

# Marine Terminal Guide

## SUGARLAND MARINE TERMINAL

### SECTIONS

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## EMERGENCY CONTACTS

Any vessel navigating within the US exclusive economic zone on charter to STUSCO or Shell Chemicals is required to give prompt notice of:

- Personnel injury
- Ship, tug or barge grounding
- Cargo release
- Contamination or loss of cargo
- Collision, fire or explosion
- Breach of hull, including openings to voids, ballast tanks or double hulls
- Damage to any terminal
- Situations with the potential to become more serious, and
- Any requests for assistance.

Notification should be made to the Motiva/SOPUS/STUSCO Shipping Emergency 24 hour Contact Number on:

**(713) 241 2532**

After hours, an answering service will take the call and contact the Shipping Duty Person.

## TERMINAL EMERGENCY CONTACTS

In addition to the above, the following local emergency contacts should be advised of an incident that occurs while alongside or in the approaches to the Sugarland Terminal:

Name	Position	Office
David Janwich	Terminal FSO/Supervisor	225-746-2462
Bill Osterhout	Alternate	225-265-1234
Wayne Gravois	Alternate	225-265-1117

## EMERGENCY SIGNALS

### INCIDENT ALARM (TERMINAL DOCK SIDE)

- Verbal communication with VHF hand held radio
- Air Horn

### VESSEL EMERGENCY (or reported from Vessel)

#### Ships

- Verbal communication with VHF hand held radio
- Six blasts on the ship's whistle or, each of not less than ten seconds duration, supplemented by a continuous sounding of the general alarm system.

#### Barges

- Verbal communication with VHF hand held radio
- Air Horn

## TERMINAL EMERGENCY PROCEDURES

Emergency contact/notification will be necessary for various emergency situations. These situations may include the following:

Oil spill  
Fire/explosion  
Personnel injury (at Facility)  
Severe weather conditions  
Terrorist activity (bomb threats, etc.)

Extensive notification and response guidelines are detailed in the **St. James Sugarland Facility Response Plan.**

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## GENERAL INFORMATION

### 1. DESCRIPTION OF TERMINAL

The Sugarland Terminal Docks #1 and #2 are located on the right descending bank of the Mississippi River at river mile marker 158.3 in St. James, Louisiana. The physical location is approximately 9 miles south of the Sunshine Bridge, just off of Hwy 18 (River Road).

GPS Coordinates: 30 degrees 00' 40" North Latitude  
90 degrees 50' 20" West Longitude

### 2. ANCHORAGES AND WAITING AREAS

There are various areas of anchorage and waiting areas along the River to St. James. They can be identified through the vessel's agents and river pilots.

### 3. COMMUNICATIONS PRIOR TO ARRIVAL

All vessels calling at Shell and Motiva terminals must comply with all Federal, State, and Local regulations.

Deep draft vessels should communicate ETA's at a minimum 24 hours in advance. Arrival information should be communicated through the terminal at 225-746-2462 or 225-265-1117, during normal working hours.

Once prior communication is established, the local representative PIC will communicate contact numbers for after hour notifications.

Vessels / barges should arrive at Shell Terminals ready in every respect to transfer the nominated cargoes.

### 4. PILOTAGE

Dictated by vessel agents

### 5. TUGS

Dictated by vessel agents and ship to ensure a safe berth and departure.

### 6. TERMINAL MANNING

Sugarland Terminal docks are not staffed 24 hours a day. The dock PIC's are scheduled according the arrival of the vessels.

The scheduled hours of the PIC's are dictated by the vessels at the docks. Typically the PIC will work 12-hour shifts.

### 7. CARGO TRANSFER FACILITIES

Dock Name	Arms	Flange Size	Rate barrels/hour		Maximum BP	Products Handled
			Loading	Discharging		
Dock2 Ships	2	16"	--	40,000	40,000	Crude Oil
Dock1 barges	1	8"	5000	7500	30,000	Crude Oil

### 8. ARRANGEMENTS FOR EMERGENCY SHUTDOWN

#### Discharges:

In the event of a need to perform a shutdown for emergency situations, the terminal will communicate to the vessel PIC via the primary communications to shutdown their transfer equipment if discharging to the terminal.

#### Loading:

The terminal PIC has an emergency shutdown to stop the loading process during an emergency situation.

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### 9. VESSEL CRITERIA

Sugarland Terminal	Dock 1	Dock 2
LOA	940 ft	940 ft
Dead Weight tonnage	123,000 tons	123,000 tons
Displacement	104,000 tons	104,000 tons
Draft	35-00 ft.	40-00 ft.
Water	Fresh	Fresh
Air Draft	153 ft less river stage	153 ft less river stage
Free Board	See below	See below
Last Survey	December 23, 2006	May 9, 2006

Freeboard: Max water line to cargo manifold distance = 50 feet plus 12 feet at New Orleans gauge (or 60 feet plus 2 feet at New Orleans gauge).

Airdraft Guidelines:

Crescent City Connection Bridge (mile 95.8)	170 feet minus Carrollton gauge
Huey P. Long Bridge (mile 106.1)	153 feet minus Carrollton gauge
Hale Boggs Bridge (I-310) (mile 121.6)	155.4 feet minus Reserve gauge

Lutcher Bridge (mile ???)

### 10. TIDES AND CURRENTS

The river stage at Donaldsonville varies from an approximate low water elevation of +1.2 ft to approximate high water elevation of +29.5 (MSL).

During seasonal times of high river stages, current conditions can become excessive at times. All vessels and barges should ensure an appropriate number of mooring lines are used. Mooring lines should be closely monitored. All precautions should be taken to ensure vessels remain safely alongside.

### 11. CLIMATIC CONDITIONS AND ABNORMAL WEATHER

The climate of the New Orleans area is influenced to a large extent by the surrounding terrain and its proximity to the Gulf of Mexico. The terrain is marshy delta land with numerous bayous, canals, and drainage ditches; Lake Pontchartrain borders the city on the north and is connected to the Gulf of Mexico through Lake Borgne on the east. Elevations in the city vary from a few feet below to a few feet above mean sea level. A massive levee system surrounding the city and along the Mississippi River offers protection against flooding from the river and tidal surges.

Almost daily sporadic afternoon thunderstorms from Mid-June through September keep the temperature from raising much above 90 degrees F. Based on the 1951-1980 period, the average first occurrence of 32 degrees in the fall is December 5<sup>th</sup> and the average last occurrence in the spring is February 20<sup>th</sup>. From mid-November to mid-march, the area is subjected alternately to the southerly flow of warm tropical air and to the northerly flow of cold continental air in periods of varying lengths. The usual track of winter storms is to the north of New Orleans, but occasionally one moves this far south, bringing large and rather sudden drops in temperature which seldom last over three or four days.

The cold Mississippi River, and the lakes and marshes enhance the formation of fog in the winter and spring, particularly when the light southerly wind brings warm, moist air into the area from the Gulf of Mexico. River traffic, at times, will be unable to move between New Orleans and the Gulf for several days.

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April, May, October, and November are generally dry, but there have been some extremely heavy showers during this time. Mid-December to mid-March is a fairly definite rainy period with measurable precipitation occurring on about one-third of the days. Thunderstorms with damaging winds are relatively infrequent; the most damaging ones are those that move over the city from Lake Pontchartrain. Hail of a damaging nature seldom occurs and tornadoes are extremely rare. Hurricanes have affected the area. Snowfall is rather infrequent and light. However, on rare occasions, snowstorms have produced accumulations of over 8 inches.

