



**PORT**  
**OF ST. JOHN'S**



# Port Information Guide

December 2020

## **GENERAL INTRODUCTION**

### **CONTACT INFORMATION AND REGULATIONS LEGAL DISCLAIMER**

*The St. John's Port Authority makes every effort to ensure the contents of this document are as up-to-date, accessible, error-free and complete as possible; however, the correctness and completeness of these contents cannot be guaranteed. The Port Authority accepts no liability for the occurrences and/or consequences of errors, faults or incompleteness, or any other omission in connection with the information provided by this document. In case of any discrepancies or inconsistencies between this document and the applicable legislation, including port regulations, the latter will prevail.*

### **CONTACT PORT**

*The St. John's Port Authority is a port authority established pursuant to the Canada Marine Act, S.C. 1998 C.10 as amended and is registered in the International Maritime Organization (IMO) Global Integrated Shipping Information System (GISIS) with the Port Identification Number 221514 and the United Nations (UN) Locator code CASJF.*

### **CONTACT NUMBERS FOR PORT INFORMATION**

Regular Working hours: (0800-1600 hrs) (709) 738-4782

Port Security: (24/7/365) (709) 682-5196

Marine Operations: (24/7) (709) 682-5197

E-mail (General): [info@sjpa.com](mailto:info@sjpa.com)

E-mail (Marine Operations): [ops@sjpa.com](mailto:ops@sjpa.com)

Website: [www.sjpa.com](http://www.sjpa.com)

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# 1. FOREWORD

### 1.1 GENERAL

This document titled “Port Information Guide” which contains St. John’s Port Authority (SJPA) Practices and Procedures was created pursuant to Section 56 of the Canada Marine Act (CMA) and aligned with the standards of the International Harbour Masters Association. It contains a set of localized practices and procedures designed to promote safe and efficient navigation within the waters of the port and support efforts to protect the marine environment. The practices and procedures contained in the manual apply to all vessels in the port, including pleasure craft and recreational vessels, as well as other users of the port, including tenants, and may be amended from time to time by the Port Authority.

For more information and/or other technical details, please visit [www.sjpa.com](http://www.sjpa.com).



## **2. CONTACT INFORMATION AND REGULATIONS**



## **PART II | CONTACT INFORMATION AND REGULATIONS**

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### **2.1 GENERAL**

St. John's Port Authority

Postal Address: P.O. Box 6178  
St. John's, NL  
Canada A1C 5X8

Mailing Address: 1 Water Street, St. John's, NL, Canada A1C 1A1

This document is designed to provide port users with a single point of reference for port operational practices and procedures. The Port Information Guide is applicable to all vessels operating in the jurisdictional waters of the Port of St. John's. Except in an emergency, nothing in this guide shall supersede any requirement of the Canada Marine Act (CMA), the Canada Shipping Act (CSA), the Pilotage Act, the Canadian Environmental Protection Act, the Marine Transportation Security Act (MTSA) and/or regulations made pursuant to these Acts.

The Port Information Guide has been developed for the purpose of promoting safe and effective use, navigation and environmental stewardship within the Port of St. John's. They are to be followed by all port users, including all ships entering, maneuvering, berthed, departing, and/or at anchor.

No person(s) shall, by act or omission, do anything, or permit anything to be done in St. John's Harbour that has, or is likely to have, any of the following results:

1. jeopardize the safety or health of persons;
2. cause damage to property;
3. adversely affect the environment (e.g. sediment, soil, air or water quality);
4. interfere with navigation;
5. adversely affect harbour operations;
6. obstruct or threaten any part of the harbour;
7. interfere with an authorized activity;
8. cause a nuisance;
9. cause damage to ships;
10. cause damage to privately owned boats and/or watercraft; and
11. divert the flow of a river or stream, cause or affect currents, cause silting or the accumulation of material or otherwise reduce the depth of the waters.

Under the Canada Marine Act, Section 59, Subsection (1)(a), it is an offence, subject to financial penalty, if a person or ship does not adhere to these Port Practices and Procedures.

The SJPA has authority over all vessels (commercial and/or recreational), underway, making way, maneuvering, and/or at anchor within the port jurisdiction, and over all vessels moored at SJPA operated and/or leased facilities.

### **HARBOUR MASTER'S AUTHORITY**

All vessels in waters of the Port of St. John's shall comply with the Practices and Procedures of the SJPA. The Port Authority has designated the Harbour Master and its authorized representatives to be the person(s) responsible for ensuring the adherence to these Practices and Procedures. Instructions to vessels may be made directly to the vessel by the Harbour Master or through the Canadian Coast Guard Marine Communications and Traffic Services (MCTS), "St. John's Traffic Centre" on VHF Channel 11.

## **PART II | CONTACT INFORMATION AND REGULATIONS**

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The Port Information Guide is intended to be a dynamic operations guide for all users of the port and shall be updated regularly to reflect ongoing development in the port. Subsequently, from time to time, and/or if and/or when circumstances dictate, an emergency amendment(s) may be made to this document without notice. However, under normal circumstances, advance notice of no less than thirty (30) days shall be given for an amendment to be made.

### **2.2 ST. JOHN'S PORT AUTHORITY CONTACT INFORMATION**

For questions relating to port security, marine operations, drills, requests, permits, messages, incident reports and repairs and for notifications such as ETA, ETD of ships and reports regarding port security, environmental spills, emergencies, etc., please contact the Harbour Master's Office.

- *Main Office Telephone:* (709) 738-4782
- *E-mail:* [ops@sjpa.com](mailto:ops@sjpa.com)
- *Regular Working hours (0800-1600 hrs):* (709) 738-4782
- *Port Security (24/7/365):* (709) 682-5196
- *Marine Operations (24/7):* (709) 682-5197

The primary responsibility of SJPA's Marine Operations Department is to ensure the safe, secure and efficient operations of marine traffic in St. John's Harbour. This is achieved through assigning berths in the port area, enforcing regulations, patrolling the port area, keeping commercial traffic lanes clear and coordinating information on traffic movements. The SJPA executes the Port Information Guide in accordance with the Canada Marine Act.

In conjunction with the SJPA, the CCG Marine Communications and Traffic Services Centre (St. John's Traffic) provides all the necessary information regarding positions of ships and traffic movements on VHF Channel 11/16.

### **2.3 STANDING AUTHORITY POLICY**

A primary mechanism for port security is the confirmation of compliance certificate for SOLAS registered vessels verified by Transport Canada and reported to CCG-MCTS through the ECAREG vessel information system. Should confirmation of this certification be absent for any vessel so required making plans to enter the Port of St. John's, CCG-MCTS shall inform Transport Canada Marine Security who will advise the Port Authority of the situation. MCTS will advise dispatched pilots to delay entrance until proper port clearance has been confirmed. Similarly, should a vessel make contact with CCG-MCTS and indicate the lack of an agent or programmed pilot, the vessel will be advised of the means by which required services can be obtained.

### **2.4 MARINE COMMUNICATIONS AND TRAFFIC SERVICES (MCTS)**

The Canadian Coast Guard MCTS Centre (St. John's Traffic) provides vessel co-ordination which is vital to the safety of port operations in the Port of St. John's. Consistency of these services is essential to marine

## PART II | CONTACT INFORMATION AND REGULATIONS

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safety and to facilitate the smooth flow of commercial marine traffic in the harbour. MCTS can be contacted via;

- *Marine Radio:* (VHF Channel 11 or Channel 16), and/or
- *Telephone:* (709) 227-2181

MCTS (St. John's Traffic Centre) shall maintain information about current and expected port activities and maintain a close working relationship with the SJPA. This information shall be retained for the period during which it is valid, and shall include:

- Expected vessel movements
- Berthage and anchorage commitments
- Bunkering and de-ballasting operations
- Special operations or instructions
- Marine events
- Contingency plans in effect
- Move as scheduled
- Broadcast Service (e.g. Notices to Mariners)

### 2.5 RULES AND REGULATIONS

The rules and regulations in the Port contribute to the safe, efficient, and environmentally responsible handling of shipping traffic. The Canadian rules and regulations that are in force in the Port such as the Canada Marine Act, and the Marine Transportation Security Regulations (MTSR), as well as Practices and Procedures pursuant to Section 56 of the Canada Marine Act are aligned with international rules and standards as the SOLAS convention as amended, and its supporting codes (e.g. IMDG and IBC code). This Port Information Guide applies to all vessels within the port, and to all persons responsible for the planning, operation, conduct and safe navigation of such vessels.

The Canadian Coast Guard (CCG) Notices to Mariners (NOTMAR) provide necessary information to updates of all charts and nautical publications. It will advise you of new initiatives, services and also some important announcements concerning the maritime community.

In accordance with the Canada Marine Act and the Port Authorities Operations Regulations, the port authority will direct entry, departure, anchorage, berthing and movement.

#### (A) APPLICABLE REGULATIONS:

- Canada Marine Act (S.C. 1998, c.10)
- Canada Shipping Act, 2001 (2001, c. 26)
- Canada Transportation Act (S.C. 1996, c.10)
- Coasting Trading Act (S.C.1992, c.31)
- Marine Transportation Security Act (S.C.1994, c.40)
- Canada Customs Act [R.S.C.,1985, c.1(2nd Supp)]
- Navigable Waters Protection Act (R.S.C., 1985, c.N-22)
- Pilotage Act (R.S.C.,1985, c.P-14)
- Transportation of Dangerous Goods Act,1992 (c.34)
- Marine Transportation Security Regulations (MTSR)
- Cargo, Fumigation and Tackle Regulations (SOR.2007-128)

## **PART II | CONTACT INFORMATION AND REGULATIONS**

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- Port Authorities Management Regulations (SOR/99-101)
- Port Authorities Operations Regulations (SOR/2000-55)
- Collision Regulations (C.R.C., c.1416)
- Transportation Safety Board Regulations

### **(B) PORT TARIFF**

Information regarding port tariffs is located at <https://sjpa.com/forms-tariffs/>

### **2.6 ENVIRONMENTAL POLICY, PORT ENVIRONMENTAL RESPONSE ORGANIZATION AND AUTHORITY**

The SJPA recognizes that operating in an environmentally responsible manner is an important part of the organization's overall mandate. The SJPA is committed to sustainable development and to the health and safety of the environment, local community and its employees.

Environment Canada Officers are not currently designated as Pollution Prevention Officers pursuant to the Canada Shipping Act. Environment Canada Enforcement Officers have authority under the Canadian Environmental Protection Act (CEPA), the General Prohibitions (Section 23) of the Fisheries Act, and the Migratory Birds Convention Act (MBCA). In cases of ship source pollution, Environment Canada works cooperatively with Transport Canada, and since the Canada Shipping Act, 2001 has specific provisions relating to ship releases, Transport Canada will normally lead any regulatory action that is required against an offender.

In certain cases, Environment Canada may investigate and take punitive action against offenders in cooperation with Transport Canada, through the use of Section 23 of the Fisheries Act or the MBCA. Furthermore, action by Transport Canada may not limit additional or further action by Environment Canada in certain specific circumstances.

### **2.7 EXEMPTIONS AND PERMITS**

The Port may grant exemptions to the Practices and Procedures on a case-by-case basis or in emergencies. Any request for exemptions must be made in writing to: [ops@sjpa.com](mailto:ops@sjpa.com).

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# 3. NOTIFICATION

## **PART III | NOTIFICATION**

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### **3.1 GENERAL**

Masters of ocean-going vessels arriving at, staying in, or departing from the Port of St. John's are obliged to make previous notification on a variety of subjects as outlined in this section.

### **3.2 EMERGENCY HEALTH MATTERS**

The procedure established in the marine protocol for reporting illness and/or death on board ship to Quarantine Services has not changed. Please refer to the existing protocol as well as the Quarantine Act under Conveyances.

In the event that any vessel or marine transportation stakeholder identifies a potential health issue onboard related to infectious diseases (or any medical situation that may require investigation and assessment by quarantine response officials), the Public Health Agency of Canada (PHAC), Quarantine Service, should be contacted. They will then determine if any follow-up action is required.

For gastrointestinal-related illness, the Public Health Agency of Canada is the responsible lead agency. In the event that crew and/or passengers onboard a vessel are experiencing these types of symptoms, the vessel and/or their agent should contact:

- Public Health Agency of Canada (PHAC) Duty Quarantine Officer (24/7) for quarantine-related issues is: (514) 229-2561.

Note (APA): If a pilot is to be dispatched to a ship which has been identified by PHAC as having a public health concern, APA dispatch shall be notified by the appropriate party (e.g. master, PHAC, agent, SJPA, etc.) well in advance. Advance notice must be made to ensure the APA is made aware of the situation and that all appropriate safety precautions can be taken if required before the pilot boards the vessel.

### **3.3 IMMIGRATION**

As of December 2013, citizens from certain countries/territories need to have five biometrics (fingerprints and photograph) when they apply for a visa. Depending on citizenship, individuals that plan to travel through Canada without stopping or those who are visiting for 48 hours or less may require a transit visa. A transit visa may not be required if travel is from the United States.

For more information visit Transit Without Visa Program or the China Transit Program <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/transit/without-visa.html> for details.

