



Marine Terminal Guide

Shell New Haven Terminal, New Haven, CT



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SECTION 1 - EMERGENCY CONTACTS AND PROCEDURES

1.1 GENERAL EMERGENCY PROCEDURES

Any vessel navigating within the U.S. Exclusive Economic Zone on charter to Shell Trading (US) Company (STUSCO) or Shell Chemicals is required to give prompt notice of:

Personal injury or near miss;
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 the vessel or terminal;
Situations with the potential to become more serious;
Security incident; and
Any requests for assistance.

Notification should be made to the Shell 24-Hour Incident Hotline:

(713) 241 2532

1.2 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 Shell New Haven terminal:

Name	Position	Office	Cell
Michael Sullivan	Complex Manager	401 461 6600 x113	401 413 8164
Paul Fatum	Terminal Manager	203 468 4000 x101	732 672 6777
	Terminal Operations	203 468 4000 x104	
Jerry Crooks	Marine Technical Advisor		281 785 0522

1.3 TERMINAL EMERGENCY PROCEDURES

Terminal personnel will refer to the Facility Response Plan.

In the case of an emergency, transfer operations shall cease immediately with all appropriate equipment secured. The terminal and vessel will make all notifications required by their Facility Response Plan or Vessel response Plan respectively. The safety of people is the first priority in every incident response.

Immediate response actions shall include:

Oil Spills

Suspend transfer operations, close all valves and secure the source of the spill.
Drain lines and loading arms into containment systems. Stop any spill to water.
Make appropriate notifications.
Implement the Facility Response Plan.

Fire and/or Explosion

Terminate transfer operations, close all valves and raise the alarm by two-way radio.
Eliminate the source of the fire if possible.
Make appropriate notifications.

Personal Injury

Notify the facility Person-in-Charge (PIC) and suspend transfer operations.
If safe to do so, move the injured party to a safe location.
Organise medical assistance.
Make appropriate notifications.

Severe Weather

Refer to Section 2.11.

Terrorist Activity

Terminate transfer operations and raise the alarm by two-way radio.
Follow the Facility/Vessel Security Plan and make appropriate notifications.

1.4 EMERGENCY SIGNALS

Incident Alarm (Terminal)

Primary - by verbal advice via constant two-way radio communication between the vessel and terminal personnel.

Secondary - sounding of the emergency air horn on the dock.

Incident Alarm (Vessel)

Primary - by verbal advice via constant two-way radio communication between the vessel and terminal personnel.

Secondary - by continuous sounding of the vessel's internal alarm and the sounding of at least six blasts, each of not less than ten seconds duration, on the ship's whistle.

Incident Alarm (Barge)

Primary - by verbal advice via constant two-way radio communication between the vessel and terminal personnel.

Secondary - sounding of the emergency air horn on the dock.

SECTION 2 - TERMINAL INFORMATION

2.1 DESCRIPTION OF TERMINAL

The Shell New Haven Terminal is situated at 481 East Shore Parkway, New Haven, CT 06512. The terminal is located on the east bank of New Haven Harbor, approximately 0.7 nautical miles south of the Quinnipiac Bridge. The terminal has two marine docks, an inner berth (barges) and an outer berth (ships and barges), situated at 41° 17' 02"N 72° 54' 06"W. The terminal operates 24 hours a day.

Current Operation

This facility is a bulk sales terminal with 33 tanks storing seven different grades of petroleum products and additives. The facility receives bulk petroleum products via ship and barge, and on some occasions pipeline; stores and blends it; and transfers it to customers through the truck loading racks, pipeline and the marine docks. The dock facility is capable of transferring to or from two marine vessels at a time. The maximum vessel criteria are listed in Section 2.7.

Above Ground Product Storage

Jet A
High Sulphur Heating Oil #2
Gasoline & Gasoline Blend Stock
Ethanol
Additives
Ultra Low Sulphur Diesel (ULSD)
Kerosene
JP8

2.2 ANCHORAGES AND WAITING AREAS

Deep draft vessels can anchor about one mile south of the sea buoy in excellent holding ground. Vessels with a draft of 20-feet or less can anchor inside the West Breakwater and the southwest half of Middle Breakwater, although depths in the anchorage were reported to be less than the charted depths. Caution should be exercised to avoid the fish stakes in the area. Vessels can also anchor north of Southwest Ledge Light in depths of 18 to 20 feet, where there is a soft bottom in places. Care should be taken to avoid the ledges north of the East Breakwater.

2.3 COMMUNICATIONS PRIOR TO ARRIVAL

Ship and barge ETA messages are obtained from the vessel agents or directly from the vessels. Self-propelled seagoing vessels must submit a properly completed Pre-Arrival Questionnaire (Ship) (Section 4 - Attachments) to Shell New Haven at least 48 hours prior to arrival at the facility. Contact information for the facility is included on the questionnaire. Once alongside communication with the Loading Master, known in the U.S. as the Person-in-Charge (PIC), is via hand-held two-way radios.

Tugs and barges are not required to submit a Pre-Arrival Questionnaire. However, as per Section 3.5 of this Marine Terminal Guide, 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 shall be advised of any defects or deficiencies.

2.4 PILOTAGE

Pilotage is compulsory in Long Island Sound for foreign vessels and U.S. vessels sailing register. In addition, vessels arriving or departing from New Haven with a draft of 28 feet or more must coordinate with the pilots to transit the federal channel. Vessels may use the piloting/docking services of any pilot participating in the State of Connecticut's mandatory pilotage rotation system. Details can be obtained via the vessel's agent or from the British Admiralty and United States Coast Pilot books, but a minimum of 24 hours notice is required to arrange services.

All vessels are expected to conform to international regulations regarding the master-pilot exchange of information. The terminal should be notified of equipment failures or malfunctions a minimum of 24 hours in advance of the vessel's arrival at the pilot station. This notification can be made through the agent or by e-mail directly to the terminal.

2.5 TUGS AND SUPPORT CRAFT

Ships are required to use assist tugs for docking and undocking at Shell New Haven. The number, type, horsepower and bollard pull of assist tugs are determined by the pilot and master, considering the vessel size; vessel type; condition (loaded or ballasted); and environmental conditions (wind, sea, swell, current and ice). Ship assist tugs are arranged by the agent and tugs up to 3,800 horsepower are readily available. Certifications for bollard pull are available from the operating companies.

There is no requirement for escort tugs in the Port of New Haven.

An assist tug is recommended for barges docking and undocking on the inside berth. Barges at Shell New Haven shall have a tug "in attendance" at all times. Tugs are required to remain on standby and within the port limit during transfer operations unless otherwise authorized by terminal

management. Tugs that desire to remain with the barge are required to moor in the notch or make fast to the stern section of the barge while at the berth. Tugs are not permitted to moor alongside the offshore side of the barge at any time. Tugs that choose to remain with the barge will not be permitted to leave the vessel once the cargo hose is connected or containment boom deployed.

Line handling boats are not used for mooring at Shell New Haven.

2.6 CARGO TRANSFER FACILITIES

Description of transfer facilities:

Dock Name	Manifold or Hoses	Manifold or Hose Size	Maximum Rate Barrels/Hour		Maximum BP	Products
			Loading	Discharging		
Outer Berth	2 Hoses 2 Manifolds 2 Manifolds	10" 8" 6"	8,000	12,000	100 PSI or 6.9 Bar	Ethanol, Distillates and Gasoline
Inner Berth	2 Manifolds	6"	5,000	12,000	100 PSI or 6.9 Bar	Ethanol, Distillates and Gasoline

Loading and discharge rates shall be established during the pre-transfer conference with the facility PIC. The facility PIC will use the terminal established tank rates for reference when calculating the maximum loading rate. Once agreed, the maximum rate shall be documented on the pre-transfer plan. (See Section 3.42)

Prior to arrival at Shell New Haven the pressure in all cargo tanks should be reduced to < 0.5 PSI (0.034 BAR).

2.7 MAXIMUM AND MINIMUM VESSEL CRITERIA

Berth characteristics:

Dimension	Outer		Inner	
	Feet	Meters	Feet	Meters
Maximum Length Overall (LOA)	738	224.94	400	121.92
Minimum LOA	300	91.44	250	76.20
Beam	106	32.31	85	25.91
Minimum Parallel Mid Body Length (PBL) [Note 1]	185	56.39	250	76.20
Maximum Bow to Center Manifold (BCM)	369	112.47	185	56.39
Maximum Stern to Center Manifold (SCM)	369	112.47	170	51.82
Depth @ Mean Low Water (MLW)	38	11.58	21' 2"	6.45
Maximum Draft @ MLW [Note 2]	37	11.28	20' 2"	6.15
Maximum Deadweight [Note 3]			80,000 BBLS	
Maximum Displacement	81,000 MT		TBD	
Maximum Approach Speed	4-inches per second		TBD	
Water Density	Brackish			

Note 1 - The ship (outer) berth at Shell New Haven has three Breasting Dolphins (BD). The north BD is designated as BD-1; the center BD is BD-2; and the south BD is BD-3, as shown in the mooring diagrams in the Attachments. The minimum PBL at Shell New Haven is the distance between the center of the fender panels for BD-2 and BD-3, which is 185.01 feet (56.39 meters). Vessels shall manage the discharge and ballasting operations to maintain contact with the fenders on two breasting dolphins at all times.

