



**GUIDE FOR FISHERIES RESEARCH AT  
JOHN DAY/WILLOW CREEK PROJECT.**

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## INTRODUCTION

This document is for researchers to follow while conducting studies on and around John Day Dam project. With ever-expanding fisheries research, special attention must be given **to the coordination and communication of all such activities** with the dams' Operations to prevent conflict. Researchers have to understand that they are not the only crew working here and that they will be expected to cooperate with the other scientists, dam Operations, Maintenance and new facilities' construction personnel. **The safety concern can not be overemphasized and it will be the primary factor in allowing you to continue your work.** The following requirements are to enhance safety, security and efficiency, but please be aware that they may change at any time.

Please note that the pre-work coordination is divided into two categories:

- A - to be conducted at District level
- B - to be conducted at the Project with Project Biologist.

### A. Coordination at the Portland District level.

No work at the project may start until the Corps Portland District provides a written affirmative response to your request. The first step required in conducting fisheries research involves a formal letter to the Operations Project Manager, John Day Dam requesting access to the project sent **at least one month in advance**. The letter should include a general description of proposed research, a work plan and any coordination steps that have been already accomplished at the regional, division or district levels. Address:

Kevin Moynahan , OPM  
John Day Dam  
U.S. Army Corps of Engineers  
P.O. Box 823  
Rufus, OR 97050

Email it to Tammy Mackey at [Tammy.m.mackey@usace.army.mil](mailto:Tammy.m.mackey@usace.army.mil)

The following items are required to be attached to the letter, and are also to be provided to Project Research Coordinator **at least two weeks** before start of any work:

- Project work plan including a preliminary schedule of your activities.
- Project impact statement.
- Job hazard/safety analysis.

- Material Safety Data Sheet(s) (MSDS).
- ESA documents and permits (when applicable.)
- State collectors permit (when applicable).
- Funding arrangement for project support (if necessary.)

## PROJECT WORK PLAN

A project work plan should include a detailed description of all planned activities and work to be performed. This should include blueprints and/or schematics of any intended installation of all major mechanical or electrical devices.

## PROJECT IMPACT STATEMENT

The project impact statement should include effects that research work may have on the normal project operations, maintenance and safety.

## JOB HAZARD SAFETY ANALYSIS

In accordance to the Corps' Safety Manual, all activity groups are required to provide a Job Hazard Safety Analysis prior to starting work. A new hazard analysis must be provided for a review each year.

## MATERIAL SAFETY DATA SHEET (MSDS)

MSDS's must be obtained for all hazardous materials brought on the project. To acquire the proper forms and information, contact Tia Mercer, Environmental Protection Specialist, at (541) 506-7897. First aid kits must also be supplied as specified in the MSDS. Researchers must dispose of their own hazardous chemical unless otherwise agreed to by the Project. All accidental spills of hazardous chemicals/oils are the responsibility of the contractor and must be reported to the Control Room immediately.

## FUNDING ARRANGEMENTS

Research related work which requires project support needs funding arrangements before assistance can be provided. Two weeks to several months advance notice is necessary, depending on the amount of project support. All support requests must be cleared through Project Biologist, don't approach the maintenance crews on your own.

B. Additional coordination required at the Project level to be provided directly to the Project Biologist (has to occur at least two weeks in advance of any work commencing here, particularly critical for diving activities.)

## SECURITY AND IDENTIFICATION

Access to the project is restricted to general public and is limited to the authorized personnel only. Don't contact the security guards at the entrance gates directly to obtain any authorization since they are not responsible for the management decisions. **All security related issues need to be directed to and processed exclusively through the Project Biologist (Contact me first and I will make the arrangements with the Park Rangers for you.)**

All personnel must be identified through their full name, DOB, POB, citizenship, drivers license #, home address, supervisor's phone and business affiliation typed on the separately attached visitor security form (one per person) and sent to research coordinator at:

[eric.grosvenor@usace.army.mil](mailto:eric.grosvenor@usace.army.mil)

Only US citizens and legal residents can be approved locally for the project access. **All foreign nationals need to submit their access request to the Portland District Security Office first (their processing may take 6 to 8 weeks so start well in advance!) and then provide personnel information to the project after that approval is granted.**

The picture project ID will be issued to all authorized personnel and you will need to contact the Project Biologist to make an appointment for that.

Complete lists of the personnel names, vehicles and boats accessing project are to be provided to the Project Biologist. Vehicles must be identified through manufacturer, color, make, and year and license number. Boats used in the Boat Restricted Zone (BRZ) must be identified through size and registration number.

All authorized personnel are required to stop at the security guard station upon entering and leaving the project each time, including the multiple entries during the same day to be checked off on a daily list. A government issued ID is required from all personnel entering the project. A supervisor is required to ensure that all crew members have their IDs with them at all times while working within the project boundaries.

Additionally, identification with hard-hat insignia is preferred for ease of group recognition. Pike-minnow anglers are required to wear the uniform identification while working in public view.

Volunteer services for fish related activities must be approved through the Project Biologist; a special event permit will be issued. All other visitations of fish related areas not open to the general public will be approved through the Project Biologist.

Keys and key cards will be provided when necessary; they will be issued at the lowest security level necessary to accomplish your work. A number of keys requested per group should be kept to a minimum due to the security and safety concerns. Issued keys are expected to be returned to the Administration Office immediately after completion of your research activity.

### GENERAL SAFETY

- ⇒ Weekly safety meetings are required to increase safety awareness and a schedule of their topics needs to be provided to the Project Biologist.
- ⇒ All employees must have CPR and First Aid training and certification will be provided to the Project Biologist.
- ⇒ All reportable accidents are to be immediately reported to the Control Room, Project Biologist and Project Manager.