### **3.4 PASSENGERS**

Any passengers onboard will be required to clear Customs through Canada Border Service Agency (CBSA) at the same time as the rest of the crew. Passengers may proceed ashore subject to the same restrictions as crew.

## PART III | NOTIFICATION

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### 3.5 CUSTOMS

St. John's is a designated first Canadian port of entry and as such has customs facilities operated by CBSA <https://www.cbsa-asfc.gc.ca/menu-eng.html>. The Advance Commercial Information (ACI) <https://www.cbsa-asfc.gc.ca/prog/aci-manif-ipecc/menu-eng.html> program requires marine carriers to electronically transmit vessel and cargo information in advance of arrival at the first port in Canada. Reporting timeframes, which vary depending on the type of cargo and origins, are outlined in this link. Recreational boaters can call (888) CAN-PASS (888) 226-7277.

#### (A) PRE-ARRIVAL INFORMATION REPORT (PAIR)

Note: Pursuant to Marine Transportation Security Regulations, the following pre-arrival information requirement does not apply to fishing vessels, pleasure craft and government vessels.

The Master of a vessel listed below, engaged on a voyage from a port in one country to a port in another country, shall ensure their vessel does not enter Canadian waters unless the Master submits their Pre-Arrival Information Report (PAIR) to Transport Canada MARSEC East ([marsec@tc.gc.ca](mailto:marsec@tc.gc.ca)) before entering Canadian waters.

Vessels required to submit a PAIR to Transport Canada:

- SOLAS (International Convention of the Safety of Life at Sea) vessel of 500 tonnes gross tonnage or more or is carrying more than 12 passengers;
- NON-SOLAS vessel that is more than 100 tonnes gross tonnage, other than towing vessel;
- NON-SOLAS vessel that carries more than 12 passengers; or
- NON-SOLAS vessel that is a towing vessel engaged in towing a barge astern or alongside or pushing ahead, if the barge is carrying certain dangerous cargoes.

#### CANADA'S MARITIME ZONES

Canada measures its territorial waters from baseline (low-water line).

Canadian Territorial Seas consists of a belt of sea 12 nautical miles from the low-water line (baseline) along Canada's coast.

The contiguous zone of Canada consists of an area of sea from 12 nautical miles to an outer limit of 24 nautical miles from the low-water line (baseline). Federal law enforcement officials may prevent the entry of person(s) in the contiguous zone of Canada from entry into Canada if there is reasonable grounds to believe an offence may be committed.

The exclusive economic zone of Canada consists of an area of the sea beyond and adjacent to the territorial sea of Canada extending to 200 nautical miles from low-water line along Canada's coast.

### 3.6 SECURITY

All commercial vessels over 350 GRT and all pleasure craft over 500 GRT (subject to compulsory pilotage), that are proceeding to any terminal directly administered by the SJPA and within the port, must be prepared to provide Port Officials with a copy of the following documents:

- International Ship Security Certificate (ISSC)

## **PART III | NOTIFICATION**

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- Crew & Passenger List
- Visitor List
- List of DG and/or CDC's onboard the vessel

For further information see Section 10.

### **3.7 DANGEROUS GOODS**

The Port of St. John's local requirements and practices for handling dangerous goods are as follows:

#### **3.7.1 DEFINITIONS**

- (i) "Gross" means total weight in kilograms of the shipment, including explosives, castings, packing materials and containers;
- (ii) "Net Explosive" means total weight in kilograms of the actual Quantity (NEQ) explosive substance contained;
- (iii) "Maximum Quantity" means the NEQ in each division that may be moved for ship loading or discharge operations at designated locations; and
- (iv) "Harbour Master" means in the absence of such person, a person designated by the CEO to perform equivalent duties.

#### **3.7.2 CHARACTERISTICS OF CATEGORIES OF HAZARDS**

- (i) Explosives with mass explosion risk;
- (ii) Explosives which do not explode in mass, having a projection hazard, but minor explosion effects;
- (iii) Explosives having a fire hazard with minor or no explosion effects;
- (iv) Explosives which present no significant hazard;
  - (a) Items in this sub-division are so packed or designed as to present only a small hazard in the event of ignition during transport. The effects are largely confined to the package and no projection of fragments of appreciable size or range is to be expected. An internal fire would not cause mass explosion of the package; and
  - (b) Items so packed or designed that any explosive effect during transport is confined within the item or package, unless the package is degraded by external causes.
- (v) Very insensitive substances which have a mass explosion hazard.

#### **3.7.3 GENERAL SAFETY INSTRUCTIONS**

- (i) Only in exceptional circumstances will vessels that are carrying explosives on board in excess of the maximum quantity prescribed for the vessels' berthing allocations be permitted to remain



## PART III | NOTIFICATION

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within harbour limits. In every such case where the vessel is carrying explosives in excess of the maximum quantity permitted for its allocated berth, the vessel shall be subject to a special inspection and shall comply with any additional temporary regulations that may be prescribed by the Harbour Master.

(ii) Vessels carrying more than 25 kg of 1.1/1.5 explosives shall not:

(a) berth alongside any wharf or shed where flammable goods are stored, or alongside a wharf constructed of combustible materials; and

(b) berth closer than 450 meters from ships carrying dangerous materials or designated as such in IMDG Code or in bulk having a flash point of less than 61 degrees Celsius.

(iii) Vessels carrying more than 50 kg NEQ of classes 1.1/1.5 explosives when bunkering, shall remain at the bunkering berth for only the minimum time required. During such time, the vessels shall be on full standby for proceeding to sea with the continuous attendance of tug and in full firefighting readiness.

### 3.7.4 PRECAUTIONARY MEASURES TO BE OBSERVED WHEN HANDLING EXPLOSIVES

(i) Explosives shall be handled on a first-off, last-on basis from and to a vessel and shall not be moved to the designated berth until loading/discharging is to commence.

(ii) Regardless of the maximum quantity prescribed for a berth, no greater quantity of explosives shall be accumulated at the berth than is necessary to ensure an uninterrupted loading operation.

(iii) Explosives shall be removed from the harbour immediately after discharge. No storage allowed on the harbour property.

(iv) Explosives shall be transferred directly from one carrier to another. Temporary storage is not permitted. Storage may be permitted by the Port Authority in the properly constructed magazines subject to strict observance of all safety precautions and segregation requirements.

(v) Explosives shall not be handled when passenger vessels are berthed within a distance less than 450 meters.

(vi) Vessels loaded with explosives shall only remain in the harbour area for as long as it is absolutely necessary. If, due to bad weather or other circumstances, a vessel cannot sail, it may be directed to a suitable anchorage.

(vii) Fire precautions when loading/discharging explosives shall include:

(a) "No Smoking" signs displayed at the area of handling. Smoking allowed only in designated areas;

(b) Smoke or fire detecting system in use;

(c) Ship's funnel and exhaust must be equipped with anti-spark emission device;

(d) Sniffing pipes as an alternative to be used if necessary;

## PART III | NOTIFICATION

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- (e) The master of the ship shall ensure that the ship's hoses are rigged and ready for immediate use, sufficiently long to reach into compartments containing explosives;
  - (f) All firefighting appliances, including fire pumps and their operators are to be in a continuous state of readiness; and
  - (g) Ventilation systems to be checked before explosives handling operations commence.
- (viii) During the entire period in port, a ship carrying, or handling explosives shall have sufficient crew on board and be ready to depart without delay.
- (ix) When explosives are in a hold or magazine of any vessel, the Master of the vessel shall ensure that, except during loading or unloading operations, the hatches of that hold are kept closed and securely covered or that the magazine is kept closed and locked.
- (x) Ship's Master shall ensure that all firefighting personnel and watchmen are familiar with the locations of the nearest telephones. The personnel of the ship should be instructed in regulations pertaining to ship's special fire signal which appears in the St. John's Port Emergency Plan.
- (xi) Ships shall be bunkered before explosives are loaded or after explosives are unloaded.
- (xii) (a) All repair work in a hold or magazine of a vessel which will contain explosives shall be carried out before the explosives are loaded and the area of repair thoroughly cleaned after completing this work; and (b) Welding, cutting or burning or any other operation creating a risk of fire or explosion shall not be carried out on board any vessel carrying explosives unless the work is essential to the safety of the ship and has special authorization of the Harbour Master. If the work is authorized, a ship's officer shall supervise all phases of the work, shall ensure all instructions of the Harbour Master are complied with, and that there is adequate suitable fire extinguishing equipment available for immediate use where the work is being carried out.
- (xiii) No oil tankers shall be berthed within 30 meters of any vessel carrying explosives.
- (xiv) Tools, equipment, and wearing apparel in use by personnel in loading zone should be of non-sparking material.
- (xv) Damaged packages of explosives as well as any material escaping therefrom shall be removed from the harbour without delay.
- (xvi) No unauthorized person shall be permitted near any magazine or near any berth being used by a vessel that is loading or discharging or retaining on board any explosives.
- (xvii) When explosive-handling operations take place, the ship's officer shall be in attendance. All packages shall be tallied in and out of the ship and never opened on board.
- (xviii) Radio and radar shall be de-energized before explosive handling operations commence and tagged with warning notes.
- (xix) Mechanical aids (fork-lifts, trucks, etc.) used for stowage shall have non-metallic tires. Changing batteries in the holds is prohibited.

## PART III | NOTIFICATION

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(xx) Portable lighting shall be examined by the ship's officer before being used with explosive handling.

### 3.7.5 CLASS ONE DANGEROUS GOODS (EXPLOSIVES)

(i) Every berth in the harbour may handle explosives of division 1.4 provided a minimum safety distance of not less than 25 meters is maintained from all other dangerous goods; maximum quantity 1,000 tonnes.

(ii) All berths may handle a consignment of 25 kg explosives or less of division 1.1/1.5, 1.2 or 1.5 provided a fire safety zone of not less than 25 meters is maintained from other cargo and cargo handling operations.

(iii) A single transport unit operating under an Explosives Transportation Permit & conveying not more than 20,000 kg of explosives may be loaded at a ro-ro berth directly onboard a cargo ship immediately prior to her sailing. No intermediate handling is to take place and waiting time to be loaded from that pier shall not exceed 30 minutes. No other cargo or cargo-handling operations shall be permitted within 25 meters of the transport unit whilst it is waiting to be loaded. Intermediate handling means the transfer of the contents of the unit or the lifting of the unit by crane or other hoisting device.

### 3.7.6 INDIVIDUAL BERTHS (IN ADDITION TO SECTIONS 3.7.5 AND 3.7.7)

(i) Berth 17

Division 1.3 Explosives only = 2 Tonnes

(ii) Berth 16

Division 1.3 Explosives only = 4 Tonnes

(iii) Berth 15

Division 1.3 Explosives only = 3 Tonnes

(iv) Berth 14

Division 1.3 Explosives only = 1 Tonne

(v) Berths 6 through 12

Restricted to handling only explosives of Division 1.4

(vi) Berth 22

Restricted to handling only explosives of Division 1.4

(vii) Berth 27

Division 1.3 Explosives only = 19 Tonnes

(viii) Berth 2 & 3

Division 1.2A = 1 Tonne      Division 1.3 = 31 Tonnes

(ix) Berth 4

Division 1.2A = 1 Tonne      Division 1.3 = 22 Tonnes

(x) Berth 5

Division 1.3 only = 3 Tonnes

### 3.7.7 EXPLOSIVES FOR OFFSHORE

(A) Dangerous Goods Forms are required as stated in Sub-section 3.7.8 (iii).

(i) Quantities of Class 1 explosives over 25 kg NEQ Division 1.1/1.5 may be handled at an offshore berth with approval of the Harbour Master. Larger quantities (over 200 kg) and including Class 1.1 will normally be required to be handled at Berths 3, 4, and 5.

(ii) Both shaped charges and jet-perforating guns are to be carried in specially constructed racks or pallets so designed that the charges or guns are held securely in place during transportation.

(iii) Shaped charges shall not be transported with blasting caps, electric blasting caps or other initiating devices affixed or installed in the guns.

(iv) Shaped charges shall contain no more than 64 grams of NEQ Class 1.1 or 1.5.

(v) Total weight of explosives does not exceed 9 kgs (20 lbs) of NEQ per rack or pallet.

(vi) Racks and pallets carrying charges, guns or blasting caps shall be “separated by a complete cargo compartment or hold from”. If stowed “on deck”, this segregation means a separation by the corresponding distance.

(B) Vessels arriving after 2000 hours with less than 25 kg NEQ Class 1 onboard may retain the explosives onboard until 0800 hours the next day provided that:

(i) explosives are stored in an approved magazine container;

(ii) there is no welding or burning while the explosives are onboard;

(iii) visitors are not allowed onboard;

(iv) there is a watchman on deck and no smoking allowed; and

(v) Master ensures that the above rules are displayed.

## PART III | NOTIFICATION

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### (C) General (Explosives for Offshore)

- (i) Explosives for offshore operations may only be loaded/discharged at offshore berths in approved magazine containers;
- (ii) Fueling of offshore vessels may only take place after Class 1 explosives are unloaded or prior to them being loaded; and
- (iii) The General Safety Instructions, Section 3.7.3 also applies to offshore operations.

