

2021-2022 Operational Instructions

For IAATO Office Representatives, Expedition Leaders, Field Staff, Vessel Masters and Officers

- All updated documents are listed in the FOM - Section 2 - Seasonal Information
- The FOM is only in Electronic Form;
- The latest FOM Sync App (v4) for laptop and desktop computers is available on the IAATO website, and on the flash drive sent to vessels. Both use synchronising capabilities to update;
- The FOM is a living document. Please sync through IAATO's FOM Sync App v4 to ensure you are using the most up to date documents;
- These Operational Instructions summarize the FOM 'Must-Knows' and Updates for the coming season.

Key IAATO Contact Information for the 2021/22 Season

Emergencies (Monitored 24hours): IAATO Emergency Line +1 401 608 2090

Incident Reporting (non-Emergency): operations@iaato.org

General Field or Ship Scheduler Assistance while Onboard: shipscheduler@iaato.org

Online Assessment questions and feedback: operations@iaato.org

FOM Sync App or Polar Guide App feedback: operations@iaato.org

IAATO Vessel Code of Conduct

The IAATO Vessel Code of Conduct is a shared statement of commitment by IAATO member Operators to uphold the highest ethical standards required for professional conduct and best practice in Antarctica. Though non-exhaustive, it supports important IAATO principles and expectations. It applies to all onboard vessels.

Make sure this document is part of the pre-season briefing for officers and staff, and is reviewed before the start of every voyage. This document, and the support document outlining vessel booking guidelines can be found in the FOM - Section 8 - Vessel Guidelines.

Biosecurity

Special Note about SARS-CoV-2:

Concerns have been expressed by the scientific committee about the possibility of humans introducing the SARS-CoV-2 virus to Antarctica through the activities of research or tourism. IAATO's existing and long-established biosecurity and wildlife watching guidelines are believed to be effective in minimizing the risk of transmitting the virus from humans to Antarctic wildlife. However, SARS-CoV-2 is a novel coronavirus that can *potentially spread from humans to wildlife* and between different species of animals. Very little is known yet about free ranging wildlife transmission and this is particularly true for Antarctic wildlife where the unique climatic conditions could increase transmission risk.

COVID-19 Transmission reduction strategies for the 2021-2022 season:

- **Follow applicable biosecurity protocols** for people and equipment. See the Guidelines Section 7 - Biosecurity Guidelines in the FOM, in particular the updated *IAATO Boot, Clothing and Equipment Decontamination Procedures*;
- **Maintain the standard minimum distance of at least 5 meters from wildlife** on land unless IAATO wildlife guidelines advise greater distances for different species or age of animals. IAATO Birdwatching and Seal Watching guidelines have been updated. See Section 7 - Wildlife Guidelines in the FOM.
- If wildlife approaches people, take appropriate action to safely maintain the advised minimum distances of 5m from wildlife wherever possible;
- Emphasise the importance of ensuring all belongings (including masks if used) are secured to avoid anything being blown away;
- Refrain from sitting or lying on the ground;



- To reduce exposure to equipment as a vector for transmission, check equipment is clean and disinfected between excursions. Minimize contact of equipment with the ground. For items that cannot be carried (e.g shore stranding equipment), consider grouping multiple items on a ground sheet or similar;
- Place equipment as far from groups of animals as possible. Ensure loose items are secured and cannot blow away. Be aware of areas where animals exit or enter water or colonies;
- Follow standard IAATO guidance and Protocol on Environmental Protection to the Antarctic Treaty requirements for appropriate waste management and disposal;
- No food is to be taken ashore from vessels unless as emergency food in shore stranding equipment. Deep field operators to ensure food caches are protected from wildlife.
- Operators supporting researchers who are authorised or permitted to be in direct or close contact (less than 5m) with animals should ensure the researchers are aware of the latest advice.

Non-native species transmission

Introduction of non-native species is one of the highest priority concerns in Antarctica due to increased human activity coupled with a potentially more hospitable environment caused by warming, particularly in the Peninsula region.

We remind operators to follow biosecurity measures and to include the vacuuming of clothing prior to landing in the Antarctic.

