

## **SHORE TERMINALS, LLC TERMINAL - MARTINEZ, CA**

### **INSTRUCTIONS TO VESSELS / REGULATIONS - WHARF ARRA**

The following are regulations and practices that are to be followed at Shore Terminals, LLC Terminal and by vessels moored at these facilities. It is recognized that the maintenance of safe and efficient conditions and procedures aboard ship is the responsibility of the Master and owner. However, the Terminal Manager is responsible to see that the following regulations and practices are applied on tank vessels and at terminals to insure the transfer of cargo in an accident-free manner. A copy of these regulations is provided to each vessel at the pre-transfer conference. It is the Vessel Master's responsibility to abide by these regulations and all local, state, and federal regulations while moored at the Shore Terminals, LLC Terminal wharf.

### **COMMUNICATIONS**

The Terminal will provide radios for communication. Radio communication between a Shore Terminals, LLC Terminal person in charge (TPIC) on the wharf and the person in charge of the cargo transfer on any vessel (VPIC) (ship or barge) must be kept at all times. If radio contact cannot be made with either the Vessel person in charge (VPIC) or the Terminal person in charge (TPIC), the party attempting to activate radio communications will signal the other party using the canister air horn (Vessel) or the emergency horn. (Control Room on the Wharf) After sounding/ hearing the air horn, the VPIC and TPIC will proceed immediately to the gangway rigged for access from wharf to vessel and implement communication by voice and hand signal until radio communications are restored.

### **GANGWAY**

The Master of the Vessel has the responsibility to provide and position an adequate and safe gangway with handrails and safety net and insure adequate illumination. The gangway must be positioned to provide direct access to and from the main wharf platform and must extend to a position on the wharf a minimum of five (5) feet from the edge of the wharf throughout the transfer operation.

### **SMOKING**

Smoking is prohibited on the weather decks of tank vessels, on the docks, and in the dock vicinity. The vessel Master shall designate when and where the vessel crew shall smoke.

### **SHORE LEAVE**

Crew members or guests may not enter the Terminal facility without the authorization of the TPIC. A public telephone is available on the pier for the arrangement of ground transportation. Transfer of passengers should only occur in the parking area at the shoreline. Vehicle traffic on the dock trestle or areas other than the direct route to and from the shoreline parking area are strictly prohibited. Unauthorized foot travel within the Terminal property is prohibited.

### **TUGS AND SMALL CRAFT**

No vessel shall come alongside or remain alongside a tank vessel while transferring cargo without the approval of the Terminal Manager and the Master of the vessel transferring the cargo.

### **WEATHER DECK DOORS**

All doors and portholes from quarters facing main deck must be kept closed while transferring

cargo.

### **PORTABLE ELECTRICAL EQUIPMENT**

No portable cables connected to an electrical source shall be used while transferring cargo. When illumination is needed, approved explosion-proof flashlights are to be used.

### **HOT WORK - BOILER AND TANK CLEANING**

Boiler cleaning, welding, burning, or hot work is not allowed while the vessel is at the dock.

### **STACK AND ENGINE EXHAUSTS**

In the event a stack or engine exhaust emits live sparks, the transfer of cargo must be stopped.

### **ELECTRONIC TRANSMISSION EQUIPMENT**

The main transmitter and radar transceiver. Are not to be used while transferring cargo.

### **ELECTRICAL STORMS**

The transfer of cargo must be stopped during electrical storms or when lightning appears in close vicinity.

### **MOORING VESSELS**

A sufficient number of good mooring lines must be used to hold the vessel in position and be kept taut during transfer of cargo. See mooring line requirements attached as Exhibit A.

### **PREPARING TO TRANSFER CARGO**

All sea valves connected to the cargo lines must be lashed or sealed in the closed position during transfer of cargo. The lashed or sealed valves must be sighted by the Terminal Technician or his designated representative prior to commencement of transfer of cargo. All scuppers must be plugged with leak-proof plugs. Cargo arm/hose connections must be properly made with all flanged joints gasketed, bolts pulled together evenly' and tight. Hoses must be supported in a manner to avoid chafing.

All cargo tank hatches are to be closed before and during transfer of cargo having a flash point below 150 degrees F.