Note 2 - Vessels with a draft near the maximum shall approach on the rising tide.

Note 3 - Vessels are cleared using actual deadweight onboard and not the Summer Deadweight Tonnage (SDWT). The pilots accept vessels above 50,000 SDWT on a case-by-case basis considering weather, tide and tug availability.

2.8 EMERGENCY SHUTDOWN

Emergency shutdown procedures shall be discussed between the vessel and facility PICs at the pre-transfer conference.

The vessel and facility PICs shall be immediately notified of any equipment failures affecting the transfer using the provided hand-held radios, or by voice or hand signals. The appropriate PIC will shut down the transfer if necessary. Once the transfer has ceased, the cargo transfer lines shall be shut down and clean-up of any spilled materials started immediately.

In the event of a spill, fire/explosion, personal injury, vessel breakaway, severe weather conditions or terrorist activity, the guidelines in the Facility Response Plan, Facility Security Plan and the Dock Operations Manual shall be implemented.

2.9 TERMINAL MANNING

There will be two operators on duty for each shift while a vessel is alongside conducting transfer operations, including one PIC on the dock at all times.

Containment boom is deployed around the vessel for each transfer, as required by state law, by a third party contractor. A minimum of two crewmembers are required in the boom boat when handling, deploying or retracting boom.

2.10 TIDES AND CURRENTS

The tidal range within the port areas pertinent to Shell New Haven is approximately 6-feet (1.83 meters); however, extreme tides have reached more than two feet below and eight feet above low water. Strong southeast winds cause unusually high tides. The current at the entrance of the breakwaters has a flood velocity of about 1.9 knots and an ebb velocity of about 1 knot. Freshets and heavy rain increase ebb velocities. The Shell New Haven UKC is a minimum of one foot (0.32 meters) at all times the vessel is alongside. There are no "pumping over the tide" procedures in effect at Shell New Haven.

2.11 CLIMATIC CONDITIONS AND SEVERE WEATHER

Weather: Lightning Storms or Severe Weather

During periods when electrical storms or severe weather are in the vicinity, cargo operations will be stopped by mutual agreement between the PICs. (See Section 3.16) The vessel will be expected to close down all cargo hatches and openings if it is not operating under closed conditions.

Weather: Temperatures

The coldest month is January, with average high temperatures of 37 degrees Fahrenheit (2.8 degrees Celsius) and low temperatures of 22 degrees Fahrenheit (-5.6 degrees Celsius). The shore fire lines are drained during these periods but they can be pressurized promptly. People working outside in these extreme conditions may require frequent relief periods to avoid any adverse physical reactions.

July is the warmest month with average high temperatures of 81 degrees Fahrenheit (27.2 degrees Celsius) and low temperatures of 64 degrees Fahrenheit (17.8 degrees Celsius). Care should be

taken to ensure personnel drink enough liquids to prevent dehydration on days with high temperatures and humidity.

Weather: Wind Parameters

The prevailing winds in the local area are south to southwest in the summer and north in the winter. Wind force is predominantly 3 to 4 (7 to 16 knots).

For sustained winds* from any direction except onshore at or greater than 34 knots (39 mph), the vessel shall suspend cargo operations (stop pumping) and post a mooring watch.

For sustained winds from any direction except onshore at or greater than 40 knots (46 mph), the cargo hoses shall be disconnected and the vessel's engines placed on standby. With an onshore wind the vessel shall suspend cargo operations (stop pumping) and post a mooring watch.

For sustained winds from any direction at or greater than 48 knots (55 mph), the ship's crew shall be placed on standby and a sufficient number of tugs, with engines powered on, shall be employed to hold the ship or barge in contact with the terminal's fenders.

*The term "sustained winds" is defined as winds remaining at the same velocity for a period of at least 10 minutes. When high winds are forecast, the U.S. Coast Guard Captain of the Port frequently issues requirements that must be followed by the facility and the vessel.

Ice

During severe winters there may be a local accumulation of ice but it is rarely enough to prevent entry to or departure from the port. Northerly winds tend to clear ice from the harbor; however, southerly winds sometimes force ice into the harbor from Long Island Sound.

2.12 RECEPTION OF DIRTY BALLAST, CARGO SLOPS AND ENGINE ROOM OILY WASTES

Reception facilities for dirty ballast, cargo slops or engine room oily waste are available if arranged with terminal management at least 24 hours in advance.

2.13 MAINTENANCE AND REPAIR WORK, INCLUDING HOTWORK

Maintenance or repair work that entails shutting down the main engines so that the engines cannot be made ready within the usual one hour notice is not permitted. Hot work is not permitted. (See Section 3.15)

2.14 AVAILABILITY OF BUNKERS

Bunkering is not available.

2.15 AVAILABILITY OF FRESH WATER

Fresh water is not available.

2.16 ARRANGEMENTS FOR RECEIVING PROVISIONS AND STORES

Provisions and stores may be taken on board on a case by case basis with approval from terminal management. Stores and provisions must be delivered to the vessel by land and deliveries must occur before or after cargo operations. The Facility Security Plan requirements shall be followed by the contractor providing the service. Arrangements for taking provisions and stores shall be made through Port Security Services. (See Section 2.18).

Taking of provisions on the offshore (channel) side from a vessel, and storing operations during cargo operations, are not permitted. (See Section 3.12)

Any delays due to receipt or storing of provisions shall be for the vessel's account.

2.17 GARBAGE RECEPTION FACILITIES

Reception facilities for garbage are available if arranged with terminal management at least 24 hours in advance. No form of waste, either liquid or solid, may be discharged over the side from the vessel. (See Section 3.17)

2.18 TERMINAL ACCESS AND VISITOR SECURITY

All access to the terminal by personnel coming from or going to vessels will be controlled under the provisions of the U.S. Coast Guard approved Facility Security Plan. All personnel and accompanying baggage entering the terminal property are subject to screening and search at any time. Anyone refusing to comply will be denied entry.

Weapons and firearms are prohibited at all times on Shell Enterprises property, except for authorized law enforcement officials.

Shell New Haven fully supports the concept that mariners take shore leave when they have clearance from the appropriate immigration services and has set up an "escort agency" to facilitate shore leave. Shore leave will not be granted at some MARSEC levels. When a ship is alongside the berth, the security gate at the pier will be manned by a security service, approved by the Shell New Haven Terminal management, except at times when the security personnel are physically escorting personnel

to or from the ship. This will allow the crew and related shore personnel 24-hour access to the ship, without cost to the individual crew members or the terminal. Presently the approved security contractor at the terminal is Port Security Services (PSS). PSS should be contacted through the vessel's agent (203-468-5489 or ops@portsecurity.us) as early as possible to properly arrange for the service.

All tug and barge *crew shore leave* from the vessel will be managed at the convenience of terminal personnel and controlled under the authority of the USCG-approved Facility Security Plan (FSP). The USCG Merchant Mariner's Credential (MMC) is the approved government issued, picture identification for access from and to the terminal.

All tug and barge *crew changes* on must be arranged with a security service, approved by Shell New Haven Terminal management, for escort through the terminal. Presently the approved security contractor at the terminal is Port Security Services (PSS). PSS should be contacted through the vessel's agent (203-468-5489 or ops@portsecurity.us) as early as possible to properly arrange for the service.

Access to vessels at this terminal is limited to essential personnel only. Support staff visits will be managed at the discretion and convenience of terminal personnel and controlled under the authority of the FSP. Vessel owners must provide a list of names and identifying information on company letterhead by facsimile to (203) 468-4015 at least 24 hours in advance for crew changes, vendors, technicians or office personnel visiting a vessel. All personnel wishing to gain access through the terminal must present a valid, government issued, photo identification card. Visitors will be escorted at all times by Shell personnel when on facility property and only essential motor vehicles, subject to screening, will be allowed on the property.

Complaints about the performance of the security company or reports of other security related issues should be made to the terminal Facility Security Officer by facsimile to (203) 468-4015. This facsimile should include the time of the incident and provide all pertinent details available.

The master must ensure that there is sufficient crew remaining on board to safely man the vessel in an emergency. (See Section 3.17)

No unauthorized personnel are allowed through the terminal to the vessel. Any person who, in the opinion of the security guard at the gate or of the escort service manager, is under the influence of drugs or alcohol, will not be allowed passage through the terminal. (See Section 3.11)

Any vessels, persons or companies attempting to circumvent the facility security protocol may be barred from the facility permanently.

