GENERAL SERVICES ADMINISTRATION Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule
FSC Group: Professional Services – Environmental Services
Contract: 47QRAA19D005B
Contract Period: March 4, 2019 – March 3, 2024

Supplement #2, Mass Modification A812
Effective June 21, 2020

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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Small business enterprise

Contact administration source:     Paul Salop
                                    Vice President
                                    salop@amarine.com

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage®, a menu-driven database system. The INTERNET address for GSA Advantage® is http://www.gsa.gov.
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>541370GIS</td>
<td>Geographic Information System (GIS) Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number: Not applicable
1c. If the Contractor is proposing hourly rates: See page 10.

2. Maximum Order: $1,000,000.00
3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): 48 States, DC

5. Point(s) of production (city, county, and state or foreign country): Contractor’s ordering address same as company address

6. Discount from list prices or statement of net price: Prices shown herein are net (discount deducted)

7. Quantity discounts: Not applicable

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign Items (list items by country of origin): None

11a. Time of Delivery: Specified on the Task Order
11b. Expedited Delivery: Contact Contractor
11c. Overnight and 2-day delivery: Contact Contractor
11d. Urgent Requirements: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as company address
13b. Ordering Procedures: Contact Contractor

14. Payment Address(es): Same as company address

15. Warranty Provision: Contractor’s standard commercial warranty

16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventative maintenance (if applicable): N/A

24a. Special attributes: N/A

24b. Section 508 compliance: N/A

25. Data Universal Numbering System (DUNS) number: 622416865

26. Notification regarding registration in System for Award Management (SAM) database: Applied Marine Sciences, Inc. (AMS) is registered in the Central Contractor Registration (CCR) database.
About AMS

Applied Marine Sciences, Inc. (AMS), a certified Federal small business, is an environmental consultancy specializing in the design, conduct, and management of projects that deal with complex biological and chemical phenomena, fate and effects investigations, biological contamination, ecological baseline, impact monitoring, and environmental impact assessments in marine, estuarine, and freshwater environments. AMS can provide these services to Federal agencies under its Multiple Award Schedule Contract for Special Item Numbers (SINs):

541620 Environmental Consulting Services
541370GIS Geographic Information Systems (GIS) Services

STAFF EXPERTISE & EXPERIENCE

AMS personnel have experience assessing and evaluating environmental concerns on inland waters, wetlands, estuaries, offshore locations, and in remote regions of the world requiring extensive logistical planning and support. AMS’ professional staff of marine biologists, toxicologists, oceanographers, and aquatic scientists has more than 200 combined years in developing and managing many different types of projects on behalf of our clients. We regularly augment in-house personnel with recognized experts from academic institutions and other consultancies. AMS personnel have worked in the coastal waters of the Pacific Ocean, offshore Alaska, Hawaii, Florida, throughout the Gulf of Mexico, Australia, Russia and the Former Soviet Union, the North Sea, Middle East, and Europe. AMS owns or has access to all the necessary scientific sampling equipment, research vessels, refrigerated, freezer, and dry storage facilities, SCUBA, ROV and research vessels, and laboratories to conduct water quality, sediment, benthic biology, fisheries, contaminant, plankton, oceanographic, and wildlife studies.

Since its founding in 1990, AMS has conducted more than 400 projects for State and Federal agencies such as the USEPA, Department of Interior Bureau of Ocean Energy Management (BOEM), National Park Service (NPS), US Army Corps of Engineers (USACE), National Oceanographic and Atmospheric Administration (NOAA), Alaska Department of Fish and Game, California Bay-Delta Authority (CBDA), California State Water Resources Control Board, California Department of Fish and Wildlife, California Coastal Commission, and California State Lands Commission, in addition to various publicly-owned treatment works, stormwater management agencies, non-profit organizations and private industry.