Hurricane season runs from May 1<sup>st</sup> through November 30<sup>th</sup>. Any hurricane that enters the Gulf of Mexico has the potential to affect Head of Passes, pilot operations, and may shut down the river to traffic. High river conditions normally are encountered from April 1<sup>st</sup> through July 1<sup>st</sup>. During this period, excessive river currents and eddying may be encountered.

### **12. FACILITIES FOR RECEPTION OF DIRTY BALLAST, CARGO SLOPS AND ENGINE-ROOM OILY WASTES**

Terminal does not facilitate nor handle these types of cargoes.

### **13. AVAILABILITY OF BUNKERS**

No bunkering services permitted

### **14. AVAILABILITY OF FRESH WATER**

None available.

### **15. ARRANGEMENTS FOR RECEIVING PROVISIONS AND STORES**

None. The terminal does not allow for provisions or stores transfers.

### **16. AVAILABILITY OF GARBAGE RECEPTION FACILITIES**

None. The terminal does not accept garbage of any type.

### **17. TERMINAL ACCESS AND VISITOR SECURITY**

Any pertinent personnel needing access to vessel are required to sign in with terminal security guard who can be reached by cell phone at 985-257-0326 and will be subjected to screening prior to entry.

### **18. SAFE ACCESS TO VESSELS ALONGSIDE**

Terminal does not provide a gangway for Dock 2 vessels alongside. It is the responsibility of the ship to provide safe access to the terminal docks.

For barge loading/unloading Dock 1, the terminal will provide safe ship to shore access via gangway.

### **19. USEFUL TELEPHONE NUMBERS**

Security:	985-257-0326
Terminal/dock main number	Terminal- 225-746-2442; Dock 1- 225-746-2418; Dock 2- 225-746-2419
Fax	225-265-4714

### **20. Crude Oil Washing**

Crude Oil Washing (COW) is permitted at Sugarland terminal per minimum MARPOOL requirements only. A full set of guidelines for COW is given on the following page.

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<b>VESSEL:</b>	<b>DATE PREPARED:</b>
<b>TRANSFER FACILITY:</b> SUGARLAND TERMINAL	<b>LOCATION:</b> ST. JAMES

### GENERAL CRUDE OIL WASHING INFORMATION

1. Is the inert gas plant operational?  YES  NO
2. Are inert gas and Crude Oil Washing Manuals on board?  YES  NO
3. Was there a measurement for water>  
(water must be discharged prior to Crude Oil Washing.)  YES  NO
4. Are ships personal experienced in Crude Oil Washing?  YES  NO
5. Has the vessel confirmed by telegram that they comply with the requirements of this sheet prior to arrival at the terminal?  YES  NO
6. OTHER REQUIRED INFORMATION: \_\_\_\_\_

### ALARMS AND GAUGE CONDITION

1. Are all low pressure alarms operational?  YES  NO
2. Are all alarms and gauges located in a continuously manned cargo control room?  YES  NO
3. OTHER REQUIRED INFORMATION:     PRESSURE

### OXYGEN CONDITION

1. Is there a means to check oxygen contents from individual tanks with use of a portable oxygen analyzer?  YES  NO
2. Is the oxygen content in all cargo compartments below 8%?  YES  NO
3. Are all oxygen level alarms operational?  YES  NO
4. Have the oxygen indicators been calibrated and/or checked prior to Crude Oil Washing?  YES  NO
5. OTHER REQUIRED INFORMATION:     TEMPERATURE

### LINE AND TANK CONDITION

1. Have all cargo tanks positive inert gas pressure?  YES  NO
2. Have all Crude Oil Wash lines been pressure tested for leakage prior to Crude Oil Washing?  YES  NO
3. Are Crude Oil Wash lines isolated from water heater and engine room?  YES  NO
4. Are all tanks opening closed properly to insure a tight seal?  YES  NO
5. Have all tanks been gauged for water?  YES  NO
6. Are all hydrant connections to Crude Oil Wash lines properly secured and blinded?  YES  NO
7. Has the vessel indicated in specific tanks to be Crude Oil Washed and estimated starting/completion times?  YES  NO
8. Are all tanks washing machines in a closed position prior to Crude Oil Washing?  YES  NO
9. OTHER REQUIRED INFORMATION:     RADIO      
    PV BREAKER      
    DECK SEAL

**I DO CERTIFY THAT I HAVE PERSONALLY VERIFIED THE ABOVE ITEMS AND FOUND THEM TO BE FULLY IN COMPLIANCE.**

CERTIFIED VESSEL REPRESENTATIVE SIGNATURE	DATE CERTIFIED	TITLE

## TERMINAL SPECIFIC REGULATIONS

### Local regulations ref COW:

COW of vessels shall be communicated during the pre-transfer conference between the terminal PIC and the vessel. It is the terminal's priority to allow the minimal amount of COW as required per the regulation which is 25% of tanks. However, the minimum flow rates are required to be maintained at 7,000 bph for accurate measurement. If the COW washing continues under the minimum allowable flow rate for longer than 2 hours, the terminal reserves the right to suspend transfer operations.

### Minimum Mooring Requirements:

Ships

- 16 lines ( 8 forward and 8 aft)

Barges

- 4 lines (2 forward and 2 aft)

Mixed moorings are not allowed.

### No Photographs.

### Specific requirements for PPE:

Minimum PPE for dock side activities include:

Steel toe safety footwear

Hard hat

Safety glasses with side shields

Gloves

**All personnel are required to remain on board the vessel. No one is allowed to leave the vessel for shore leave unless in the event of a medical emergency. Only required agencies and inspectors are allowed access to and from shore.**

### Tug standby procedures:

Standby tugs may be requested by the terminal or vessel in the event of high river stages or river currents for safety. It is the vessels discretion to supply otherwise.

## GENERAL REQUIREMENTS

### 1. APPLICABILITY

Except as otherwise provided, these regulations apply to all tank vessels (tank ships and tank barges), hereinafter referred to as '**vessels**', loading at marine facilities, terminals and complexes owned, managed or operated by SOPUS, Motiva or Shell Chemicals, hereinafter referred to as '**terminals**'.

## 2. ROLES AND RESPONSIBILITIES

Each party, vessel, and terminal, is responsible for the safe conduct of its own operations i.e. the management of its own personnel and the operation of its own equipment. Under no circumstances will either party operate any valves, switches, or alarms within the other's sphere of control.

## 3. CONDITIONS OF VESSEL ACCEPTANCE

Vessels are accepted at a terminal on the understanding that operations will be conducted in accordance with all applicable legislation, together with practices contained in relevant Codes of Practice, in particular, the guidance contained within the latest edition of the International Safety Guide for Tankers and Terminals (ISGOTT).

Vessels found deficient on arrival may be subject to refusal until the deficiencies have been rectified.

## 4. READINESS TO LOAD OR DISCHARGE

All vessels calling at a marine terminal shall arrive in a condition ready to commence operations. All vessel systems should be duly tested to confirm their operability.

