

## ***Boston University Scientific Diving Safety Committee Charter***

Boston University (BU) is committed to maintaining a healthy and safe environment for students, faculty, staff, visitors, and neighbors, and to fostering a culture of safety among individuals on campus and in the field. Cultivating a safe working and learning environment is a shared responsibility that requires all individuals involved in scientific diving, research related snorkeling, and associated boating activities, to recognize their obligation to be appropriately trained and to comply with University policies and procedures.

### **Scope of Committee Oversight**

The Scientific Diving Safety Committee's (SDSC) scope extends to all scientific diving<sup>i</sup>, research related snorkeling<sup>ii</sup>, and associated boating<sup>iii</sup> conducted by BU faculty, staff and students.

### **Committee Charge**

The SDSC's goal shall be to oversee all scientific diving, research related snorkeling, and associated boating activities conducted by BU faculty, staff and students. Appointed members shall have the appropriate expertise and authority to formulate and establish related policies in accordance with applicable regulations, guidelines, and standards to address associated hazards.

### **Committee Responsibilities**

The SDSC is responsible for the oversight of all scientific diving activities as defined in BU's Standards for Scientific Diving Manual and serves as the University's Diving Control Board (DCB) as described in the Manual.

In furtherance of its charge, specific responsibilities of the SDSC include, but are not limited to:

- Those responsibilities as set forth in BU's Standards for Scientific Diving Manual;
- Making recommendations to BU's administration including the Associate Vice President for Research Compliance (AVPRC) regarding the safe conduct of scientific diving, research related snorkeling, and associated boating activities;
- Ensuring that programming (e.g., standards, guidelines, plans, training) is in place to promote the safe conduct of research related snorkeling activities; and
- Ensuring that programming (e.g., standards, guidelines, plans, training) is in place to promote the safe conduct of associated boating activities.

The SDSC will advise and collaborate with other standing committees and BU departments, including but not limited to: the Laboratory Safety Committee; Environmental Health & Safety; Risk Management; and Global Programs.

### **Membership**

The membership shall be comprised of a majority of active scientific divers, a Chairperson, Diving Safety Officer (DSO), faculty representatives from departments involved in scientific diving and research related snorkeling, and the AVPRC or designee. Members are appointed by the AVPRC for two year terms (except for the DSO whose appointment is ex officio), with reappointments being determined by the AVPRC.

The Chair will lead and facilitate SDSC meetings and coordinate the assignment of activities to ensure that directives of the SDSC are implemented.

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Members are expected to review all information provided prior to the meeting and attend all scheduled SDSC meetings. Members should report pertinent issues and initiatives within their domain to the SDSC, and should communicate SDSC activities and initiatives to other members of their departments.

The SDSC will have the authority to establish subcommittees that will be charged with addressing particular issues. The subcommittees will meet as needed and report back to the SDSC at regularly scheduled meetings regarding the progress on their specific charge.

### **Meetings**

The SDSC shall meet at such times and with such frequency as it determines to be necessary or appropriate, or at the call of the Chair or DSO, but at least quarterly.

A quorum shall be a majority of voting members (fifty (50) percent plus one (1)). Action of the SDSC shall be taken by the vote of a majority of members present in any meeting at which a quorum is present. Members may participate by remote means when necessary.

### **Agendas, Minutes and Reports**

The Chair, with assistance from the Office of Research Integrity (ORI) staff, shall be responsible for establishing the agenda for meetings. The agenda and relevant materials will be sent to SDSC members at least five (5) business days in advance of the meeting. Minutes of all meetings shall be drafted by ORI staff and approved by committee members at the following meeting. The SDSC will provide periodic reports to the AVPRC as requested, in a form and according to a schedule that meets with the AVPRC's specifications.

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<sup>i</sup> Scientific diving is defined ([29CFR1910.402](#)) as: "Diving performed solely as a necessary part of a scientific, research, or educational activity by employees whose sole purpose for diving is to perform scientific research tasks. Scientific diving does not include performing any tasks usually associated with commercial diving such as: Placing or removing heavy objects underwater; inspection of pipelines and similar objects; construction; demolition; cutting or welding; or the use of explosives." (BU Standards for Scientific Diving Manual)

<sup>ii</sup> TBD

<sup>iii</sup> Boating is defined as: Boating performed solely as a necessary part of scientific diving or research related snorkeling, whether or not the boat is owned by BU.