

NOTE TO READER

This document was approved on March 3, 2001. For the most current practices, see the ODP Policy Manual or contact ODP representatives in JOIDES, JOI, TAMU, or LDEO.

Additionally, page numbers listed in the Table of Contents and throughout this document are not accurate. They make reference to the format used in the 2001 document.

**ODP/TAMU's  
Ship/Shore Communication Policy**

(Approved on March 3, 2001)

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## GENERAL REMARKS

This document outlines the policy for communications to and from the *R/V JOIDES Resolution* (JR). This document does not apply to internal shore communications matters. Major points covered by this policy include:

- **and receiver are responsible for the distribution of information they send and receive, respectively.**
- **Review of individual personal e-mail messages can only be conducted onboard the JR with the written approval from the program Director or delegate.**
- **“Open distribution messages” (see page 3) must always be posted to the “Official ODP/TAMU Communications” bulletin board (see section on bulletin boards).**
- **All leg participants may obtain a shipboard e-mail account for personal use. They must sign an ODP/TAMU “Terms and Conditions” form before an e-mail account will be activated.**

### Communication Methods

E-mail transfer is the primary and most cost effective means of communicating to and from the JR. However, this policy also covers all other means of communications, such as: voice, facsimiles, direct file transfer, telex and radio. Regardless of the method of communication, the authorization, content, and distribution procedures in this policy must be followed. **Both the sender and receiver are responsible for the distribution of information they send and receive, respectively.**

For example, if the Daily Report (Appendix I) is sent to the shore by facsimile, then the sender should notify the appropriate parties via facsimile instructions or phone. The recipient must send a notice to the “Official ODP/TAMU Communications” bulletin board on shore and to the recipients of the Daily Report list, which reads that the Daily Report has been sent via a facsimile and a hard copy is posted in the Drilling Services Department

### Who Must Comply?

All e-mail users are required to comply with this policy.

### TAMU System Policies

System policies apply to all communications that use equipment purchased by the Texas A&M Research Foundation and owned by NSF.

All users of the JR and ODP/TAMU communication systems are reminded that they are using equipment and software owned by the federal government under the official administration of the TAMRF and of Texas A&M University. These communication

systems are available only to authorized people who are engaged in legal activities appropriate to the Ocean Drilling Program.

Privacy

TAMU System policy 33.04.99.M2 (Rules For Responsible Computing, section 3. Privacy) states:

*The general right to privacy is extended to the electronic environment to the extent possible. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, and audits. Contents of electronic files will be examined or disclosed only when authorized by their owners, approved by an appropriate University official, or required by law.*

Under administrative review, ODP/TAMU management reserves the right to inspect any and all information which resides on government owned computers, including electronic mail communications, as may be needed to investigate suspected illegal or inappropriate use. Users should not send any messages that they would be reluctant to make public because privacy is not promised.

**Review of individual personal e-mail messages can only be conducted onboard the JR with the written approval from the Program Director or delegate.**

Ethics

All users of ODP/TAMU communications systems are bound by the TAMU ethics policy. Users may not:

1. Display, store, distribute, edit, or record sexually explicit material using ODP/TAMU computing and communication systems.
2. Use ODP/TAMU computing and communication systems to infringe copyrights or to download and/or distribute pirated software or data.
3. Deliberately propagate any virus, worm, Trojan horse, trap-door program or malicious code.
4. Use ODP/TAMU computing and communication systems to perpetrate fraud, distribute defamatory racial, religious, ethnic or gender statements, or otherwise inflict harm on any third parties.

## OFFICIAL COMMUNICATIONS

All messages, which address ODP/TAMU business matters, **MUST** be transmitted as official communications whether or not the subject involves the current leg's operations.

It is important to note that an “exchange” and/or “transfer” of information are required for effective communications to take place. Both the sender and the recipient of the information must ensure that all appropriate individuals or departments have been included in the exchange process, whether on the ship or on shore.

### Types of Official Communications

- Open Distribution
- Confidential Distribution

#### Open Distribution

This category covers informational communications meant for general distribution to ODP/TAMU personnel. The “open distribution” communications category includes all routine reports, minutes, policy updates, and general cruise informational messages.