## 5. PRE-ARRIVAL CHECKLIST

The status of all items of vessel equipment necessary for the safe and efficient conduct of operations should be verified prior to the vessel's arrival alongside, preferably by use of a pre-arrival checklist. The terminal should be advised of any defects or deficiencies. It should be noted that the use of a pre-arrival checklist does not replace the requirement to fully complete a declaration of Inspection prior to the commencement of transfer activities.

## 6. PERSONNEL REQUIREMENTS

During the transfer of oil and/or hazardous material to or from a vessel, both the vessel and the dock are required to have a person-in-charge (PIC). It is required that a PIC is designated for each vessel involved in a transfer. The PIC must be physically on board the vessel during all stages of the transfer operation. If the PIC needs to leave the vessel for any reason, the PIC must be properly relieved by a qualified tankerman or the transfer must be halted.

Tank barge personnel involved in the transfer of cargoes are required to have their Merchant Mariner's Document (MMD) readily available. It is required that the MMD indicates which class(es) of cargo the tankerman is authorised to handle.

## 7. PROTECTIVE CLOTHING AND EQUIPMENT

Minimum PPE for dock side activities include:

Steel toe safety footwear

Hard hat

Safety glasses with side shields

Gloves

## 8. UNAUTHORIZED OR INTOXICATED PERSONS

Unauthorized, disorderly or intoxicated persons shall not be allowed on any terminal or on any vessel(s) alongside.

Visitors will only be allowed on board a vessel with the knowledge and approval of the terminal representative. Visitors transiting through the terminal or visiting a vessel at the terminal are required to comply with all terminal regulations contained within this booklet.

## 9. CRAFT ALONGSIDE

No craft is permitted to come alongside or remain alongside a vessel without the prior permission of the terminal representative.

Bunker barge operations will not be permitted while a vessel is alongside a terminal.

## 10. ENTRY INTO ENCLOSED SPACES

As a matter of general policy, any personnel entry into enclosed spaces on a vessel alongside a terminal is prohibited unless necessary for the safety of the vessel and terminal.

### 11. STATE OF READINESS

While alongside a terminal, a tank vessel must at all times be able to move under its own power at short notice. If, for any reason, the vessel cannot comply with this requirement, the terminal representative must be advised immediately.

For tank barges, the tow boat assigned to a tank barge or a number of tank barges shall standby in the immediate vicinity of the barge(s) and shall maintain engines ready for manoeuvring at short notice.

### 12. MAINTENANCE AND REPAIR WORK

Major planned repair work is not permitted while alongside the terminal. Emergency repairs, namely essential repairs needed to rectify malfunctioning equipment and prevent hazardous or unsafe conditions, will be permitted on a case-by-case basis and may only commence once approval has been obtained from the terminal representative.

Emergency repairs involving hot work and welding shall not take place without the prior written permission of the U.S. Coast Guard and the terminal representative.

The use of power-driven or manually operated devices capable of producing sparks is prohibited in the cargo area, cargo tanks, fuel tanks, cargo pump rooms or enclosed spaces immediately above or adjacent to cargo tanks, such as cofferdams. No chipping or other activities likely to produce sparks shall be permitted in these areas, tanks, or enclosed spaces.

### 13. WEATHER CONDITIONS

During periods of still air, tank vessel loading operations involving volatile products may have to be suspended if cargo vapors accumulate either on deck or ashore.

Transfer operations, and the ballasting of non-gas free cargo tanks, will be halted on the near approach of an electrical storm, regardless of whether or not an inert gas system and/or vapor control system is fitted and in use. All tank openings and vents must be closed and the cargo system secured.

Wind related weather restrictions are as follows:

- **35 MPH** – If winds are constantly above this speed, vessels are requested to have additional deck watch in attendance.
- **40 MPH** – If sustained winds are experienced at this speed, all product movements are to be suspended.
- **45 MPH – UPPER LIMIT.** If sustained or higher winds are experienced, cargo hoses must be drained and disconnected.
- When the **UPPER LIMIT** has been reached and loading arms/cargo hoses have been disconnected, the vessel should be prepared to vacate the berth and/or have tugs standing by to assist.
- The Terminal and vessel may allow a deviation from the above limits based on mutual agreement and subject to an assessment of current forecast weather on the ability to conduct safe docking operations. (e.g. onshore wind blowing vessel onto the berth, ect.)

### 14. GARBAGE

No garbage or refuse of any kind shall be dumped overboard from any vessel moored at a marine terminal.

## VESSEL SAFETY PRECAUTIONS AND REQUIREMENTS

### 15. MOORING REQUIREMENTS

All vessels must be securely moored alongside with sufficient ropes and/or wires in accordance with a minimum of 16 mooring lines. Tank barges shall be secured using a minimum of four mooring lines, which shall be of an adequate size and strength and be in good condition.

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Moorings shall be properly tended throughout the vessel's stay to prevent undue movement of the vessel.

The use of 'mixed mooring', i.e. synthetic fibre ropes and steel wire ropes onto the same shore bollard, should be avoided. Lines in the same service should be of similar material. In this context, it should be noted that moorings constructed of High Modulus Polyethylene (HMPE) have the same extension characteristics as wire and may be used in the same service.

Moorings shall be secured on board using the storage reel or, on vessels not equipped with reels, on bitts. The practice of securing lines on the warping drums of winches is not permitted.

Self-tensioning winches, if fitted, must not be used in the automatic mode.

Nylon pennants fitted to wire moorings shall be of sufficient length and strength and should be properly secured to the wire using a suitable shackle.

Tank ships shall rig emergency towing wires of adequate strength secured to the offshore bow and quarter bollards with the towing eye maintained at, or about, the waterline.

### 16. ACCESS TO THE VESSEL

The provision of safe access between the vessel and the shore is a shared responsibility. It is the vessel's responsibility to provide a shore gangway. When the vessel's configuration does not permit use of the shore gangway, or a shore gangway is not available, the vessel's gangway or accommodation ladder will be used. All means of access must be properly constructed and be provided with stanchions and handrails. A safety net should be fitted under the gangway and a lifebuoy with line and light should be readily available.

### 17. FIREFIGHTING EQUIPMENT

The vessel's fire fighting equipment must be ready for immediate use. Tank ships should have fire hoses, with jet/spray nozzles attached, connected to the main and run out forward and aft of, and adjacent to, the cargo manifold in use. Additional protection against flash fires should be provided by having a portable dry chemical extinguisher with a capacity of at least 10 pounds located near the manifold.

Foam and/or dry chemical monitors, if fitted, should be ready for immediate use.

The International Ship Shore Fire Connection should be rigged ready for immediate use.

A copy of the vessel's Safety and Fire-fighting Plan should be located outside the accommodation in a watertight container.

Tank barges should have a portable extinguisher available at the manifold, preferably of the dry chemical type with a capacity of at least 10 pounds.

### 18. SMOKING

Smoking on the terminal dock is not permitted.

### 19. PREVENTION OF SPARKING AND EXCESSIVE SMOKE FROM STACKS

Soot blowing and excessive stack smoke or sparking is prohibited and immediate action must be taken to eliminate any of these occurrences.

### 20. SOURCES OF IGNITION

The carrying and use of matches, lighters or other sources of ignition, which includes battery-operated equipment and cameras, is prohibited within the terminal and on the deck of vessels alongside.

### 21. PORTABLE ELECTRICAL EQUIPMENT

All flashlights used shall be of a safe type, which is approved by a competent authority.

