



PACIFIC COAST TERMINALS CO. LTD.

Visiting Ship Guidelines

2009



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Definitions

- PCT: Pacific Coast Terminals Co. Ltd.
- Loading Foreman: The person appointed by the Terminal Operator as supervisor of the transfer operation for the facility.
- Dock Operator: The person on duty on the dock during the transfer operation.
- Vessel Supervisor: The certified person in charge of the cargo transfer operation on the vessel.
- PMV: Port Metro Vancouver.
- MRA: Second Narrows Movement Restriction Area.
- CSA: Canada Shipping Act.
- DWT: Dead weight tonnage. The total weight of the vessel, its stores and its cargo.
- IMO: International Maritime Organization.
- ILO: International Labour Organization.
- IGS: Inert gas system.
- BS: British Standard.
- L/Min.: Litres per minute.
- CM: Centre of manifold.



1 General Information

1.1 Location

Pacific Coast Terminals is located in Port Moody, British Columbia and is shown on Canadian Hydrographic Service Chart No. 3495, Vancouver Harbour, Eastern Portion. Its position is: 49° 17.4' North, 122° 52.1' West.

Its situation requires vessels to transit through Vancouver Harbour and the Second Narrows Bridge. The Port Metro Vancouver (PMV), has established specific requirements for vessels transiting the Second Narrows, which are published in the "Second Narrows Movement Restriction Area (MRA), Standing Orders". The requirements address safety issues such as maximum allowable tidal currents; minimum allowable tidal heights; maximum transit speed; minimum visibility; daylight navigation and attendant tugs. Masters must operate their vessels in strict compliance with the MRA Standing Orders.

1.2 Facility Description

The facility consists of two separate berths along a continuous dock structure. The face of the dock lies approximately 140° - 320° true, and is well to the south of the centre of the navigational approach channel. *Appendix A* shows a sketch of the dock general arrangement.

1.2.1 Berth No. 1

Berth No. 1 is the liquids loading facility. It is used for transferring Ethylene Glycol from the terminal onto tankers.

Berth No. 1 is the western portion of the continuous dock structure and is approximately 237 m long.

1.2.2 Berth No. 2

Berth No. 2 is the sulphur loading facility. It is used for transferring sulphur from the terminal onto dry bulk carrying vessels.

Berth No. 2 is the eastern portion of the continuous dock structure and is approximately 293 m long.



1.3 Water Depths and Air Draft

1.3.1 Water Depth

Berth Nos. 1 and 2 are dredged to a nominal depth of 12 m below chart datum. A hydrographic survey carried out in January 2001 is shown in *Appendix B*.

The Second Narrows MRA establishes maximum drafts for vessels that are linked to minimum tidal transit heights.

There is a shallow area in the navigation channel approximately 400 m West of Berth No. 1 and just East of Reed Point. The controlling depth at this location is 10.5 m.

1.3.2 Air Draft

Vessels must pass under two bridges and three overhead cables en route to the facility. The limiting height factor is 44 m above higher high water.

There is no limiting air draft alongside the berths.

1.4 Services at the Berth

Minimal services are available at Pacific Coast Terminals' Port Moody facility. Potable water is available, for a charge, at both berths. A pay telephone is located at the main terminal building and at Berth No. 2.

The ships crew shall ensure that no garbage, dunnage, wood utilized for pallets or crating are left at the Terminal.

Services such as garbage scows are available within Vancouver Harbour at commercial rates.

1.5 Security

There is strict 24-hour security at this fenced facility. A guarded gate controls access.

Taxicabs are allowed access to both berths.



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Crews are required to use taxicabs when shuttling between the security gate and the berths.

No crew members shall consume, sell, purchase, distribute, or be under the influence of Alcohol on the Terminal premises.

1.6 Access to Shore

1.6.1 Gangways

Vessels must provide safe gangway access for their crew and PCT personnel. Gangways must have adequate length to reach the dock elevation which is 7.3 m above Chart Datum.