### RESEARCH DELIVERIES.

The researchers are responsible for receiving of their own deliveries. Deliveries' notifications (including the name of the company, type of vehicle and driver's name) need to be given to the Project Biologist and Park Rangers prior to arrival date.

### MEDIA REPRESENTATIVES' ACCESS

Any media visits need to be coordinated in advance through the COE Portland District, Public Affairs Office. Call them at 503-808-4510 to obtain their permission at least one week in advance to allow for proper planning.

### PAGERS

While working on the project **all research crews must have pagers**; this is an OSHA requirement and it is designed for informing all personnel of emergencies. It is the financial and logistic responsibility of researchers to buy their own pagers which are to be purchased only through Turnkey Technologies: 1-732-553-9100; tell them you need pagers for The Dalles / John Day system. After you buy them, the pagers need to be turned in to Project Biologist to be properly programmed before use.

### RESEARCHER SIGN-IN

Researchers are required to sign in and out at the SMF each day. This is to ensure that all personnel can be accounted for in case of an emergency.

## SAFETY WEAR

When working within the project boundaries, with an exception of office areas, all research personnel must wear hard-hats, safety footwear, safety glasses, long pants and shirts (no tank tops.) Researchers working on boats must wear coast guard approved Personnel Floatation Devices (PFD.)

## VEHICLE SAFETY

Vehicle speed limits are posted throughout the project and must be obeyed. Extra caution is required around all working cranes and the crane operators must be aware of your passage. Please stop and proceed only if waved through by them. There may be times when passage of the forebay deck will not be possible due to crane work. In this case researchers will have to find an alternate route to the other side of the project or wait until the crane work is finished.

## CONTRACTED CRANE SAFETY

All contracted cranes have to be inspected before starting work at the project. If a critical lift (includes all man basket use) is planned, a weight test is required as well. A research group hiring the crane is responsible for the proof of those inspections according to the guidelines provided by Project Biologist. The appropriate forms to be filled out by crane operator are attached and need to be turned in to Project Biologist.

## BOAT SAFETY

Boats must meet all Coast Guard requirements before entering the projects Boat Restricted Zone (BRZ.) Researchers working on boats must wear coast guard approved Personnel Floatation Devices (PFDs) at all times. Hard-hats and safety footwear are not always required when working on a boat. A red and white triangular research flag must be flown at all times while in the BRZ for identification.

The control room must be contacted upon entering and leaving the BRZ each time, including the multiple entries the same day. Radio contact must remain open at all times when in the BRZ. The project does not allow entrance into the special restricted areas indicated on the maps (Fig.1). There is to be no activity within 100' of an entrance or exit, directly in, adjacent to or above a fish ladder unless

coordinated through regional fisheries managers through the Endangered Species Act (ESA).

There is to be no entrance within 600' of an open sluiceway or open spillway. The degree of spill may determine the allowable distance of safe entry. A second boat must be present at all times when conducting research in the BRZ for emergency purposes (engine failure or persons overboard). Caution should be practiced when in the vicinity of avian lines because these lines give little clearance for boat traffic. The location of the avian lines is located on the following map (Fig.1).

**Boat work and operations are covered in detail by the Project Boat Restricted Zone Policy, which is attached as a separate document.**

## OTHER HAZARDOUS AREAS

Shoreline rip rap areas are common around the projects and caution should be exercised for slipping hazards, especially when wet. Public fishing areas pose a danger when sturgeon fisherman cast heavy weights long distances. Boat researchers must be aware of the navlock area for incoming and outgoing barge and miscellaneous traffic.

## REFERENCES

Detailed guidance can be found in the following documents:

- \* OSHA safety requirements can be found in 29 CFR 1910, 1926 and 1960.
- \* Corps of Engineers requirements can be found in the 'Corps Safety Manual' # EM 385-1-1. Dated 3 November 2003. The Dalles/John Day has supplements for the control of hazardous energy and confined space entry.
- \* General rules and regulations are provided in the Corps pamphlet EP 1165-2-316 for May 1986.
- \* Guidance concerning fisheries operations can be found in the NPD Fish Passage Plan.
- \* Project Policy

Research cannot conflict with the requirements from the Fish Passage Plan. To ensure full compliance, the coordination of all fish related activities must be conducted through Project Biologist.

## PRE-WORK AND PRE –DEMOBILIZATION MEETINGS

(are required **at least two weeks in advance** of any activity at the project)

A pre-work meeting is to be conducted for each study to clarify work plans and project safety requirements. The project management, operations, security, safety

and maintenance crews' representatives will be invited to attend for more complex projects. A 'walk through' tour of the project will be conducted to further clarify the detailed procedures of all activities.

A pre-demobilization meeting is additionally required to estimate a scope of activities and schedule a removal of all equipment. This meeting should occur at least two weeks before termination of research.

## POINTS OF CONTACT

The following is a list of project personnel and their phone numbers. The four digit numbers are internal project phone numbers.

John Day Control Room (non-emergency)	4211	(541) 298-9712
<b>Project Fish Biologist (Miro Zyndol)</b>	<b>4860</b>	<b>(541) 506 – 7860</b>
Smolt Monitoring Facility, BioTech (24/7)	4861	(541) 506 - 7861
John Day Operations Super	4571	(541) 298 - 7571
Administrative Office (JD)	4555	(541) 298 - 7555
John Day Maintenance Chief	4550	(541) 298 - 7550
<b>JOHN DAY EMERGENCY</b>	<b>4333</b>	<b>(541) 298 - 9712</b>

**DON'T CALL 911 DIRECTLY IF YOU HAVE AN ACCIDENT!!!!**  
**Call the above listed SPECIAL emergency #s to request the control room assistance. Calling 911 directly could potentially confuse and slow down the emergency response and therefore isn't allowed any longer.**