The use of portable electrical equipment on wandering leads is prohibited in hazardous zones during cargo transfer operations. The equipment should be disconnected from power and preferably removed from the hazardous zone.

Only cellular phones and pagers of an intrinsically safe type are permitted on the deck of vessels while alongside a terminal.

### 22. USE OF VHF AND SATCOM WHILE ALONGSIDE

Transmissions on permanently installed VHF/UHF equipment are acceptable provided the power output is reduced to one watt or less.

Portable VHF/UHF equipment of an approved type may be used for intra-ship and ship/shore communications.

Satcom equipment may be used while alongside the terminal unless specifically prohibited under local regulations.

### 23. FLAME SCREENS/ DECK OPENINGS

All deck openings, tank hatches, butterworth plates, sounding pipes, etc., are to be kept closed while alongside the terminal unless properly fitted with a flame screen.

During cargo transfers, the cargo tank venting system as designed for the particular vessel shall be used. If necessary, ullage ports or other gauge points may be opened for short periods to enable ullaging or sampling to be undertaken.

### 24. SCUPPERS/DRAINS

Before any transfer of cargo, ballast, slops or bunkers takes place, deck scuppers and drain holes in save-alls and drip trays must be suitably plugged. If local regulations permit, accumulated water may be drained off as required and scupper plugs replaced immediately after the water has been run off. Oily water should be transferred to a slop tank or other suitable containment and it is recommended that a portable pump is rigged ready for this purpose. Air-operated pumps, such as Wilden pumps, must be securely grounded to the vessel's structure to prevent the generation of electrostatic charges.

### 25. DISCHARGE CONTAINMENT/DRIP PANS

Drip pans, manifold drip trays and other containment shall be kept empty while the vessel is alongside a terminal. Plugs and valves shall be properly secured.

### 26. TANK BARGE GAUGE POINTS

The appropriate tank opening or fitting to be used for custody transfer measurement should be identified as the 'gauge point' and the corresponding reference height (the total height between the rim of the ullage port and the striking plate at the bottom of the tank) shall be clearly marked.

### 27. INSULATION MEANS BETWEEN SHIP AND SHORE

To provide effective electrical isolation between the ship and shore, terminal systems are provided with insulating flanges. The use of bonding cables is not permitted.

With the protection provided by insulating flanges, the use of cathodic protection systems for vessel and jetty structures may be continued while a vessel is alongside.

### 28. TRANSFER MANIFOLD AND CONNECTIONS

Every mechanical loading arm or cargo hose must be properly supported to ensure that flange connections are not subjected to undue strain.

In all cases, the points of connection between the vessel's manifold and the cargo transfer arm or hose must be completely over the manifold containment or drip tray.

All flanged connections must be fully bolted with a bolt in every hole.

The loading arm or hose must be blanked as soon as it is disconnected from the manifold. Manifold connections not in use are to be kept fully blanked with blind flanges, gaskets and a bolt in every hole.

### 29. CARGO PUMPROOMS

Cargo pumprooms should be well ventilated and gas free before arrival at the terminal. While alongside, the ventilation system shall be kept running and the pumproom kept free of cargo vapors.

### 30. ACCOMMODATION DOORS AND PORTS

All external doors and portholes shall be closed during operations. Accommodation boundary doors should preferably be fitted with self-closing or other control devices but at no time should they be locked.

### 31. ACCOMMODATION VENTILATION AND AIR CONDITIONING

The intakes of central air conditioning or mechanical ventilation systems should be adjusted to prevent the entry of petroleum vapors, if possible, by re-circulation of air within the accommodation spaces.

Window-type air conditioning units which are not certified as safe for use in the presence of flammable gas or which draw in air from outside the accommodation, must be electrically disconnected and any external vents or intakes closed.

## PRE-TRANSFER LIAISON AND PROCEDURES

### 32. PRE-TRANSFER CONFERENCE

The person-in-charge (PIC) of cargo operations on the transferring vessel and the PIC of transfer operations at the terminal are required to hold a pre-transfer conference, the scope of which must comply, as a minimum, with the requirements of 33 CFR Part 156.120W and 46 CFR Part 150.500.

### 33. PRE-TRANSFER SAFETY CHECKS AND DECLARATION OF INSPECTION

The person-in-charge (PIC) of cargo operations on the transferring vessel and the PIC of transfer operations at the terminal should jointly complete a Declaration of Inspection (DOI) via a ship/shore safety check list and complete a Declaration of Security (DOS) for anything above Marsec Level 1 unless requested by vessel.

### 34. MATERIAL SAFETY DATA SHEETS (MSDS)

An MSDS or Cargo Information Card should be available on request from the supplier of the product, i.e. a vessel loading cargo should receive the information from the terminal and a vessel discharging cargo should, if requested, provide an MSDS to the terminal.

## CARGO TRANSFER OPERATIONS

### 35. COMMUNICATIONS

All vessels alongside a terminal shall have at all times at least one person on duty that speaks and readily understands the English language. The person-in-charge of the cargo transfer shall be able to communicate readily in the English language with the facility PIC and be available at all times.

Radio contact shall be maintained with the terminal PIC using the intrinsically safe radio provided by the terminal.

Transfer operations must be halted if communications are lost during any stage of the transfer or if it is determined that both parties (vessel and terminal PIC) cannot communicate readily in the English language.

Dock radio and ship radio should remain on channel #1.

### 36. CARGO TRANSFER RATES

The maximum allowable loading rates shall be established and agreed by PIC's during the pre-transfer conference. Rates shall be established for initial loading and will take into account the need for precautions when handling grades defined as static accumulators. The transfer rates are dictated by the metering facilities of the terminals and therefore the ship should slowly establish the maximum rates to protect from surging and damaging the terminals facilities. Procedures for final topping-off will also be agreed.

### 37. MAXIMUM CARGO TANK FILLING LEVEL

The maximum cargo tank filling level shall not exceed any of the following limits:

- Six inches below the deck;
- 98 percent of tank capacity; or
- Three inches below the setpoint of the overfill control system for a tank barge required by 46 CFR 39.20-9(b) or the liquid overfill alarm for a tank ship required by 46 CFR 39.20-7(d), as applicable, when collecting vapors of crude oil, gasoline blends or benzene.

## SPECIFIC CARGO TRANSFER PROCEDURES

### 38. TANK CLEANING

No tank cleaning operations shall be conducted alongside a terminal.

### 39. CRUDE OIL WASHING

Crude Oil Washing (COW) will normally be allowed on properly equipped vessels. The Master shall obtain permission from the terminal representative prior to or upon arrival and shall comply with any local terminal regulations established for COW operations.

### 40. HANDLING STATIC ACCUMULATOR CARGOES

The precautions described in ISGOTT shall be adhered to when loading, ullaging or sampling cargoes defined as static accumulators in non-inerted tanks. This will include controls on initial flow rates and restrictions on the use of metallic dipping, ullaging or sampling equipment.

**41. TANDEM BARGE OPERATIONS**

Tandem barge operations are not allowed at this facility. Duel barges (2) are only allowed in a stern to stern alignment.