**These messages must always be posted to the “Official ODP/TAMU Communications” bulletin board (see section on bulletin boards).** The content and authorized distributors of these reports are defined in Appendix II.

#### Limited Distribution

This category covers communications meant for limited distribution to groups or individuals within ODP/TAMU and affiliated institutions, as needed. This includes all ODP/TAMU business communications not covered by the Open Distribution and Confidential Distribution categories, e.g.,

- Specific drilling operation, information services, or engineering matters
- Shipping and logistics information
- Meeting schedules
- Sample requests
- Modifications to equipment, lab, or ship
- Comments on equipment performance
- Task assignments and/or requests
- Changes to the drilling plan
- Routine shore support messages
- Press releases
- Property/procurement matters

· When sending e-mail messages, only one person should be listed as the “TO” person while all others should be copied or “blind” copied. As such, the “TO” person is responsible for the reply message. Where appropriate, anyone receiving limited distribution messages may “forward” the messages to other parties they believe would have an interest in the message content. Again, both the sender and the receiver are responsible for the distribution of messages.

Specific ODP/TAMU departmental accounts can be established for the transmission of “Limited Distribution” messages at the discretion of the departmental managers. Note that accounts may be removed and added as needed for each cruise and are used only when applicable. Changes must be approved by the appropriate department manager. If applicable, use of these accounts will be charged to the respective departments. Authorized use of these accounts requires that the person sending e-mail **must** include their name in the body of the e-mail message.

<u>Position Title</u>	<u>E-mail Account Name</u>
• Staff Scientist	jr_staffsci
• Lab Officer	jr_lab_officer
• Operations Manager	jr_opsmanager
• Operations Engineer	jr_opseng
• Marine Computer Specialist	jr_mcs
• Core Tech	jr_ctshop
• Programmer	jr_janus
• JR Laboratory Technician	jr_labtech
• ODP Director	jr_odpdir
• ODP Deputy Director	jr_odpdeprdir
• Science Services Manager	jr_odpssdmgr
• Drilling Services Manager	jr_odpdsdmgr
• Information Services Manager	jr_odpisdmgr

There are no required distribution lists for this category of communications.

#### Authorization

All “Limited Distribution” communications on the JR are allowed to be read (using proxy rights as defined by the e-mail software) by the following supervisors, if desired:

- Staff Scientist                      ODP Director
- Operations Manager                ODP Deputy Director
- Operations Engineer                Department Managers.
- Lab Officer

Any accounts established on shore for the purposes of allowing access to “Limited Distribution” communications can be accessed only by authorized personnel. The appropriate department manager will authorize the establishment of the accounts as well as the access, via proxy rights, to these accounts. The department manager will appoint a person to manage these accounts in terms of adding proxy users, archiving, and monitoring.

#### Confidential Distribution

This category covers ODP/TAMU business communications that are inappropriate for public distribution, and involve the following issues:

- Proprietary operational discussions of which ODP/TAMU would prefer that outside parties remain unaware.

- Criticisms of actions which an individual or department may have taken in the normal course of ODP/TAMU duties.
- Reports of accidents or illness among the shipboard participants that have the potential to affect the ship's operational plan.
- Staff disciplinary problems.

These messages **must** always be copied to at least one of the following: the Director, Deputy Director, Administrator, or the recipient's department manager. These messages may be transmitted using either an ODP/TAMU business account or one's own personal e-mail account, as the case may warrant.

## PERSONAL COMMUNICATIONS

### E-mail

**All leg participants may obtain a shipboard e-mail account for personal use. They must sign an ODP/TAMU "Terms and Conditions" form (Appendix III) before an e-mail account will be activated.** Forms are available from the MCS onboard the JR for all ODP/TAMU and institutional account users (see section on "Institutional Accounts"). Only one form needs to be signed and kept on file for regular seagoing staff. For each scheduled leg, visiting scientists will receive a form in their pre-cruise information packet which must be returned to the ODP/TAMU staff scientist. The form is valid only for the leg on which the visiting scientist is scheduled to sail. All signed forms will be collected by the shipboard Yeoperson prior to assigning an e-mail account. After the leg, forms for visiting scientists will be purged from the file. All signed forms for regular seagoing staff will be retained in a file by the Yeoperson for future legs.