2.19 SAFE ACCESS TO VESSELS ALONGSIDE

The provision of safe access between shore and vessel is a shared responsibility. The shore fixed hydraulic gangway shall be the preferred gangway system whenever safe and practicable. When the vessel's configuration does not permit use of the shore gangway, or a shore gangway is not available, the barge gangway may be used. When docking on the south berth, the ship's gangway is the preferred method of access. If the ship does not have an adequate gangway, the shore portable gangway system may be utilized. While every effort has been made to provide safe access by the shore gangways, there may be instances where the shore gangways are unavailable or unsuitable. In such cases, it is the vessel's responsibility to provide safe access. (See Section 3.19)

2.20 TERMINAL PPE REQUIREMENTS FOR "INNOCENT PASSAGE"

All of those who participate in "innocent passage" at the terminal will be required to comply with the requirements for PPE on all areas of the dock. Examples of personnel who innocently pass across the Shell docks are crewmembers, vessel owners/operators or their representatives, repair technicians, ship agents, pilots, cargo inspectors, chaplains, etc. While on the docks, all individuals must comply with the following Shell PPE requirements:

Hard Hat

Safety Glasses

USCG approved Personal Floatation Devices (PFD)

Appropriate shoes (leather uppers, slip resistant sole, defined heel)

Appropriate clothing (See Section 3.10)

If the individual does not have the appropriate PPE with them, hard hats, safety glasses, and PFDs will be provided for them at the dock gate, on the dock, or from the contracted security escort provider. If PPE is loaned to the individual, it must be returned before leaving the dock.

2.21 USEFUL TELEPHONE NUMBERS

Emergency Medical, Fire, Police

911

Port Security Services (PSS)

203 468 5489

2.22 TERMINAL SPECIFIC REGULATIONS

Attention is drawn to the following information and regulations, which are specific to Shell New Haven Terminal. These are in addition to the general regulations contained in Part 3.

Booming Requirements

All vessels are required by Connecticut state law to be boomed prior to transfer of product. Exceptions can be made for high winds and ice. For a waiver or to discontinue booming, a Vessel Booming Report Form should be sent via facsimile to the State of Connecticut at (860) 424-4062.

Mooring

All vessels should only moor to mooring bollards and/or hooks. Mooring to timbers or any other part of the jetty structure is strictly prohibited. (See Section 3.18)

It is imperative that ships attend to their moorings when requested to do so by the facility PIC, who will not hesitate to stop cargo operations if he feels it necessary to ensure that the vessel is subsequently moored correctly. Shell New Haven's Marine Technical Advisor may visit your vessel while you are alongside, during which time he may carry out a brief inspection of the vessel's equipment, with particular focus on the vessel's moorings.

Cargo Operations

The facility PIC will board the vessel on completion of Immigration procedures and carry out the pre-transfer conference, which must be attended by at least the vessel's PIC and, if possible, the master. At this time, the PICs will execute the International Ship/Shore Safety Check List (ISSSCL), which has been combined with the U.S. Coast Guard Declaration of Inspection. This is an important legal document and must be completed accurately and diligently. (See Sections 3.36 and 3.37)

Relevant information referring to cargo transfer operations, such as rates and backpressure, will be shared with the vessel. (See Section 3.42)

The hourly radio check, a requirement of the International Ship/Shore Safety Check List, will be used to exchange cargo quantity information between vessel and shore. (See Section 3.43)

The vessel's crew is responsible for connecting cargo hoses on the vessel's manifold. The hoses are equipped with insulating flanges. (See Section 3.34)

If there any malfunctions with the vessel's Inert Gas System (IGS) during the vessel's discharge cargo transfer operations will be suspended. (See Section 3.52)

Miscellaneous

Any “sparking” or excessive smoke from the funnel will result in a suspension of cargo operations until the situation can be rectified. (See Section 3.25)

The vessel’s main transmitting aerials should be earthed, as is normal. The use of all mobile (cell) phones outside the vessel’s accommodation is strictly prohibited. (See Section 3.28)

Vessels are requested to ensure that they have sufficient personnel on board at all times to handle any emergency movement of the vessel that may be required. (See Section 3.7)

On barges, the facility PIC will test LEL levels in compartments which have previously carried gasoline and which will be loading Jet A1. The barge must provide a “cleaning certificate” showing LEL results.

SECTION 3 – SHELL TRADING (US) COMPANY MARINE TERMINAL REGULATIONS

3.1 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 Shell Oil Products (US), Shell or Shell Chemicals, hereinafter referred to as “terminals.”

3.2 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.

3.3 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.

3.4 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.

3.5 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 shall be advised of any defects or deficiencies. The use of a pre-arrival checklist does not replace the requirement to fully complete an International Ship/Shore Safety Check List prior to the commencement of transfer activities.

3.6 VESSEL INFORMATION

To facilitate pre-transfer formalities, the vessel should have the following documentation readily available on arrival at the terminal:

- Cargo stowage plan – identities of cargoes, quantities and tanks stowed in, or to be stowed in, as applicable.
- Ballast stowage plan – quantities and tanks stowed in, or to be stowed in, as applicable.
- Oil transfer procedure for the particular operations at the terminal.

Other relevant information should be readily available, such as tank cleaning records, list of previous cargoes carried and vessel experience factor calculations.

3.7 MINIMUM NUMBER OF CREW

Sufficient qualified crewmembers shall be provided for the safe execution of vessel operations, such as line handling and cargo operations and for berth evacuation in the event of an emergency.

3.8 WATCH SCHEDULE

The watch schedule for tank vessel personnel should be arranged to minimise fatigue. The maximum working hours established by the U.S. Coast Guard for U.S. flag vessels should be adhered to by all vessels. These regulations establish working hour limits of not more than 15-hours in any 24-hour period, or not more than 36-hours in any 72-hour period, except in an emergency or drill.

Watch hand-overs involving the person-in-charge should be scheduled so as not to take place during critical phases of the transfer operation, such as within 30 minutes of the final topping-off of the vessel.

3.9 PERSONNEL REQUIREMENTS

During the transfer of oil and/or hazardous material to or from a vessel, each vessel and the facility are required to have a PIC. 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 PIC, 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. The MMD must be endorsed for the cargoes being transferred.

3.10 PROTECTIVE CLOTHING AND EQUIPMENT

Vessel personnel shall adhere to the following minimum dress code while alongside a terminal:

- Long pants/trousers;
- Suitable shoes, preferably safety shoes or boots with steel toe cap (sandals or similar footwear is prohibited);
- Shirt with sleeves; and
- U.S. Coast Guard-approved life jacket or buoyant work vests when working aboard a barge without safety rails, or when working outboard of any safety rails.

Personnel engaged in vessel operations are actively encouraged to utilize PPE to the fullest during transfer, hose handling and mooring/unmooring operations. This includes the wearing of hard hats and safety goggles.

Attention must be given to the need for additional PPE when handling certain hazardous cargoes. In such circumstances, splash protective eye wear, face masks, chemical suits, rubber boots and gloves, respirators or fresh air breathing apparatus should be considered for use, as appropriate. In addition, the U.S. Coast Guard requires vessel personnel to wear a respirator in regulated areas when handling products containing 0.5% or more benzene by volume.

3.11 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.

3.12 CRAFT ALONGSIDE

No craft is permitted to come alongside or remain alongside a vessel without the prior permission of the terminal representative. Should a craft be given permission to come alongside, personnel on board must be instructed regarding safety regulations.

Bunker barge operations will not be permitted while a vessel is alongside a terminal without prior approval of the facility PIC and the regional MTA.

3.13 ENTRY INTO ENCLOSED SPACES

Personnel entry into enclosed spaces on a vessel alongside a terminal is prohibited unless necessary for the safety of the vessel and terminal.

In certain trades involving Shell Chemicals, tank entry may be required, for example, to check on tank preparation prior to loading particularly sensitive cargoes. Such tank entry should only be undertaken following recognized enclosed space entry procedures that include the issue of a written permit. The terminal representative must be provided with a copy of the marine chemist's certificate confirming the suitability of the tank for entry.

3.14 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 towing vessel 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 maneuvering at short notice.

3.15 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.

3.16 WEATHER CONDITIONS

The terminal will establish criteria for suspending transfer operations, disconnecting hoses/arms and evacuating the berth on the onset or forecast of imminent exceptional 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.

3.17 GARBAGE

No garbage or refuse of any kind shall be dumped overboard from any vessel moored at a marine terminal. Vessel-generated domestic garbage should be collected in suitable containers. Medical wastes, hazardous wastes and, for foreign flag vessels, waste regulated by the Animal and Plant Health Inspection Service (APHIS), is to be collected separately.

3.18 MOORING

All vessels shall only moor to mooring points. Mooring to fender timbers/piles is prohibited.

All vessels must be securely moored alongside with sufficient ropes and/or wires in accordance with minimum mooring requirements established by the terminal. 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.

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. Moorings consisting 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 bits. 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 may 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.

3.19 ACCESS TO THE VESSEL

The provision of safe access between the vessel and the shore is a shared responsibility. The preference is for the terminal 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. Any means of access must meet regulatory standards and should be correctly rigged by the vessel or by the terminal, as appropriate. Personnel should use only the designated means of access between the vessel and shore.