Field staff and passengers should all receive a copy of the 'IAATO Don't Pack a Pest' pdf prior to their voyage. The document is available in English, Chinese, Dutch, French, German, Japanese, Korean, Portuguese, Russian and Spanish.

Remember that in addition to the first thorough bio-security cleaning before arriving in Antarctica, comprehensive cleaning should also take place between distinct regions (e.g., between Falkland Islands (Malvinas) and South Georgia; between South Georgia and Antarctica).

The Bio-Security Declaration in the updated *IAATO Boot, Clothing and Equipment Decontamination Procedures* for Marine Operations should be completed in each region, by everyone going ashore, including all passengers, staff and crew.

Research indicates that tourist support staff, along with scientists and science support personnel, are more likely to transport non-native species than tourists. It is believed that this is due to field staff and scientists using the same clothing and gear in other areas of the world. Please make sure you CLEAN YOUR OWN GEAR and try to have Antarctic-specific gear so you do not have to clean after each non- Antarctic landing or port call. The study found that camera bags and backpacks were the primary source of transmittal. **Remember: Take it new or take it clean.**

All field staff and crew should be familiar with the decontamination guidelines. Care should be taken to decontaminate boots, clothing, hiking poles, tripods, bags, etc., before and after each landing to mitigate any potential introduction of non-native species or cross contamination. Boot-washing stations should be located at the head of the gangway or close to where passengers embark and disembark the vessel.

Where aircraft are used, similar procedures should be in place.

A specific biodegradable broad-spectrum disinfectant is recommended such as Virkon® S. It must be allowed to dry on equipment between landings.

A poster outlining the IAATO Don't Pack a Pest is available for download, and it is mandatory to display these guidelines to clients near boot-washing stations. The posters can also be found on the [IAATO website](#).

The Committee for Environmental Protection (CEP) has updated the manual for prevention of the introduction for non-native species. The manual includes references to the various protocols that are in place across the Antarctic community, including IAATO's.

COMNAP has developed a useful checklist for providers to help ensure activities are 'bug-free'. COMNAP have also prepared a training module on non-native species. Alongside the checklist these are particularly useful for air/land operators. There are also additional guidelines for the cleaning of vehicles. This is intended for any operators taking ATVs, skidoos, etc., into the field.

These IAATO, Treaty and COMNAP documents can also be found in the FOM - Section 7 - Guidelines - Biosecurity Guidelines.

Special note for the 2021-22 season: IAATO Vessels will not interact with occupied National Antarctic Program Stations. This includes transporting station personnel from Gateway's to active stations. However, scientists can stay in the Operator bubble for the entirety of the expedition, with no interaction outside the Operator bubble.

Special Note about South Georgia Biosecurity Inspections:

All visitors should note the following when planning a shore excursion:

- Boot washing is obligatory for all persons **prior to going ashore and again when returning to the ship**. Boots must be cleaned to remove dirt and seeds and then dipped in an approved biocide (e.g. Virkon).
- Clothing inspections and boot washing must be overseen by a competent member of the expedition team. For visits, this must be either a member of the expedition staff or an appropriate crew member. The Visit Permit holder is responsible for ensuring that this inspection is carried out. All external surfaces of footwear, which will be worn ashore, must be washed.

Depending on the South Georgia COVID-19 protocols, Government Officers may inspect boot washing facilities and procedures on visiting vessels (including yachts) and will inspect visitors, including staff and crew, before they disembark the vessel to ensure biosecurity protocols have been undertaken properly.

The Biosecurity Audit is a check undertaken by Government Officers, on vessels in respect of their compliance with biosecurity procedures, or more specifically the effectiveness of the procedures in place to reduce biosecurity risk.

Government Officers may also conduct a standardized inspection of clothing, footwear and bags to check for biosecurity risks.

The audit is scored as a percentage pass rate based on a statistically significant sample size.

Vessels with a pass rate of less than 85% are classed as unacceptable, and GSGSSI will require improvements to be made prior to the vessel's next landing. Such low scoring vessels will also be required to make first landing at Grytviken for future visits, until they have shown an improved result.

Vessels with a pass rate between 85-94% are classed as acceptable, but advice will be given to make further improvements where appropriate.

