

2.404 Utilizing and Chartering Marine Vessels

UH-Owned Marine Vessel

All principal investigators, scientists, and other individuals contemplating the use of a UH-owned marine vessel must contact the Marine Superintendent at the University of Hawai'i Marine Center to ensure that the proper insurance coverage is in place for the vessel, before the vessel is utilized. Contact RCUH Human Resources for questions regarding the applicability of workers' compensation coverage for RCUH employees while at sea.

I. Responsibilities

A. Principal Investigator

1. Seek Marine Superintendent approval prior to utilizing a UH-owned marine vessel or chartering a non-UH-owned marine vessel.
2. Ensure all vendors have met the insurance requirements in [Policy 2.402 Insurance Requirements \(Vendors\)](#).

III. Chartering a Non-UH-Owned Marine Vessel

All principal investigators, scientists, and other individuals chartering marine vessels must ascertain the adequacy of insurance coverage. Contact RCUH Human Resources for questions regarding the applicability of workers' compensation coverage for RCUH employees while at sea.

A. **RCUH Insurance** – All principal investigators, scientists, and other individuals contemplating a charter of a non-UH-owned marine vessel, for cost or no cost, must first obtain the approval of the Marine Superintendent at the University of Hawai'i Marine Center, **if any RCUH or UH employees will be onboard**. Any charter that does not obtain the Marine Superintendent's approval will **not** be deemed an official RCUH charter and will **not** receive the benefit of general or employee liability and injury coverage. Charters lacking prior approval shall be at the risk of the individual(s), not RCUH. The purpose of this prior approval is to ascertain whether the proposed charter can be covered under RCUH's existing marine insurance policy. **If no RCUH or UH employees will be onboard**, the approval of the Marine Superintendent is not required.

1. The following information must be provided to the Marine Superintendent (the Marine Superintendent's contact information is available at: <http://www.soest.hawaii.edu/UMC/cms/>).
 - a. Name of the vessel to be chartered.

- b. Length of the vessel to be chartered.
 - c. Estimated value of the vessel to be chartered.
 - d. Type of charter (i.e., time charter (boat owner remains in charge of the boat and provides the captain and crew) or bareboat charter (owner provides only the boat). A copy of the proposed charter agreement should also be provided.
 - e. Inclusive dates of the charter.
 - f. Travel destinations/locations covered by the charter.
 - g. Number and type of employees (e.g., RCUH, UH, etc.).
 - h. Business purpose and justification or need for the charter.
2. If coverage is available under RCUH's existing marine insurance policy, any associated costs (if any) will be borne by the person or project requesting the charter.
 3. If coverage is not available under RCUH's existing marine insurance policy, or if the project wishes to obtain a different type of coverage due to the unique requirements of the charter (e.g., if the vessel will be used multiple times throughout the year), a supplemental policy endorsement may be purchased. All costs for the additional insurance will be borne by the person or project requesting the charter.
 4. No charter will be approved without adequate insurance.
- B. Vendor's Insurance** – The vendor must maintain, at its own expense, Protection & Indemnity Insurance with limits of at least \$5,000,000 per occurrence. If the project is based both onboard the vessel and on land, Marine General Liability Insurance is also required, with limits of at least \$1,000,000 per occurrence and \$2,000,000 per project aggregate. All such insurance shall name the RCUH and the State of Hawaii as additional insureds. UH Projects should also list the University of Hawai'i as an additional insured. Refer to [Policy 2.402 Insurance Requirements \(Vendors\)](#).

IV. Liability Waivers

- A. UH-Owned Marine Vessel** – All non-crew members and other personnel/passengers onboard a UH-owned marine vessel (including UH or RCUH employees) are required to complete a Release and Consent form obtained from the University of Hawai'i Marine Center.
- B. Chartered Non-UH-Owned Vessel** – All non-RCUH and non-UH employees onboard a chartered marine vessel should complete RCUH's [Consent, Waiver, Release and Indemnity Agreement and Medical Consent Form – Adult](#), or [Consent, Waiver, Release and Indemnity Agreement and Medical Consent Form – Minor](#).

V. Relevant Documents

[Consent, Waiver, Release and Indemnity Agreement and Medical Consent Form – Adult](#)

[Consent, Waiver, Release and Indemnity Agreement and Medical Consent Form – Minor](#)

<http://www.soest.hawaii.edu/UMC/cms/>

[Policy 2.402 Insurance Requirements \(Vendors\)](#)

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