3.20 FIREFIGHTING EQUIPMENT

The vessel's firefighting equipment must be ready for immediate use. Tank ships should have fire hoses with jet/spray nozzles attached, connected to the fire 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.

3.21 CARGO PUMP ROOMS

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

3.22 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.

3.23 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.

3.24 SMOKING

Smoking is strictly prohibited on vessels alongside except under controlled conditions in specifically designated areas, not having doors or ports that open directly onto the cargo deck. Smoking is prohibited on board any unmanned tank barge while at or in the vicinity of the terminal. Smoking in the terminal is only permitted in designated smoking areas.

Designated smoking areas should be conspicuously marked.

3.25 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.

3.26 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.

3.27 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 to be used on the deck of vessels while alongside a terminal.

3.28 MAIN TRANSMITTING AERIALS

Radio transmissions on medium (MF) and high frequency (HF) during transfer operations are potentially dangerous and therefore are strictly prohibited while alongside. The main and reserve transmitting antenna shall be earthed while at the terminal.

3.29 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.

3.30 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.

3.31 SCUPPERS/DRAINS

Before any transfer of cargo, ballast, slops or bunkers takes place, deck scuppers and drain holes in fixed containment (drip pans and save-alls) 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 be 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.

3.32 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.

3.33 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.

3.34 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.

3.35 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.

The points of connection between the vessel's manifold/hose and the cargo transfer manifold 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.

3.36 PRE-TRANSFER CONFERENCE

The vessel and facility PICs 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.

3.37 PRE-TRANSFER SAFETY CHECKS AND DECLARATION OF INSPECTION (DOI)

The vessel and facility PICs shall jointly complete a DOI with relevant addendum for benzene, liquefied hazardous gas or vapor control operations, as required by Federal regulations. A ship/shore safety check list, in accordance with ISGOTT recommendations, should also be completed if presented by vessel or terminal. A checklist combining both DOI and ISGOTT pre-transfer requirements may be employed.

3.38 SAFETY DATA SHEETS (SDS)

A SDS and Cargo Information Card (where required) should be available on request from the supplier of the product, i.e. a vessel loading cargo should receive a SDS from the terminal and a vessel discharging cargo should, if requested, provide a SDS to the terminal.

3.39 BENZENE DOI ADDENDUM

An addendum to the DOI will be used to ensure that proper emphasis is given to the effective control of transfer operations involving benzene, or hydrocarbon mixtures containing in excess of 0.5% of benzene by volume. Although U.S. Coast Guard benzene regulations do not apply to foreign flag vessels, the DOI addendum is used to notify the vessel of the potential hazards associated with handling a benzene cargo. The benzene addendum is incorporated in the facility's Ship Shore Safety Check List.

3.40 VAPOR CONTROL OPERATIONS DOI ADDENDUM

An addendum to the DOI will be used whenever the transfer operation includes the collection of cargo vapors from a vessel's cargo tanks through a vapor control system not located on the vessel. The DOI addendum complies with the requirements of 46 CFR Part 35.35-30 and 33 CFR Part 156.120(aa).

3.41 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 vessel PIC 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 facility 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 facility PIC) cannot communicate readily in the English language.

3.42 CARGO TRANSFER RATES

The maximum allowable loading rates shall be established and agreed by the vessel and facility PICs 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. Procedures for final topping-off will also be agreed.

3.43 CHECKS ON QUANTITIES TRANSFERRED

The vessel shall provide the terminal representative with information regarding the amount of cargo that has been discharged or loaded hourly. The terminal will provide the vessel with comparable shore figures. If the exchange of information reveals a sudden or significant difference between the terminal and vessel figures on quantities transferred, operations should be stopped until a satisfactory explanation can be found.

3.44 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 set point 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.

3.45 TANK CLEANING

No tank cleaning operations shall be conducted alongside a terminal without prior approval of the terminal representative.

3.46 CRUDE OIL WASHING

Crude Oil Washing (COW) is not allowed at this terminal.

3.47 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.

3.48 BARGES WITH A SINGLE LOAD/DISCHARGE LINE

Barges equipped with only a common load/discharge line should not load more than one cargo type. Split loads of gasoline and middle distillates are not to be loaded on such vessels.

3.49 JET LOADING PROCEDURES

When loading schedules permit, jet fuel should be carried in cargo tanks that previously contained a middle distillate, such as gas oil, premium diesel or kerosene. This eliminates the need for cleaning these tanks and limits the risk of contamination with water.

Jet should not be carried in tanks which have contained any of the following cargoes:

- Sour (H₂S positive) products such as 'sour' naphtha.
- Dirty products such as blended marine diesel oil or intermediate fuel oil.
- Water contaminated with persistent oils and/or other impurities.

A cargo surveyor will be appointed and vessel tanks will be jointly inspected prior to loading jet fuel. Particular care must be taken to ensure that all lines, hoses and pumps are drained of water and any product, other than pure middle distillates, prior to loading.

During loading, sampling procedures will include the taking of a manifold sample on commencement of transfer; "one foot" samples from each vessel tank; and final samples on completion of loading. The manifold and "one foot" samples can be taken as running samples unless it is suspected from visual indications that the cargo may be off spec.

3.50 TANDEM BARGE OPERATIONS

Tandem barge operations are not permitted alongside this terminal.

3.51 VAPOR CONTROL OPERATIONS

Vapor control operations shall be undertaken in accordance with approved terminal procedures developed to meet the requirements of related regulations.

Vessel Tightness

Cargo tanks and cargo tank access points shall be maintained in a vapor-tight condition and shall be proven vapor tight at 0.8 psi minimum, at intervals not exceeding 24 months, and upon completion of related maintenance, repairs or modifications. Documentation of the most recent test shall be kept on board. Soap testing, pressure drop test or EPA Test Method 21 is acceptable.

Vapor Collection Manifolds

Vapor manifold arrangements, flanges and markings shall conform to API Recommended Practice 1124 *"Ship, Barge and Terminal Hydrocarbon Vapor Collection Manifolds."* Vapor manifolds fitted above cargo liquid loading manifolds (piggy-backing) are not permitted.

Overfill Protection

Tank barges shall be fitted with an Overfill Control System that conforms to 46 CFR 39.20-9(b) and API Recommended Practice 1125 *"Overfill Control Systems for Tank Barges,"* except that the optional high level alarm system will not be used. Overfill Control System sensors should be located near the geometric centre of each cargo tank with a set point not less than three inches below the deck.

Cargo Gauging

On non-inerted vessels, gauging, sampling and temperature monitoring may be carried out through an open ullage hatch (maximum opening eight-inches) provided that cargo transfer operations are not in progress. A slight under pressure will be maintained in the cargo tanks by the terminal's vapor collection system during these operations. On inerted vessels, and vessels loading toxic cargoes, a vapor lock should be installed on each cargo tank to facilitate gauging and sampling.

Split Loading

Vessels that split-load dissimilar cargoes must have a vapor collection system that allows segregation of cargo vapors. Examples of dissimilar cargoes include gasolines and distillates; high sulphur and low-sulphur cargoes; and toxic and non-toxic cargoes.

3.52 INERT GAS SYSTEM (IGS) OPERATIONS

If a vessel is equipped with an inert gas plant it shall be used. The only exception to this policy is where cargo quality may be adversely impacted by the use of inert gas. Such exceptions will only be considered following approval by STUSCO Shipping. Inert gas operations should be conducted in accordance with procedures contained in the vessel's IGS manual. The terminal representative may randomly check the oxygen content in cargo tanks prior to commencement of transfer operations.

3.53 BENZENE

The requirements of OSHA and the U.S. Coast Guard must be adhered to when handling benzene or hydrocarbon mixtures containing in excess of 0.5% of benzene by volume. Vessel owners, operators and personnel on board must be familiar with all applicable regulations and adhere to them, including the requirements of 46 CFR Part 197.

In the event that airborne concentrations of benzene are likely to exceed accepted exposure limits (PEL of 1 ppm and STEL of 5 ppm) within any area, the area should be designated a "regulated area." It is the responsibility of the vessel to establish and clearly mark regulated areas with warning signs and to limit access only to authorised personnel.

Ullaging and gauging should be undertaken through vapor lock valves.

An approved respirator must be used at all times when exposure limits are likely to be exceeded, such as during cargo sampling, making or breaking cargo connections, opening a cargo tank or transferring cargo when tanks are vented at less than 12 feet above the working deck. Impervious gloves and tight-fitting goggles or a face mask shall be worn during sampling, making or breaking a cargo connection and when gauging a tank through a restricted gauging tube.

3.54 HYDROGEN SULFIDE (H₂S)

H₂S may be present in significant concentrations in crude oils and refined products such as naphtha, fuel oil, bitumen and gas oils, and in the vapor spaces of tanks that have previously contained such cargoes. Vessels should be aware of the potential presence of H₂S and should adopt appropriate monitoring procedures. Any exposures to concentration above 10 ppm should not be permitted without proper respiratory protection in the form of a supplied-air respirator or self-contained breathing apparatus.

