equipment for Vessel Operations
- IAATO Ship Yacht Etiquette
- IAATO Yacht Outreach (Spanish, French, English)

- IHO National ChartList
- Submitting WMO Observations
- POLARIS Ice Condition Reporting Logbook

### **Section 9: Yacht Operations**

- ATCM Yacht Checklist
- ATCM Yacht Guidelines
- IMO Cold Water Survival Guidelines
- IAATO Advice on Shore Stranding Equipment for Vessel Operations
- IAATO Guidelines for Small boat operations in the Vicinity of Ice
- IAATO Marine Safety Notices (six in total)
- IHO National Chart List
- IAATO Yacht Outreach Pamphlet (Spanish, French, English)
- Polar Code Ship Safety Infographic
- IAATO Ship-Yacht Etiquette
- Submitting WMO Observations
- IAATO Vessel Tracking Scheme
- IAATO Waste Management Statement 2018
- Weather and Ice information List

### **Section 10: Aircraft Operations**

- ATCM Guidelines for air operations in the vicinity of concentrations of birds
- ATCM Wildlife Awareness Manual and Helicopter Etiquette

### **Section 11: Deep Field Operations**

- ATCM South Pole Management Plans for NGOs
- IAATO Guidance for Organising Marathons
- IAATO Multi Night Coastal Camping Guidelines

### **Section 12: Antarctic Treaty System**

- The Antarctic Treaty
- ATCM Environmental Protocol
- CCAMLR
- CCAS
- ACAP

### **Section 13: Supporting Science**

- IAATO Citizen Science
- Antarctic Travel Experience
- FjordPhyto
- GLOBE Clouds
- Happy Whale
- Oceanites State of the Penguins
- Seabird Surveys
- Secchi Disk



**Section 14: Antarctic Ambassadors**

**Section 15: Field Staff Resources**

- IAATO General Guidance on Social Media Use
- ASOC Penguins and Krill Presentation