### 3.7.8 PERMITS/DANGEROUS GOODS FORMS

- (i) Ships carrying dangerous goods under IMDG classification or desiring to load/discharge such goods shall inform the Harbour Master of their requirements and type of dangerous goods by UN number prior to being allowed in the harbour. If, in the opinion of the Harbour Master, the amount and type would pose a threat or problem to the port, the vessel will not be allowed to enter the harbour area.
- (ii) Shipping companies whose vessels provide scheduled service to and from St. John's shall submit an annual Dangerous Goods Permit for approval, at least 30 days in advance of 1st January, yearly. This permit will, when approved by the Harbour Master, contain any special safety requirements which are to be observed. In addition to the annual permit, a Dangerous Goods Manifest must be delivered to the Harbour Master's Office prior to the vessel's arrival or loading. Any changes to this manifest shall be reported to the Harbour Master's office immediately. This information may be delivered by e-mail to [ops@sjpa.com](mailto:ops@sjpa.com).
- (iii) Offshore oil companies who operate out of St. John's shall submit two dangerous goods forms annually to the Harbour Master's Office for approval, at least 30 days in advance of January 1<sup>st</sup>.
- (iv) The first form permits the loading/discharging of Class 1 explosives up to 25 kg NEQ. Any special safety requirements will be added to the permit by the Harbour Master and are to be strictly observed.
- (v) In addition, the Harbour Master's Office is to be informed by telephone - (709) 682-5197 the amount and type by UN number of Class 1 prior to loading or vessel's arrival. Changes are to be reported immediately.
- (vi) Quantities of Class 1 in excess of 25 kg NEQ are to be dealt with in the usual manner of applying for a Dangerous Goods Permit.
- (vii) The second permit covers all other dangerous goods normally shipped in the offshore industry. A list of types and average quantities shipped is to be attached to this permit. Any special safety requirements will be added to the permit by the Harbour Master's Office and are to be strictly observed.
- (viii) Any other one-time shipments will require a Dangerous Goods Permit prior to vessel's arrival or loading.

## **PART III | NOTIFICATION**

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### **3.7.9 CONTAINER SEPARATION**

- (i) Separation of containers containing dangerous goods shall be in accordance with IMO Code; and
- (ii) On terminals, containers carrying incompatible groups of dangerous goods shall be stored at a fixed distance as per the IMDG Code.

### **3.8 MIXTURES**

- (i) When explosives from two or more divisions are to be handled on the same movement of the design location, the maximum quantity of such mixture shall not exceed the maximum permitted quantity of the division of the lowest division number, except that division should always be treated as division 1.1; and
- (ii) Explosion risk can be greatly increased by mixing certain non-compatible groups even within the same division. Therefore, special care and proper segregation is necessary throughout the entire movement. In case of doubt with respect to compatibility or quantities of such mixtures, the Harbour Master shall be consulted.

#### **3.8.1 GENERAL DUTIES OF OFFICIALS**

- (i) Whenever the consignee, consignor or carrier considers that any shipment of explosives warrants the presence of a technical representative, such a representative should be in attendance at the vessel's berth to give such advice as the Harbour Master may require ensuring safety.
- (ii) The Harbour Master shall be responsible for ensuring that all regulations made pursuant to the *Canada Marine Act* are enforced and all harbour safety precautions are carried out. The Harbour Master shall suspend operations immediately should any breach of the regulations or of the safety precautions occur and shall not permit operations to resume until conditions have again become acceptable.
- (iii) The Vessel's Master shall ensure that all safety regulations respecting the vessel and its personnel are fully observed.

#### **3.8.2 WASTE**

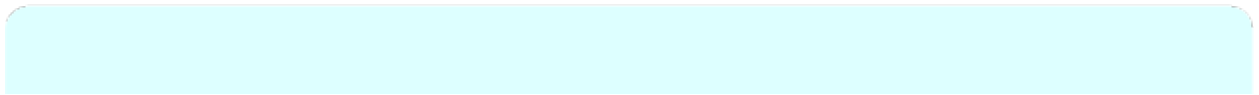
All waste removal must be coordinated through the Vessels Agent including garbage, oily water/bilge fluids, grey water, black water, and hazardous material.

#### **3.8.3 INTERNATIONAL OIL POLLUTION PREVENTION CERTIFICATE**

All vessels requiring an International Oil Pollution Prevention Certificate (IOPP) Certificate must ensure that a valid copy is available upon request of a representative of Transport Canada Marine Safety and/or the SJPA.



# 4. DOCUMENTATION



## **PART IV | DOCUMENTATION**

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### **4.1 GENERAL**

The SJPA places huge importance in vessels complying with the International and Canadian rules and regulations that govern shipping. Furthermore, all vessels in St. John's Harbour are subject to Port State Control and subject to inspections by Transport Canada Marine Safety and Security, the Canadian Food Inspection Agency (CFIA), and the SJPA. To ensure smooth operations, we advise vessels to keep the following documentation (Section 4.2) and certificates (or certified copies of certificates) available at all times.

All cargo vessels are required to provide SJPA with a complete cargo manifest and voyage information at least 24 hours prior to arrival via vessel agent in the form of paper, fax or EDI in accordance with the Port Authorities Operations Regulations.

### **4.2 REQUIRED DOCUMENTATION, TO BE AVAILABLE AT ALL TIMES**

#### **(A) FOR GENERAL CARGO VESSEL/BULK CARRIER**

- IOPP (International Oil Pollution Prevention Certificate)
- ISSC (International Ship Security Certificate)
- SOPEP (Ship Oil Pollution Emergency Plan)
- Garbage record book
- SSP (Ship Security Plan)
- Oil record book Part I
- Document of Compliance (in respect to dangerous goods)
- Dangerous goods permit
- Documentation regarding fumigant used to fumigate bulk cargoes
- International Air Pollution Certificate
- Bunkering Receipt
- Ballast Water Management: Transport Canada
- Updated Chart #4846
- Notice to Shipmaster document
- Vessel Arrival Package (supplied by Agent)
- Ship Energy Efficiency Management Plan (SEEMP)
- Hull and propeller maintenance logs
- International Sewage Pollution Prevention Certificate

#### **(B) FOR OIL/CHEMICAL/GAS CARRIER**

- IOPP (International Oil Pollution Prevention Certificate)
- ISSC (International Ship Security Certificate)
- SOPEP (Ship Oil Pollution Emergency Plan)
- SSP (Ship Security Plan)
- Garbage record book
- Oil record book Part I and II
- Certificate of Fitness chemical/gas, including product list
- Procedures and arrangements manual
- Cargo record book
- Material safety datasheet(s)
- Bill of lading
- Shipping document for bulk liquid cargoes



## PART IV | DOCUMENTATION

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### 4.3 AUTHORIZATION FOR ACTIVITIES

While in the Port of St. John's, some vessel operations shall require authorization from the SJPA in order to proceed. In some cases, additional requirements may be required before the work can proceed. To notify the port authority and request permission for certain work, permission requests must be made electronically through [ops@sjpa.com](mailto:ops@sjpa.com) (Attn: Harbour Master).

The following operations/activities shall require authorization/permission from the SJPA, not limited to:

- Mooring at an SJPA administered marine facility
- Anchorage requests
- Diving operation (Commercial) - Annual Permit Required
- Bunkering or fueling
- Conducting salvage operations
- Transportation of Dangerous Goods/CDCs
- Ship-to-ship transfers of solid and/or liquid bulk
- Cargo hold inspection
- Casting adrift a ship, log or other object
- Building, placing, rebuilding, repairing, altering, moving or removing any structure or work on, in, over, under, through or across land or water
- Releasing or transshipping refuse or other similar material or substance
- Setting of a flare and/or other signaling device
- Engine immobilization
- Hot work while alongside a berth ([www.sjpa.com](http://www.sjpa.com)) – Hot Work permit required
- Crane Operations on SJPA-managed facilities – Crane Permit required
- Lifeboat drills
- Causing a fire or explosion, conducting blasting or setting off fireworks
- Placing or operating a light or day marker
- Placing, altering, removing or relocating an aid to navigation, buoy, mooring, float, picket, mark or sign
- Shiplside painting (whether moored or anchored)
- Placing a placard, bill, sign or device
- Conducting UAV (Drone) operations in the Port of St. John's airspace (Commercial or Recreational)
- Other service requests (including commercial requests)
- Excavating or removing any material or substance
- Dredging
- Conducting a Race, Regatta, Trial, Demonstration, Organized Event and/or Similar Activity
- Events will be reviewed to ensure there is no impact to commercial shipping, and that vessel movements shall not be impeded throughout the event.

### 4.4 DREDGING

Every endeavor shall be made to ensure that the operations do not hamper a vessel in its approach to a berth or departure from a berth or safe transit in the waters of the Port. Any vessels encountering such operations are required to pass at a slow speed, give the operation as much sea room as possible, and adhere to any "low wake" conditions set forth by MCTS. NAVWARN'S will refer to the operation, and MCTS will give notice of the areas of, and the vessels involved in, the operation.

### (A) CONDUCTING A DREDGING OPERATION

- Results of the dredging operation will improve the use of the harbour.
- Minimize impact on marine traffic and harbour use.
- Measures taken to protect the environment.
- An environmental assessment completed and approved.

### (B) EXCAVATING AND/OR REMOVING ANY MATERIAL AND/OR SUBSTANCE

- Results of the excavation/removal operation will improve the use of the harbour.
- Minimize impact on harbour use.
- Measures taken to protect the environment.
- Co-ordination with upland property activities.
- An environmental assessment completed and approved.

## 4.5 CONSTRUCTION, WORKS, OR DEVELOPMENT

All applications for construction must be processed through the Navigation Protection Program (NPP) of Transport Canada, who will liaise with the SJPA to determine if the requested activity/operation (e.g. waterlot), falls within the jurisdiction of the SJPA. The SJPA will then determine if approval is given or not for these said waterlots. All other waterlot jurisdictions will be governed by NPP of TC.

Applications for construction and dredging operations must be submitted to the Port Authority and approval received prior to commencement of the operation.

- Results of these works will improve the use of the harbour.
- Minimize impact on marine traffic and harbour use.
- Measures taken to protect the environment.
- Co-ordination with upland property activities.
- An environmental assessment completed and approved.



# **5. PORT DESCRIPTION**

### 5.1 PORT DESCRIPTION

The Port of St. John's is one of the oldest natural harbours in the world and has a long history of shipping and economic importance for the region and province of Newfoundland and Labrador. St. John's Harbour is a naturally deep, ice-free harbour with easy access to the Great Circle Route and can be entered year-round.

- **Port:** St. John's, Newfoundland and Labrador, Canada
- **Location:** East Coast of Newfoundland and Labrador, Canada  
Lat. 47° - 34' - 03" N. Long. 52° - 42' - 41" W
- **Canadian Hydrographic Service:** Chart No. L/C 4846
- **Population of Metro Area:** 170,000 (Approx.)
- **Time Zone:** GMT – 3.5 Hours
- **Tidal Variation:** 1.38 Metres (Spring)
- **Prevailing Winds:** South Westerly
- **Harbour Entry Restriction:** Entrance to harbour is made through a channel (91 metres) with green leading lights passing over a depth of 11.8 metres, reduced to lowest normal tide.
- **Note:** Vessels with draft exceeding 10.0 metres, should contact the Harbour Master for further information
- **Water Density:** 1026 kg per cubic metre
- **Pilotage:** Pilotage is compulsory and provided by the Atlantic Pilotage Authority (APA). The Pilot boarding station is about 2 nautical miles (3.7 km) east of harbour entrance (i.e., North Head/South Head). See Harbour Chart No. L/C 4846.
- **Communication**
  - (a) Canadian Coast Guard, Marine Traffic Centre (Vessel Traffic Service) St. John's Harbour
    - (i) Channel 6 - 156.30 MHz
    - (ii) Channel 11 - 156.55 MHz
    - (iii) Channel 12 - 156.50 MHz
    - (iv) Channel 14 - 156.70 MHz
    - (v) Channel 16 - 156.80 MHz
  - (b) Canadian Coast Guard, St. John's Radio
- **Call Sign:** VON R/T - 2182 VHF - Channel 16

**Note:** Channel 11 (156.55) has been designated for regulating marine traffic and all ships should maintain a continuous VHF listening watch on this channel.

## PART V | PORT DESCRIPTION

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- **Working Hours**  
24 hours (if required). After normal working hours call 24-hour on call – (709) 682-5197.

### 5.2 LOAD LINES

Load Line Regulations (SOR/2007-99) <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2007-99/> fall under the Canada Shipping Act, 2001.

### 5.3 MAXIMUM SIZE VESSELS

Vessels with draft exceeding 10.0 metres, shall contact the Harbour Master for further information at (709) 682-5197 or [ops@sjpa.com](mailto:ops@sjpa.com).

### 5.4 TIME ZONE

The Newfoundland Time Zone is a geographic region that keeps time by subtracting 3 ½ hours from Coordinated Universal Time during standard time, resulting in UTC-03:30; or subtracting 2 ½ hours during daylight savings time.

Time Zone: GMT – 3.5 Hours

### 5.5 WORKING HOURS

The SJPA Administrative Office hours are typically from 0800 to 1600 hrs Monday – Friday. Marine Operations (24/7) (709) 682-5197 or [ops@sjpa.com](mailto:ops@sjpa.com).