Gangways shall be fitted with nets on both sides of an access ladder for a distance of 1.8 m and be draped under the gangway from the side of the ship and attached to the dock below. Gangway nets shall be kept taught at all times and shall have hand lines all the way along the gangway.

or

Where a fully railed ladder or gangway is provided, the safety net shall extend from the top rail under the ladder or gangway.

1.6.2 Pedestrian and Vehicle Access

The walkways to the docks and connecting Berth No. 1 and Berth No. 2 are narrow and suitable for pedestrian traffic only.

Limited access for light vehicles, such as delivery vans, is available to each berth via the East Pier and West Pier (see *Appendix A*). The load limit for the West Pier is 8,000 kg/axle and load limit for the east pier is 6,750 kg/axle. These limits are based on a 6 m min. axle spacing. Any vehicular traffic onto the Terminal Site must be approved by PCT.

1.7 Weather

Continuous marine forecasts and local weather reports are available from the Canadian Coast Guard on VHF3.

1.8 Tidal Swing and Current



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The tidal swing at the berth can be as much as 5.5 m. Due to its location, tidal currents off the dock are not extreme (i.e., maximum rates are approximately 1 to 2 knots).



2 Communications

2.1 Estimated Time of Arrival (ETA)

Masters, or their agents, are required to coordinate their arrival in accordance with the terms of the charter party (deep-sea vessels), and local agreements (tug and barge) and to advise the terminal as follows:

- Deep-Sea Vessels: 72 hours prior to arrival; 48 hours update; 24 hours update; 12 hours update; 3 hours prior to arrival.

n.b.: Masters should take into account the impact of the requirements of the *Second Narrows MRA Standing Orders* on the vessels ETA at the berth.

2.2 Useful Local Numbers

- PCT Port Moody Operations: 604-939-7371
Fax: 604-936-6850
- PCT Port Moody Security and 24 hour Contact: 24 Hours: 604-931-9211
(Afterhours - Security can connect with the on Cell: 604-868-4879
duty Operations Manager.)
- PCT Port Moody Bulk Sulphur Loading Foreman: 604-931-9213
- PCT Port Moody Bulk Liquids Loading Foreman: 604-931-9212
Cell: 604-868-4567
- Vancouver Harbour Master: 24 Hours: 604-666-6012
Office Hours: 604-665-9086
Fax: 604-665-9099
- Pacific Pilotage Authority: 604-666-6771
Fax: 604-666-1647
- Burrard Clean Oil Spill Response: 604-294-6001
Fax: 604-294-6003



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- Police, Fire and Ambulance: 911
- Canadian Coast Guard
(Oil Spills, Fire/Emergencies): 604-666-6011
- Canada Customs: 604-666-0272
- Tiger Tugz: 24 Hours: 604-253-8881
(Tug support - berthing and emergencies)
- Cates Tugs: 24 Hours: 604-988-1144
(Tug support - berthing and emergencies)



3 Berthing and Mooring

3.1 Vessel Size Restrictions

Berth No. 1 is designed to accommodate bulk liquids carrying vessels (tankers) ranging in size from 9,000 dwt to 30,000 dwt.

- Maximum Length 184 m.
- Minimum Length 133 m.
- Beam 18 m to 25 m.

Berth No. 2 is designed to accommodate dry bulk carrying vessels ranging in size from 12,000 dwt to 70,000 dwt.

- Maximum Length 241 m.
- Minimum Length 142 m.
- Beam 18 m to 33.5 m.
- Larger vessels may be warped along the berth.

The size parameters above may be relaxed for an individual vessel subject to a review of the special circumstances of the relaxation request and written approval by PCT Management.

3.2 Berthing

Vessels are berthed port side to the dock. The vessel is turned around to approach the berth. This is done to eliminate turning loaded vessels on departure and to facilitate gangway placement on the wider portions of the dock structure.

The dock is well situated for a routine approach with way taken off the vessel as it nears position and the tugs assisting to achieve a generally flat landing on the dolphins. The forward spring is normally the first line run to shore. The maximum tidal current at the dock is 1 to 2 knots.