The program will provide free bytes as indicated in Appendix IV of this document. These free bytes will be deducted from the combined total number of bytes of both incoming and outgoing Internet mail. Above this amount, the user will be charged on a per byte basis at the rate indicated in Appendix IV. The appendix also describes the methodology used in the rate calculation. The rate and total usage of each personal account will be provided to e-mail users onboard the JR and total usage will be updated on a weekly basis. The End-of-Cruise memo will set the day and time that personal accounts will be closed down and when e-mail accounts must be paid to the Yeoperson. Payment must be made in cash or traveler's checks, in U.S. dollars, before the user leaves the ship.

The user is responsible for all incoming e-mail, solicited or not. Therefore, it is important that they give out their personal e-mail account to only those from whom they wish to receive communications. To help control the size of incoming mail messages, a 20kb message filter will be used at ODP/TAMU before the e-mail is routed to the ship. Messages that are greater than 20kb will be "bounced" back to the sender and the message sender will be notified that their mail was blocked. The message will read: "The message that you sent was undeliverable to the following: [jr\\_mcs@odpemail.tamu.edu](mailto:jr_mcs@odpemail.tamu.edu) (Message exceeds maximum allowed size)." The message sender can request delivery of the message by contacting the ISD Help Desk at 979-845-7918. ISD will, in turn, obtain permission from the shipboard participants (for personal e-mail) or the department manager

(for business e-mail) to send the message since that party will be billed for the message. Users, including ODP/TAMU employees, must not subscribe to list servers or forward e-mail to the ship from their shore-based accounts. This will help keep e-mail costs to a minimum. The shipboard user is financially responsible for all outgoing personal e-mail. (At this time, no message size filter is available for outgoing e-mail.)

E-mail is usually exchanged four times a day between ship and shore on most legs. However, daily e-mail exchanges are not guaranteed due to poor transmission conditions and/or equipment and software failure. Additional e-mail transfers may be necessary, but only for official reasons. Other modes of communication are always available on the ship for emergency situations (see “Phone” and “Emergency Communications” for information). No interactive Internet services are supported on the ship.

Shipboard participants will be assigned an initial password (users are responsible for the protection of their accounts and passwords against unauthorized use) and e-mail addresses. Addresses take the following general form:

<b>Shore Accounts</b>	<LASTNAME>@ODPEMAIL.TAMU.EDU
<b>Ship Accounts</b>	
ODP Personnel	JR_<LASTNAME>@ODPEMAIL.TAMU.EDU
Science Party	JRS_<LASTNAME>@ODPEMAIL.TAMU.EDU
ODL Personnel	JRO_<LASTNAME>@ODPEMAIL.TAMU.EDU

Where identical last names exist, the first initial of the first name will be added as a suffix to the last name. Where identical first initials and last names exist, special arrangements for an e-mail account can be made through the ship’s yeoperson.

During a leg, the shipboard MCS is responsible for deactivating unused e-mail accounts. This prevents e-mail from being received by otherwise inactive accounts on the JR.

Phone

Direct worldwide phone communications are available to and from the ship using either MARISAT A or B. Calls should be placed from the Seaphone located in the library. Charges must be reversed (a “collect” call) or paid with cash or with a credit card acceptable to the Inmarsat operator (telephone card, VISA, American Express, etc.). Telexes and facsimiles may be sent via MARISAT but must be coordinated through the radio operator. If the cost is to be charged to a credit card, the caller must present the card to the radio operator before placing the call.

Emergency Communications

If it becomes necessary for someone on shore to contact shipboard personnel for critical personal reasons, ODP/TAMU Headquarters can relay messages to the ship as part of the daily communications. Urgent personal messages can also be sent via e-mail, telex, telephone, and cablegram through Western Union.