There shall be a sufficient number of the crew on duty to perform the transfer operation.

The Terminal Manager or his designated representative and the Master or senior deck officer on duty must plan the sequence to be used for the transfer of cargo, the pumps and pipelines to be used, the rate of transfer, with due regard for other special precautions designed to reduce hazardous conditions.

### **TRANSFERRING CARGO**

During the transfer operations the senior deck officer on duty and a Shore Terminals, LLC Terminal employee shall supervise the operation of the cargo valves, start the transfer of cargo slowly, observe cargo connections for leakage, observe the operational pressures on cargo system, and the rate of loading.

The Terminal Manager or his designated representative must keep in contact with the senior deck officer on duty by radio to insure that the transfer of cargo is progressing as planned.

The Terminal Manager or his designated representative must control loading rates to prevent excessive venting of vapors. Establishment of loading rates must be a matter for judgment since this will vary with vessel capabilities, type of cargo, and with wind and atmospheric conditions.

In the event of a violation of any of these regulations or the development of a dangerous condition such as the accumulation of excessive vapors or oil leakage from any source which may endanger operations, the Master is to be notified by radio. If the violation or condition cannot be corrected, the Terminal Manager or his designated representative is to suspend the transfer of cargo.

Notification in writing is to be given to the Master, owner, or agent concerning the reason for suspension of cargo transfer. Before any topping off, the Terminal Manager or his designated representative and the senior deck officer on duty shall plan the standby time required for completion of the cargo transfer. Furthermore, they shall agree to the loading rate during the topping-off process.

### **BALLASTING CARGO OR BALLAST TANKS**

At no time will the vessel take on ballast while discharging cargo. If at any time ballasting becomes necessary due to safe cargo arm clearance, it will be only with the consent of the Terminal Manager and only after the tanks to be ballasted have been gauged and sealed by an authorized gauger.

### **AFTER COMPLETING THE TRANSFER OF CARGO**

The Terminal Manager or his designated representative, in cooperation with the senior deck officer on duty, will see that all valves are closed, loading arms and hoses drained into proper receptacle and then disconnect, sampling and gauging completed, all ullage openings closed, and agreement reached on sailing time. Upon completion of the transfer of cargo, the vessel must leave the berth within a reasonable period of time, provided weather conditions permit.

No vessel shall be permitted to lay in a berth unattended.

### **SCHEDULED VESSEL DEPARTURE**

It is the responsibility of the Master of the Vessel to set the sailing time and to notify the Shore Terminals, LLC Terminal a minimum of six (6) hours before the sailing time. Shore Terminals, LLC Terminal will schedule the line crew. It is also the responsibility of the Master to notify his agent six (6) hours prior to the sailing time. It is the responsibility of the agent to schedule the pilot and assist tugs.

### **BUNKERING**

No bunkering of fuel for the vessel is permitted while the vessel is at the wharf.

### **FIRES AND EMERGENCIES**

In the event of any accidental fire on the vessel, dock, or waterfront area, the transfer of cargo must be suspended and the vessel made ready for immediate departure should danger be imminent.

Furthermore, should an emergency or accident occur, vessel and Terminal Personnel must take immediate action to protect life and property.

Nothing in these regulations shall prevent the Terminal Manager or his designated representative from taking such action as deemed necessary in the event of an emergency.

Terminal Manager

**EXHIBIT A - VESSEL MOORING**

SHIPS AND BARGES MUST BE MADE SECURE TO THE DOCK WITH AN ADEQUATE NUMBER OF LINES TO INSURE SAFE TRANSFER OF CARGO. Since the tidal flow at this berth can reach two knots per hour and the wharf is subject to occasional heavy winds, **the recommended minimum line requirements for this dock** are:

**VESSEL SIZE**

**SHIPS UP TO 60,000 DWT:**

(Total of 14 lines)

**FORWARD**

4 Head Lines 4 Aft Lines  
2 Spring Lines 2 Spring Lines

**AFT**

1 Breast Line

1 Breast Lines

Note: The recommended minimum number of 38mm steel wires in the above are:

