MEMORANDUM

To: Karl E. Huggins, Chair
    Jeff Bozanic
    Eric Castillo
    Angela Christopher
    Paul Dimeo
    David Ginsburg, Ph.D.
    John Francis Heidelberg, Ph.D.

From: Todd R. Dickey
      Senior Vice President, Administration

Date: June 6, 2017

Subject: USC Diving Control Board

I would like to ask you to serve as a member of the USC Diving Control Board for the 2017-2018 academic year. Copies of the Committee's charge and membership roster are attached.

The USC Diving Control Board is responsible for approving and monitoring diving projects, taking disciplinary action for unsafe diving practices, issuing or revoking diving permits, and investigating the nature and cause of diving accidents or violations of the USC Diving Safety Manual. I hope you will be able to participate.

Please respond to Denise Bearden via email at dbearden@usc.edu or at (213) 740-8184 regarding your willingness to serve.

TODD R. DICKEY
Senior Vice President, Administration
USC DIVING CONTROL BOARD CHARGE

The Diving Control Board (DCB) is an administrative board appointed by the President of the university. The tenure of each Board member is at the discretion of the Senior Vice President for Administration upon recommendation of the DCB. The DCB shall:

a) Consist of a majority of active scientific divers. Voting members shall include the Diving Safety Officer and the responsible administrative officer or designee, and should include other representatives of the diving program such as qualified divers and members selected by procedures established by the DCB. A chairperson and a secretary may be chosen from the membership. A quorum is defined as four members, one of whom must be the chair.

b) Have autonomous and absolute authority over the scientific diving program’s operation.

c) Review and revise the diving safety manual.

d) Act as the official representative of the university in matters concerning the scientific diving program.

e) Act as a board of appeal to consider diver-related problems.

f) Recommend changes in policy and amendments to the American Academy of Underwater Sciences (AAUS) and the university’s diving safety manual as the need arises.

g) Establish and/or approve training programs through which the applicants for certification can satisfy the requirements of the university’s diving safety manual.

h) Suspend diving programs that are considered to be unsafe or unwise.

i) Establish criteria for equipment selection and use.

j) Approve new diving equipment or techniques.

k) Establish and/or approve facilities for the inspection and maintenance of diving and associated equipment.

l) Ensure that the university’s air station(s) meet(s) air quality standards as described in AAUS Standards Section 3.60.

m) Periodically review the Diving Safety Officer’s performance and program.

n) Sit as a board of investigation to inquire into the nature and cause of diving accidents or violations of the USC diving safety manual.

The Board reports administratively to the President through the Senior Vice President for Administration, and works closely with the Director of the USC Wrigley Institute for Environmental Studies, whose staff provides the administrative support for the Board.

A complete description of the Board’s activities and responsibilities can be found in the Diving Manual on the USC Wrigley Institute’s webpage.
USC Diving Control Board
Academic Year 2017-2018

**Member/Address/Email**

Karl E. Huggins, **Chair**
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huggins@usc.edu

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Eric Castillo
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Aquarium of the Pacific
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David Ginsburg, Ph.D.
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John Francis Heidelberg, Ph.D.
AHF 209D, MC 0371
jheidelb@usc.edu

**Position/Department**

Chamber Director
Catalina Hyperbaric Chamber
USC Wrigley Institute for Environmental Studies
USC Dana and David Dornsife
College of Letters, Arts and Sciences

Owner
Next Generation Services, Inc.

Diving Safety Officer
USC Wrigley Institute for Environmental Studies
USC Dana and David Dornsife
College of Letters, Arts and Sciences

Injury Prevention Program Manager
Environmental Health & Safety
USC Administrative Operations

Diving Safety Officer
Aquarium of the Pacific

Associate Professor (Teaching) of
Environmental Studies
Assistant Diving Safety Officer of
Environmental Studies
USC Dana and David Dornsife
College of Letters, Arts and Sciences

Interim Executive Director
USC Wrigley Institute for
Environmental Studies
USC Dana and David Dornsife
College of Letters, Arts and Sciences

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