Vessels scoring pass rates of 95% or above are classed as good, and we hope that all vessels will strive to sit within this category.

Further information can be found in FOM - Section 13 - South Georgia – Important Seasonal Information - 2020-21 South Georgia Biosecurity Handbook.

Pass Rate Risk Thresholds	
100	Good
95	
94	Acceptable - Improvement Required
93	
92	
91	
90	
89	
88	
87	Unacceptable - Urgent Action Required
86	
85	
84	
65	
0	

Pass Rate Risk Thresholds

Special Note for the 2021-22 Season: All vessels must visit Grytviken for government clearance while in South Georgia. IAATO Operators will need to follow the South Georgia Government COVID-19 protocols to assess what type of inspection and activities will be permitted at Grytviken, and in other parts of the island.

Cleaning Tips from the Field:

- To get complete buy in from the guests, start biosecurity briefings and checks early, especially if you are going to different regions, as multiple biosecurity checks and cleaning will have to take place.
- Assign a crew/staff member to be present at the gangway/side-gate to check guests as they depart and return to the ship.
- Especially on South Georgia beaches, have scrub brushes available before guests embark the small boats back to the ship. This will help with the initial cleaning.
- Have the appropriate tools to assist – large paper clips and hand scrubbing brushes are a must. Pay particular attention to Velcro.



Waste Management in Antarctica

Vessel Waste Management is an important component of the Antarctic Permitting process and *is the Law* for each vessel. IAATO believes waste management is a specific area where there is a vulnerability for vessels to fall short of required International Standards. We urge all staff to remain vigilant that **all requirements/restrictions are adhered to at all times**.



IAATO Emergency Contingency Plan

IAATO encourages all operators to make their office and field personnel familiar with the IAATO Emergency Contingency Plan. Please note: it is critical that this plan be integrated into each vessel's ISM system and followed as company policy in the case of an emergency. This plan can be found in FOM - Section 5 - Emergency and Medical.

The hallmark of IAATO's Contingency Planning is self-sufficiency, as well as communication, cooperation and coordination between IAATO Operators and the Secretariat. It is also important to remember each Operator is working within their own COVID-19 protocols. IAATO will not seek assistance from National Antarctic Program Stations, including South Georgia Government facilities.

IAATO Emergency Medical Response Plan (EMER)

IAATO members have agreed that operators should have a clear understanding of their clients' medical capabilities and that operators will provide mutual support in the case of a medical emergency through the IAATO EMER Plan. The EMER contact list will be distributed directly to Operators prior to the season.

Medical Evacuations

Under ATCM XXVII Measure 4 (2004), all those conducting tourism and non- governmental activities must have sufficient arrangements in place for health and safety, search and rescue, medical care and evacuation prior to the start of their operations. In addition:

- Operators must not rely on any other operator or national program for assistance without express written agreement with that national program/operator – this is particularly important with COVID-19, each operator will have their own COVID-19 protocols, and **any** bubble which may be broken, could have an effect on the vessel coming back into port;
- Operators must demonstrate that they have adequate insurance or other arrangements in place to cover costs associated with SAR, medical care and evacuation;
- Operators must not rely on Antarctic RCCs for any assistance which may be accomplished under their own resources.

IAATO also has a series of medical and emergency plans in place that should be followed. These can be found in FOM - Section 5 - Emergency and Medical.

Tourists cannot be disembarked at any Antarctic research station for medical reasons. If landing a passenger near an airfield (e.g. Frei), the passenger requiring assistance should remain in the care of the member operator until the aircraft has landed.

If another IAATO-operated vessel or aircraft is available to transport a passenger back to the mainland, this option should be considered, but only with complete understanding of each Operator's COVID-19 protocols.

Whale Avoidance

IAATO Operators commit to the following:

A 10kn speed restriction for vessels operating in IAATO geofenced time-areas. This is a mandatory procedure. All IAATO operators will participate.

The limit excludes emergency or other extenuating circumstances in which case the need to exceed the speed limit should be recorded in the logbook and communicated to the Secretariat as soon as practicable.

Whale watching and whale avoidance mitigation training should be undertaken by all bridge teams while operating in any areas where whales are routinely seen.