### 5.6 TRAFFIC

Vessel traffic within the port is varied and the vessel types that can be expected to be encountered range from deep sea cargo vessels and large cruise ships to pleasure craft including vessels under oars. Other common traffic within the port includes tugs, fishing vessels, military vessels, barges, coastal vessels and ferries, container vessels, sailboats and tour vessels.

### 5.7 CARGO

The Port of St. John's is diversified in the cargo capabilities and offers a wide variety of services. The Port operates across six primary business sectors; containers, cruise, bulk, breakbulk, automobiles, and offshore supply and service.

### 5.8 CHARTS AND BOOKS

All vessels in Canadian waters must carry and use nautical charts and related publications pursuant to the Canada Shipping Act, 2001, Charts and Nautical Publications Regulations <http://laws-lois.justice.gc.ca/eng/regulations/SOR-95-149/>, that are issued by, or on the authority of, the Canadian

## PART V | PORT DESCRIPTION

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Hydrographic Service (CHS) <http://www.charts.gc.ca/index-eng.asp>. CHS paper charts meet the requirements of the chart carriage regulations; however, digital charts only meet the requirements of the regulations under certain circumstances. CHS Electronic Navigational Charts (ENCs) meet the requirements provided they are used with an Electronic Chart Display and Information System (ECDIS). CHS raster charts meet the requirements only if paper charts are carried and used as a backup.

Most paper charts can be purchased locally in St. John's and some are available to download online.

- **CHS CHARTS / # 4846**

### 5.9 SHIPPING ANNOUNCEMENTS FOR THE PORT AREA

#### (A) NAVIGATIONAL WARNINGS

The Canadian Coast Guard (CCG) issues Navigational Warnings (NAVWARNs) to inform mariners about hazards to navigation and to share other important information. Verbal NAVWARNs alerts are broadcast by radio by MCTS and written NAVWARNs alerts CCG NAVWARNs are issued when the hazard location is beyond broadcast range or when the information remains in effect for an extended period of time. A summary of written NAVWARNs still in effect are available online at Navigational Warnings (NAVWARNs) - Canadian Coast Guard.

#### (B) NOTICES TO MARINERS

The Notices to Mariners (NOTMAR) <https://www.notmar.gc.ca/index-en.php>, published jointly by CCG and CHS, provides necessary information to update all charts and nautical publications (such as Sailing Directions, List of Lights, Annual Edition of Notices to Mariners, and Radio Aids to Marine Navigation). Also issued is information pertaining to regulations and procedures governing vessels entry to and transit of Canadian waters.

### 5.10 PILOT STATIONS

- Pilot Boarding Station: 47° 33' 42"N / 52° 37' 54"W
- Pilotage is compulsory. The Pilot boarding station is about 2 nautical miles (3.7 km) east of harbour entrance (i.e., North Head/South Head). See Harbour Chart No. L/C 4846.

### 5.11 PORT ACCOMMODATION AND BERTHS

See the Port Map - <https://sjpa.com/about-the-port/port-map/>

### 5.12 WEATHER AND TIDAL INFORMATION

Weather and tidal information and forecasts can be found online at Environment Canada and Department of Fisheries and Oceans.

**Marine Weather- Atlantic - Newfoundland:** [https://weather.gc.ca/marine/region\\_e.html?mapID=14](https://weather.gc.ca/marine/region_e.html?mapID=14)

## PART V | PORT DESCRIPTION

**SmartAtlantic St. John's Buoy:** [https://www.smartatlantic.ca/station\\_alt.html?id=stjohns](https://www.smartatlantic.ca/station_alt.html?id=stjohns)

### 5.13 MAXIMUM ALLOWABLE LOAD LIMITS FOR SJPA BOLLARDS/PIERS

LOCATION	BOLLARDS	WHARF CAPACITY
Pier 2	Bollard @ ro-ro ramp rated for 50 tons	
Piers 3/4	Bollards @ corner of Piers 3-4 rated for 25 tons (sf of 2.0)	
Marginal Wharf	All cleats are rated for 11.5 tons All bollards are rated for 50 tons	Max crane size = 75 tons with 4 ft. by 6 ft. by 6 in. timber pads
Harbourside Park	All cleats are rated for 11.5 tons	No lifting or larger commercial vehicles permitted
Finger Pier (Pier 17)	Both land and wharf bollards are rated for 75 tons	Max crane size = 135 tons in heavy lift area (180 ton MHC is acceptable) Maximum outrigger loads = 329 kpa
Pier 17	All bollards are rated for 100 tons	Max crane size = 150 tons at any location Maximum outrigger load = 1000 kpa over an area of 3 ft. by 3 ft. Wharf deck rated for 1000 psf uniformly distributed load and CS600 Highway Bridge Load
Pier 18	Onshore bollards are rated for 60 tons (sf of 4.0)	
Pier 19	All cleats are rated for 11.5 tonnes	Use of boom trucks, cranes and loaded forklifts is not permitted
Pier 20	All cleats are rated for 11.5 tonnes All bollards are rated for 50 tons	Max crane size = 150 tons in heavy lift area Maximum outrigger loads = 650kn over 3 ft. by 3 ft. area Wharf deck rated for 500 psf uniformly distributed load and CL-525 truck load On wooden deck portion, larger commercial vehicles should exercise caution and the use of boom trucks, cranes and loaded forklifts is not permitted
Pier 21	All cleats are rated for 11.5 tonnes	Use of boom trucks, cranes and loaded forklifts is not permitted Larger commercial vehicles should exercise caution

### Index:

- Larger cranes may be acceptable with an engineered lift plan
- 1 kpa = 1 kn/square meter
- Ton = 2000 lbs
- Tonne = 2200 lbs or 1000 kg
- MHC = Mobile Harbour Crane
- psf = Pounds per square foot
- kn = Kilo Newton
- kpa = Kilopascal or Kips
- sf = Safety Factor

### 5.14 CREWING

All ships operating within the jurisdictional limits of the Port of St. John's shall have sufficient crew in accordance with safe manning certificate on board to safely maneuver the ship along a harbour facility or to depart a harbour facility when instructed to do so by a port official. Crew in sufficient numbers shall be present at all times to monitor the ship for safety and security purposes and to ensure that mooring lines and gangways are properly tended, and emergencies are responded to.





# 6. PORT NAVIGATION

## PART VI | PORT NAVIGATION

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### 6.1 GENERAL

This section deals with navigation within the Port. The Practices and Procedures in this section aim to ensure the safe and effective movement of cargo and vessels throughout the port.

### 6.2 SPEED

Masters are reminded that in accordance with the Collision Regulations, vessels must proceed at a safe speed.

In the waters of the Port, safe speed is to mean a speed at which the wash and wake from the vessel will not cause the risk of damage to property or to the safety of life. Where necessary, a velocity relating to safe speed will be defined by the Port Authority. NAVWARN'S and Notices to Mariners will identify work in progress and in accordance with the Collision Regulations, vessels must proceed at the minimum speed at which the vessel can be kept on her course.

Small vessels with a length overall of less than 100 feet operating in the waters of the Port are required to operate at a speed not in excess of 8 knots through the water when within 100 metres (approximately 0.5 cable) of any work in progress, any wharf, pier, float, or vessel with a freeboard less than 2 metres and may be required to proceed at a lesser speed to comply with the requirements under the International Collision Regulations in respect of safe speed.

### 6.3 UNDER-KEEL CLEARANCE (UKC)

Under-Keel Clearance (UKC) and Maximum Maneuvering Draught

- A vessel maneuvering in the waters of the Port approaches should not proceed with an under-keel clearance of less than 10% of its draught throughout the period of its progress through the waters.
- Vessels with a draught greater than 10 metres shall report their draft to the SJPA at least 48 hours in advance of arrival.
- Speed in and out of Port must be reduced to a rate that minimizes increase in draft due to squat.
- A decision on maximum draught will be made in consultation with the Master, pilot, agent, and the SJPA when the under-keel clearance is less than 10%.
- Vessels with a maximum draft in excess of 10 metres, wishing to enter St. John's, shall be assessed on an individual basis.

### 6.4 RIGHT OF WAY

The Collision Regulations apply in the Port of St. John's.

Vessels less than 20 metres and fishing vessels shall not impede the passage of larger vessels within a narrow channel, as stated in Rule 9 of Collision Regulations, or hamper the movements of commercial traffic vessels, which due to their size and/or prevailing weather conditions, require extra sea room when moving inside port limits.

### **6.5 PASSING ARRANGEMENTS**

Passing arrangements will normally be made by radio, and in accordance with the Collision Regulations.

### **6.6 RESTRICTED ACTIVITY**

- For safety and security reasons, engaging in any type of recreational water activity without approval from SJPA.
- Casting adrift a ship, log or other object.
- Swimming
- No fishing permitted

### **6.7 VESSELS WITHOUT AGENTS**

All foreign vessels must have an agent arranged prior to arrival.

### **6.8 SHIFTING ON LINES**

Vessels berthed at SJPA berths and requiring a move along the face of the berth may, with the prior authorization of the Port Authority, shift the vessel with vessel's lines only, provided the vessel does not engage any propulsion systems and has three (3) lines attached to the pier at all times. Permission will be dependent on the prevailing weather conditions, other vessels in the vicinity, any special conditions relating to the vessel and the safety of the operation.

Where a vessel is required to utilize its main engines and/or thrusters (bow or stern) and/or employ the services of a tug(s) to shift, the Atlantic Pilotage Authority Regulations require the Master to employ the services of a harbour pilot.

Vessels berthed at a pier or wharf in the Port of St. John's and requiring moving along the face of the berth may, with the prior authorization of the Harbour Master, shift on its lines. The Harbour Master will grant this authorization dependent on the weather conditions, other vessels in the vicinity, and any special conditions relating to the vessel and the safety of the operation. If the vessel is to be moved and the lines required to be moved on the dock, linesmen are to be employed.

### **6.9 SMALL CRAFT**

Small craft operating in the port waters are required to comply with the Small Vessels Regulations made under CSA, 2001.

Pleasure craft, whether power driven, or sail powered, shall not impede the passage of large commercial vessels or naval vessels within the waters of the port. These vessels are considered constricted in the ability to maneuver and shall be given ample clearance by small craft.

The Port Authority may, from time to time, issue restrictions in respect to the movement, location and speed of such vessels. The Port Authority recognizes the right to navigation of all vessels but also the necessity for measures to ensure the safety of navigation. Pleasure craft operations are governed by Transport Canada Technical Services.

Small vessels which are required under the Vessel Traffic Regulations to report their movements, or which are operating under the conditions of operations set by the Port Authority for commercially operated small vessels, are to keep a listening watch on VHF Channel 11.

### **6.10 SMALL COMMERCIAL TRAFFIC**

Small commercial vessels are considered vessels under 150 Gross Registered Tonnes (GRT) with a separate cut-off at 15 GRT. Vessels 15 GRT or less and carrying 12 passengers or less and workboats are not required to be annually inspected but instead are self-inspected under the Transport Canada Marine Safety (TCMS) Small Vessel Compliance Program (SVCP).

The owners of these vessels are required by the Canada Shipping Act 2001 (CSA 2001) to ensure the vessel meets all applicable requirements. The SVCP is a tool that may be used by the vessel owner to meet these obligations. A detailed compliance report (checklist) is completed and submitted to the nearest Transport Canada Marine Safety Office for review. Once deemed complete, the vessel and owner are issued a Letter of Confirmation of Participation which identifies the vessel and owner as participants in the program, and outlines any operating restrictions related to the vessel and the operation. The vessel is also issued a Blue Decal that is to be posted on board. These documents assist enforcement agencies of the vessels level of compliance. All vessels under 15 GRT (both passengers and workboats) will be issued a letter and decal.

Vessels over the 15 GRT cut-off are required under the Vessel Certificate Regulations to be inspected annually (except fishing vessels which are every four (4) years) and are required to display a current certificate of inspection issued by TCMS. This includes all vessels not considered pleasure vessels.

The Canada Shipping Act 2001, Section 106, outlines the owner's responsibility to ensure the vessel and crew meet the requirements of the regulations and standards made under the Act as well as the consequences for not doing so.

#### **(A) SMALL CRAFT**

Small craft operators in the port waters are required to possess a pleasure craft operator card and to comply with the Small Commercial Vessel Regulations made under CSA, Office of Boating Safety (Transport Canada), Department of the Environment, and Department of Labour.

Pleasure craft, whether power driven or sailing, and vessels which are operating under the guidance of the Small Vessel Regulations, shall not impede the passage of large commercial vessels or naval vessels within the waters of the Port.

#### **(B) COMMERCIAL OPERATIONS OF SMALL VESSELS**

Small vessels with a gross tonnage of less than 15 and carrying 12 passengers or less for commercial gain must apply to the Port Authority for authorization to operate in the waters of the Port.