Information on the presence of H₂S must be exchanged during the pre-transfer conference. The vessel owner/operator or vessel PIC must inform the facility PIC if the previous cargo contained, or was suspected to contain, H₂S.

3.55 Life-Saving Rules

Shell's Life-Saving Rules are twelve fundamental safety rules that have been chosen for special attention because of the firm belief that the Life-Saving Rules save lives. These rules are not new to Shell or SHELL, each one representing long-standing requirements. The objective of the Life-Saving Rules is to continue to drive a culture of compliance with HSSE requirements by focusing on deterring

violations. For Shell or SHELL employees, if you choose to break the Life-Saving Rules you choose not to work for Shell or SHELL. The Life-Saving Rules will be strictly enforced. Compliance is mandatory for everyone within a Shell or SHELL site.

Applicability to Crews on Chartered Vessels

The Life-Saving Rules apply to Shell or SHELL employees, Shell or SHELL contractors, and crewmembers on Shell managed vessels. Crews on chartered vessels are not contractors, and therefore the Life-Saving Rules do not apply to them when aboard their vessels. However, the Life-Saving Rules do apply to vessel crewmembers while on Shell or SHELL property. If a vessel crewmember breaches a Life-Saving Rule or other applicable facility regulation while on Shell or Shell property, the incident will be investigated and appropriate action taken.

Applicability to Contractors On Board Chartered Vessels

The Life-Saving Rules apply to Shell or SHELL contracted surveyors, inspectors, expeditors and others while on Shell or SHELL property or aboard a vessel at a Shell or SHELL facility.

Examples

A crewmember from a third party vessel is transported through a Shell or SHELL facility and refuses to wear a seat belt. The driver shall stop the vehicle until the crewmember complies. If the driver continues, he or she is subject to disciplinary action for failure to follow the Life-Saving Rules.

An intoxicated crewmember attempts to enter a Shell or SHELL facility to return to his or her vessel after shore leave. The crewmember shall be denied access and reported to the vessel's master. The vessel's agent shall make arrangements for the safety of the crewmember until he or she is no longer intoxicated.

A crewmember from a third party vessel is found smoking outside a designated smoking area on Shell or SHELL property.

Examples

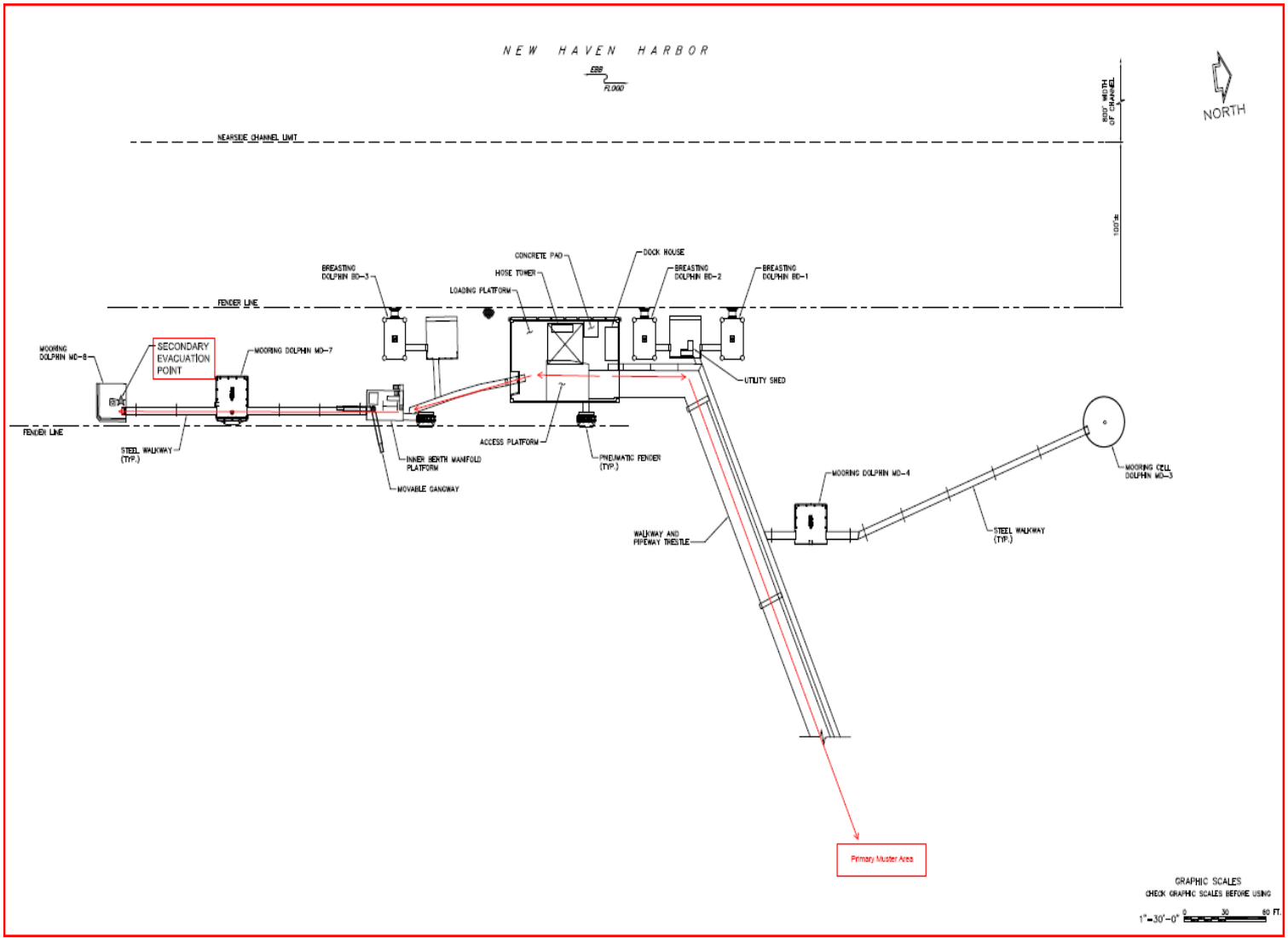
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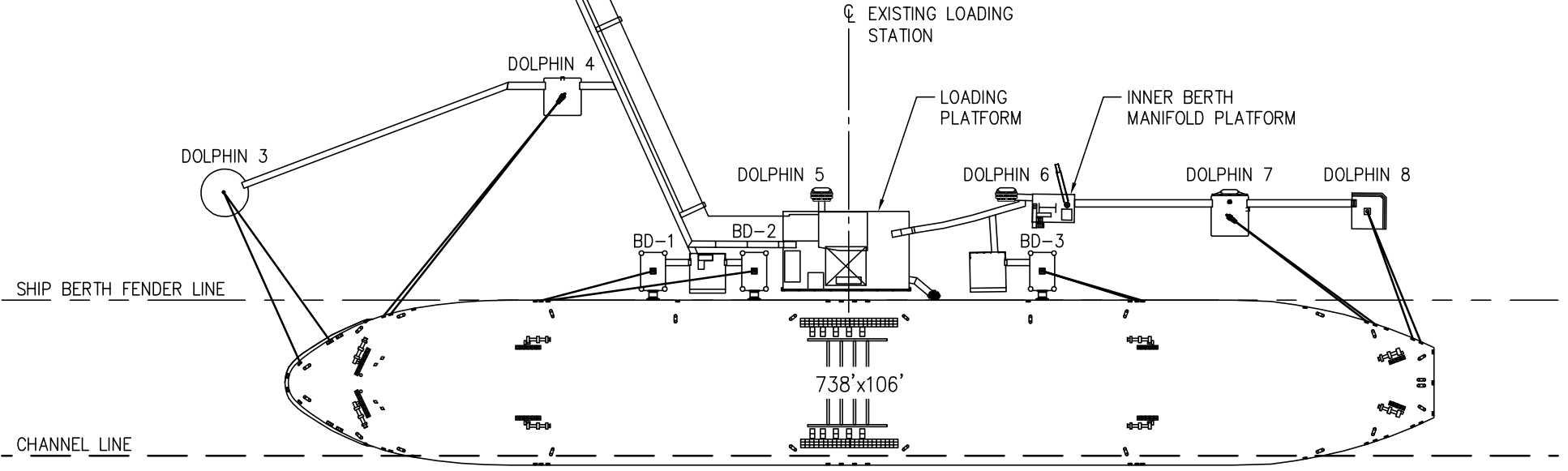
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SECTION 4 – ATTACHMENTS