The geofenced time-areas are as follows:

- January 1 through May 30 in the Gerlache Strait and adjacent waters, in the area between 63.65°S and 65.35°S, including Dallmann Bay west to 64.2°W;
- February 1 through May 30 in the Marta Passage entering Crystal Sound, 67.8°W to 67.0°W.

See FOM - Section 8 - IAATO Geo-Fenced Whale Areas.



Crevasse Reporting

The IAATO Field Operations Committee has created a new Coastal Crevasse Awareness Recommendation and associated annex for the 2021-22 season. It can be found in FOM - Section 7 - Activity Guidelines. All staff should review this document prior to the season.

Awareness of crevasses for the entire IAATO fleet is essential to having a safe, enjoyable, and accident-free season.

As average temperatures increase, particularly in the Peninsula region, glaciers are retreating and thinning. This is exposing crevasses, weakening other permanent ice and snow slope areas and increasing activity at tidewater glaciers. As a result, field staff are noticing an increase in the occurrence of crevasses, bergschrunds and ice 'holes' developing in weakened, softening ice. Remember to review the new crevasse recommendation note. If you do go on snow fields, please ensure that you have adequate training and equipment to carry out a crevasse rescue.

If you do come across a previously unreported crevassed area, please inform IAATO (shipscheduler@iaato.org) and the fleet at your earliest possible opportunity.

IAATO Statement on the Use of Remotely Piloted Aircraft Systems (RPAS) and RPAS for Navigational Use Guidelines

IAATO members have banned the recreational use of RPAS in coastal areas. RPAS can be used recreationally in the Deep Field with the proper authorisation.

Near coastal flights for navigational safety or scientific purposes are allowed with the appropriate authorisations/permits from competent authorities.

IAATO has also created RPAS for Navigational Use Guidelines in the FOM - Section 8 - Vessel Operations.

IAATO Vessel Based Helicopter Operation Etiquette

The IAATO Helicopter Working Group and Field Operations Committee have created IAATO Vessel Helicopter Guidelines and Etiquette. These guidelines can be found in the FOM - Section 10 - Aircraft Operations. Key considerations from the guidelines are:

- At all times, Pilots, Expedition Leaders and Vessel Master recognize the desirability to keep helicopters out of the sight / hearing range of all other vessels at all times.
- Any close passes with helicopters to vessels or guest activities should only happen with all operating parties' explicit consent.
- When planning helicopter operations with other vessels in the vicinity, noise pollution to guest wilderness experience should be considered.
- All vessels in close proximity (within 5nm) to helicopter operations (Government, IAATO or other) should be notified of planned air operations.
- Pilots should be attentive to signs of wildlife disturbance at all times and corrective action should be taken where practical to avoid or mitigate the effects of aircraft operations and/or safety considerations such as bird strikes.

IAATO Helicopter Operators have agreed to share helicopter specific Emergency Information with each other and this will be distributed prior to the season.

Co-ordination of Itineraries and the Live Ship Scheduler

IAATO members have agreed to exchange itineraries and coordinate with other member vessels. This is a key factor in self-management and monitoring of activities. It is also effective in emergency response situations.

A. The Live Ship Scheduler

The IAATO Live Ship Scheduler is active for the 2021-22 season. This system greatly diminishes the need for the email back and forth between the vessels. Using a web-based app which operates on low bandwidth (similar to RedPort), the new Scheduler allows changes to be made in real time. The manual for the Live Ship Scheduler can be found in the FOM - Section 8 – Vessel Operations.

For any questions or feedback about Live Ship Scheduler please email shipscheduler@iaato.org.



B. Peninsula Inter-Vessel email list

The IAATO inter-vessel communication list is for vessel-to-vessel contact for **schedule changes and safety reasons ONLY**. The list must not be distributed to anyone outside of the addresses registered on the email circulation list.

The IAATO Operations team are the only people authorised to add or remove names. Please therefore contact the operations team, either at shipscheduler@iaato.org or operations@iaato.org if a contact needs to be added or removed.

C. Ship Schedule Excel Sheet

Despite having the Live Ship Scheduler in place, the Ship Schedule Excel sheet will still be sent to the vessels twice a week on Tuesday and Friday.