## **PART VI | PORT NAVIGATION**

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The Port Authority will issue to persons or companies an authorization and Conditions for Operations in the waters of the Port. The conditions will relate to any or all of the following:

- a) qualifications of operators;
- b) hours of operation and meteorological conditions;
- c) location of operations and speed;
- d) safety and lifesaving equipment to be carried or worn;
- e) radio watches;
- f) insurance and indemnity;
- g) notification to passenger of location of tour;
- h) safety in response to an emergency;
- i) any specific requirement relating to age, size, or physical impairment of passengers; and
- j) all other restrictions that may apply as a result of other operations or activities.

### **(C) RADIO**

Small vessels which are required under the Vessel Traffic Regulations to report their movements or which are operating under the conditions of operations set by the Port Authority for commercially operated small vessels, are to keep a listening watch on VHF Channel 11.

### **6.11 OPERATIONS WITH NON-CONVENTIONAL CRAFT**

These measures relate to all vessels that by their design or operation are not considered to be conventional vessels.

The following examples may indicate the type of vessel considered:

- Non-displacement vessels
- Vessel towing a person on or above the waters (e.g. waterskiing)
- A semi-submersible or submersible vessel
- Personal watercraft (e.g. kayaks, sailboats, sea-doo, paddle boards, canoes, etc.)
- Experimental power or design
- Seaplanes

While every consideration will be given to allow the operation of non-conventional craft in the waters of the Port, the SJPA may restrict the areas of operation for these craft within the harbour limits in order to ensure that such craft do not cause safety concerns for other users of the port or the adjacent uplands. Criteria such as risks to the operator and the concerns of the emergency services will also be considered. Owners and operators of such craft will be required to demonstrate to the Port Authority the safety of the process and the awareness of the operator of the safety concerns. Owners will be required to have the necessary insurance to protect the SJPA from liability. Conditions set for the operations of such craft may vary dependent on the risk and the proficiency of the operator.

### **6.12 DERELICT, ABANDONED, ILLEGALLY MOORED OR ANCHORED VESSELS**

Where the owner or person in charge of a vessel in the port is not available or refuses or neglects to obey any order to move the vessel, the port authority may, at the risk and expense of the owner of the vessel:

## PART VI | PORT NAVIGATION

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- Berthing or moorage in a specified area that doesn't interfere with port use and traffic;
- Take possession of the vessel;
- Use any means and force reasonably necessary to move the vessel;
- Berth, anchor or moor the vessel at any place satisfactory to the Port Authority;
- Dispose of the vessel by any method satisfactory to the port authority;
- Ensure on-board measures taken to reduce or mitigate risk (including protecting the environment); and
- Ensure Emergency response resources notified

### 6.13 DEAD SHIP MOVES

- Prior authorization required from SJPA, Harbour Master
- Inform MCTS of the intentions, approval and plan

### 6.14 DIVING OPERATIONS (COMMERCIAL)

Diving Notification Forms can be found on the SJPA website at [www.sjpa.com](http://www.sjpa.com).

Authorization to conduct diving operations shall be granted prior to commencing any diving by completing the Diving Notification Form online at [www.sjpa.com](http://www.sjpa.com) and by contacting MCTS at (709) 227-2181. The annual Diving Permit does not relieve the diving company of its responsibility to ensure an authorization permit is completed prior to each dive and all requirements are met each time a diving operation takes place within the waters of St. John's Harbour.

Work must be performed in strict accordance with the latest edition of all applicable codes, standards, acts and regulations, including but not necessarily limited to, the following:

- Canada Labour Code, Part II and Canada Occupational Safety and Health Regulations;
- *Provincial Occupational Health and Safety Act and Regulations* made pursuant to the Act;
- CSA Standard Z275.2, Occupational Safety Code for Diving Operations; CSAZ275.4, Competency Standards for Diving Operations, and CSAZ180.1, Compressed Breathing Air and Systems;
- Port Authorities Operations Regulations and SJPA Practices and Procedures; and
- As appropriate, Confined Space Entry requirements of the Canada Labour Code and provincial *Occupational Health and Safety Act* will apply, as will fire, safety and hot work requirements.

All divers must be deemed competent to perform the type of dive to be undertaken. Such competency shall be determined based upon the requirements of the Canadian and Provincial Occupational Health and Safety Regulations. Should a conflict in the regulations arise, the most stringent regulation shall apply.

A Dive Safety Plan and Hazard Assessment must be completed prior to all dives and all personnel must be aware of the plan, prior to each dive operation. Dive plans must consider the contaminated environment of the harbour and to the limited visibility available therein.

Dive crew must adhere to MCTS and SJPA Harbour Master's Office instructions for each dive operation. MCTS must be advised prior to and on completion of each dive, or as otherwise directed by MCTS. VHF Channel 11 must be continually monitored by the dive crew throughout the dive. MCTS can be reached at (709) 227-2181 and the Harbour Master's Office at (709) 682-5197.

### 6.15 CONDUCTING HOT-WORK

#### Hot Work

Hot Work Permits can be found on the SJPA website at [www.sjpa.com](http://www.sjpa.com).

Authorization to conduct welding/burning (hot work) must be granted prior to commencing any hot work by submitting a form online. A permit must be signed by a designate at the SJPA, which will be received via e-mail upon completion of submitted application.

Work must be performed in strict accordance with the latest edition of all applicable codes, standards, acts, and regulations, including but not necessarily limited to, the following:

- Canada Labour Code;
- CAN/CSA – W117.2-M87 Safety in Welding, Cutting, and Applied Processes;
- Boiler, Pressure Vessels, and Compressed Gas Regulations;
- *Occupational Health and Safety Act*;
- Canada Confined Spaces Regulations;
- Workplace Hazardous Materials Information System; and
- Port Authorities Operations Regulations

Hot Work permit must be issued by vessel (Agent/Owner/Captain) or Company and conditions thereof strictly enforced.

- First aid and firefighting equipment to be available in work area, ready for immediate use;
- Fire watch to be maintained;
- No Hot Work to take place while fueling or if flammable liquids, solids, or gases present; and
- SJPA Marine Operations (Harbour Master's Office) to be notified when work is completed.

### 6.16 UNMANNED VESSELS

Clearance will only be given to position an unmanned vessel within the limits of the Port of St. John's or alongside an SJPA-managed berth or leased facility if Port officials are satisfied that the Master of the vessel has adequate securing arrangements between the vessel and Port facility, that mooring lines are tended, and that arrangements are in place to reposition or remove the vessel from the Port if instructed to do so. Since it is understood that the time required for preparing to move an unmanned vessel may be longer than that required for a fully crewed vessel, the length of the notification period will be agreed upon before this clearance is granted. If the situation requires, arrangements should be made to have a fire watch complete routine rounds of the vessel.

Barges or other unmanned vessels must have lines with sufficient scope to remain properly secured at all stages of the tide. Such vessels must have a person or company responsible for the security arrangements, and this person or company must be available at short notice. Contact phone numbers are to be provided with the Port Authority's security office and with the security service for the terminal at which the vessel is secured.

Any vessel which is to be laid up for an extended period of time shall have a security inspection completed and enter into a Declaration of Security for the duration of the layover with the facility operator.

A decorative graphic featuring a yellow arch at the top, two blue triangular shapes pointing towards each other in the middle, and a light blue horizontal bar at the bottom. The text "7. PORT SAFETY" is centered within the yellow arch.

# 7. PORT SAFETY



### **7.1 GENERAL**

In the event of a fire and/or other emergency situation occurring on vessels within the harbour, the owner, Master or Agent of the vessel is to immediately contact Vessel Traffic on Channel 11 or Channel 16 or by telephone at (709) 227-2181 (traffic) and 911. No fire shall be used on any vessel in the harbour except in suitable containers and under constant supervision.

The owner, Master or person in charge of every vessel involved in an accident causing death of or injury to persons or loss of or damage to property, or collision, or grounding in the harbour, shall deliver immediately to the Port Authority a written report giving full details of such accident, collision or grounding.

The owner or person in charge of a vessel or floating property that is in danger of sinking or loss due to the distress of weather or any other cause shall take such action as may be necessary to ensure that such vessel or floating property does not interfere with navigation or operations in the harbour.

The owner or person in charge of a vessel or marine facility involved in an incident causing any damage to another vessel or property within the harbour shall deliver immediately to the Port Authority a written report giving full details of such incident.

### **7.2 EMERGENCY CONTACTS**

- SJPA Marine Operations: (24/7) (709) 682-5197
- Ambulance: (709) 777-6320 or 911
- APA Dispatch (877) 272-3477
- Canada Border Service Agency (CBSA) (800) 772-8544 or (709) 772-5544 or (709) 772-5545
- Dockyard/NewDock (709) 690-9877 or (709) 758-6800
- East Coast Response Corporation (ECRC): (709) 364-6600
- Fire Department (709) 722-1234 or 911
- Health Canada (800) 545-7661
- Irving Oil Limited (Fuel Dock) (709) 758-3003
- MCTS (St. John's Traffic) (709) 227-2181
- Port State Control/Transport Canada (709) 772-5166
- Royal Newfoundland Constabulary (RNC): (709) 729-8000 or 911
- Transport Canada Marine Security (888) 857-4003

### **7.3 EMERGENCY PROCEDURES AND REPORTING REQUIREMENTS**

In addition to those mandatory requirements under the Canada Marine Act, the Canada Shipping Act or the Marine Facility Security Plan, the Canadian Environmental Protection Act, the Marine Transportation Security Act, a vessel that is involved in any of the below listed incidents must report the incident to MCTS and/or the SJPA as soon as practicable after the commencement of the incident:

- Fire
- Explosion, whether caused by ignition or pressure
- Personal injury or death
- Criminal activity

- Contact with wharves or structures
- Collision
- Terrorist incident
- Grounding
- Discharge of deleterious matters
- Loss of equipment, gear, or cargo overboard
- Dangerous Goods
- Witness to possible jumper
- Vessel, log, or other debris adrift in the harbour

The emergency first responders to any incident must be given all support necessary from the Master and the crew including but not limited to information in respect of dangerous goods and hazardous materials aboard.

Where the safety of the vessel is a concern, the Master or his designated officer, must contact the appropriate authority to provide relevant information on such things as stability, access, international connections, etc.

The SJPA security and the duty officer will provide assistance where possible to deal with the incident. SJPA Security may be contacted by phone at: (709) 682-5197. In the event of an incident, the vessel may communicate the occurrence by any of the following:

- continuous sounding of the vessel's whistle or siren
- VHF (Channel 11 or Channel 16)
- Phone: 911 (Fire, Police, Ambulance)
- Phone: (709) 227-2181 (MCTS)
- Phone: (709) 682-5197 (SJPA Security)

### **7.4 EXTRAORDINARY MEASURES**

Potential or actual risks to the environment, safety of personnel or property, may necessitate the movement of vessels in the waters of the port. Movements of this nature will be directed by the Port Authority and must be complied with. In these circumstances, the Port Authority may order a pilot, tugs, or other service necessary for the safe movement of a vessel.

### **7.5 DETAINING A SHIP BY MARINE SAFETY/SECURITY INSPECTOR**

A Transport Canada Marine Safety/Security Inspector who detains a vessel is responsible to convey the circumstances and his/her actions to the following:

- Canada Border and Security Agency (CBSA)
- SJPA
- APA
- MCTS (where applicable)

Placement of the detained vessel is the responsibility of the vessel's agent to be negotiated with the SJPA for anchorage or berths or access to another facility. No facility shall be obligated to provide a commercial berth for detained vessels.

### **7.6 DETAINING A SHIP BY SJPA ENFORCEMENT OFFICER**

The Canada Marine Act 115 (1) – An enforcement officer may make a detention order in respect of a ship or goods carried on a ship if the officer believes on reasonable grounds

- A) That the ship or the owner or person in charge of the ship or goods has, in respect of the ship or goods, contravened any provision of this Act or the regulations;
- B) That an amount is due and payable for fees or interest imposed under this Act; or
- C) That property that is managed by a port authority, the Minister or a person who has entered into an agreement under subsection 80(5) has been damaged by the ship or through the fault or negligence of a member of the crew of the ship acting in the course of employment or under the orders of a superior officer.

### **7.7 VESSELS UNDER ARREST**

Vessels under arrest in the jurisdiction of the Port of St. John's and/or in the harbour approaches are the responsibility of the designated law enforcement agency placing the vessel under arrest. In turn, the agency shall, as soon as it is known and/or permissible, advise the SJPA, APA and MCTS, when a vessel is arrested and/or when the vessel is no longer under arrest. The agency shall identify a contact, together with a 24/7 contact number, for the SJPA, APA and MCTS duty personnel. Pilots will not be dispatched to a vessel under arrest, nor will it be cleared to move or depart, until approval is given to the SJPA by the designated agency.



# 8. PORT SECURITY



### 8.1 GENERAL

The International Maritime Organization (IMO) adopted the International Ship and Port Facility Security Code (ISPS Code) in December 2002, which meant that all IMO contracting governments, including Canada, were required to have adopted this code and have necessary regulations in place by July 1, 2004. This was done successfully in Canada through the Marine Transportation Security Regulations, which brought into effect both the mandatory ISPS Code Part A requirements as well as a majority of the voluntary Part B requirements. The “SJPA Master Security Plan” outlines the security policies for compliance within the Port of St. John’s. Each facility has a terminal specific approved security plan outlining their requirements for compliance with regulation. Nationally, threat levels are assigned by Transport Canada Marine Security (TCMS).