The fendering systems for both Berth Nos. 1 and 2 have been designed for the following berthing criteria:

Vessel Type	Maximum Displacement	Maximum Approach Angle	Maximum Approach Velocity
Bulk Carrier	70,000 tonnes	10 degrees	0.1 m/sec



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The dock structure consist of discreet dolphins fitted with fender panels. The master must ensure that assist tugs are secured to the vessel and care must be taken to avoid the vessel's bow or stern falling inside the line of the face of the dock. Water depths decrease rapidly inshore of this line, and the dock structure between the dolphins is vulnerable to damage on contact with a vessel.

The mooring position is communicated via the on board pilot. PCT's mooring positions are as follows:

Berth No.1: The vessel is positioned such that the vessel's manifold is in line with the shore hose. The area is marked by checkered flag.

Berth No.2: The centre of the vessel's loading hatches is aligned with the painted berth indicator.

3.3 Mooring

The facility is generally well protected from the weather and the berths do not have a history of mooring problems.

Vessels must remain well secured at their moorings. Movement of the ship should be prevented by keeping the lines taut. Vessel personnel must frequently monitor and carefully tend the vessels moorings to ensure that the vessel is safely secured having regard to the weather, tide, and current conditions. Mooring lines in the same service (e.g., spring lines), should be of the same material and similar in length.

Masters should ensure that, to the maximum extent possible, breast lines are deployed at right angles to the longitudinal axis of the vessel and spring lines are deployed parallel to the longitudinal axis of the vessel.

Vessels using steel lines must notify the terminal, prior to arrival.

3.4 Tug Requirements

Tug requirements are established by the *Port Metro Vancouver Second Narrows Movement Restriction Area Standing Orders (Appendix C)* for the transit of Second Narrows.

The safe handling of the vessel is the responsibility of the Master and his/her Pilot. PCT does expect that effective use of tug assist will be utilized by vessel Masters in certain



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circumstances. The objective of tug assist is to generally aid in the safe berthing and unberthing of the vessel and in particular to minimize the risk of a hard contact with the berth.

When tugs are required to be utilized, they shall be secured to the vessel by suitable means.

3.5 Linesperson

An adequate number of shore linespersons will be provided to take ship mooring lines and perform dock mooring duties.

3.6 Environmental Limits

Wind Limits - Berthing

- At the discretion of the pilot authority vessels may not be permitted to berth when wind speeds are 35 knots or greater.

Wind Limits - While Alongside

- Loading operations will be stopped when wind speeds reach 40 mph or 35 knots.



4 Rules and Regulations

4.1 General Federal Government Requirements

Masters are required to operate their vessels in compliance with Canadian Legislation and Regulations while in Canadian waters. Many of Canada's marine requirements are based on IMO and ILO standards. Certain requirements are, however, unique to Canada and Masters of non-Canadian vessels should ensure that their vessel's agent informs them of distinct Canadian requirements.

4.2 Port Metro Vancouver and Transport Canada Regulations

Copies of the Ports "*Operating Regulations*" and the "*Second Narrows Movement Restriction Area Standing Orders*" can be obtained from the Harbour Master.

Included among the *Operating Regulations* and *Standing Orders* are significant requirements affecting deep-sea vessels: pollution control; prior approval for entry to the port; navigation within the port; mandatory use of tug services; engine readiness; gangways and safety nets; incident reporting; dangerous goods permits; fire prevention and emergency response.

Masters of all vessels should ensure that they are provided with a copy of these Regulations and Procedures prior to arrival at the Port Metro Vancouver. Masters of any vessel visiting PCT's Port Moody Terminal should be familiar with the PMV's procedures and operating regulations and comply fully with their requirements.

A copy of the *Second Narrows MRA Standing Orders* are shown in *Appendix C*. Masters are cautioned that this extract covers only part of the operations regulations applicable to deep-sea vessels.

Transport Canada has established Standing Orders governing ballast water control and management regulations requires deep-sea vessels to carry out a mid-ocean ballast water exchange prior to arriving in Canadian waters. The Ballast Water Control and Management Regulations are shown in *Appendix D*.



4.3 PCT Regulations and Safety Procedures

PCT is committed to safe operations and protection of the environment at its Port Moody Terminal. Vessel staff are requested to immediately bring any unsafe condition or pollution risk to the attention of terminal staff and to take appropriate action to remedy the situation, including the suspension of cargo transfer activity.