The spreadsheet can also be found in the Field Operations Manual Section 2 - Seasonal Information.

D. 100 Guests ashore at one time

A maximum of 100 Guests ashore at a landing site is an Antarctic Treaty Protocol requirement. Primarily this law is in place to protect the environment, which is core to IAATO's mission statement. Violating this rule puts the Operator's Permit/Authorisation in jeopardy; and risks the Operator no longer being allowed to visit the Antarctic.

E. Ship Scheduler Booking Guidelines

General Booking Guidelines for the different categories of vessels can be found in the FOM - Section 8 - Vessel Operations.

F. Station Visits

Tourism Visits, or any tourism interaction with active National Antarctic Program Stations is not allowed during the 2021-22 season, even if you are invited by the station personnel.

G. Camping at Brown Station

A reminder, whether occupied or not, camping is not allowed at Brown Station. Skontorp Cove is a separate site and camping is permitted there.

H. Leaving Early from a Landing Site

Please communicate to all other vessels if you are leaving a landing site early, so that others in the vicinity are aware of the possible planning opportunity.

I. Site Guidelines

The Antarctic Treaty Site Guidelines are **the Law**. Each Operator applies to a National Authority for authorisation to visit the Antarctic. When a Permit/Authorisation is granted, it is on the expectation/requirement that all Treaty Guidelines and protocols will be followed. Not following the guidelines risks both damaging the delicate Antarctic environment and jeopardises the Operator's Authorisation.

J. New and Revised Site Guidelines

Revised Site Guidelines for 2021/22:

Only changes are highlighted below, for the full set of site guidelines please refer to the IAATO Field Operations Manual found on the website or through the FOM Sync App v4. All new site rules have also been reflected in the IAATO database.

i. Prion Island

Landing are not allowed on Prion Island while GSGSSI is fixing the boardwalk. Zodiac cruises are permitted.

ii. Grytviken

Noting the limited infrastructure at Grytviken and a desire by all parties to maintain the visitor experience, the number of vessels permitted to visit Grytviken is capped at two (2) vessels per day

K. Utilising multiple sites during a single booking slot when they are not Peer Sites

It is possible to use more than one landing site even if they are not peer sites. However, there may be no more than 100 guests ashore at any one landing site. For instance, using Cuverville Island for a standard landing and Orne Harbour for a mountaineering excursion. Note using non-peer sites simultaneously is only by opportunity. If another vessel needs to utilize one of the landings, the two vessels involved should discuss which landing each vessel will use.

The peer sites which can be book together are as follows:

- Goudier Island & Jougla Point
- Skontorp Cove & Brown Station
- Prospect Point & Fish Islands
- South Bay & South Bay/Johnsons Dock
- Hannah Point & Walker Bay
- Port Charcot & Pleneau Island
- Georges Point & Orne Island
- Enterprise Island & Foyen Harbour
- Half Moon Island - Camara Station (Arg) & Half Moon Island - Chinstrap Colony



L. Booking Deception Island and Volcanic Alerts

In light of the incident on White Island/Whakaari, New Zealand, as well as increased seismic activity in the South Shetland Islands, there have been several questions/concerns surrounding the continuation of activities at Deception Island.

Deception Island has a Treaty Management Plan (ASMA 4), and within this management plan Annex 6 (FOM - Section 7 – Area and Site Specific Guidelines – Full Set of ASMA and ASPA Management Plans – Antarctic Peninsula and Weddell Sea) details volcanic alerts and escape. Please review this annex.

Seismic research is done on Deception during the summer months (later December – early March), and IAATO is in touch with the Spanish National Program, which regularly monitors the activity of the island. When Spain takes a reading of the seismic activity, they communicate the threat status to IAATO - Green to Red: Green meaning minimal threat, Red being the most foreboding of conditions. The Secretariat then communicates this information to the members.

However, in light of NAP's uncertainty of their programs fully operating during the 2021-22 season, there is no guarantee Deception Island will be monitored. Please factor this into your booking considerations.

M. A Note from UK Antarctic Heritage Trust 2021-22 season update - Port Lockroy (Goudier Island)

At Port Lockroy, our team usually welcomes thousands of visitors from around the world, but the COVID-19 pandemic meant we could not open the base for the 2020-21 season, and we were unable to carry out our conservation programme in Antarctica.