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### SHIP/SHORE SAFETY CHECK LIST

(Incorporating the USCG-DOI Requirements)

Ship's Name: \_\_\_\_\_

Berth: \_\_\_\_\_

Port: \_\_\_\_\_

Date of  
Arrival: \_\_\_\_\_

Time of  
Arrival: \_\_\_\_\_

Start Time \_\_\_\_\_

Stop Time \_\_\_\_\_

Responsibility and accountability for the safe conduct of operations whilst a ship is at a terminal is shared between the Master and responsible terminal representatives. Before cargo or ballast operations commence the Master and the terminal operator should:

- Agree in writing on the handling procedures including the maximum loading or unloading rates;
- Agree in writing on the action to be taken in the event of an emergency during cargo/ballast handling operations.
- Complete and sign the Ship/Shore Safety Check List.

The following guidelines have been produced to assist berth operators and ship masters in their joint use of the Ship/Shore Safety Check List.

The Master and all under his command must adhere strictly to these requirements throughout the vessels stay alongside. The terminal representative must ensure that shore personnel do likewise. Each party commits to co-operate fully in the mutual interest of safe and efficient operations.

*The Ship/Shore Safety Check List uses statements assigning responsibility and accountability. The acceptance of such is confirmed by ticking or initialing the appropriate box and finally signing the declaration. Once signed this details the minimum basis for safe operations that has been agreed through a mutual exchange of critical information.*

Some of the Check List statements are directed to considerations for which the ship has sole responsibility and accountability, some where the terminal has sole responsibility and accountability and others which assign joint responsibility and accountability. The greyed out boxes identify those that do not need to be ticked or initialed although the ship or terminal may tick or initial such sections if they so wish.

The assignment of responsibility and accountability does not mean that the other party is excluded from carrying out checks in order to confirm compliance. The assignment of responsibility and accountability ensures clear identification of the party responsible for initial and continued compliance throughout the vessels stay at the terminal.

The tanker's representative should personally check all considerations lying within the responsibility of the tanker. Similarly, all considerations which are the terminal's responsibility should be personally checked by the terminal representative. In fulfilling their responsibilities representatives should assure themselves that the standards of safety on both sides of the operation are fully acceptable. This can be achieved by means such as:

- ✓ **Confirming that a competent person has satisfactorily completed the checklist.**
- ✓ **Sighting appropriate records.**
- ✓ *By joint inspection where deemed appropriate.*

Before the start of operations, and from time to time thereafter for mutual safety, a member of the terminal staff and, where appropriate, a responsible officer may conduct an inspection of the ship to ensure that the vessel is effectively managing their obligations as accepted in the Ship/Shore Safety Check List. Similar checks are to be conducted ashore. Where basic safety requirements are found to be

## SUGARLAND TERMINAL GUIDE

out of compliance, either party may require that cargo and ballast operations are stopped until corrective action is satisfactorily implemented.

There are two sections on the ship shore safety checklist. The first identifies the required physical checks and the second identifies verbal checks.

The safety of operations requires that all relevant statements are considered and responsibility and accountability for compliance accepted. Where either party is not prepared to accept an assigned accountability a comment must be made in the remarks column and due consideration given to whether operations should proceed.

The presence of the letters A, P or R in the column 'Code' indicates the following:

- A** This identifies any procedures or agreements that should be identified in the remarks column of the Check List or communicated in some other mutually acceptable form.
- P** In the case of a negative answer to the questions coded "P", no operations are to be conducted without the appropriate written authority.
- R** *Indicates items to be re-checked at appropriate intervals as agreed between both parties.*

Where an item is agreed to be not applicable to the ship, to the terminal or to the operation envisaged, a note to that effect should be entered in the "Remarks" column.

Whilst the Ship/Shore Safety Check List is based upon cargo handling operations, it is recommended that the same practice is adopted when a tanker presents itself at a berth for tank cleaning.

The joint declaration should not be signed until all parties have checked and accepted their assigned responsibilities and accountabilities.

## SUGARLAND TERMINAL GUIDE

### PART 'A' – Physical Checks.

Bulk Liquid General	CFR Ref	Ship	Terminal	Code	Remarks
1. There is safe access between the ship and shore				R	
2. The ship is securely moored	33CFR156.1 20(a)			R	
2a Vessel warning signs/signals are displayed	46CFR 35.35-20(a)				
2b Work areas and transfer connections are adequately lit	33CFR154.5 70 33CFR155.7 90				
3. The agreed ship/shore communication system is operative	33CFR156.1 20(q)			AR	<b>System:</b> Two way radio chan 2 <b>Back up system:</b> VHF radio chan 11, Air Horn
3a. Language fluency is adequate	33CFR156.1 20(v)				
4. Emergency towing pennants are correctly rigged and positioned				R	
5. The ship's fire hoses and fire-fighting equipment is positioned and ready for immediate use				R	
6. The terminal's fire-fighting equipment is positioned and ready for immediate use				R	
7. The ship's cargo and bunker hoses/arms, lines and manifolds are in good condition, properly rigged and appropriate for the service intended	33CFR156.1 20(b) (c) (g) (i) (j) (k)				
8. The terminal's cargo and bunker hoses/arms are in good condition, properly rigged and appropriate for the service intended	33CFR156.1 20(b) (c) (g) (i) (j) (k)				
9. The cargo transfer system is sufficiently isolated and drained to allow removal of blank flanges prior to connection					
10. Scuppers and 'save alls' are effectively plugged and drip trays are in position and empty	33CFR155.3 10 33CFR155.3 20			R	
11. Temporarily removed scupper plugs will be constantly monitored					
12. Shore spill containment and sumps are correctly managed	33CFR154.5 30			R	
12a Discharge containment equipment is readily accessible	33CFR154.5 45				
12b Facility monitoring devices are operating properly	33CFR154.5 25				

## SUGARLAND TERMINAL GUIDE

Bulk Liquid General	CFR Ref	Ship	Terminal	Code	Remarks
<b>13. The ship's unused cargo and bunker connections are properly secured with blank flanges fully bolted</b>	33CFR156.1 20(e) (f)				
<b>13a Ship's transfer system is aligned to allow flow</b>	33CFR156.1 20(d)				
<b>13b All connections are leak free</b>	33CFR156.1 20(p)				
<b>14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted</b>	33CFR156.1 20(e) (f)				
<b>14a Shore transfer system is aligned to allow flow</b>	33CFR156.1 20(d)				
<b>15. All cargo, ballast and bunker tank lids are closed</b>					
<b>16. Sea and overboard discharge valves, when not in use, are closed and visibly secured</b>	33CFR156.1 20(h)				
<b>17. All external doors, ports and windows in the accommodation, stores and spaces are closed. Engine room vents may be open.</b>				<b>R</b>	
<b>18. The ship emergency fire control plans are located externally</b>					<b>Location.....</b>
<b>18a Vessel response plan has been reviewed</b>	46CFR35. 35-30(13)				

**If the ship is fitted, or required to be fitted, with an Inert Gas System (IGS) the following points should be physically checked.**

Inert Gas System	CFR Ref	Ship	Terminal	Code	Remarks
<b>19. Fixed IGS pressure and oxygen content recorders are working</b>	46CFR 32.53-5			<b>R</b>	
<b>20. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less by volume</b>	46CFR 32.53-5			PR	