## INSTITUTIONAL ACCOUNTS

Some institutional accounts, e.g., “LAMONT” and “SCHLUMBERGER,” will be created to allow for billing an organization for mail costs rather than an individual who sails on a specific leg. Special ODP/TAMU departmental accounts may also be created. The appropriate manager within the institution or ODP/TAMU department must authorize the creation of institutional and departmental accounts. Institutional accounts will be invoiced following a cruise by TAMRF Administration. These accounts will be billed at the same rate as personal accounts, but with no free bytes awarded to the institutions. All personal accounts created under an institutional category are the responsibility of the owners of the accounts. The institution may award free e-mail message bytes to its sailing employees. All free bytes will be billed to the institution.

## BULLETIN BOARDS

One "official" bulletin board, called “Official ODP/TAMU Communications,” will be maintained at ODP/TAMU and replicated on the JR. All “open distribution” communications, as defined on page three, should be placed into this bulletin board. Only the authorized distributors listed in Appendix II will have the authority to send messages to this bulletin board. When “open distribution” communications are sent to this bulletin board, they will be automatically routed to the ship. A special folder will exist in this bulletin board containing all messages which deal with ODP/TAMU/TAMRF policies, rules, etc. Authorized distributors will be allowed to send policy-related material to this folder. Each authorized distributor will be responsible for maintaining up to date copies of their policies in this folder. ISD will distribute instructions to the authorized distributors regarding the use of this folder and bulletin board. To access this bulletin board and accompanying folders, authorized users will have e-mail proxy rights to read the e-mail stored within.

Leg-related bulletin boards can be created on the ship as needed. They must be approved by the sailing Staff Scientist before they are created and they are not shared with the shore. While the leg-related bulletin boards will be deleted by the next leg’s Marine Computer Specialists as part of their “Beginning of Leg” procedures, the sailing Staff Scientist is responsible for saving (archiving) any and all messages in these bulletin boards, by the end of the leg. These bulletin boards are not archived by the leg’s MCS.

Additional bulletin boards may be created on shore, as determined by ODP/TAMU management, e.g., a “Chat” bulletin board. However, these bulletin boards would not be synchronized with those on the ship. The department that requests such bulletin boards will be solely responsible for them, including granting access, deleting messages, monitoring content, and archiving.

## APPENDIX I: Daily Report Format

**From:** JR Operations Manager  
**To:** Bulletin Board-Ship; Intercept Operator  
**Date:** Month/Day/Year Time (AM/PM)  
**Subject:** Daily Drilling Report for <Day of week>, Month, Day, Year

**TO:** Supervisor of Drilling Operations <name .... i.e. Eddie Wright>  
**FM:** Operations Manager <name .... i.e. Ron Grout>

1. ODP DAILY REPORT FOR LEG <Insert Leg Number>: <day of week, day, month, year>

2. SITE HOLE SEA FLOOR LATITUDE LONGITUDE LOCATION  
 NO. NO. DEPTH (mbrf)  
 \_\_\_\_\_ \_ deg \_.' S \_ deg \_.' E <Midnight, Preliminary,  
 or Final>

3. PRESENT ACTIVITY: <time> hr, <day of week, day, month, year>

\_\_\_\_\_

4. SCIENCE REPORT:

\_\_\_\_\_

5. HOLE CORING NO. METERS METERS PERCENT METERS  
 NO. SYSTEM CORES CORED RECOVERED RECOVERY DRILLED

\_\_\_\_\_

6. TIME BREAKDOWN: <nearest quarter hour breakdown of activities time distribution>

0000-\_\_\_\_  
 -\_\_\_\_  
 \_\_\_\_-2400

7. HOURS: Operating: \_\_\_\_ Underway: \_\_\_\_ Standby: \_\_\_\_ Breakdown: \_\_\_\_

8. HOLE BIT SIZE MAKE MODEL/JETS SERIAL NO. PREV + DAY = TOTAL

\_\_\_\_ / \_\_\_\_ + \_\_\_\_ = \_\_\_\_

9. TOTAL DISTANCE TOTAL AVERAGE DISTANCE  
 TRAVELED (NMI) HOURS SPEED (KT) REMAINING

\_\_\_\_\_- \_\_\_\_- \_\_\_\_- \_\_\_\_-\_-

10. COMMENTS:

\_\_\_\_\_

• RCB BHA: <make-up and total length = \_\_\_\_ m.>

3. Beacon: <brand, model \_\_\_\_, s.n. \_\_\_\_, \_\_. kHz, \_\_ db.>  
 Back up beacon: model \_\_\_\_, s.n. \_\_\_\_, \_\_. kHz, \_\_ db.>