SERVICES

Applied Research
Aquatic Ecology
Bioassessment
Biota & Wildlife Habitat Studies
California Environmental Quality Act (CEQA) Documentation
Coastal & Estuarine Studies
Coastal Processes
Comprehensive Environmental Monitoring
Data Management
Ecological Baseline Assessments
Ecotoxicology (Bioassays)
Environmental Mitigation Monitoring
NEPA Environmental Impact Assessments and Statements
Fate & Effects Studies
Fisheries Investigations
Fish and Invertebrate Entrainment Studies & Assessments
Freshwater & Marine Ecological Surveys and Studies
Geographical Information System (GIS) Support
Habitat/Ecological Site Characterizations and Mapping
Impact Monitoring Studies
International Permitting and Project Support
Intertidal Studies
Literature Review & Evaluations
Mitigation Monitoring
Natural Resource Damage Assessments & Restoration
Nutrient-Phytoplankton Interaction
QA/QC and QAPP Development & Review
Quantitative Ecological Assessments
Regulatory Permitting
Remote Sensing
Restoration & Reclamation Plans
ROV, SCUBA, and Manned Submersible Photodocumentation Investigations
Scientific Diving (SCUBA)
Stakeholder Consensus Building
Statistical Analysis
Stormwater Management
Transport & Uptake Investigations
Water Quality Sampling & Monitoring
SERVICES OFFERED

AMS is a small, science-based organization with a proven track history and the flexibility to support a wide variety of service areas. A few of our target service areas are described below.

*Environmental Program Management* AMS personnel working at the nexus of science and policy have an extensive history of using science-based inquiry to support sound decision-making in multi-stakeholder processes. Involved stakeholders in projects managed by AMS have included private industry, regulatory and resource management agencies, scientific community, non-governmental organizations, and the general public. Our management strategy utilizes a comprehensive understanding of local, state, federal, and international regulations, familiarity with relevant research, and careful consideration of current political realities in the system under study to guide the stakeholder process. Notable examples of past and current projects include Scientific Study Support for the Exxon Valdez Oil Spill, Program Coordination of the Clean Estuary Partnership (a collaborative process of San Francisco Bay Area dischargers guiding TMDL development), and Program Management of the Clean Estuary Partnership (a regional monitoring program for Monterey Bay).

*Stormwater Management* With increased focus on the health of receiving waters, stormwater management is a high-profile issue. AMS scientists assist resource management agencies in assessing potential effects of stormwater discharges in the San Francisco Bay area and Central California Coast Areas of Special Biological Significance (ASBS), and achieving permit requirements. AMS staff is active on a number of local and regional environmental resource management task forces and advisory committees including the BASMAA Regional Monitoring Coalition, and the Regional Monitoring Program’s (RMP) Sources, Pathways, and Loadings Workgroup and Small Tributaries Loading Strategy Workgroup. This keeps AMS current with new technologies and changes in the field, solidifies relationships with important players in the stormwater field, and makes AMS uniquely qualified to offer assistance to stormwater programs.

*Water Quality Monitoring* AMS has been instrumental in the design, implementation, and management of a number of long-term water quality monitoring programs in the San Francisco and Monterey Bay areas, along the Central Coast of California, and in the Gulf of Alaska. These programs assess the potential impacts of both non-point source discharges and point source discharges including wastewater. AMS also has extensive experience with water quality monitoring for a variety of different applications, including managing monitoring programs for an EPA Water Quality Improvement Fund project investigating pollutant removal efficiencies of stormwater BMPs, employing passive samplers for NOAA Mussel Watch Program, and assessing potential impacts to water quality associated with navigational dredging operations in the San Francisco Delta. All programs include quality assurance as well as data analyses and reporting.
**Mitigation Monitoring** AMS has provided independent environmental mitigation and compliance monitoring services for a host of Federal, state, and local government agencies for the implementation of major offshore and onshore development projects. For these projects, AMS personnel are typically on-site at the project location to ensure compliance with mitigation requirements and individual permit requirements placed upon the project. AMS personnel keep agency personnel regularly apprised of project progress, as well as guide the applicant and its contractors in their effective compliance with all environmental requirements.