## SUGARLAND TERMINAL GUIDE

### PART 'B' – Verbal Verification

Bulk Liquid General	CFR Ref	Ship	Terminal	Code	Remarks
<b>21. The ship is ready to move under its own power</b>				<b>PR</b>	
<b>22. There is adequate supervision and an effective deck watch in attendance on the ship for operations and emergencies</b>	33CFR156.1 20(s) (t) (u)			R	
<b>23. There is adequate supervision and effective manning at the terminal for operations and emergencies</b>	33CFR156.1 20(s) (t) (u)			R	
<b>24. The procedures for cargo, bunker and ballast handling have been agreed</b>	33CFR156.1 20(w)			AR	
<b>24a Terminal and vessel(s) report ready to begin transfer</b>	33CFR156.1 20(x)				
<b>25. The emergency signal and shutdown procedure to be used by the ship and shore have been explained and understood. The emergency means of shutdown is operable</b>	33CFR154.5 50 33CFR155.7 80			A	Two way radio chan. 2VHF radio chan. 11 Air Horn (5 blasts)
<b>26. Material safety data sheets (MSDS) for the cargo transfer have been exchanged</b>	33CFR156.1 20(w)(1)			A	
<b>27. The hazards associated with toxic substances in the cargo being handled have been identified and understood</b>	33CFR156.1 20(w)(1)				
<b>28. An International Ship Shore Fire connection has been provided</b>					
<b>29. The agreed tank venting system will be used</b>				<b>AR</b>	Method...
<b>30. The requirements for closed operations have been agreed</b>				<b>R</b>	
<b>31. The operation of the P/V system has been verified</b>					
<b>32. Independent high level alarms, if fitted, are operational and have been tested</b>					
<b>33. Cargo tank overfill devices are operational</b>	33CFR155.4 80				

## SUGARLAND TERMINAL GUIDE

Bulk Liquid General	CFR Ref	Ship	Terminal	Code	Remarks
34. Adequate insulating means are in place in the ship/shore connection					
35. Shore lines are fitted with a non return valve or procedures to avoid 'back filling' have been discussed					
36. Smoking rooms have been identified and smoking requirements are observed	33CFR156.1 20(cc)			AR	Nominated smoking rooms...
37. Naked light regulations are being observed	33CFR156.1 20(dd)			AR	
38. Boiler or galley fires are maintained safely	46CFR35. 35-20(h)(i)				
39. No unauthorized repair work or hot work being carried out	46CFR35. 30(b)(2)				
40. Ship/shore telephones, mobile phones and pager requirements are being observed.				AR	
41. Hand torches are of an approved type					
42. Fixed VHF transceivers and AIS equipment are on the correct power mode or switched off					
43. Portable VHF/UHF transceivers are of an approved type					
44. The ship's main radio transmitter aerials are earthed and radars are switched off					
45. Electric cables to portable electrical equipment within the hazardous area are disconnected from power					
46. Window type air conditioning units are disconnected					
47. Positive pressure is being maintained inside the accommodation					
48. Measures have been taken to ensure sufficient mechanical ventilation in the pump room				R	
49. There is provision for an emergency escape					
50. The maximum wind and swell criteria for operations has been agreed				A	Stop cargo at: <b>40 mph</b> Disconnect at: <b>45 mph</b> Unberth at: <b>Per Terminal / Vessel agreement</b>
51. Security protocols have been agreed between the Ship Security Officer and the Port Facility Security Officer, if appropriate				A	

## SUGARLAND TERMINAL GUIDE

If the ship is fitted, or required to be fitted, with an Inert Gas System (IGS) the following statements should be addressed.

Inert Gas System	CFR Ref	Ship	Terminal	Code	Remarks
52. The IGS is fully operational and in good working order	46CFR 32.53-5			P	
53. Deck seals, or equivalent, are in good working order				R	
54. Liquid levels in pressure/vacuum breakers are correct				R	
55. The fixed and portable oxygen analysers have been calibrated and are working properly				R	
56. All the individual tank IGS valves (if fitted) are correctly set and locked				R	
57. All personnel in charge of cargo operations are aware that in the case of failure of the Inert Gas Plant, discharge operations should cease, and the terminal be advised					

If the ship is fitted with a crude oil washing (COW) system, and intends to COW, the following statements should be addressed.

Crude Oil Washing		Ship	Terminal	Code	Remarks
58. The Pre-Arrival COW checklist, as contained in the approved COW manual, has been satisfactorily completed					25% of Tanks
59. The COW checklist for use before, during and after COW, as contained in the approved COW manual, are available and being used				R	25% of Tanks

If the ship is planning to tank clean alongside, the following statements should be addressed.

Tank Cleaning		Ship	Terminal	Code	Remarks
Tank cleaning operations are planned during the ship's stay alongside the shore installation		Yes/No*	Yes/No*		
If yes the procedures and approvals for tank cleaning have been agreed					
Permission has been granted for gas freeing operations		Yes/No*	Yes/No*		

\* Delete Yes or No as appropriate

**SUGARLAND TERMINAL GUIDE**

1) Declaration

**We, the undersigned, have checked the above items in Part A and B in accordance with the instructions, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.**

**We have also made arrangements to carry out repetitive checks as necessary and agreed that those items in Part A of the checklist should be re-checked at intervals not exceeding   6   hours.**

**If to our knowledge the status of any item changes we will immediately inform the other party.**

For Ship	For Shore
Name.....	Name.....
Rank.....	Position.....
Signature.....	Signature.....
Date.....	Date.....
Time.....	Time.....

**I certify that I have read the above declaration and detailed requirements and all conditions remain satisfactory.**

Unit	SUBSEQUENT PERSON- IN CHARGE	TITLE	TIME AND DATE
VESSEL			
FACILITY			
VESSEL			
FACILITY			
VESSEL			
FACILITY			

Record of repetitive checks

Date:							
Time:							
Initials for ship:							
Initials for Shore:							

## SUGARLAND TERMINAL GUIDE

### BARGE/SHORE SAFETY CHECK LIST (Incorporating the USCG-DOI Requirements)

**Barge Name:** \_\_\_\_\_

**Berth:** \_\_\_\_\_ **Port:** \_\_\_\_\_

**Date of Arrival:** \_\_\_\_\_ **Time of Arrival:** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **Stop Time** \_\_\_\_\_

**Responsibility and accountability for the safe conduct of operations whilst a barge is at a terminal is shared between the Tankerman and responsible terminal representatives. Before cargo operations commence the Tankerman and the terminal operator should:**

- *Agree on the handling procedures including the maximum loading or unloading rates;*
- *Agree on the action to be taken in the event of an emergency during cargo/ballast handling operations.*
- *Complete and sign the Ship/Shore Safety Check List.*

The following guidelines have been produced to assist berth operators and Tankerman in their joint use of the Barge/Shore Safety Check List.

The Tankerman must adhere strictly to these requirements throughout the barge's stay alongside. The terminal representative must ensure that shore personnel do likewise. Each party commits to co-operate fully in the mutual interest of safe and efficient operations.