#### (A) MARINE SECURITY (MARSEC)

MARSEC levels are designed to easily communicate pre-planned responses to increased threat levels. Nationally, MARSEC levels are assigned by Transport Canada Marine Safety & Security (TCMSS).

- **MARSEC LEVEL 1:** Appropriate security measures under normal operating conditions.
- **MARSEC LEVEL 2:** Increased security measures maintained for a heightened security threat or incident for a limited period of time.
- **MARSEC LEVEL 3:** Additional security measures when a security threat of security incident is probable or imminent.

The Port of St. John’s is currently operating at: MARSEC Level 1 (Normal)

#### (B) DECLARATION OF SECURITY

The purpose of a declaration of security (DOS) is to ensure agreement is reached between the vessel and the marine facility and/or with other vessels with which it interfaces. The Marine Facility Security Officer (MFSO) is responsible for ensuring a declaration of security is completed when a vessel is in port and interfaces with their facility.

According to the MTSR, a Declaration of Security (DOS) must be completed:

- When the marine facility and vessel are operating at different MARSEC Levels
- When either the marine facility and/or vessel does not have an approved security plan by a contracting government
- When the interface involves a cruise ship, a vessel carrying certain dangerous goods (CDC) or there is loading or transfer of certain dangerous cargos (CDC)
- Whenever the MFSO and/or SSO identify security concerns about the interface and request a DOS to be completed

### 8.2 PRESENT MTSR SECURITY LEVEL INFORMATION

The security levels under the ISPS code describe the current scenario related to the security threat to the country and its coastal region including the ships visiting that country. The security levels are decided by the cooperation of ship and port authority, keeping the current condition of national and international

security. The local government sets the security level and ensures to inform port state and ships prior to entering the port or when berthed in the port.

The purpose of a Declaration of Security (DOS) is to ensure agreement is reached between the vessel and the port facility, or with other vessels with which it interfaces, in relation to security measures each must adopt according to the provisions of their security plans.

The MFSO is responsible for ensuring a declaration of security is completed when a vessel is in port and interfaces with their facility. Every Port facility/organization is mandated to identify and train an MFSO as per Transport Canada Regulations.

### 8.3 REPORTING TO PORT FACILITIES

Pursuant to the Marine Transportation Security Regulations (MTSR), the Port Security Officer is the primary point of contact for all port security matters in the Port of St. John's.

#### (A) PORT SECURITY OFFICER

Melissa Williams, Manager, Marine Operations and Harbour Master / PSO / MFSO  
Phone: (709) 682-5197  
E-mail: [mwilliams@sjpa.com](mailto:mwilliams@sjpa.com) or [ops@sjpa.com](mailto:ops@sjpa.com)

#### (B) DUTY OPERATIONS OFFICER

The SJPA maintains a roster of Operations personnel who act as Duty Officers who are "on-call" after hours, on weekends and holidays. To reach an SJPA Duty Officer, please call the SJPA on-call (709) 682-5197.

### 8.4 COMPLIANCE AND ENFORCEMENT

Every person, on entering or exiting a controlled access zone, shall, on the demand of a security guard, submit to a search of their person or any property or thing under their control. Where a person refuses to submit to a search when required to do so;

1. seeking entry to the controlled access zone, they may be refused entry;
2. exiting the zone, the person or any property or thing under their control may be searched by a security guard, which search shall be carried out with only such force as is necessary for that purpose.

A security guard may, without a warrant, search any property or thing in a controlled access zone if the security guard has reasonable grounds to believe that the property or thing is, or may contain anything that is, likely to endanger the safety or security of a person or the marine facility.

Every person who is in a controlled access zone with permission shall comply with every condition of access established for the zone and every direction given by a security guard and the person, or any property or thing under the person's control, may be removed from the zone by a security guard if the person fails to comply with any of those conditions or directions.

## **PART VIII | PORT SECURITY**

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Every person who is in a controlled access zone without permission shall comply with every direction given by a security guard and the person, or any property or thing under the person's control, may be removed from the zone by a security guard if the person fails to comply with any of those directions.

### **8.5 UNMANNED AIR VEHICLES (UAV)**

Recreational or hobby use of UAV or model aircraft is not permitted over lands or waters within the Port without prior permission from the Port Authority by calling Port on-call at (709) 682-5197 or e-mail [ops@sjpa.com](mailto:ops@sjpa.com).

For additional information on flying drones safely and legally in Canada visit, <https://www.tc.gc.ca/en/services/aviation/drone-safety/flying-drone-safely-legally.html>

#### **(A) SPECIAL FLIGHT OPERATIONS CERTIFICATE**

All commercial work or research using UAV's on and/or over the SJPA property must be first authorized by contacting the Transport Canada's Civil Aviation Regional Office:

Civil Aviation, Transport Canada: (506) 851-7439

Prior to any UAV operations within the port, a copy of the Special Flight Operations Certificate (SFOC) must be provided to the Port Authority along with the details of the planned flight (time, date, area and altitude). Note: Any suspicious or unexpected and unauthorized use of UAV's over SJPA property will be reported to Port Security, Police and/or appropriate authorities.



**9. NAUTICAL  
SERVICES**



## PART IX | NAUTICAL SERVICES

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### 9.1 GENERAL

Where the Port Authority requires that a vessel or operation obtain the services of tugs, pilots, agencies, or other services, those services will be procured at the expense and risk of the vessel or operation.

### 9.2 VESSEL TRAFFIC SERVICES (VTS)

Vessels approaching the Port from sea will enter the VTS lanes at the entrance of the Port of St. John's.

Radio communications for operations services in the Port of St. John's shall be restricted to those relating to operational handling, the movement and safety of vessels, and safety of persons. All operators of radios should be aware that they must comply with the Industry Canada's Radio Regulations, Canadian Radio Aids to Marine Navigation publication requirements, and the Standard Marine Navigational Vocabulary.

All vessels operating in the waters of the port, whether underway or at anchor, must monitor Channel 11 and Channel 16. Pilots, tugs and linesmen will use a channel designated by the pilot on board the vessel.

Designated VHF radio Channels for operations in the St. John's Harbour are:

- **VHF Channel 11 or Channel 16 (MCTS)**

### 9.3 PILOTAGE (ATLANTIC PILOTAGE AUTHORITY)

The Port of St. John's is a compulsory pilotage area including all the navigable waters within.

#### (A) PILOT STATION

The St. John's Pilot Station is located in position:

- **Pilot Boarding Station: 47° 33' 42"N / 52° 37' 54"W**

#### (B) ARRIVALS AT PILOT STATION

Detailed information about vessel arrivals may be found on the Atlantic Pilotage Authority website at [www.atlanticpilotage.com](http://www.atlanticpilotage.com).

#### (C) CONTACT INFORMATION (PILOT DISPATCH)

The Atlantic Pilotage Authority (APA) maintains a 24/7 pilot dispatch service. The APA dispatch watch officer may be reached at:

1. Fax: (866) 774-2477
2. Phone: (877) 272-3477
3. E-mail: [dispatch@atlanticpilotage.com](mailto:dispatch@atlanticpilotage.com)
4. Web: <https://www.atlanticpilotage.com/operations/compulsory-areas/st-johns/>

## PART IX | NAUTICAL SERVICES

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5. Inmarsat users to Phone: (902) 426-7610
6. Inmarsat users to Fax: (902) 425-1746
7. Admiralty List of Radio Signals: Volume 6(5) NP 286(5)
8. Agent Page: <https://www.atlanticpilottage.com/operations/compulsory-areas/st-johns/>

### **INMARSAT USERS CALL**

Phone: (902) 426-7610  
Fax: (902) 426-7236  
Fax: (902) 425-1746 (fax to e-mail direct)

### **(D) ORDERING A PILOT**

Orders for Pilots can only be accepted from:

1. Ships' Masters
2. Ships' Agents or their accredited representatives
3. Ship Owners

### **(E) PLACING CALLS TO DISPATCH**

When calling Dispatch, it is of great help if the dispatcher knows at the outset what type of call is coming in, such as "a new order" or "a change in an existing order". To place a new/original order, the following guideline for information is required:

1. Port
2. Vessel name and call sign
3. Date and time of assignment
4. Type of order (e.g. trip, move, trial trip, etc.)
5. Draft
6. Length/Breadth/Molded Depth
7. GRT
8. Air Draft (if applicable)
9. Certificate Number (if applicable)
10. Agent name
11. Caller's name
12. Special instructions

### **(F) PILOT CONFIRMATION ORDER**

1. Vessel name
2. Port
3. Date and time of assignment
4. Dispatcher will reconfirm original order information
5. Caller's name

### (G) FOR A CHANGE OF ORDER

1. Port
2. Vessel call sign
3. Date of original assignment
4. Agent
5. Caller's name
6. Information to be changed

### (H) FAX/E-MAIL

A fax form will be provided by the APA to all agents for the convenience of faxing information correctly. This form can also be used to place an order via e-mail. Please refer to APA web page ([www.atlanticpilotage.com](http://www.atlanticpilotage.com)) for a copy of the form.

### (I) VESSEL PROCEEDING WITHIN PILOTAGE WATERS WITHOUT A PILOT

If a vessel that is required to take a pilot attempts to enter the compulsory pilotage waters of St. John's Harbour without a pilot onboard and/or refuses to take a pilot, MCTS shall immediately inform the APA and the SJPA Duty Officer. In this case, the vessel shall then be directed to a safe holding area and/or anchorage area outside of the compulsory pilotage waters and be advised of the following by MCTS:

**“The services of a licensed pilot are required in order for your vessel to enter and/or proceed within the compulsory pilotage area of the Port of St. John's. Until further notice, your vessel is not permitted to proceed until the services of a pilot are secured and the pilot embarks.”**

In order to facilitate traffic regulating, the APA dispatch office shall advise St. John's MCTS as soon as possible when a pilot for the diverted vessel will be available to support the vessel.

## 9.4 MOORING SAFETY PROCEDURES

- While alongside, the ships mooring lines shall be continuously monitored and tended to by the vessel's crew.
- At no time shall the mooring lines be slack or allow undue movement of the vessel.
- If the vessel requires additional lines to be placed in order to maintain position, the Master (or designate) shall contact the ship's agent to arrange for a lines crew.
- In the event of an emergency, the vessel may be permitted to use its crew to place additional mooring lines on the bollards in agreement with SJPA personnel. During an emergency situation, the ship may also be permitted to use its bow and stern thruster propulsion systems for assistance.
- If SJPA determine movement of the ship is unsafe, the ship will be notified immediately to rectify the situation as soon as possible.
- Under no circumstances shall singling up of lines for departure be permitted while the gangway(s) remain attached to the vessel. Only once the gangway(s) have been confirmed clear of the vessel, can the unmooring operation commence, and the lines be singled up.



**10. NAUTICAL  
COMMUNICATIONS**

### **10.1 GENERAL**

The proper use of radio frequencies and procedures are outlined in the Radio Aids to Marine Navigation. All ships in waters under Canadian jurisdiction are required to carry the most recent applicable edition of this publication.

#### **(A) GUIDELINES FOR AUTOMATIC IDENTIFICATION SYSTEM (AIS) TRANSPONDERS IN THE PORT OF ST. JOHN'S**

All ocean-going vessels, fishing vessels, tugs, and pleasure craft shall activate their AIS transponders at all times within the Port of St. John's area, as per TC Ship safety regulations. Please review TC Ship Safety Bulletin for more clarification on vessels required to employ AIS transponders (TC Ship Safety Bulletin 10/2016).

### **10.2 VHF CHANNELS NAUTICAL COMMUNICATION**

St. John's Port Marine Communications and Traffic Services (MCTS) operate on VHF Channel 11 and Channel 16. Vessels should establish communications with "St. John's Harbour Traffic" on VHF Channel 11.

### **10.3 COAST GUARD/HARBOUR MANAGEMENT COMMUNICATIONS**

MCTS enables operators to track the movement of, and communicate with, vessels in their area of responsibility. MCTS will pass instructions to vessels in the waters of the port on behalf of the SJPA.

Vessels receiving instructions from MCTS relating to the movement or operation of vessels, works or services in the waters of the port that originate with the SJPA, will be advised of their source. Periodic notices requiring action by vessels in port waters will be promulgated by MCTS as Notices to Mariners, NAVWARN'S or on the continuous marine broadcast. Monitoring and regulating of vessels underway in a Vessel Traffic Services (VTS) zone located outside as well as within harbour limits will be the responsibility of the MCTS Centre.

A ship's entry, departure, or movement within the harbour will be at the discretion of the Port Authority, and APA pursuant to the CMA, Canada Shipping Act, Maritime Transportation Security Act (MTSA) and Maritime Transportation Security Regulations (MTSR) and the Pollution Prevention Regulations.



# 11. CARGO OPERATIONS

## **PART XI | CARGO OPERATIONS**

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### **11.1 GENERAL**

This chapter describes the rules and regulations concerning cargo operations in the Port of St. John's.

### **11.2 SHIP-TO-SHIP TRANSFER OPERATIONS (SOLID AND/OR LIQUID BULK)**

These measures apply to all vessels, except fishing vessels, engaged in transferring any bulk commodity, other than bunkers or potable water in the waters of the port.