4. Midnight environment: Winds: \_\_\_\_ knots/ \_\_ deg; Sea: \_\_ feet/ \_ sec/ \_\_ deg;  
 Swell: \_ feet/ \_ sec/ \_\_ deg; Barometer: \_\_\_\_ Mb \_\_\_\_ ing. Sea Temp: \_\_. C;  
 Outside temp: \_\_. C; Heave: \_\_ feet; Pitch: \_\_ deg/ \_ sec; Roll: \_\_ deg/ \_ sec; etc.

5. RCB parameters: Weight on bit: \_\_ - \_\_\_\_ pounds, Pump Strokes: \_\_ spm, Rotary  
 Speed: \_\_ - \_\_ rpm, Rotary Current: \_\_ - \_\_ amps,

6. \_\_\_\_\_

**APPENDIX II**  
**ODP/TAMU Open Distribution Communications**  
**and Authorized Distributors**

**Open Distribution Messages From the Ship:**

- 1 Daily Operations Report: This report contains critical information regarding the ship's location, operational activities, and scientific progress and is sent each day.  
Authorized Distributor: Operations Manager and Staff Scientist.**
- 1 Science Site Report: The Site Report is sent in at the end of each site in addition to the weekly reports if drilling in the same hole for more than seven days.  
Authorized Distributors: Staff Scientist**
- 1 Lab Status Report: Biweekly status of shipboard labs.  
Authorized Distributor: Lab Officer**

**Open Distribution Messages To the Ship:**

- 1 Monthly Departmental Minutes  
Authorized Distributor: Department Manager or delegate**
- 1 Lab Working Teams' Minutes  
Authorized Distributor: Manager, Science Services Department**
- 1 Operations Meeting Minutes  
Authorized Distributor: Staff Researcher, Drilling Services Department**
- 1 Leg Debriefing Meeting Minutes  
Authorized Distributor: Staff Researcher, Drilling Services Department**
- 1 JOIDES Panel Minutes  
Authorized Distributor: Panel Liaison**
- 1 ODP/TAMU Policy Change Notification  
Authorized Distributor: Applicable Department Manager or delegate**
- 1 Shipment Deadline: Shipping deadlines for upcoming legs  
Authorized Distributor: Leg Marine Logistics Coordinator**
- 1 Employment Announcements: Job offers within ODP/TAMU.  
Authorized Distributor: Administration**
- 1 Managers' Meeting Minutes  
Authorized Distributor: Headquarters**

**1 Port Call Tasks**  
**Authorized Distributor: Leg Marine Logistics Coordinator**

**1 JOIDES Panel Reports**  
**Authorized Distributor: Panel Liaison**

## **APPENDIX III: E-mail Terms and Conditions**

### **Terms and Conditions of the ODP/TAMU E-mail System Onboard the *RV JOIDES Resolution***

ODP/TAMU makes e-mail available to the scientific community and staff onboard the *JOIDES Resolution* to provide contact with friends and family members during the cruise. E-mail is maintained by the ODP/TAMU Marine Computer Specialist (MCS). However, maintenance and operation of e-mail are just one of the many duties of the MCS's and may have a lower priority than other tasks. Although we make every effort to provide seamless service, we cannot guarantee when e-mail will be sent/received and provide the following stipulations:

- 1) ODP/TAMU is not responsible for lost e-mail, coming to either the ship or going to shore. ODP/TAMU will incur no financial liability due to the use of e-mail.
- 2) Like all other management entities, the ODP/TAMU system does not guarantee privacy in the use of e-mail. The ODP/TAMU system has the right to review and audit e-mail accounts on its computer equipment at any time.
- 3) All shipboard users of the e-mail system are hereby notified that any message originating on the Internet and destined for the ship will be limited to 20kb in size. Messages that are greater than 20kb will be “bounced” back to the sender and the message sender will be notified that their e-mail was blocked. The message they receive will read:

“The message that you sent was undeliverable to the following:  
<name>@odpemail.tamu.edu (Message exceeds maximum allowed size).”