*The Barge/Shore Safety Check List uses statements assigning responsibility and accountability. The acceptance of such is confirmed by ticking or initialling the appropriate box and finally signing the declaration. Once signed this details the minimum basis for safe operations that has been agreed through a mutual exchange of critical information.*

**Some of the Check List statements are directed to considerations for which the Tankerman has sole responsibility and accountability, some where the terminal has sole responsibility and accountability and others which assign joint responsibility and accountability. The greyed out boxes identify those that do not need to be ticked or initialled although the Tankerman or terminal may tick or initial such sections if they so wish.**

**The assignment of responsibility and accountability does not mean that the other party is excluded from carrying out checks in order to confirm compliance. The assignment of responsibility and accountability ensures clear identification of the party responsible for initial and continued compliance throughout the barge's stay at the terminal.**

The Tankerman should personally check all considerations lying within the responsibility of the barge. Similarly, all considerations which are the terminal's responsibility should be personally checked by the terminal representative. In fulfilling their responsibilities representatives should assure themselves that the standards of safety on both sides of the operation are fully acceptable. This can be achieved by means such as:

- ✓ *Confirming that a competent person has satisfactorily completed the checklist.*
- ✓ *Sighting appropriate records.*
- ✓ **By joint inspection where deemed appropriate.**

**Before the start of operations, and from time to time thereafter for mutual safety, a member of the terminal staff and, where appropriate, the Tankerman, may conduct an inspection of the barge to ensure that both are effectively managing their obligations as accepted in the Barge/Shore Safety Check List. Where basic safety requirements are found to be out of compliance, either party may require that cargo operations are stopped until corrective action is satisfactorily implemented.**

## SUGARLAND TERMINAL GUIDE

There are two sections on the Barge/Shore safety checklist. The first identifies the *required physical checks* and the second identifies *verbal checks*.

The safety of operations requires that all relevant statements are considered and responsibility and accountability for compliance accepted. Where either party is not prepared to accept an assigned accountability a comment must be made in the remarks column and due consideration given to whether operations should proceed.

The presence of the letters A, P or R in the column 'Code' indicates the following:

- A** This identifies any procedures or agreements that should be identified in the remarks column of the Check List or communicated in some other mutually acceptable form.
- P** In the case of a negative answer to the questions coded "P", no operations are to be conducted without the appropriate written authority.
- R** *Indicates items to be re-checked at appropriate intervals as agreed between both parties.*

Where an item is agreed to be not applicable to the barge, to the terminal or to the operation envisaged, a note to that effect should be entered in the "Remarks" column.

Whilst the Barge/Shore Safety Check List is based upon cargo handling operations, it is recommended that the same practice is adopted when a barge presents itself at a berth for tank cleaning.

The joint declaration should not be signed until all parties have checked and accepted their assigned responsibilities and accountabilities.

## SUGARLAND TERMINAL GUIDE

### PART 'A' – Physical Checks.

Bulk Liquid General	CFR Ref	Barge	Terminal	Code	Remarks
1. There is safe access between the barge and shore				R	
2. The barge is securely moored	33CFR156.1 20(a)			R	
3. Applicable warning signs/signals are displayed	46CFR 35.35-20(a)				
4 Work areas and transfer connections are adequately lit	33CFR154.5 70 33CFR155.7 90				
5. The agreed barge/shore communication system is operative	33CFR156.1 20(q)			AR	System: Two way radio chan 2 Back up system: VHF radio chan 2, Air Horn
6. Language fluency is adequate	33CFR156.1 20(v)				
7. The Barge fire hoses and/or fire-fighting equipment is positioned and ready for immediate use				R	
8. The terminal's fire-fighting equipment is positioned and ready for immediate use				R	
9. The barge cargo hoses/arms, lines and manifolds are in good condition, properly rigged and appropriate for the service intended	33CFR156.1 20(b) (c) (g) (i) (j) (k)				
10. The terminal's cargo hoses/arms are in good condition, properly rigged and appropriate for the service intended	33CFR156.1 20(b) (c) (g) (i) (j) (k)				
11. The cargo transfer system is sufficiently isolated and drained to allow removal of blank flanges prior to connection					
12. Scuppers and 'save alls' are effectively plugged and drip trays are in position and empty	33CFR155.3 10 33CFR155.3 20			R	
13. Temporarily removed scupper plugs will be constantly monitored					
14. Shore spill containment and sumps are correctly managed	33CFR154.5 30			R	
15. Discharge containment equipment is readily accessible	33CFR154.5 45				
16. Facility monitoring devices are operating properly	33CFR154.5 25				

## SUGARLAND TERMINAL GUIDE

Bulk Liquid General	CFR Ref	Barge	Terminal	Code	Remarks
17. Unused cargo connections on barge are properly secured with blank flanges fully bolted	33CFR156.1 20(e) (f)				
18. Barge's transfer system is aligned to allow flow	33CFR156.1 20(d)				
19. All connections are leak free	33CFR156.1 20(p)				
20. The terminal's unused cargo connections are properly secured with blank flanges fully bolted	33CFR156.1 20(e) (f)				
21. Shore transfer system is aligned to allow flow	33CFR156.1 20(d)				
22. All cargo, void and bunker tank lids are closed					

### PART 'B' – Verbal Verification

Bulk Liquid General	CFR Ref	Barge	Terminal	Code	Remarks
23. Towboat is ready/nearby to move the barge if needed				<b>PR</b>	
24. There is adequate supervision and effective manning for operations and emergencies	33CFR156.1 20(s) (t) (u)			R	
25. The procedures for cargo, handling have been agreed	33CFR156.1 20(w)			AR	
26. Terminal and barge report ready to begin transfer	33CFR156.1 20(x)				
27. The emergency signal and shutdown procedure to be used by the barge and shore have been explained and understood.  The emergency means of shutdown is operable	33CFR154.5 50 33CFR155.7 80			A	Two way radio Chan 2 VHF Radio Chan 11 Air Horn (5 blasts)
28. Material safety data sheets (MSDS) for the cargo transfer have been exchanged	33CFR156.1 20(w)(1)			A	
29. The hazards associated with toxic substances in the cargo being handled have been identified and understood	33CFR156.1 20(w)(1)				
30. The agreed tank venting system will be used				<b>AR</b>	Method:
31. The requirements for closed operations have been agreed				<b>R</b>	
32. The operation of the P/V system has been verified					

## SUGARLAND TERMINAL GUIDE

<b>33. Independent high level alarms, if fitted, are operational and have been tested</b>					
<b>34. Cargo tank overfill devices are operational</b>	33CFR155.480				

Bulk Liquid General	CFR Ref	Barge	Terminal	Code	Remarks
<b>35. Adequate insulating means are in place in the ship/shore connection</b>					
<b>36. Shore lines are fitted with a non return valve or procedures to avoid 'back filling' have been discussed</b>					
<b>37. Smoking requirements are observed</b>	33CFR156.120(cc)			AR	
<b>38. Naked light regulations are being observed</b>	33CFR156.120(dd)			AR	
<b>39. No unauthorized repair work or hot work being carried out</b>	46CFR35.30(b)(2)				
<b>40. Telephones, mobile phones and pager requirements are being observed.</b>				AR	
<b>41. Hand torches are of an approved type</b>					
<b>42. Portable VHF/UHF transceivers are of an approved type</b>					
<b>43. Electric cables to portable electrical equipment within the hazardous area are disconnected from power</b>					
<b>44. There is provision for an emergency escape</b>					
<b>45. The maximum wind and swell criteria for operations has been agreed</b>				A	Stop cargo at: <b>40 mph</b> Disconnect at: <b>45 mph</b> Unberth at: <b>Per terminal / Vessel agreement</b>
<b>46. Security protocols have been agreed between the Barge Security Officer and the Port Facility Security Officer, if appropriate</b>				A	

Tank Cleaning		Barge	Terminal	Code	Remarks
<b>47. Tank cleaning operations are planned during the barge stay alongside the shore installation</b>		Yes/No*	Yes/No*		
<b>48. If yes the procedures and approvals for tank cleaning have</b>					

## SUGARLAND TERMINAL GUIDE

<b>been agreed</b>					
<b>49. Permission has been granted for gas freeing operations</b>		<b>Yes/No*</b>	<b>Yes/No*</b>		

\* Delete Yes or No as appropriate

### Declaration

**We, the undersigned, have checked the above items in Part A and B in accordance with the instructions, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.**

**We have also made arrangements to carry out repetitive checks as necessary and agreed that those items in Part A of the checklist should be re-checked at intervals not exceeding  6  hours.**

**If to our knowledge the status of any item changes we will immediately inform the other party.**

For Barge	For Shore
Name.....	Name.....
Rank.....	Position.....
Signature.....	Signature.....
Date.....	Date.....
Time.....	Time.....