The following safety regulations have been developed in an effort to reduce the possibility of an incident involving injury, fire, spills or other hazard. Nothing in these rules and procedures will relieve Masters and/or vessel supervisors of their responsibilities in observing normal safety, fire prevention, pollution prevention and security precautions. Terminal staff are authorized to advise and request Masters and/or a vessel supervisor to take additional measures to ensure safe operations should circumstances so require. Terminal staff is also authorized to suspend transfer operations in the event of an infringement of terminal rules and procedures or if any other hazardous situation is encountered.

ALL VESSEL INCIDENTS ALONGSIDE PCT BERTHS, ARE TO BE REPORTED TO THE PCT ON DUTY MANAGER

4.3.1 Safety Check List

- Berth No. 1, Liquid Operations: On completion of berthing and prior to the commencement of cargo transfer, the *Pre-Start Ship/Shore Safety Checklist* (copy in *Appendix E*), must be completed following a joint inspection by the terminal operator and a responsible vessel supervisor.
- Berth No. 2, Sulphur Operations: A ship/shore checklist is to be completed and returned to PCT prior to the commencement of loading (*Copy in Appendix E*)

4.3.2 Vessel Tank Entry

- Berth No. 1: Vessel tank entry is strictly prohibited once the shore hose is connected to the vessel's manifold.

4.3.3 Pedestrian Traffic

- Ship personnel exiting or accessing the PCT site must use taxicabs or pre-arranged vehicle transport only. PCT has many hazardous operations that prohibit pedestrian traffic.



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- High visibility vests and CSA approved safety boots are mandatory for all pedestrian traffic on the Terminal site, including vessel personnel.

4.3.4 Radar

- Operation of ship's radar is prohibited during cargo transfer.

4.3.5 Vessel Hatch and Tank Cleaning

- Cleaning of vessel's tank or hatches while at berth is not permitted without the express permission of PCT and must be approved prior to vessel arrival.

4.3.6 Bunkering

4.3.6.1 Berth #1

- Bunkering is not permitted during bulk liquid cargo operations.
- Bunkering outside of operations must be with approval of PCT management.
- Notification of bunkering requirement must be received prior to the vessel's arrival.

4.3.6.2 Berth #2

- Bunkering may be performed during sulphur cargo operations with the following safety precautions in place:
 - Prior to the ships arrival the Duty Manager for the Terminal must be notified that bunkering is planned during sulphur loading operations.
 - The Port Metro Vancouver Oil Transfer Procedures must be followed.
 - The Port Metro Vancouver Oil Transfer CheckList must be completed and a copy of the completed checklist must be returned to Pacific Coast Terminals before bunkering commences.
 - The vessel must ensure there are adequate crew assigned to each of the two operations.
 - Bunkering can not proceed when the Shiploader is in the hatch adjacent to the hose for bunkering.
 - All non-loading sulphur hatches must remain closed during bunkering. The next loading hatch may be opened 30 minutes prior to loading in that hatch.
- Failure to meet any of the items listed above will result in the bunkering operation to cease immediately and no further bunkering will be allowed until all requirements are met. Sulphur loading operations take priority over any bunkering operation.
- Bunkering outside of operations must be with approval of PCT management.



4.3.7 Cutting and Welding or Other Repairs

- Because of the nature of the products handled by PCT, Hot Work is not permitted without the express permission of PCT. Hot Work is defined as welding, burning, or any use of an open flame on the vessel that could that could cause a fire hazzard.
- Any repairs - including chipping, scraping, welding, etc. are not permitted without the expressed permission of PCT and must be approved prior to vessel arrival.

4.3.8 Vessels Decks

- Walkways required for accessing cargo systems, deck machinery and emergency equipment shall be kept clear of obstructions and, especially in winter, be kept in safe condition for pedestrians.

4.3.9 Engine Readiness

- The vessels main engines, steering machinery and other equipment essential for manoeuvring shall be maintained in a state of readiness for vacating the berth under full engine power at short notice.