Please notify the people with whom you will be communicating, while on the ship, of this limitation. In cases where the message exceeds the byte limit, the message sender may request delivery of the message by contacting the ISD Help Desk at 979-845-7918. ISD will, in turn, obtain permission from the shipboard participants to send the message, since the receiving party will be billed for the transmission.
- 4) ODP/TAMU e-mail is generally sent on a schedule established at the beginning of the leg. However, depending on conditions on the ship, on shore, weather etc., e-mail traffic may not be sent/received for extended periods. Generally, e-mail is sent/received at the beginning and end of the work day in College Station, Texas.
- 5) About three days prior to the end of the leg, the e-mail system will be shut down to consolidate the bills and perform maintenance. At this time, no personal e-mail will be sent from the ship.
- 6) Individuals, by using the e-mail, agree to these terms and conditions and agree to be responsible for all e-mail sent or received. They also agree to pay for e-mail at current rates, as set forth in ODP/TAMU's “Communications Policy,” in US dollars, before disembarking and in the amount posted by the MCS's at the end of the leg.

- 7) ODP/TAMU has the right to review and update these terms and conditions at any time.
- 8) Sexually explicit material may not be displayed, archived, stored, distributed, edited, or recorded while using the ODP/TAMU network and computing resources.
- 9) No employees may use ODP/TAMU's facilities knowingly to download or distribute pirated software or data.
- 10) No employee may use ODP/TAMU's computer facilities to deliberately propagate any virus, worm, Trojan horse, trap-door program code or malicious code.
- 11) E-mail systems may not be used to infringe copyright, perpetrate fraud, distribute defamatory racial, religious, ethnic or gender statements, or otherwise inflict harm on any third parties.
- 12) The size of e-mail messages originating from the Internet and relayed to the ship will be restricted to 20KB. Users are responsible for notifying those with whom they communicate (or intend to communicate) about the 20KB message size limit. They are encouraged to avoid using list servers and to avoid forwarding e-mail from their shore-based accounts. E-mail users onboard the JR assume full responsibility for the costs of all incoming and outgoing personal e-mail as established in the "Science Operator's Ship/Shore Communication Policy".

For further information about TAMU communication policies and guidelines, please see the following URL's:

[www.tamu.edu/new/information/aaaakk.html](http://www.tamu.edu/new/information/aaaakk.html)

[www.net.tamu.edu/network/using.html#Guidelines](http://www.net.tamu.edu/network/using.html#Guidelines)

I agree to abide by these ODP/TAMU e-mail terms and conditions:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Leg Number)

\_\_\_\_\_  
(Date)

Revised: February 22, 2001

## **APPENDIX IV: ODP/TAMU Personal E-mail Rates and Free Bytes**

E-mail Rate: \$0.000033 per byte (established on 8/7/00)

Free Bytes Allowed ODP/TAMU personnel on the JR: 500,000 bytes

### Methodology Used to Set E-mail Rate

The rate is established through an analysis of actual e-mail traffic sent to and from the ship and actual costs for those transmissions. A minimum sample period of two weeks will be used in the analysis which represents about fifty-six e-mail transmissions. The total cost of the transmissions will be divided by the total number of bytes transmitted (obtained from the GroupWise MTA file) to establish the cost per byte. This will be the rate applied to all e-mail messages exchanged between the shore and the ship. The rate applies to business as well as personal e-mail. This analysis will be conducted and the rate will be changed within a reasonable amount of time after either there is a change in a communications vendor or a change in the rate charged by the then current vendor.

The number of free bytes awarded to ODP/TAMU personnel, including sailing scientists, on the JR is set by ODP/TAMU headquarters. Free bytes awarded to non-ODP/TAMU personnel will be set by the employees' respective institutions (employers), but those free bytes must be paid (back to ODP/TAMRF) by the institutions (employers).

## **Amendments**