**CEQA and NEPA Documentation** Our ongoing relationships with regulatory agencies and our history of objective analysis make AMS a trusted name in the field of environmental documentation. AMS delivers the highest quality environmental analysis combined with a thorough understanding of applicable regulations in the development of Environmental Impact Studies (EIS), Natural Resource Damage Assessment (NRDA) studies, impact investigations, and habitat resource evaluations. AMS personnel are experienced in the preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliant documents, as well as assessments in compliance with the European Bank for Reconstruction and Development (EBRD). At the request of regulatory agencies, we have also been asked on a number of occasions to provide peer review of assessments performed by others, as a means to ensure the scientific rigor of those assessments.

**Biological Assessments** Biological assessments (BA) are essential tools for tracking ecosystem behavior, determining the magnitude of anthropogenic impacts and disturbances, assessing the performance of strategies for mitigating the effects of particular projects, and for documenting restoration efforts. AMS’ staff have designed and implemented NRDAs, studies of freshwater streams and coastal and estuarine environments, intertidal communities, hard and soft bottom benthic communities, fisheries, planktonic communities, and submerged aquatic vegetation (SAV), using tools such as SCUBA, remotely operated vehicles (ROVs), manned submersibles, clam dredges, and water column sampling using plankton nets and remotely fired Niskin bottles, to mention a few.

**Contaminant Effects Evaluations** AMS has an established reputation as one of the premier consulting firms specializing in the design and implementation of scientific investigations of pollutant impacts on aquatic habitats and ecosystems. Using a variety of chemical and biochemical measures, as well as ecological indications of impact at both the population and community levels, AMS has conducted a number of impact studies. These studies apply appropriate techniques in a cost-effective manner to achieve the project objectives. The result is simple and straightforward measurements which provide informative scientific data at a reasonable cost. Recent investigations have included assessments of effects from oil spills upon recreational users of public beaches, endocrine disrupters upon resident fish populations, and pathogens upon sea otters.
Eutrophication and Algal Bloom Investigations Understanding the link between nutrients and phytoplankton productivity is key to defining the health of the food web in aquatic ecosystems. The professional staff at AMS is experienced in conducting studies of harmful algal blooms (HABs) using a variety of diagnostic indicators such as active fluorometry and nitrogen uptake. AMS can also isolate phytoplankton species and strains into pure culture, test hypotheses related to phytoplankton growth, and obtain dose-response relationships in monospecific (pure) cultures under controlled conditions. AMS routinely conducts comprehensive literature reviews and assessments to assist our clients in summarizing current and latest research on specific topics, as well as identifying scientifically valid approaches. AMS staff also helps clients prepare scientific manuscripts for publication in peer-review literature and actively participates on advisory committees to develop regional approaches related to regulations of nutrient discharge into coastal waters.

Fisheries Investigations AMS professional staff have been involved in the design and implementation of numerous specialized investigations assessing the short and long-term effects of contaminants and anthropogenic impacts on coastal, estuarine, and freshwater fisheries. The relatively high position ichthyofauna hold in most aquatic ecosystems, combined with their diverse life cycle and utilization of estuaries and wetland areas for nursery and feeding habitats, potentially expose them to greater ecological stresses from anthropogenic activities. Results of AMS fisheries investigations have been used in contentious NRDA investigations, the design and construction of industrial facilities, and by US governmental agencies in developing natural resource utilization and environmental protection procedures, as well as State and Federal pollution control and resource management policies.

Data Analysis AMS offers clients consulting services in an array of quantitative methods related to sampling design, data management, and statistical analysis of environmental data. AMS staff are knowledgeable in several programming platforms, including SAS, MATLAB, and R. Sampling design services include extensive experience implementing EPA’s Generalized Random Tesselation Stratified methods for probability-based sampling. Statistical analysis workflows generally include one or more of the following approaches: descriptive statistics (e.g., means, standard errors, and confidence intervals), statistical models (e.g., principal components analysis, multiple regression), uncertainty estimation, and power analysis.

Geospatial Analysis Geographic Information Systems (GIS) is an essential tool for visualizing and analyzing spatial information to inform resource management decisions. AMS staff design and publish maps that communicate complex spatial data tailored to the audience, from simple highly visual products to multifaceted analytical maps. To achieve the highest impact factor and efficiencies, AMS may incorporate advanced GIS capabilities into the analytical process, including script automation, remote sensing analysis, stream network analysis, spatial analysis, and GIS data integration.
SAMPLE GOVERNMENT PROJECTS

Beginning with its incorporation in 1990 to provide the Chief Scientist for the government’s investigations of natural resource damages and recovery from the Exxon Valdez Oil Spill (EVOS), AMS has continued to collaborate with and conduct independently a wide variety of environmental assessments, monitoring, and management projects for Federal agencies. A few recent examples are provided below.