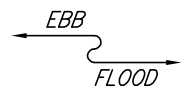
Evacuation Routes



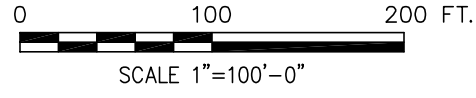
70,000 DWT VESSEL
MINIMUM RECOMMENDED MOORING
NEW HAVEN SHIP BERTH



NEW HAVEN HARBOR

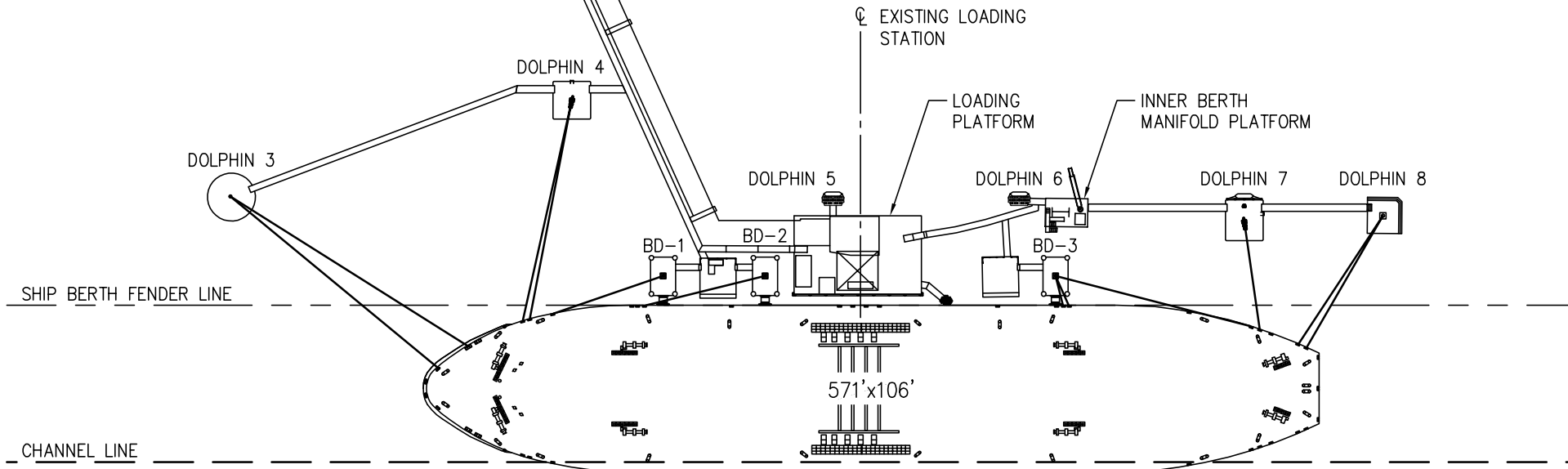


GENERAL ARRANGEMENT

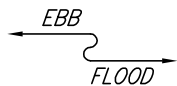


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Contact MTA for Changes

51,000 DWT VESSEL
MINIMUM RECOMMENDED MOORING
NEW HAVEN SHIP BERTH



NEW HAVEN HARBOR



GENERAL ARRANGEMENT

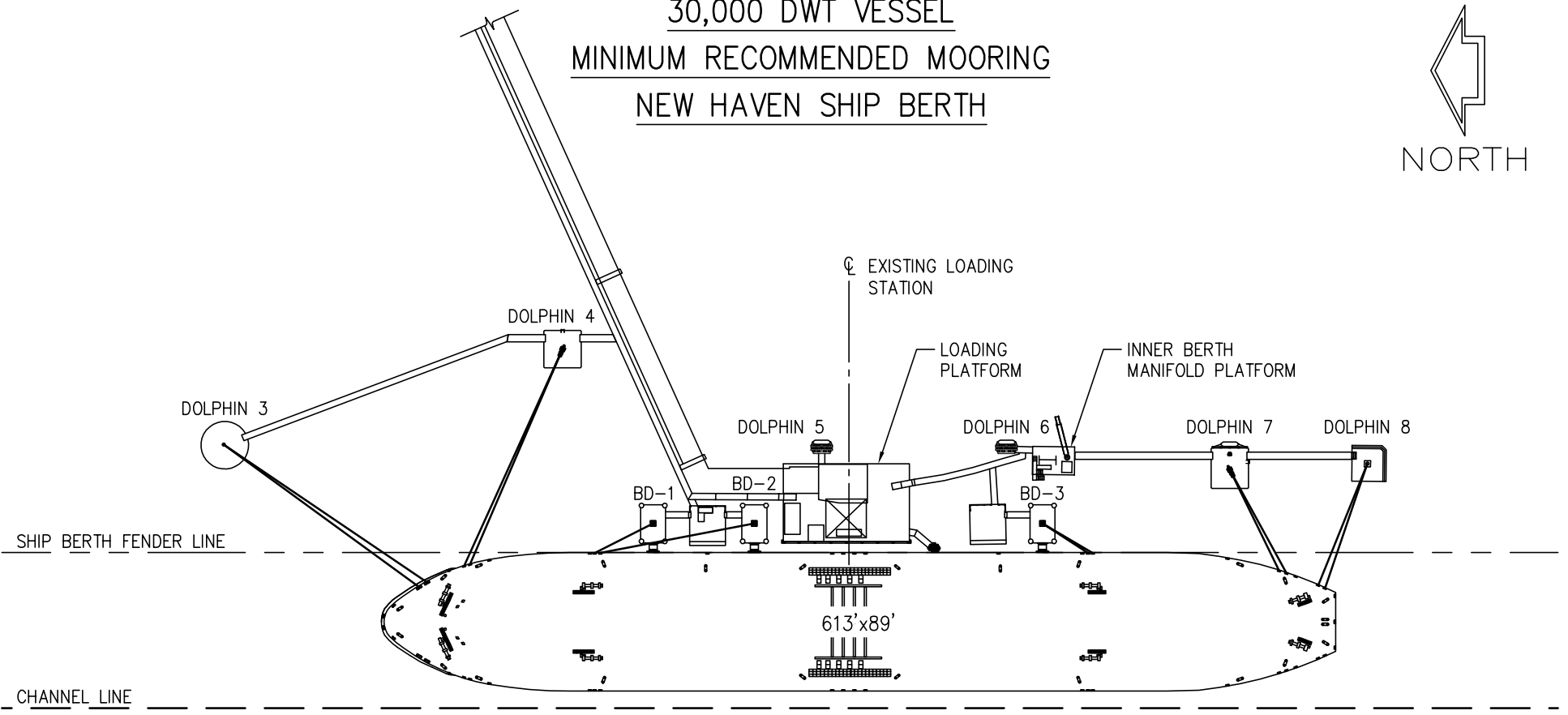
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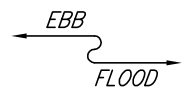
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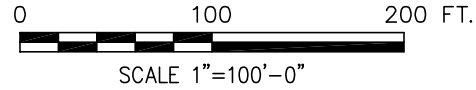
30,000 DWT VESSEL
MINIMUM RECOMMENDED MOORING
NEW HAVEN SHIP BERTH



NEW HAVEN HARBOR

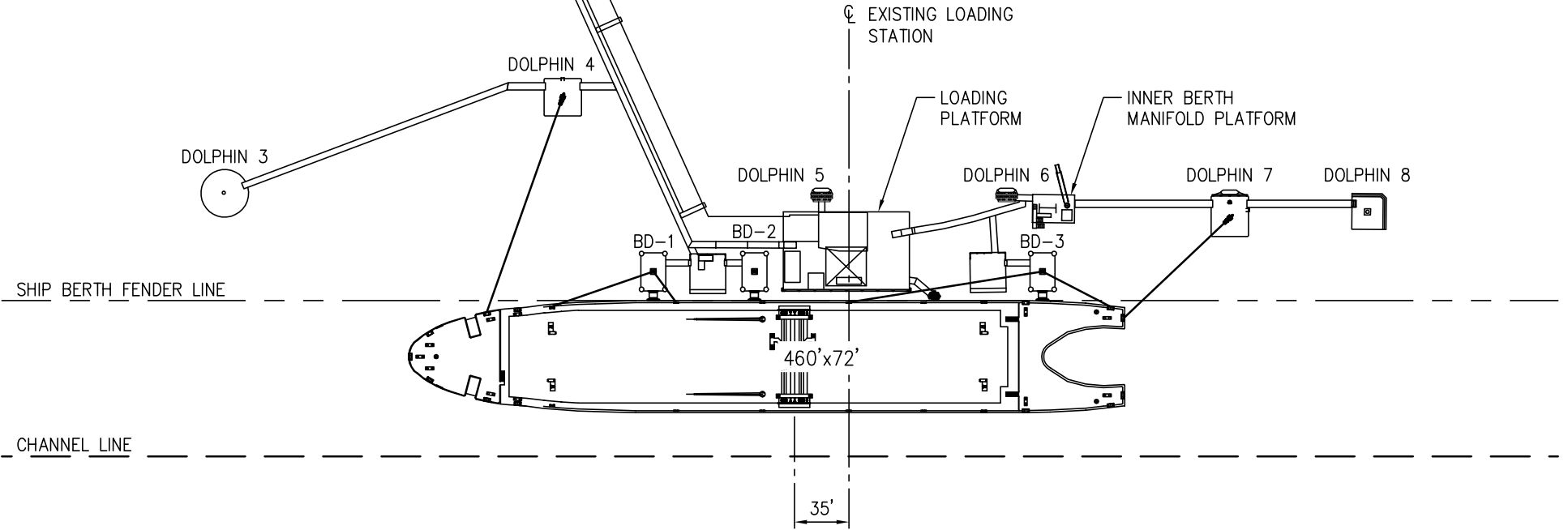


GENERAL ARRANGEMENT

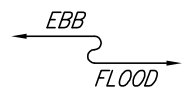


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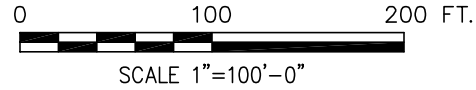
ATB LARGE BARGE
MINIMUM RECOMMENDED MOORING
NEW HAVEN SHIP BERTH