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4.3.10 Staffing

- Sufficient qualified crew members shall be provided for safe handling of cargo, for the tending of moorings, for effective fire fighting and for moving the vessel in the event of an emergency on the vessel or the dock.

4.3.11 Noise

- The City of Port Moody bylaws prohibit sound levels exceeding 45 dB at the site perimeter between the hours of 22:00 and 07:00.

4.3.12 Emergency Procedures

- As required by the Vessel/Terminal Safety Check List, the Supervisor for the vessel and the Supervisor for the terminal should discuss and agree upon the action to be taken in the event of an emergency onboard either the vessel or the terminal. This should include means of communication and emergency procedures.

4.3.13 Emergency Stops - Berth No. 1

- The terminal will provide to the vessel an emergency stop button. The stop button is to be located as close to the manifold area as possible.
- An emergency stop may also be requested via the shore provided radio (Channel 2).

4.3.14 Movements of Refuelling Vessels, Garbage Barge, Tugs, Workboats and Other Craft

- During transfer operations no craft shall be allowed alongside the vessel unless approval has been given by the terminal supervisor and agreed to by the Master of the vessel.
- No garbage or refuse of any kind shall be dumped overboard from any vessel moored at the facility.

4.3.15 Emergency Escape

- Means for emergency escape shall be provided on the offshore side of the vessel. For security reasons, such means is to be stowed at deck level in such a manner as to be ready for expeditious use in an emergency. Such means shall be of adequate length to reach the water at all times.



4.3.16 Conditions Requiring Immediate Action

- Cargo transfer operations shall not be started, or if started, shall be discontinued by either the responsible officer of the vessel or the dock operator when any of the following conditions is noted:
 - On the approach of and during periods of high winds.
 - If a fire occurs on the terminal, the vessel or any craft in close proximity.
 - If there are insufficient competent personnel aboard the vessel to safely handle the operation in progress, and to handle any emergency situation.
 - If a spill or leak occurs aboard the vessel or at the terminal.
 - If any other emergency situation arises which, in the opinion of the vessel's responsible officer or the dock operator constitutes a potential hazard to either the ship or the terminal.

4.3.17 Avoidance of Spill Pollution

- During transfer operations all scuppers shall be effectively plugged, fixed or portable manifold containment shall be in place, and no leakage or spillage of chemical or water, shall be allowed to escape overboard. Manifold containment should be drained before transfer operations commence. Any leakage or spillage must be reported immediately to the dock operator.
- No hazardous material shall be thrown overboard, nor shall any other objectionable material, either solid or fluid, be thrown overboard from the vessel.

4.3.18 List

- Excessive listing of the vessel must be avoided. Vessel loading may be stopped at PCT discretion.



5 Cargo Transfer

5.1 Cargo Transfer Communications

Pacific Coast Terminals will appoint a Shiploading Foreman to oversee the cargo transfer operation.

Communication between the terminal and vessel will be through PCT's representative. The vessel's responsible officer and the terminal representative shall confirm with each other that the communication system and signals for controlling the operations are understood by all personnel involved prior to the commencement of the cargo transfer.

In the event of a breakdown of communication between the terminal and the vessel during cargo transfer operations, these operations shall be immediately suspended and not resumed until satisfactory communications are reestablished.

5.1.1 Radio Communications - Berth No. 1

The PCT representative will provide an intrinsically safe radio for the purposes of vessel/shore communication during glycol loading. The radio is set to Channel 2. In addition, a PCT operator is located in the dock office for the entire time that the shore hose is connected.

5.2 Conditions to Be Observed Onboard Vessels During Transfer Operations

A qualified vessel's officer, able to communicate effectively with terminal staff, is required to be on deck or in the control room at all times. A continuous deck watch is to be maintained to ensure moorings are carefully tended and cargo transfer operations are under observation at all times.

Any requirement for movement of Cranes and ships gear must be communicated to the Shiploading Foreman. All Cranes and Ship's gear should otherwise be properly secured.

Opening and closing of active hatches will not be performed during loading.



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All doors, portholes and openings leading from or overlooking the main deck to accommodation, machinery spaces (excluding pump room) and forecastle shall be kept closed. Cargo control room doors opening on to or above the main deck may be opened momentarily for access.