Implementation of the 2017 Longfin and Delta Smelt Monitoring Program for the USACE in San Francisco Estuary

AMS was the Prime Contractor responsible for implementation of longfin and delta smelt monitoring activities of these threatened and endangered species during the 2017 USACE annual maintenance dredging operations. This $185,000 Fixed Fee contract had AMS providing four field biologists working 24/7 to conduct entrainment monitoring per approved monitoring protocols. AMS’ scientific personnel were responsible for obtaining required state take permits associated with the monitoring, interfacing with state and federal agencies with regulatory oversight, and reporting entrainment results on a daily basis to all parties. The final report summarized the scientific conclusion of dredging activities and estimates of fish entrainment.

Design and Implementation of Monitoring Program for EPA Water Quality Improvement Fund Grant Project

AMS implemented the monitoring program for an EPA Water Quality Improvement Fund grant to assist stormwater management agencies in meeting TMDL pollutant reduction targets. For its work on this project, AMS originally developed the Programmatic Quality Assurance Project Plan and Sampling and Analysis Plan overseeing monitoring efforts, and supported monitoring design, sampling and analysis, quality assurance, and data management for multiple monitoring projects used to assess effectiveness of Best Management Practices (BMPs) being implemented by municipalities participating in the project in support of TMDL implementation. Much of the work was performed as triggered by precipitation events and involved work in adverse conditions at all hours.

REPRESENTATIVE GOVERNMENTAL AGENCY CLIENT LIST

Alameda County Public Works Agency
Alaska Department of Fish and Game
Alaska Department of Natural Resources
Bay Area Stormwater Management Agencies Association
California Bay-Delta Authority (CALFED)
California Coastal Commission
California State Lands Commission
California Water Resources Control Board
Carmel Area Wastewater District
City of Carmel
City of Fort Bragg
City of Oakland
City of Piedmont
City of Watsonville
County of Monterey, CA
County of Marin, CA
Contra Costa County Clean Water Program
East Bay Dischargers Authority
East Bay Municipal Utility District
Exxon Valdez Oil Spill Restoration Trustee Council
Monterey Bay National Marine Sanctuary
National Oceanic and Atmospheric Administration
Ocean Conservancy
Sacramento Regional County Sanitation District
San Francisco Estuary Institute
Smithsonian Institute
Southern California Coastal Water Research Project
US Army Corps of Engineers
US Environmental Protection Agency
US Navy
US National Park Service
US Dept of the Interior, National Park Service
Pacific Outer Continental Shelf Oil & Gas Operations Monitoring for the US DOI, Bureau of Ocean Energy Management, Regulation, and Enforcement (BOEM)

AMS was selected by BOEM to provide on-call scientific monitoring of all Outer Continental Shelf (OCS) oil and gas operations in the Pacific Region as a key part of their environmental mitigation monitoring program. This 5-year, $500,000 Indefinite Delivery Indefinite Quantity (IDIQ) project has AMS developing and implementing scientific studies to evaluate the effectiveness of environmental mitigation measures and project conditions required of post-lease oil & gas operations in the Pacific Region. Four major studies were conducted under the project: (1) hydrogen sulfide modeling of potential accidental releases from POCS platforms and the potential danger to onshore area, boaters, and platform workers, (2) assessment of POCS platform lighting on bird behavior during spring and fall bird migrations, (3) an assessment of a partially abandoned POCS well in 1200 feet of water to determine structural stability and potential threat to marine life and commercial fishing interests using remotely operated vehicles and leak detection system; and (4) an investigation to assess the release of organic pollutants from shell mounds located beneath outer continental shelf drilling platforms using passive samplers.