NEW HAVEN HARBOR

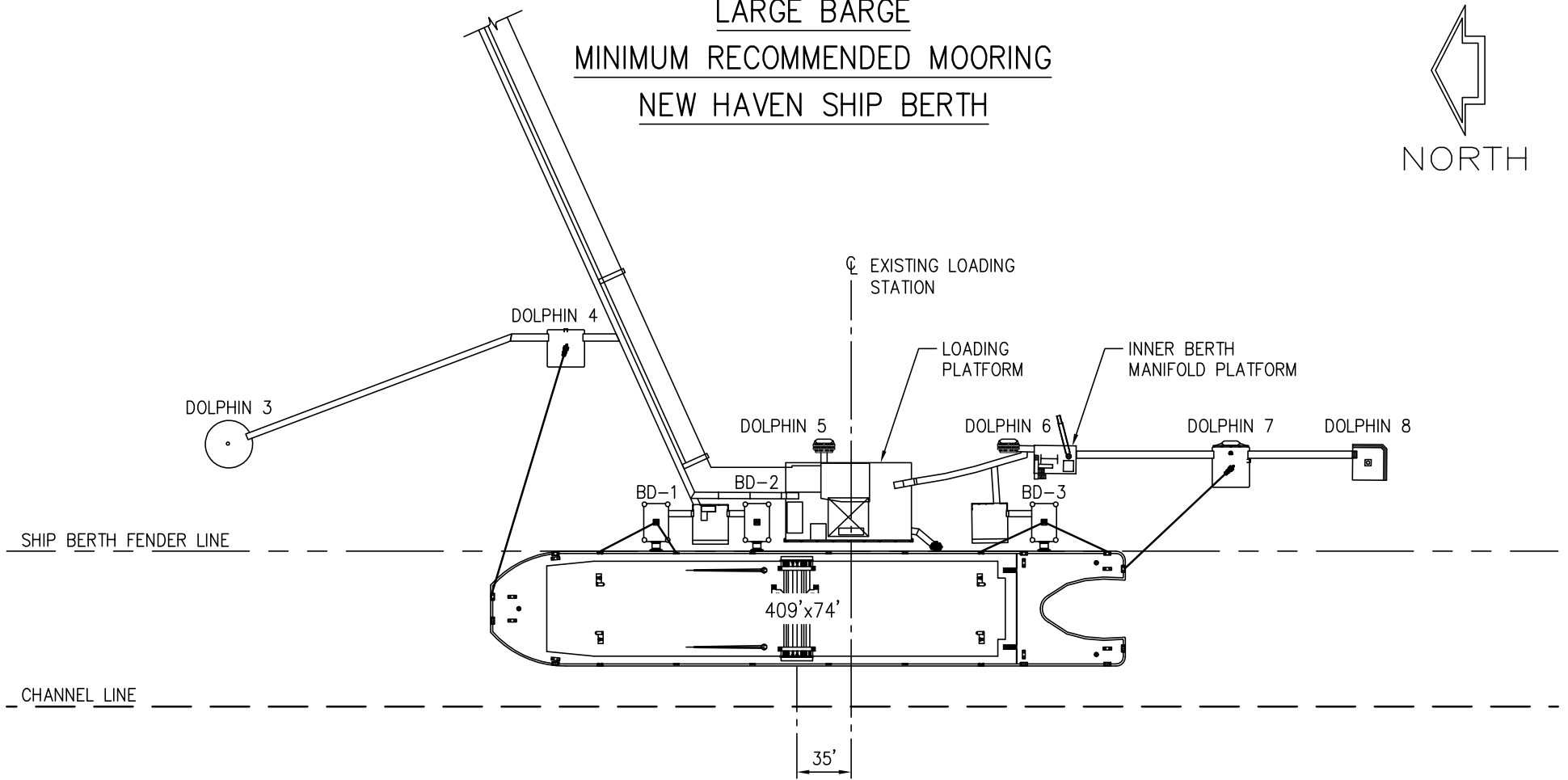


GENERAL ARRANGEMENT

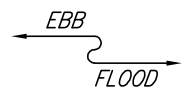


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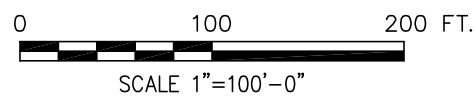
LARGE BARGE
MINIMUM RECOMMENDED MOORING
NEW HAVEN SHIP BERTH



NEW HAVEN HARBOR

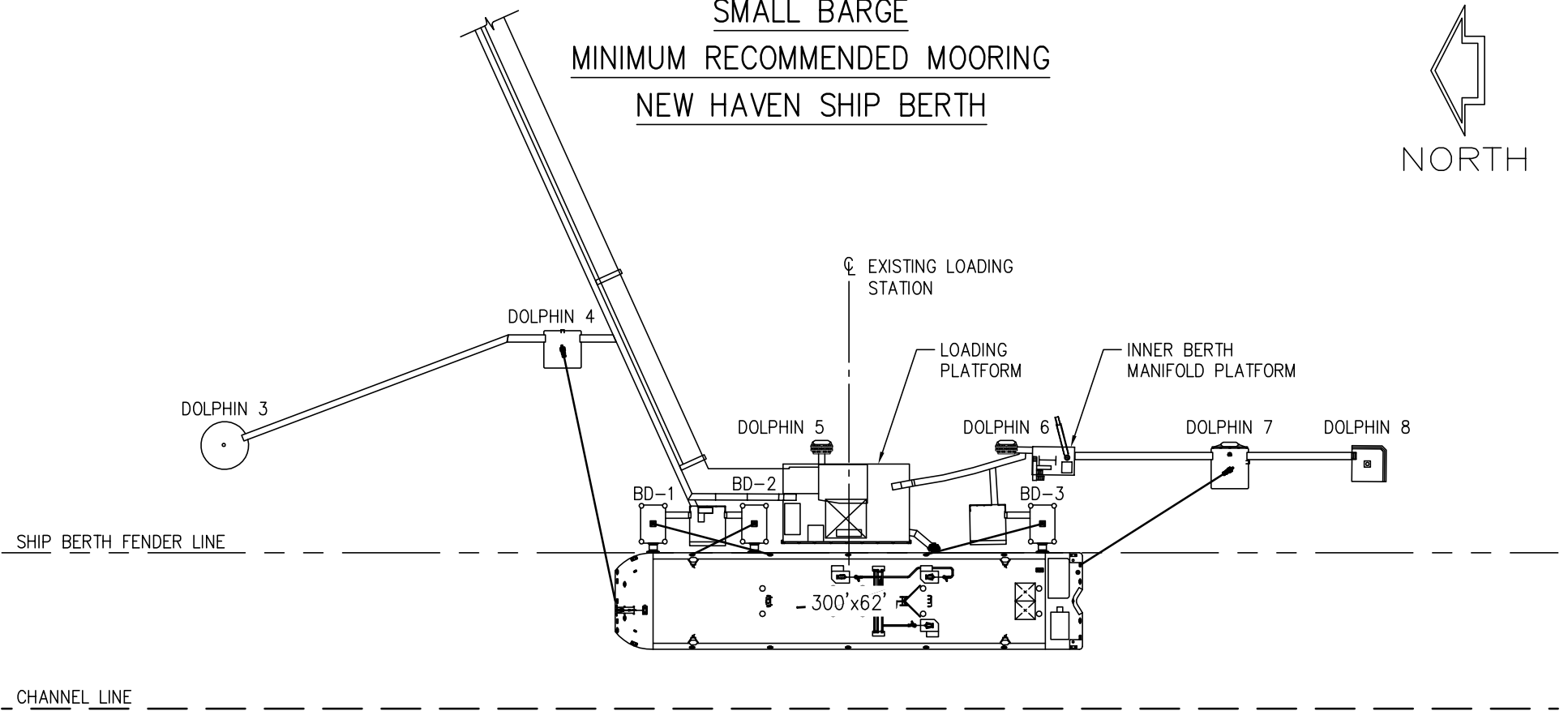


GENERAL ARRANGEMENT

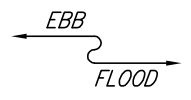


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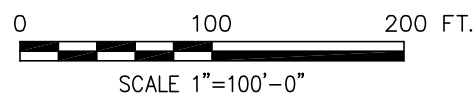
SMALL BARGE
MINIMUM RECOMMENDED MOORING
NEW HAVEN SHIP BERTH