The venting of the vessel's tanks shall take place only through the vessels fixed venting system.

All cargo, ballast and bunker tank lids and tank washing openings shall be securely closed.

Sighting and ullage ports when not in use shall be kept closed.

All unused cargo and bunker connections shall be properly blanked, fitted with a gasket and bolted with at a bolt in every hole at the manifold. Stern cargo pipelines (if fitted) shall be isolated forward of the aft accommodation by blanking.

Any part of a slop transfer system that extends into machinery spaces shall be securely blanked and isolated on the tank deck.

The person in charge of the transfer operation on the vessel shall conduct inspections of adjacent water areas around the vessel frequently and at least once each hour to ensure that nothing has spilled or leaked into the water.

5.3 Berth No. 1 Glycol Marine Loading

Berth No. 1 is used to load Ethylene Glycol onto bulk liquids carrying vessels (tankers). Transfer takes place by way of a counter-weighted loading arm. Reach is limited and Master's should take this into account when planning mooring arrangement.

5.3.1 Loading System Specifications

- Hose Connection: 8 in., standard bolt pattern
- Hose Length: 55 ft.
- Maximum Pumping Rate: 900 - 1,000 MT per hour
- Pumps: Four total - two main and two booster (Booster pumps provide the maximum pumping rate)
- Maximum Shore Pressure: 190 psi



- Maximum Operating Pressure: 90 psi
- Maximum Nitrogen Pressure: 125 psi

5.3.2 Wall Wash Tests

Wall wash tests, when required, are performed by the surveyor prior to the ship's arrival at the PCT berth#1. No shore labour is ordered until after the wall wash tests have passed.

Wall wash tests are performed at the discretion of the customer.

5.3.3 Ship Pipeline Inspection

The purpose of the inspection procedure is to reduce the risk of foot failure, during glycol loading, by reducing the chance of liquid contamination being left in the ship's lines after cleaning.

Normally the inspection is completed alongside berth #1, prior to shift start.

- Ship's crew, using ship's air, is to pressure up their loading line from the manifold to the last tank valves. Pressures achieved approximately 50-60 psi.
- The surveyor opens the low point bleed valve closest to each tank liquid drop line, allowing the pressure to escape, and inspects for any liquid.
- If liquid is found the surveyor stops and notifies the ship's chief officer that the lines are unacceptable for cargo operations.

5.3.4 Glycol Loading Procedures

- The terminal will connect the cargo hose to the designated manifold.
- Vessel Tank Entry is strictly prohibited after the loading arm is connected.
- Against a closed ship's manifold, the terminal will pressure test the ship/shore connection using nitrogen.
- The terminal has nitrogen available if a brief purge of ship's tanks or lines is required prior to loading.



5.3.4 Ship Line Sampling and Testing Procedure

Line sampling of ship's deck lines is required for all first time carriers of glycol loaded ex PCT. Line sampling may also be performed at the ship's or surveyor's request if line cleanliness is uncertain.

The sampling and testing is completed prior to the loading of first foots.

- The ship opens their manifold valve and ensures that all of the drop line valves, to the individual cargo tanks, are closed.
- The ship confirms with the shore that they are ready to receive cargo for line testing.
- The shore will pressure the ship's lines with cargo up to 40 psi pressure.
- At the first low point bleed the ship's crew flushes cargo through the sampling point into a drum.
- Once sufficient cargo is flushed through the sample point, approximately a quarter to a half drum, the surveyor will collect a sample and return it to the lab for testing.
- Each low point bleed is similarly flushed and tested.
- After all line samples are passed the loading of first foots will commence.

5.3.5 First Foots

- Loading commences with the pumping of one foot of product to each ship tank.
- The ship is to notify the terminal whether they require one or two pumps for the loading of foots.
- The ship is to notify the terminal if they require the pumps stopped during loading of foots or if they require a running foot (no pump stop).
- After sufficient tanks have passed the first foot test, to allow for maximum pumping rate, the ship may request the starting of the remaining pumps (booster pumps).