1 Spring Wire 1 Breast Wire

1 Spring Wire 1 Breast Wire

**SHIPS FROM 60,000 TO 80,000 DWT:** (total of 16 lines)

4 Head Lines  
2 Spring Lines  
2 Breast Lines

4 Aft Lines  
2 Spring Lines  
2 Breast Lines

Note: The recommended minimum number of 38mm steel wires in the above are:

2 Spring Wire- 2 Spring Wire 1 Breast Wire 1 Breast Wire

**SHIPS FROM 80,000 TO 112,000 DWT:**

(Total of 16 lines)

4 Head Lines 4 Aft Lines  
2 Spring Lines 2 Spring Lines  
2 Breast Lines 2 Breast Lines

Note: The recommended minimum number of 38mm steel wires in the above are:

2 Head Wire 2 Aft Wire  
2 Spring Wire 2 Spring Wire  
1 Breast Wire 1 Breast Wire

**SHIPS FROM 112,000 TO 150,000 DWT:**

Note: The mooring line requirements for vessels in this group will be determined at the time a specific nomination is submitted to the Terminal. Line requirements will be in accordance with the marine wharf engineering survey that was conducted by G.K.O. Messinger and Associates in August 1994 including maximum wind restriction for vessels in this-class.

It is the Master's responsibility to ensure the vessel remains fast alongside the wharf at all times during its stay at this terminal.

**If the vessel drifts away from the dock more than one-foot (1) foot, pumping will be stopped and load arms disconnected until the ship is brought back into position. All costs and delays incurred in returning the vessel to its correct position alongside the wharf will be the sole responsibility of the vessel owner.**

EXHIBIT A - VESSEL MOORING

VESSEL SIZE FORWARD AFT

BARGES UP TO 70,000 BBLs: (Total of 6 lines)	2 Head Lines 1 Spring Line	2 Aft Lines 1 Spring Line
BARGES FROM 70,000 BBLs TO 150,000: (Total of 8 lines *)	2 Head Lines 2 Spring Lines	2 Aft Lines 2 Spring Lines
Note: The recommended minimum number Of steel 38mm wires in the above are:	----- 2 Head wire	----- 2 aft wire

\* During winter conditions, defined as the months of October - March, barges between 100,000 and 150,000 bbls. Will be required to add a minimum of (4) additional mooring lines.

It is the Tankerman's responsibility to ensure the vessel remains fast alongside the wharf at all times during its stay at this terminal.

If the vessel drifts away from the dock more than one (1) foot, pumping will be stopped and load arms disconnected until the barge is brought back into position. All costs and delays incurred in returning the vessel to its correct position alongside the wharf will be the sole responsibility of the vessel owner.

**MARTINEZ MARINE TERMINAL**

**Mailing Address:** 2801 Waterfront Road  
Martinez, CA 94553  
Telephone (925) 228-3227  
Fax (925) 228-5617

**Geographic Location:** Approximately 3/4 of a mile upstream from the 1680 Benicia Bridge on the south side of Carquinez Strait. Distance from the San Francisco Pilot Station is 42.2 nautical miles.

**Draft Limitations:** Shore Terminals, LLC Martinez Berth 32-37, MLLW

**Vessel Limitations:** 950 length maximum  
150,000 dead weight tons maximum  
No beam restrictions

**Cargo Connections:** (2), 150 lb. Ranged mechanical loading/ unloading arms, 1 for crude products, 1 for light products (1)-10" vapor recover hose. NOTE: Hose must be handled by ship's crane. (L)-10" 150 lb. flanged mechanical, multipurpose, loading/unloading/vapor arm.  
EMERGENCY BACK-UP ONLY

**Loading/Unload Rates:** Loading:  
Crude products 10,000 to 15,000 BPH  
Light Products 5,000 to 10,000 BPH  
Unloading:  
Crude products 3,000 to 25,000 BPH  
Light products 5,000 to 12,000 BPH  
Maximum pumping pressure 125 PSI

**Other Wharf Considerations:**

- (1) Bunkers not available.
- (2) No hot work permitted.
- (3) Barges not permitted alongside for bunkering while at wharf.
- (4) No stores handled at berth.
- (5) Mooring line requirements: See Exhibit "A"
- (6) Gangway requirements: See page 1 of wharf regulations.
- (7) Dirty ballast or bilge facilities available at fee for services and handling.