NEW HAVEN HARBOR

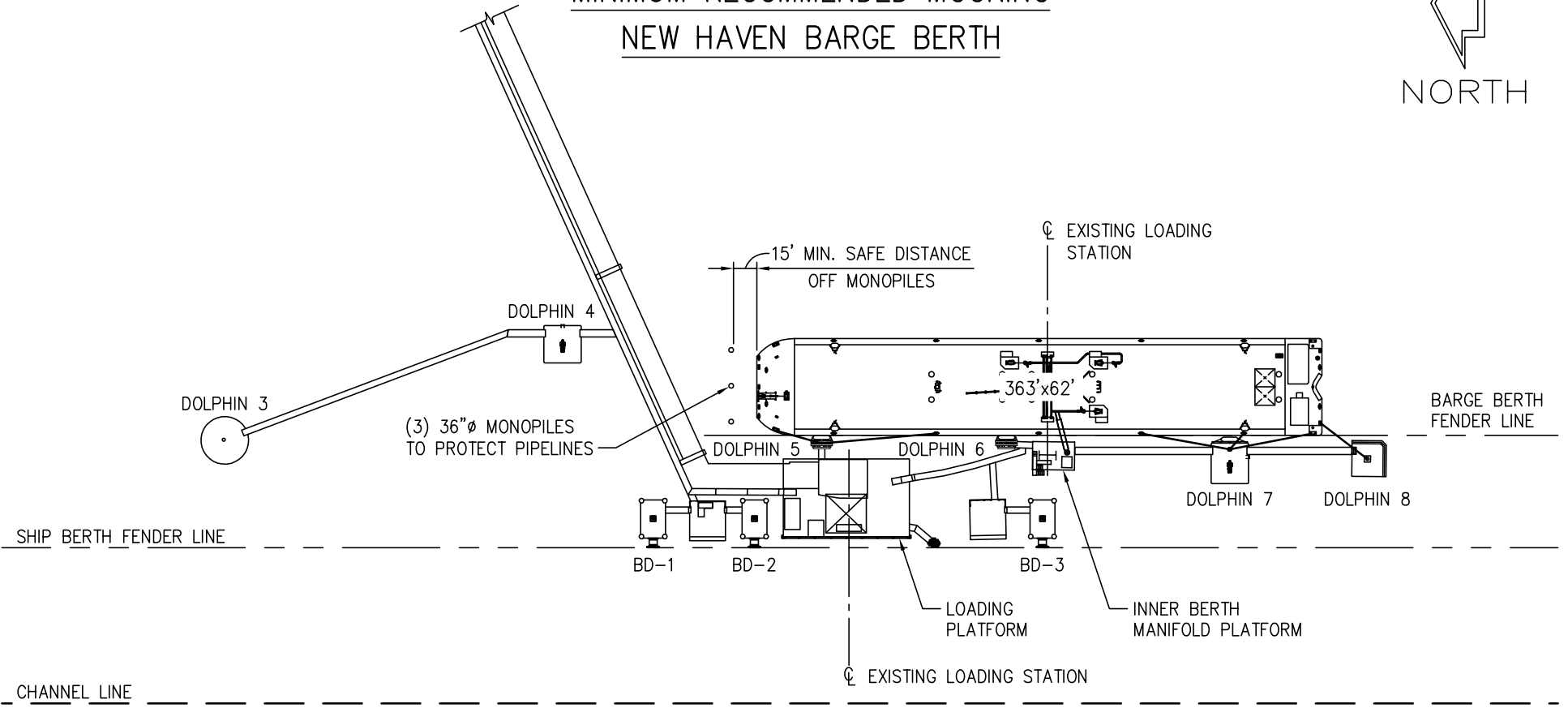


GENERAL ARRANGEMENT

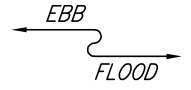


04 January 2013
Version 11
Contact MTA for Changes

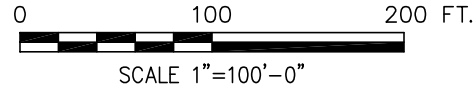
BOW-IN FIRST
MINIMUM RECOMMENDED MOORING
NEW HAVEN BARGE BERTH



NEW HAVEN HARBOR



GENERAL ARRANGEMENT



04 January 2013
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Shell's 12 Life-Saving Rules

1: Work with a valid work permit where required



2: Conduct gas tests when required

3: Verify isolation before work begins and use the specified life protecting equipment



4: Obtain authorization before entering a confined space

5: Obtain authorization before overriding or disabling safety critical equipment



6: Protect yourself against a fall when working at height

7: Do not walk under a suspended load



8: Do not smoke outside designated areas

9: No alcohol or drugs while working or driving



10. While driving, do not use your phone and do not exceed speed limits

11. Wear your seat belt



12: Follow prescribed Journey Management Plan

New Haven Terminal

Pre-Arrival Questionnaire

Please respond at least 24 hours prior to the vessel's arrival at the Terminal

E-mail the completed questionnaire to:

paul.fatum@motivaent.com

michael.j.sullivan@motivaent.com

jerry.crooks@shell.com

Facsimile: +1 (203) 468-4015

1 VESSEL INFORMATION						
1.1	Vessel Name					
1.2	Call Sign					
1.3	Port of Registry					
1.4	Name of Master or Barge Captain					
1.5	Length Over All (LOA) [For ATBs tug and barge combined LOA]					
1.6	Extreme Breadth (Beam)					
1.7	Bow to Center Manifold (BCM) Distance					
1.8	Parallel Body Length (PBL) in Normal Ballast					
1.9	Maximum Height of Manifold (HOM) Above Waterline					
	Draft (Water Density = Brackish)	Forward		Aft		
1.10	Arrival					
1.11	Departure					
1.12	Displacement	Arrival		Departure		
1.13	Vessel docking port or starboard side to?					
1.14	Vessel's last port of call?					
1.15	Has U.S. Customs/Immigration cleared the vessel at a prior U.S. port?					
1.16	If not, will inspection take place at Motiva New Haven?					
1.17	Name and position of vessel security officer?					
1.18	Vessel MARSEC level?					
1.19	Does vessel have safe working gangway with proper safety net/steps?					
2 MOORING						
2.1	Type of Mooring	Wire		Rope		Both
2.2	Is the Ship capable of deploying a minimum of 12 mooring lines?					
<p>Barges <60,000 bbls require minimum of six mooring lines; 60,000 to 125,000 bbls require minimum of eight mooring lines; and >125,000 bbls require minimum of 10 mooring lines.</p>						

New Haven Terminal Pre-Arrival Questionnaire

3 CARGO AND BALLAST							
3.1	Product type/quantity onboard upon arrival.						
3.2	Product type/quantity to be loaded/discharged if different from above.						
3.3	Number and size of cargo manifolds	Portside	Nr./Size			Stbd Side	Nr./Size
	Include a diagram or clear description of the manifold layout indicating products to be handled at each manifold, numbered from forward, and distance between manifolds.						
3.4	If fitted, confirm IGS fully operational and vessel fully inerted < 8% oxygen.						
3.5	Is vessel prepared to receive 8-inch cargo hoses?						
3.6	If loading gasoline, ethanol or transmix, is vessel prepared to receive a 10-inch vapor hose?						
3.7	Number of available cargo pumps per parcel, if discharging.						
3.8	Pumping rate per parcel, if discharging.						
3.9	Is vessel capable of loading/discharging multiple products simultaneously?						
3.10	Can all products be loaded/discharged at all manifolds while maintaining two valve segregation?						
3.11	If not, what are specific restrictions?						
3.12	Confirm the cargo tank pressure is <0.5 psi (0.034 BAR).						
3.13	Can vessel maintain 100psi (6.89 BAR) per parcel during discharge?						
3.14	Will vessel require stripping tanks to complete discharge and what anticipated time is required to complete stripping?						Time
3.15	Is vessel fitted with segregated ballast?						
3.16	Is vessel capable of conducting ballast operations concurrently with cargo transfer operations?						
3.17	If not, how many hours will be required to complete ballast operations?						
4 OPERATIONS							
4.1	Agent's name and contact information.						
4.2	P & I Club - Full Style						
4.3	Qualified Individual - Full Style						
4.4	Vessel Phone Numbers	Satellite				Cellular	
		Telex				Facsimile	
4.5	If applicable, does the vessel have a valid USCG Certificate of Compliance (COC)?						
4.6	List any defects of hull, machinery or equipment that could adversely affect the safe operations or delay commencement of cargo handling.						
4.7	Confirm Marine Terminal Guide V1 dated 1 April 2017 has been received and vessel complies with requirements.						
TERMINAL CONTACTS							
Michael Sullivan - Complex Manager		Office: +1 (401) 461-6600 x113		Cell: +1 (401) 413-8164			
Paul Fatum - Terminal Manager		Office: +1 (203) 468-4000 x101		Cell: +1 (732) 672-6777			
24 Hour Operations Number		+1 (203) 468-4000 x104		Fax: +1 (203) 468-4015			