It's been difficult to chart a clear course forward for the 2021-22 season. We share and appreciate the pressures faced as we all try to find ways to safely carry out our work and start to return to a more recognisable operation.

Like you all, we have been considering carefully how we might safely return to Antarctica and fulfil our responsibilities. Whilst we are cautiously optimistic about the upcoming season, COVID-19 is still with us, and its impact is still very real. We've thought very carefully and worked with all our partners and stakeholders to determine what we can and should do this year to ensure the safety of our team and anyone with whom we might come into contact.

Unfortunately, we have concluded that conditions are not yet suitable for us to open Port Lockroy to visitors in the same way we have been able to in the past.

However, we are planning a return to Antarctica. We currently intend to send a small 3-person team to Port Lockroy for around eight weeks between January and March, principally to carry out conservation and maintenance tasks and run a minimum contact Post Office. Visitors with an approved authorisations/permit may visit limited areas of Goudier Island, but as a highly precautionary measure, when our team is present, we will keep the facilities on Goudier Island closed to visitors. This means we will not open the shop or museum in Bransfield House this season when the team is present. Instead, the team will focus tasks around essential maintenance and upkeep of the base, installation of a new meteorological station, wildlife and beach surveys and limited operation of the Post Office to receive and send postcards.

There will, however, be opportunities for visitors to learn about the base and our work through digital means. We have our online store (www.ukaht.org/shop) to make it easy for visitors to buy souvenirs and have them delivered to their homes. We also welcome other ideas and suggestions as to how we can engage with your visitors this season.

We will keep the situation under constant review. Should there be significant developments that mean we can reconsider this, we will do so.

Visits to Base A, Port Lockroy (HSM No.61) before our team arrival in Mid-January

If you have booked to visit Goudier Island before our team arrive in Mid-January, these visits can go ahead following the practical guidance within the ATS Visitor Site Guidelines on how to conduct visits. It is the operator's responsibility to check if any other visits have taken place immediately before the landing and decide whether to enter the Museum in Bransfield House.

We understand there will be many questions about how this will all work on a practical level, and to explain this, we intend to send out a separate Information Sheet in due course via IAATO. This will outline our protocols on managing visits both before and once our team is on-site.

Other UK Antarctic Heritage Trust managed sites

Damoy Hut, (HSM No.84)

Wordie House, (HSM No.62)

Base W, Detaille Island (HSM No.83)

Base Y, Horseshoe Island (HSM No.63)

Base E, Stonington Island (HSM No.64)

We are pleased that those operators thinking about itineraries have tentatively included several UKAHT sites. We do not intend to send a team for any length of time to any of the other UKAHT managed sites above and therefore, these sites will remain open to visitors as per the ATS Visitor Site Guidelines. We would very much appreciate any reports of the conditions at these sites, especially photos and information on any damage to the historic buildings and artefacts.

Finally, we would like to thank you all for your honesty and openness throughout the last 18 months, and, of course, IAATO, for their role in facilitating the discussion and sharing the challenges with us. As always, we welcome any feedback.

Please direct non-urgent queries to info@ukaht.org



N. Post-Visit Reports (PVRs)

ALL South Georgia Island and Antarctic visit data can be entered into one PVR.

You no longer need to enter Falkland Island (Malvinas) information.

- i. ALL South Georgia Island and Antarctic PVRs can be exported separately on the PVR homepage by clicking on the flag to the right of the desired PVR.
- ii. We have modified the required cells to be a darker grey color on the excel sheet for easier viewing. Please do not forget to complete all dark grey required cells before submittal. If ANY fields are missing in the PVR, the system will not allow it to be uploaded until all fields are filled in.
- iii. There are now drop downs for both Organization name and Vessel name.
- iv. Nationality Records do not have to be in alphabetical order.
- v. Please use the drop-down menu in Part 1, Section C Record of expedition numbers by Nationality, to avoid any spelling errors.
- vi. Dates in PVR Part 2 do not need to be in chronological order – they will be sorted when submitted
- vii. All time slots in coastal waters (Antarctica and/or South Georgia) must be recorded on PVR Part 2

For example: When transiting between Ushuaia and the Peninsula on Day 1 and 2, please enter At Sea in PVR Part 2. Or when looking for whales in the Gerlache Strait, please enter Ship Cruising.