5.3.6 Loading and Nitrogen Blanketing

- The ship is to notify the terminal if they require a reduction in the loading rate.
- The terminal will use nitrogen to clear the hose and deck piping of glycol to the ship.
- The terminal will supply the nitrogen for the purpose of blanketing the ship's tanks.
- Cargo surveyors will monitor the oxygen levels and deem when a sufficient blanket is achieved.



- The nitrogen is supplied via the cargo hose.



5.4 Berth No. 2 Sulphur Loading

Berth No. 2 is used to load sulphur onto dry bulk carrying vessels. The transfer takes place by a single quadrant shiploader. The shiploader is proportioned to provide full hatch loading coverage for a typical Panamax design bulk carrier provided that the vessel is moored in the correct position. Vessels exceeding these dimensions may require warping along the dock for full coverage loading.

5.4.1 Loading System Specifications

- Design Loading Rate: 5,000 tonnes/hr
- Boom Conveyor Size: 1.8 m
- Range of Shiploader Motion: 44 m foreword carriage travel
88 degrees slew about pivot
-10 to +15 degrees from horizontal vertical boom lift
(working)
+40 degrees (maximum)

5.5 Sulphur Loading Procedures

The Loading Foreman will board the vessel and request the following:

- Inspection certificates stating hold acceptability.
- Loading plan with hatch rotation and tonnage per run.
- Stowage for hatches - peak, flat or crown.



6 Emergency Response to Fires, Spills, Leaks

6.1 Fires

CALL 911 FOR ALL FIRE EMERGENCIES

In the event of a fire onboard a vessel at berth or at the terminal itself, all transfer operations will be stopped. Vessels are required to have onboard adequate equipment for fighting onboard fires and personnel trained to use the equipment.

6.2 Spills or Leaks

NOTIFY SUPERVISING LOADING FOREMAN OF ALL LEAKS AND SPILLS

6.2.1 Terminal Spills or Leaks

- In the event of a spill from the terminal or a leak from the shore cargo piping:
- The transfer operation is to be stopped immediately.
- The terminal's spill response plan is to be implemented as appropriate. This will include informing the proper authorities and initiating containment, recovery and clean up procedures.
- The cause of the spill must be determined and rectified.

6.2.2 Vessel Spill or Leaks

- In the event of a spill or leak from the vessel or vessel's cargo hose:
 - The transfer operation is to be stopped immediately.
 - The vessel spill response plan is to be implemented as appropriate. This will include informing the proper authorities and initiating containment, recovery, and clean up procedures.
 - The cause of the spill must be determined and rectified.



6.3 Restarting Transfer Operations after a Marine Pollution Incident

Transfer operations may only resume once the cause of the spill has been determined and remedied and after it has been clearly determined that restarting transfer operations will not interfere with the immediate, effective and sustained response to the marine pollution incident, and after both the terminal supervisor and the vessel supervisor have authorized a resumption of the transfer operation.



PACIFIC COAST TERMINALS CO. LTD.

Visiting Ship Guidelines

APPENDIX A

Berth General Arrangement

The Berth General Arrangement is available on the PCT website under Vessel Information.



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APPENDIX B

Berth Soundings

The Berth Soundings are available on the PCT website under Vessel Information at:

[PCT – Our Operations, Vessel Information](#)



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Visiting Ship Guidelines

APPENDIX C

Port Metro Vancouver – Second Narrows MRA Standing Orders

The MRA is available on the Port Metro Vancouver website or under the Vessel Information section of PCT's website at

[PCT – Our Operations, Vessel Information](#)



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Visiting Ship Guidelines

APPENDIX D

Ballast Water Control and Management Regulations

The Ballast Water Exchange Program is available on the PCT website under Vessel Information at:

[PCT – Our Operations, Vessel Information](#)



PACIFIC COAST TERMINALS CO. LTD.

Visiting Ship Guidelines

APPENDIX E

PCT Pre-Start Ship/Shore Safety Checklist

The Ship / Shore checklist is available on the PCT website under Vessel Information at:

[PCT – Our Operations, Vessel Information](#)

Follow the hyperlink: [PCT Pre-Start Ship / Shore checklist](#)