Ship-to-ship transfers will be approved by the Port Authority only if the Port Authority has been apprised of the intention and is of the opinion that all necessary steps have been taken to preserve the integrity of the environment and safe operations. No transfer may take place until authorization has been given. To obtain authorization, the Port Authority will, at a minimum, require information relating to the following:

- the nature of commodity to be transferred, and quantity
- the method of transfer
- that appropriate fendering is in place
- that the vessels are secure
- that communication between vessels has been tested and confirmed to be working
- that spill cleanup procedures are in place
- that the operation will remain under constant supervision until completed

Vessels transferring persistent oils or other deleterious liquids must comply with the relevant provisions of the Vessel Pollution and Dangerous Chemicals Regulations SOR/2012-69 as amended.

### **11.3 TRANSPORTING, LOADING, UNLOADING OR TRANSSHIPPING EXPLOSIVES, RADIATION SOURCES, AND/OR OTHER DANGEROUS GOODS, INDUSTRIAL WASTE OR POLLUTANTS**

- *Not permitted*

### **11.4 OVERBOARD DISCHARGES**

Overboard discharge of cargo residue is presently governed by Division 5 of the Vessel Pollution and Dangerous Chemicals Regulations SOR/2012-69 as amended. These regulations are found at the following link. <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-69/> The regulations outline the authorized discharge zones as well as cargo residue restrictions.

### **11.5 LOSS OF CARGO, GEAR OR GOODS OVERBOARD**

Where any goods have been lost overboard from a vessel, the owner or person in charge of the vessel shall attempt to recover such goods. Where the recovery of such goods is interfering with navigation or if the goods constitute or may constitute contamination, the Harbour Master may order the person in charge of the recovery to cease or alter the operation. Where lost goods are not recovered within 24 hours after their loss, the owner or person in charge of the vessel shall as soon as practicable, submit a statement to SJPA noting all the following:

## PART XI | CARGO OPERATIONS

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- the location where the goods were lost
- a description of the lost goods
- such other information regarding the lost goods as the Authority may request.

If the owner or person in charge of the vessel fails to recover the lost goods within 24 hours after their loss, the Harbour Master may have the lost goods recovered at the expense of the owner of the vessel and the owner shall pay SJPA the cost of the recovery upon demand.

In addition to those mandatory requirements under the Canada Marine Act, the Canada Shipping Act, the Canadian Environmental Protection Act, a vessel that is involved in any of the below listed incidents must report the incident to MCTS and/or the SJPA as soon as practicable after the commencement of the incident:

- Fire
- Explosion, whether caused by ignition or pressure
- Personal injury or death
- Criminal activity
- Contact with wharves or structures
- Collision
- Grounding
- Discharge of deleterious matters
- Loss of equipment, gear, or cargo overboard
- Dangerous goods
- Witness to possible bridge jumper

The emergency service responding to any incident must be given all support necessary from the Master and the crew including but not limited to information in respect of dangerous goods and hazardous materials aboard. Where the safety of the vessel is a concern, the master or his designated officer, must liaise to provide relevant information on such things as stability, access, international connections, etc.

In the event of an incident, the vessel shall call SJPA on-call (709) 682-5197 and shall also communicate the occurrence by any of the following:

- Continuous sounding of the vessel's whistle or siren
- VHF (Channel 11 and Channel 16)
- Phone: 911 (Fire, Police, Ambulance)
- Phone: (709) 227-2181 (MCTS)

**Note:** Spills of deleterious matters will involve the presence of representatives from the SJPA and/or other government departments.

### 11.6 CLEANING PROCEDURES: GENERAL GUIDELINES

As per international and Canadian regulations, ships must adhere to the following while within the jurisdictional confines of St. John's Harbour:

- Ships must monitor all discharges to ensure that it does not contravene the requirements.



## PART XI | CARGO OPERATIONS

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- For the purpose of this section, the term ‘overboard discharge’ refers to the discharge of any liquid from a vessel other than ballast water. Ballast water is dealt with in a separate procedure.
- Certain discharges may be permissible in the waters of the port.
- If in conformity with existing legislation, waters from galley and domestic wastes (grey water) may be discharged into the waters of the port. All such liquid wastes must not contain other substances which may affect the environment adversely.
- Bilge water not containing cargo, oil or other residues may also be pumped overboard.
- All discharge from bilges including tank and hold washings and the removal of oily wastes must be carried out by local contractors in accordance with appropriate regulations.
- All discharges, including accidental discharges or spills, must be immediately reported to MCTS (**VHF Channel 11**) Phone: (709) 227-2181 (MCTS) and/or the SJPA at **(709) 682-5197**.
- Once aware of a spill and/or accidental discharge, MCTS/SJPA shall alert the appropriate Canadian regulatory authorities.
- In the event of a spill and/or accidental discharge, immediate remedial action should commence, and the appropriate government department must approve all actions. Remedial action shall also include the immediate shut down of the discharge process.



# 12. VESSEL OPERATIONS

## PART XII | VESSEL OPERATIONS

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### 12.1 GENERAL

This section contains information on the rules and regulations regarding vessel operations in St. John's Harbour. Some vessel operations require prior authorization and, in some cases, additional requirements before work can proceed. A request for authorization from the SJPA can be submitted electronically via [ops@sjpa.com](mailto:ops@sjpa.com) prior to the work commencing.

The following operations require a Vessel Service Request:

- Engine Immobilization
- Shifting alongside without a pilot
- Other service requests (including commercial diving/hot work/crane operations)
- Transferring of Liquid Bulks/Fuel between vessels

*Not permitted* in St. John's Harbour:

- Pumping of black water (sewage) overboard.
- Use of an incinerator
- Bottom cleaning by brushes
- Fishing with nets or trap fishing

### 12.2 VESSELS ENGAGED IN SPECIAL OPERATIONS

Vessels engaged in special operations, such as (but not limited to) heavy lifts, core sample drilling, etc., where wake turbulence could impose a hazard, should contact MCTS and request that vessel movements be restricted or suspended in the area. Such "Special Operations" within the harbour limits must be authorized by the SJPA. Should movements not be restricted due to operational necessity, vessels operating within the harbour shall be informed by MCTS of the ongoing operations and told to exercise caution passing the area in question. Vessels transiting the area shall be informed on an individual basis by MCTS.

### 12.3 EQUIPMENT PROTRUDING BEYOND A VESSELS OUTBOARD SIDE WHILE BERTHED

Any vessel that needs to have its equipment extend beyond the sides of the vessel shall obtain authorization from the SJPA. No rigging, cargo gear or other equipment of any vessel in the waters of the port shall overhang or project beyond the outboard side of the vessel in a manner that may endanger life or property or cause a hazard to navigation. This requirement also applies to vessel's cranes.

When the equipment is swung out, it may impair other vessels from maneuvering in the vicinity. If this may be the case, the extending gear must be swung inboard until the other vessel(s) is able to safely maneuver past. The agent and/or the master of the maneuvering vessel shall notify the vessel with extended gear of its intentions. This notification shall be given as close to the maneuvering time as is practical and while still allowing the vessel with extended gear time to swing in the equipment. The agent and/or master must relay any change in the maneuvering times to the other vessel without delay. Failure to do so may incur costs.

### 12.4 VESSEL EXTENDING BEYOND WHARF OR PIER

Vessels must obtain the permission of the Port Authority to extend beyond a pier or wharf. At a minimum, every vessel that is granted permission to extend into the waters of the port beyond the end of any pier, wharf, or jetty shall, from sunset to sunrise keep the projecting end of the vessel adequately illuminated so as to be readily visible from all directions. APA dispatch shall be notified of vessel overhangs prior to boarding vessel for arrival/departure/moves.

### 12.5 MAINTENANCE AND REPAIR

#### (A) IMMOBILIZING MAIN ENGINES AND TESTING PROPULSION

No vessel shall immobilize its main engines while alongside or engage/test its propulsion systems and machinery whilst alongside without the approval of the port authority ([ops@sjpa.com](mailto:ops@sjpa.com)) and will be addressed based on:

- The prevailing weather conditions, tide or current
- The type of berth and cargo operations
- The length of time the engines are expected to be immobilized or the machinery to be tested
- The characteristics of the vessel

If approval is given from the SJPA, then the vessel will be required to:

- Provide a continuous vigilant deck watch
- Advise Marine Communications and Traffic Services at the commencement and completion of the immobilization or machinery testing
- Provide continuous monitoring of VHF Channel 11

In some circumstances a tug may be required to stand by the vessel. A tug must stand by a vessel that requires immobilizing its engines while at anchor and is detailed in the anchor procedures. The tug must be of sufficient bollard pull to hold the vessel in place in the expected weather conditions. Nothing in these procedures relieves the master of the vessel from their obligations for safety or from following additional precautions as would be required by the normal practice of seamen. These procedures are to be considered the minimum requirements. Vessels intending to engage in equipment or machinery tests, at anchor or at SJPA leased or operated facilities (other than routine pre-sailing tests), the demobilization of main engine(s), steering gear or other shipboard system that affects the vessel's propulsion or maneuverability must apply for authorization from the SJPA through their agents.

Propulsion power shall be available at reasonable notice to move the ship when instructed to do so by the SJPA. Before any repairs, maintenance or other works are undertaken that may hinder the ship's ability to move along or clear of a harbour facility or anchorage, clearance shall be obtained from the SJPA. At any time when emergency repairs are commenced on a ship at a SJPA-managed facility, the master shall report to the SJPA the nature of the repairs and outline the effect it has on the ship's ability to move. The Master shall, at the same time, provide an estimate of the time required to complete the repairs to a condition where the ship is capable of being safely moved.

## **PART XII | VESSEL OPERATIONS**

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### **(B) TURNING PROPELLERS ALONGSIDE**

A vessel when berthed at SJPA property or alongside another vessel at that property shall not engage in maneuvering equipment or machinery tests or any other operation likely to endanger such property or other vessels unless authorization has been given by the Port Authority.

In all cases where authorization is given, additional mooring lines will be run out and the equipment or machinery is to be run at minimum speeds.

Other activities occurring in the port require that the vessel gives notice to adjacent vessels or works in progress. The vessel may be required to postpone its tests dependent on the requirements of work or adjacent vessel.

### **(C) LOWERING BOATS AND RAFTS**

Vessels that are moored at SJPA-managed facilities, intending to lower their lifeboats or other boats, to the embarkation level or water line, and/or send their boats away from the ship, must have authorization from MCTS (St. John's Traffic Channel 11). The Master shall advise when equipment is swung out and again when it is home and stowed. MCTS may issue this authority on behalf of the Port Authority and advise SJPA afterwards. If boats are outboard between sunset and sunrise, such gear is to be illuminated.

### **(D) PAINTING OVER THE WATER**

If a vessel would like to touch up the paint on the hull while alongside, a request must be submitted via [ops@sjpa.com](mailto:ops@sjpa.com). All precautions must be taken to ensure that no paint or debris makes contact with the water, and further precautions must be taken to ensure that any crew working over the side or at a height are safe and protected at all times.

## **12.6 OTHER ACTIVITIES REQUIRING AUTHORIZATION**

As mandated in Schedule 1 (Part 13) of the Port Authorities Operations Regulations, the following activities may require written authorization from the SJPA. The purposes for obtaining this approval will include but not be limited to the following activities:

### **(A) CONDUCTING SALVAGE OPERATIONS**

- Notice shall be given to port users to avoid the area of salvage operations.
- Measures shall be taken to reduce or mitigate further risk or damage.
- Emergency response resources shall be notified in advance and/or on-scene.

### **(B) BUNKERING**

- Conducted at a specified bunkering facility, between adjacent ships or bunkering barge moored alongside.
- Measures taken to reduce or mitigate risk.
- Emergency response resources notified and/or on-scene.
- Displaying an all-around red light or code flag "Bravo".
- Conducted in areas where emergency response resources can respond to incident.

## PART XII | VESSEL OPERATIONS

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- Prior authorization for ship-to-ship activities is required by the Harbour Master's office via [ops@sjpa.com](mailto:ops@sjpa.com).

### (C) CARRYING OUT AN OIL TRANSFER OPERATION

- Conducted at a specified facility or between adjacent ships/barges using appropriate cargo transfer equipment.
- Measures are taken to reduce or mitigate risk.
- Emergency response resources notified and/or on-scene.
- Conducted in areas where emergency response resources can respond to incident.
- Are in full compliance with the provisions of the Vessel Pollution and Dangerous Chemicals Regulations SOR/2012-69 as amended and MARPOL.
- Prior Authorization granted by the Harbour Master's office via [ops@sjpa.com](mailto:ops@sjpa.com).

### (D) PLACING AND/OR OPERATING A LIGHT OR DAY MARKER

- Suitable device being used (i.e. type, appearance will not be confused with standard day markers that have specified meanings).
- Minimize impact on marine traffic and harbour use.
- Approval must be granted by the Harbour Master's office via [ops@sjpa.com](mailto:ops@sjpa.com).