Following up on a previous investigation conducted by AMS for USACE, AMS was contracted to identify and test potential best management practices (BMPs) to reduce the generation of methyl mercury (meHg) in dredged material placement sites (DMPs) that could be discharged into receiving waters. As part of this investigation, AMS performed a literature review to identify over twenty BMPs of relevance to the project, prioritized these BMPs in order of effectiveness and feasibility, and implemented a multi-year program to test their effectiveness. Follow-up efforts have included both in-channel monitoring to assess effects on ambient conditions, and DMP monitoring, to assist with managing of containment ponds to minimize effects of discharge. The results of the study address management questions of importance to the USACE’s upcoming channel deepening project.

USEPA Ocean Dumping Management Program Monitoring Assessment

AMS supported EPA’S Ocean Dumping Management Program in evaluating past monitoring activities conducted at ocean dredged material disposal sites (ODMDS). The goal of this project was to compile information that will help EPA anticipate and prioritize future monitoring needs, and achieve national consistency in implementation of the Marine Protection, Research, and Sanctuaries Act. Specific objectives included (1) demonstration of the function and environmental outcomes of past monitoring activities and (2) development of recommendations for improving effectiveness of future monitoring activities.
Contractor Hourly Rates
Year 1 (March 4, 2019 – March 3, 2020)

Labor rates in subsequent years of the contract will be adjusted by the following market indicator, CIU20154000000000A (B), Not Seasonally Adjusted, Total Compensation for Private Industry Workers in Professional, Scientific, and Technical services, 12-month percent change. Minimum qualifications associated with each Labor Category are described in the pages that follow.

SIN 541620
Environmental Consultant Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Labor Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Senior Principal Scientist</td>
<td>$210.58</td>
</tr>
<tr>
<td>Senior Principal Scientist I</td>
<td>$179.85</td>
</tr>
<tr>
<td>Senior Principal Scientist II</td>
<td>$138.54</td>
</tr>
<tr>
<td>Principal Scientist</td>
<td>$124.43</td>
</tr>
<tr>
<td>Senior Scientist</td>
<td>$118.39</td>
</tr>
<tr>
<td>Scientist</td>
<td>$97.48</td>
</tr>
<tr>
<td>GIS Analyst</td>
<td>$97.48</td>
</tr>
<tr>
<td>Staff Scientist</td>
<td>$94.71</td>
</tr>
<tr>
<td>Business Manager</td>
<td>$102.77</td>
</tr>
<tr>
<td>Senior Administrative Assistant</td>
<td>$80.60</td>
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</tbody>
</table>

*Includes IFF

SIN 541370GIS
Geographic Information System (GIS) Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Labor Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Analyst</td>
<td>$97.48</td>
</tr>
</tbody>
</table>

*Includes IFF
### Labor Category, Education, Experience and Position Descriptions of General Duties for AMS Personnel and Consulting Scientists