**I certify that I have read the above declaration and detailed requirements and all conditions remain satisfactory.**

Unit	SUBSEQUENT PERSON- IN CHARGE	TITLE	TIME AND DATE
<b>VESSEL</b>			
<b>FACILITY</b>			
<b>VESSEL</b>			
<b>FACILITY</b>			
<b>VESSEL</b>			
<b>FACILITY</b>			

### Record of repetitive checks

Date:							
Time:							
Initials for Barge:							
Initials for Shore:							

**SUGARLAND TERMINAL GUIDE**

**DECLARATION OF SECURITY**

\_\_\_\_\_  
(Name of Facility)

\_\_\_\_\_  
(Name of Vessel)

\_\_\_\_\_  
(Location)

\_\_\_\_\_  
(IMO Number)

\_\_\_\_\_  
(Registry)/(Flag)

- This *Declaration of Security* is valid from \_\_\_\_\_ until \_\_\_\_\_ for all vessel/Facility interface.
- MARSEC Level     1     2     3.
- The vessel and Facility agree to the following security responsibilities:

Activity	(Responsible party to initial)	
	<u>Facility</u>	<u>Vessel</u>
1. Communications established between the vessel and facility:	_____	_____
(a) Means of raising alarm agreed between vessel and facility.	_____	_____
(b) Vessel/facility report/communicate any noted security non-conformities and notify appropriate government agencies.	_____	_____
(c) Port specific security information passed to vessel and notification procedures established (Specifically who contacts local authorities, National Response Center, and Coast Guard).	_____	_____
2. Responsibility for checking identification and screening of:	_____	_____
(a) Passengers, crew, hand carried items, and baggage.	_____	_____
(b) Vessel stores, cargo, and vehicles.	_____	_____
3. Responsibility for searching the berth/pier directly surrounding the vessel.	_____	_____
4. Verification of increased MARSEC level and implementation of additional protective measures.	_____	_____
5. Responsibility for:	_____	_____
(a) transporting/escorting personnel for shore leave and crew changes	_____	_____
(b) transporting/escorting visitors to the vessel.	_____	_____
(c) providing security for vessel when unattended.	_____	_____

The signatories to this agreement certify that security arrangements during the specified *interface* activities are in place and maintained.

\_\_\_\_\_  
(Signature of Master or *Vessel Security Officer*)

\_\_\_\_\_  
(Signature of *Facility Security Officer* or authorized *designee*)

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Contact information

\_\_\_\_\_  
Contact information

ATTACHMENTS

1. Site Plan
2. Loading Arm Operating and Safety Envelope
3. Drawings
  - a) MA1 – Dock 1 110,000 DWT Mooring Arrangement
  - b) MA3 – Dock 1 125,000 DWT Mooring Arrangement
  - c) MA4 – Dock 1 Ocean Barge Mooring Arrangement
  - d) MA5 – Dock 1 Single Inland Barge Mooring Arrangement
  - e) MA6 – Dock 1 Tandem Inland Barge Mooring Arrangement
  - f) MA7 – Dock 2 110,000 DWT Mooring Arrangement
  - g) MA9 – Dock 2 125,000 DWT Mooring Arrangement
  - h) C1 - Dock 1 Hydrographic Survey
  - i) C2 - Dock 2 Hydrographic Survey

Location: _____	Dock No: _____
-----------------	----------------

*SHIPS AGENT - This questionnaire is to be completed and e-mailed or faxed to the receiving Terminal no later than 72 hours prior to ships arrival at dock.*

1.	Name of Incoming Vessel :								
2.	Vetting Number :								
3.	Est. Date of Arriving Vessel: _____ ETA of Arriving Vessel: _____								
4.	Product: _____ Quantity: _____ bbls								
5.	Vessel Coming in for : (check one) <span style="margin-left: 100px;">Load <input type="checkbox"/></span> <span style="margin-left: 20px;">Discharge <input type="checkbox"/></span>								
6.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Loading - Advise Tank Preparation, Previous Cargo / Discharging - Advise Amount of free water in cargo</td> <td style="width:15%;"><b>Previous Cargo</b></td> <td style="width:15%;"><b>Free Water</b></td> <td style="width:10%; text-align: center;">%</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Loading - Advise Tank Preparation, Previous Cargo / Discharging - Advise Amount of free water in cargo	<b>Previous Cargo</b>	<b>Free Water</b>	%				
Loading - Advise Tank Preparation, Previous Cargo / Discharging - Advise Amount of free water in cargo	<b>Previous Cargo</b>	<b>Free Water</b>	%						
7.	FW Arrival Draft (ft) : _____ ft								
8.	FW Departure Draft (ft) : _____ ft								
9.	Arrival Displacement : _____ dwt								
10.	Max. Manifold Height Above W/L (ft) : _____ ft								
10a.	Size and No. of Manifold Presentation Flanges : _____ No. _____ Size _____ "								
10b.	Bow to Manifold Distance in Feet : _____ ft								
11.	Confirm all Vessel's Navigational, Mooring and Cargo Handling Equipment is in Good Working Condition. If no Give Details :								
12.	Confirm IGS Fully Functioning and Vessel is Fully Inerted								
13.	Crude Oil Washing - Number of Tanks (25%) Vessel Intends to Wash								
13a.	Confirm Pre-Arrival Tests and Checklists Completed								
14.	Confirm Valid Security Plan in Place With Proper USCG Approval								
15.	Confirm Terminal Guide has been Received and Vessel Complies With Requirements								
16.	Other :								

<b>N o t e</b>	<p>A list of crew members required to board or disembark the vessel while at dock shall be submitted to the terminal 48 hrs prior to ships arrival.</p> <p>For security reasons the St. James Facilities will not allow Bunker or Stores transfers while the vessel is positioned along side of the dock. Arrangements should be made to conduct these transfers before or after berthing activities.</p> <p>All Vessels/Barges planning to call at Shell Pipeline Operated Terminals must be positively vetted as per the Royal Dutch Shell Group - Ship Quality Assurance Guidelines. Contact STUSCO Vetting Office in Houston. (713) 241-2532 24-hour Shipping Number</p>
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**Comments:** } \_\_\_\_\_

Name / Title of Person Completing Document:	Date : _____	Time: _____
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St. James Terminal PIC E-mail: <a href="mailto:SPLC.St.James.Docks.SPLC">SPLC.St.James.Docks.SPLC</a>	SPLC - St. James	Fax (225) 265-4714
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