### (E) OVERBOARD MAINTENANCE

Vessels alongside SJPA facilities and intending to engage their crews in shipboard maintenance work that involves painting, chipping, scraping of the vessel's outer hull areas by means of such processes as abrasive sandblasting, needle guns, electrically-powered wire wheels must obtain the Port Authority's authorization. No process may be undertaken which produces sources of ignition when in areas near combustibles. Measures must be taken to ensure that the wastes or hull coatings do not enter the port waters.

### (F) UNDERWATER INSPECTION/CLEANING

All vessels wishing to complete an underwater inspection and/or hull cleaning must receive prior approval by contacting the Harbour Master's office via [ops@sjpa.com](mailto:ops@sjpa.com) and submitting an application <http://www.sjpa.com> (diving notification). All applications should include a copy of the vessel anti-fouling certificate and an approved environmental plan that references the cleaning method to be used.

Vessels are also required to follow IMO Guidelines for Control and Management of Ship's Biofouling (IMO Guidelines for Control and Management of Ship's Biofouling) and all applicable Transport Canada regulations regarding the cleaning of ship's hulls.

### (G) DIVING OPERATIONS (COMMERCIAL)

Diving Notification Forms can be found on the SJPA website at [www.sjpa.com](http://www.sjpa.com).

Authorization to conduct diving operations shall be granted prior to commencing any diving by completing the Diving Notification Form at [www.sjpa.com](http://www.sjpa.com) and by contacting MCTS at (709) 227-2181. The annual Diving Permit does not relieve the diving company of its responsibility to ensure an authorization permit is completed prior to each dive and all requirements are met each time a diving operation takes place within the waters of St. John's Harbour.

## PART XII | VESSEL OPERATIONS

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Work must be performed in strict accordance with the latest edition of all applicable codes, standards, acts and regulations, including but not necessarily limited to, the following:

- Canada Labour Code, Part II and Canada Occupational Safety and Health Regulations;
- *Provincial Occupational Health and Safety Act and Regulations* made pursuant to the Act;
- CSA Standard Z275.2, Occupational Safety Code for Diving Operations; CSAZ275.4 Competency Standards for Diving Operations, and CSAZ180.1, Compressed Breathing Air and Systems;
- Port Authorities Operations Regulations and SJPA Practices and Procedures; and
- As appropriate, Confined Space Entry requirements of the Canada Labour Code and provincial *Occupational Health and Safety Act* will apply, as will fire, safety and hot work requirements.

All divers must be deemed competent to perform the type of dive to be undertaken. Such competency shall be determined based upon the requirements of the Canadian and Provincial Occupational Health and Safety Regulations. Should a conflict in the regulations arise, the most stringent regulation shall apply.

A Dive Safety Plan and Hazard Assessment must be completed prior to all dives and all personnel must be aware of the plan, prior to each dive operation. Dive plans must consider the contaminated environment of the harbour and to the limited visibility available therein.

Dive crew must adhere to MCTS and SJPA Harbour Master's Office instructions for each dive operation. MCTS must be advised prior to and on completion of each dive, or as otherwise directed by MCTS. VHF Channel 11 must be continually monitored by the dive crew throughout the dive. MCTS can be reached at (709) 227-2181 and the Harbour Master's Office at (709) 682-5197.

### 12.7 PUMPING BALLAST IN ST. JOHN'S HARBOUR

For the purpose of this procedure:

- "ballast water" is defined as water with its suspended matter taken on board a ship to control the trim, list, draught, stability and stresses of the ship, and includes the sediment settled out of the ballast water within a ship.
- "ballast water system" refers to tanks, spaces and/or compartments on a vessel that are used for carrying, loading or discharging ballast water, including any multi-use tank, space or compartment designed to allow the carriage of ballast water, as well as the piping and pumps.
- Permission to "take in" ballast water, or to discharge compliant ballast water is not required. However, vessels which intend to discharge ballast water while in the Port of St. John's, or "take in" ballast while in the Port of St. John's and intend to discharge that ballast water in another port in Canada, on the same voyage, shall ensure that they have complied fully with Transport Canada's Ballast Water Control and Management Regulations. These regulations have been in force since June 8, 2006.

## PART XII | VESSEL OPERATIONS

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- Ballast Water Control and Management Regulation:  
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2011-237/>
- TP 13617 - A Guide to Canada's Ballast Water Control and Management Regulations:
  - "Search: TP 13617"<http://tc.canada.ca/en/marine-transportation/marine-safety/managing-ballast-water>
- Ballast Water Reporting Form: link < Forms Catalogue > "85-0430E or 85-0430F".  
[https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512A\\_BO\\_PX](https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512A_BO_PX)  
[https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512B\\_BO\\_PX](https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512B_BO_PX)  
[https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512C\\_BO\\_PX](https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/85-0512C_BO_PX)

Note: Sediments removed from the routine cleaning of ballast water tanks shall not be discharged into the waters of the port or into any other waters under Canadian jurisdiction. The purpose of the regulations and guidelines are to ensure that the non-indigenous species, pathogens and other micro-organisms that may be present in the ballast water are not discharged into the ecosystem of the port.

For any queries relating to ballast water, contact Atlantic Ballast Water at: [atlanticballastwater@tc.gc.ca](mailto:atlanticballastwater@tc.gc.ca) or call (902) 426-3214.

### 12.8 NESTING OF VESSELS

A vessel may make fast to or secure alongside another vessel at SJPA berths only with authorization of the Port Authority. Every vessel, when ordered by the Port Authority, shall permit any other vessel to make fast to, or secure alongside it. Sufficient mooring lines from the outboard vessel shall be passed ashore to ensure that excessive stresses are not placed on the inner ship's lines. The most seaward barge in a series of nested vessels shall be adequately illuminated at all times.

Where a vessel is made fast to or secured alongside another vessel, a free and unencumbered passage over the inner vessel shall be allowed to the outboard vessel for loading, unloading and access to and from the shore. Where a vessel is made fast to or secured alongside another vessel, the outboard vessel shall ensure that adequate fendering is provided.

Unless otherwise agreed to between the two vessels, the vessel with the higher freeboard shall provide gangways.





**13. PORT  
INSPECTIONS**

### 13.1 GENERAL

This section describes relevant inspections that one can expect in the Port of St. John's.

### 13.2 INSPECTIONS FROM PORT STATE CONTROL

The Tokyo and Paris Memorandum of Understanding (MOU) on Port State Control both aim to eliminate substandard shipping by ensuring compliance with applicable international conventions. Canada was a driving force in the creation of the Tokyo MOU, which focuses specifically on the Asia-Pacific region, and has been a member since its inception in December 1993. Ship inspections are carried out by Marine Safety Inspectors (MSI) from the Marine Safety Branch of Transport Canada. An inspection database and list of detained ships are maintained by the headquarters group at Transport Canada.

More information on Port State Control can be found on Transport Canada's Port State Control website.

#### CONTACT DETAILS

Transport Canada  
Marine Safety and Security (AMSEA)  
330 Sparks Street, 10th Floor  
Ottawa, ON K1A 0N5  
E-mail: [oepepe@tc.gc.ca](mailto:oepepe@tc.gc.ca)  
Telephone: (855) 859-3123 (Toll Free) or (613) 991-3143  
Teletypewriter/TDD: (888) 675-6863  
Fax: (613) 993-8196

Transport Canada  
Marine Safety and Security Services  
10 Barters Hill, 9th Floor  
St. John's, NL A1C 6H8  
Telephone: (709) 772-5166  
Fax: (709) 772-0210

### 13.3 INSPECTIONS FROM OTHER PARTIES

#### (A) CANADIAN FOOD INSPECTION AGENCY

The Canadian Food Inspection Agency (CFIA) uses a risk-based approach to verify that domestically produced and imported products meet Canadian standards and regulations. CFIA compliance and enforcement actions occur all along the supply chain and they involve numerous stakeholders and jurisdictions. Vessels arriving in St. John's may be subject to inspection by CFIA. More information may be found on the CFIA website.

#### CONTACT DETAILS:

Canadian Food Inspection Agency  
10 Barter's Hill  
St. John's, NL A1C 5X1  
Telephone: (709) 772-4424  
Fax: (709) 772-2282

### **(B) ST. JOHN'S PORT AUTHORITY**

During a ship's stay in St. John's, the ship may be visited by officials representing the Harbour Master/Operations Department for inspections and checks on standards for cargo handling and regulations, such as the Practices and Procedures listed in this Port Information Guide. Furthermore, MARPOL inspections may be carried out on behalf of Port State Control. The ship's management is responsible for ensuring that such an official has access to all relevant ship documents 24 hours a day. See Section 4.2 for a list of the required documentation that needs to be available.

### **(C) ENFORCEMENT OFFICER**

An SJPA Enforcement Officer who is designated pursuant to section 108 of the Canada Marine Act may board any vessel and conduct inspections of the vessel to determine whether the vessel complies with any of the provisions of these practices and procedures. The Enforcement Officer may direct any vessel to provide them with reasonable information concerning the condition of the vessel, its equipment, the nature and quantity of its fuel and the manner and locations in which the cargo and the fuel of the vessel are stored, and any other reasonable information that they consider appropriate for the administration of these practices and procedures. The Enforcement Officer may take any action or issue any orders on board a vessel with respect to that vessel that they consider necessary or reasonable in the circumstance to:

- Prevent the occurrence, commission or continuation of a violation or offence under law, or any other Act or regulation within the Authority's authority, responsibility or jurisdiction; or
- Gather evidence, information, materials or samples of any substance or material that may be required by the Authority with respect to a violation or offence under any other Act or Regulation within the Authority's authority, responsibility or jurisdiction.

The Master of any vessel and every person on board the vessel shall give the SJPA all reasonable assistance to enable the Enforcement Officer to carry out their duties and functions under this section. No person shall obstruct or hinder the Enforcement Officer while they are engaged in carrying these duties and functions, or knowingly make a false or misleading statement, either orally or in writing, to the Authority.

A decorative graphic featuring a yellow arch at the top, two blue triangular shapes pointing towards each other in the middle, and a light blue horizontal bar at the bottom. The text "14. PORT SERVICES" is centered over the arch.

# 14. PORT SERVICES

### **14.1 GENERAL**

#### **(A) ST. JOHN'S PORT AUTHORITY**

- Administration Offices St. John's Port Authority (709) 738-4782
- Harbour Master's Office (709) 682-5197 / (709) 738-4777
- Port Security (709) 682-5196 / (709) 738-4775
- MFSO/PSO/Alternate (709) 682-5197

#### **(B) LINE HANDLING / VESSEL WATERING**

- Harbour Services (709) 682-8761
- Vessel Services (709) 727-3730

#### **(C) SJPA: PIER 9 AND PIER 17 SECURITY OFFICES**

- Pier 9 Gate/Guard House (709) 330-5196
- Pier 17 Gate/Guard House (709) 725-2404

#### **(D) MARINE COMMUNICATIONS**

- Canadian Coast Guard (CCG) Marine Communication & Traffic Service (MCTS) (709) 227-2181 or VHF Channel 11

#### **(E) CANADIAN COAST GUARD OIL SPILL RESPONSE**

- CCG Oil Spill Response (709) 227-2181

#### **(F) OTHER**

- Ambulance (709) 777-6320 or 911
- APA Dispatch (877) 272-3477
- Canada Border Service Agency (CBSA) (800) 772-8544
- Dockyard/NewDock (709) 690-9877
- East Coast Response Corporation (ECRC) (709) 364-6600
- Fire Department (709) 722-1234 or 911
- Health Canada (800) 545-7661
- Irving Oil Limited (Fuel Dock) (709) 758-3003
- Port State Control/Transport Canada (709) 772-5166
- Royal Newfoundland Constabulary (RNC) (709) 729-8000 or 911
- Transport Canada Marine Security (888) 857-4003

### **14.2 FUEL AND LUBRICATION OIL**

A variety of bunker fuels including ultra-low sulphur fuel are available in the port. Vessels should make arrangements through their agent for delivery.

### **14.3 FRESH WATER**

Fresh water is available at most facilities. Vessels can arrange delivery through their agent.

### **14.4 STORES**

Stores and provisions can be arranged through the vessel's agent.

### **14.5 SHORE-BASED ELECTRICITY**

- Pier 1 (110/220 volts 50 amps);
- Piers 6 and 7 (110/220 volts 30 or 50 amps);
- Pier 11 (600/347 volts 400 amps);
- Pier 17 (600/347volt 400 amps);
- Pier 17 Finger Pier (600/347 volt 400 amps);
- Please contact Marine Operations at (709) 682-5197 to arrange connect/disconnect.

### **14.6 WASTE**

Garbage collection and other waste discharge to reception facilities can be coordinated through the vessel's agent.

### **14.7 REPAIRS**

There are many service providers in the St. John's region that can provide a variety of ship repair and other services.

### **14.8 DE-RATTING**

In accordance with the International Health Regulations 2005, from the World Health Organization, all international vessels stopping in Canada must have a valid Ship Sanitation Certificate. These certificates, the Ship Sanitation Control Exemption Certificate or a Ship Sanitation Control (SSC) Certificate (formerly known as De-ratting/De-ratification Certificates), must be renewed every six months. In Canada, these certificates are issued by Health Canada and inspections can be requested via the appropriate form through the Vessel's Agent.