Please submit your PVRs within two weeks of the completion of your voyage.

Citizen Science

Opportunities and information about citizen science projects can be found in FOM - Section 16 – Supporting Science. The projects included do not require a special permit or authorization.

Marine Debris

The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) collates data on marine debris and wildlife entanglements to better understand and manage its impact on the environment. Please follow the instructions in the CCAMLR e-forms, section 16 of the FOM, in the event you find marine litter or sight wildlife entanglements:

- CCAMLR Marine Debris e-form entanglements 2020;
- CCAMLR Marine Debris e-form opportunistic debris collection 2020.

Submit your data sheets and images to data@ccamlr.org.

If you find entangled wildlife, refer to IAATO General Information for Wildlife Watching (Section 7, Wildlife Guidelines).

Photos and Reports of Non-IAATO Vessels

Each year IAATO collects additional information on encounters with non-IAATO visitors. This is to allow us to better gauge the extent of non-IAATO visitation for monitoring and management purposes and to ensure that we are targeting any outreach efforts correctly.

In the FOM - Section 4 there is a form entitled IAATO / Non-IAATO Visitor Encounters. Please send any photos and/or information of non-IAATO vessel to operations@iaato.org.



Logins for the Field Staff Section of IAATO's Website and the IAATO Online Assessment

The Field Operations section of the IAATO website (<https://iaato.org/field-staff>) is a good source of the latest information where you can read news and get updates related to Antarctic tourism, as well as access the Field Operations Manual (FOM) and the Online Assessment. To gain access to the Field Staff section of the website, Operators must register their field staff.

There are two logins:

- 1) The login for the field staff section of the IAATO website: <https://iaato.org/field-staff>
Operators must provide their staff access, before a user name and password is issued.
- 2) Once access is given to the Field Staff Section of the website, access is available for the IAATO Online Assessments: <https://iaato.org/online-assessments>

The Online Assessments can be accessed through the field staff section of the website, where you should self-register.

New office staff / crew member / field staff member:

- 1) Double check you have been registered with your Employer;
- 2) Once registered, an activation email will be sent from IAATO. Often this email ends up in the spam folder, please check, and do not disregard.

Returning office staff / crew member / field staff member:

- 1) Double check you have been registered by your Employer;
- 2) Once registered your previous log-in will be reinstated.

The IAATO Online Assessment

At the Online 2021 IAATO Annual meeting it was voted that **ALL Field Staff** must take an IAATO Online Assessment each season. The intent behind this service is to provide a free-to-the-user training mechanism for new field staff to test their knowledge of matters relevant to Antarctic guiding. The online assessment also serves as a mechanism for established field staff to refresh their knowledge and become familiar with new information prior to the season commencing. The FOM changes annually with new questions added to reflect this.

The South Georgia Government has also made it mandatory for all field staff going to South Georgia to pass the relevant season's online assessment, and include the completion certificate as part of the South Georgia clearance procedures.

There are different assessments to choose from depending on your role and where you are working. The current assessments are:

- Peninsula - for Expedition Leaders
- Peninsula - for Expedition Guides
- Peninsula & South Georgia - for Expedition Leaders
- Peninsula & South Georgia - for Expedition Guides
- Ross Sea - for Expedition Leaders & Staff
- Cruise only - for field staff
- Deep Field Operations for Field Staff
- Vessel Officers and Crew
- Home Office Staff
- Potential Staff
- IAATO Observers

The new online assessments can be accessed in the Field Operations Section at iaato.org or this login site: <https://candidate.speedexam.net/signin.aspx?site=iaato>



The 2021-22 Helpful Hints for the Online Assessment can be found in the FOM - Section 2 – Seasonal Information.

FAQs about the Online Assessment:

What happens if I have forgotten my password (applies to either the Field Staff Website and/or Online Assessment

Please press the Forgot Password Button:

Forgot your password?

A link will be provided by email to reset your password. Please check your SPAM for the email.

Which Assessment should I take?