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| Managing Senior Principal Scientist Minimum Yrs of Experience: 20 Minimum Education: M.S. Certifications: SCUBA preferred | - Responsible for managing the business and running the day-to-day operations of the company  
- Maintains and develops office policies and procedures  
- Manages large projects and programs involving multiple different organizations, technical experts, consulting scientists, and staff  
- Acts as a liaison with multiple agencies and government officials  
- Responsible for the management of strategic planning and business development  
- Gives regulatory guidance at international, national, state and local levels  
- Responsible for design, execution and reporting of projects and white papers  
- Provides supervision of administrative and scientific staff  
- Has a minimum of 20 years experience and is recognized as an expert in their field |
| Senior Principal Scientist I Minimum Yrs of Experience: 20 Minimum Education: M.S. Certifications: SCUBA preferred | - Manages large projects and programs involving multiple different organizations, technical experts, consulting scientists, and staff  
- Acts as a liaison with multiple agencies and government officials  
- Responsible for the management of strategic planning and business development  
- Gives regulatory guidance at international, national, state and local levels  
- Responsible for design, execution and reporting of projects and white papers  
- Has a minimum of 20 years experience and is recognized as an expert in their field |
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
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</thead>
</table>
| Senior Principal Scientist II | - Manages large projects and programs involving multiple different organizations, technical experts, consulting scientists, and staff  
- Acts as a liaison with multiple agencies and government officials  
- Responsible for the management of strategic planning and business development  
- Gives regulatory guidance at international, national, state and local levels  
- Responsible for design, execution and reporting of projects and white papers  
- Has a minimum of 15 years experience and is recognized as an expert in their field |
| Principal Scientist         | - Provides senior level scientific expertise and task/project management  
- Supervises other scientists and staff  
- Manages specialized projects within their field of expertise from design to reporting  
- Develops new lines of business and actively seeks projects  
- Responsible for data analysis, interpretations and reporting  
- Has a minimum of 10 years experience and is recognized as an expert in their field |
| Senior Scientist            | - Responsible for managing field and laboratory projects  
- Is experienced with experimental design  
- Supervises other scientists and staff  
- Uses independent judgment in making decisions and modifications regarding projects and field work  
- Has hands-on experience with technical aspects marine scientific work  
- Responsible for data and statistical analyses as well as report writing  
- Has a minimum of 10 years experience and is well versed in aquatic sciences and related fields |
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientist</td>
<td>• Responsible for specific tasks within projects such as field or laboratory work, data analyses, literature searches, and report writing</td>
</tr>
<tr>
<td></td>
<td>• Has hands-on experience with all aspects of marine scientific work including sampling techniques</td>
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<tr>
<td></td>
<td>• Excels in data entry, data analyses, and graphical representation of data</td>
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<tr>
<td></td>
<td>• Uses independent judgment in making smaller decisions and modifications regarding field work</td>
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<td></td>
<td>• Has a minimum of 5 years experience in aquatic sciences and related fields</td>
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<tr>
<td>Minimum Yrs of Experience: 5</td>
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<tr>
<td>Minimum Education: B.S.</td>
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<tr>
<td>Certifications: SCUBA preferred</td>
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<tr>
<td>GIS Analyst</td>
<td>• Proficient in ArcGIS and mapping software</td>
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<td></td>
<td>• Performs data conversions, spatial analysis, remote sensing, and develops tailored maps</td>
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<tr>
<td></td>
<td>• Writes scripts and code to streamline GIS processes and to reduce error</td>
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<tr>
<td></td>
<td>• Maintains spatial databases and independently develops GIS projects</td>
</tr>
<tr>
<td>Minimum Yrs of Experience: 5</td>
<td></td>
</tr>
<tr>
<td>Minimum Education: B.S.</td>
<td></td>
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<tr>
<td>Certifications: none</td>
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</tr>
<tr>
<td>Staff Scientist</td>
<td>• Responsible for specific tasks within projects such as field or laboratory work, data analyses, literature searches, and report writing</td>
</tr>
<tr>
<td>Minimum Yrs of Experience: 1</td>
<td></td>
</tr>
<tr>
<td>Minimum Education: B.S.</td>
<td></td>
</tr>
<tr>
<td>Certifications: SCUBA preferred</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Has hands-on experience with all aspects of marine scientific work including sampling techniques</td>
</tr>
<tr>
<td></td>
<td>• Excels in data entry, data analyses, and graphical representation of data</td>
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<td></td>
<td>• Performs tasks under the supervision of more senior staff such as senior scientist or principal</td>
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<tr>
<td></td>
<td>• Has a minimum of 1 year of experience in aquatic sciences and related fields</td>
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<tr>
<td>Labor Category</td>
<td>Description</td>
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</tbody>
</table>
| Business Manager       | • Is actively involved in running the day-to-day operations of the company  
                          • Responsible for daily bookkeeping, payroll, logistics, purchasing, and field support
                          • Provides supervision of clerical and administrative staff
                          • Coordinates company schedules, meetings, and project deliverables
                          • Provides quality assurance/control of deliverables for consistency and completeness
                          • Administers company human resources
                          • Has a minimum of 10 years experience with the company and is a Principal Partner |
| Senior Administrative Assistant | • Responsible for office clerical, secretarial and administrative functions  
                                • Coordinates travel bookings and logistics
                                • Provides logistical support and planning of field efforts
                                • Responsible for monthly invoicing, accounts billable and receivables
                                • Facilitates distribution of work products
                                • Has a minimum of 5 years experience |