Please ask your employer which Online Assessment is the correct one for you.

When do I have to take the Assessment?

Crew and Field Staff should take the assessment before departing for the field. Other staff categories may take the assessment at their leisure, preferably prior to the start of the season.

How do I know I have passed the Assessment?

After finishing the assessment, you can review the results. A 'Certificate of Achievement' will be immediately available to download upon passing the assessment. You can review your results under 'Exam History'; click on 'Exam Name' and 'Review'

To Download your certificate:

- i. Click Exam History (in the left hand column)
- ii. Find the Assessment.
- iii. Next to the name of the exam taken and passed will be a certificate symbol.
- iv. Click on the certificate symbol and print.

Electronic FOM

The Field Operations Manual is now a completely electronic living manual. The Field Operations Manual is available for download via the FOM Sync App (v4) or can be found on the flash drives which have been sent to the vessels. Sync files often to ensure users have the most up to date documents.

To Sync onboard, Vessels will need to add the following URLs to the IT system Whitelist:

apps.iaato.org/iaato

apps.iaato.org/fomsync/token

apps.iaato.org/fomsync/token_mobile

iaato.app.box.com

South Georgia Permit Holder Assessment

Different to the IAATO Online Assessment, GSGSSI has launched a Permit Holder Briefing & Assessment.

The new briefing applies to all Visit Permit Holders, and after successful completion, grants dispensation to make first landing outside of Grytviken (replacing the traditional briefings which took place at King Edward Point every 3 years).

The seasonal briefing can be completed online and provides essential information pertinent to the visit and seasonal updates to ensure the Permit Holder has the latest information and is aware of their important responsibilities. This learning is consolidated by taking an online assessment and evidenced by a Permit Holder Briefing Certificate. The pass mark is 80%.

Permit Holders are invited to take the briefing and assessment by following the instructions in the Permit Holder Briefing document found in the FOM - Section 13.



2021-22 IAATO Flash Drives

Each vessel should receive one set of three (3) flash drives. These flash drives have been sent from the Operator's home office.

The Flash Drive Set will consist of:

1. IAATO Field Operations Manual (FOM) via FOM Sync App v4
2. IAATO Briefings and Animations
3. IAATO Education and Outreach

Should the vessels come across any non-IAATO vessels during the season, IAATO staff or crew are recommended to reach out and share the information on the Outreach flash drive.

To Sync the Flash Drives:

1. Plug in the Field Operations Manual Flash Drive (this is the drive with the regular USB and USB-C connections)
2. Double Click on the FOM Sync App Icon
3. The sync process will then start automatically and update the information on the Flash Drive.

Guidelines and Posters

The IAATO and ATCM Posters are only available in English and Tagalog, and have been updated/reformatted this season. Following feedback from the Operators, posters have been shrunk to A3 size and are available in Electronic Forms.

IAATO Operators are obliged to display the following Posters onboard:

- IAATO Birdwatching Guidelines
- IAATO Cetacean Watching Guidelines
- IAATO General Wildlife Watching Guidelines
- IAATO Seal Watching Guidelines
- IAATO Don't Pack a Pest
- ATCM Visitor Guidelines

IAATO: Polar Guide App

Not to be confused with the IAATO FOM Sync App for computers, the IAATO Polar Guide App for phones and tablets has been designed to enable users to stay apprised with the latest Antarctic Treaty, International Maritime Organisation (IMO) and IAATO vessel information for effective yacht and ship operations. It facilitates support of Antarctic science and conservation; and aims to enhance visitors' experience in Antarctica by highlighting selected citizen science projects.

Users can quickly refer to essential information in order to meet all IAATO and Antarctic Treaty System requirements for safe and principled operations on and around the white continent.

We hope the app is both valuable for IAATO expedition staff in the field and a helpful resource for anyone keen to learn more about Antarctica, the Antarctic Treaty and the work being done to preserve the continent's extraordinary landscape and wildlife.

Constructive feedback on the App is appreciated: please email operations@iaato.org.

The FOM is a living document and relies on your feedback and input. The IAATO Secretariat is here to assist you with any queries or issues. Please do not hesitate to get in touch; we are here to help and support you.

#weareIAATO