

ST. JOHN'S PORT AUTHORITY

PRACTICES & PROCEDURES

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PRACTICES & PROCEDURES

TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| DEFINITIONS | 1 |
| HARBOUR MASTER'S AUTHORITY | 2 |
| OVERRIDING CONDITIONS | 2 |
| ROLE OF MCTS..... | 2 |
| SAFE SPEED, GENERAL | 3 |
| PILOT BOARDING STATIONS | 3 |
| TOWING AND TOWED VESSELS | 3 |
| Application | 3 |
| Purpose | 3 |
| Measures..... | 4 |
| MOVEMENT OF NON-CONVENTIONAL VESSELS | 4 |
| ANCHORAGES..... | 4 |
| Watch keeping | 4 |
| Special Precaution | 5 |
| USE OF TUGS | 5 |
| SECURING OF VESSELS ALONGSIDE | 5 |
| Preamble | 5 |
| Securing Arrangements | 5 |
| Crewing | 5 |
| Unmanned Vessels | 5 |
| DEMOBILIZATION OR TESTING OF MANOEUVRING MACHINERY | 6 |
| TURNING PROPELLERS ALONGSIDE..... | 6 |
| DREDGING OPERATIONS, SALVAGE, & MAINTENANCE WORK | 6 |
| SHIP-TO-SHIP TRANSFERS (Solid or Liquid Bulk) | 7 |
| EXCLUSION ZONES & NAVIGATIONAL RESTRICTIONS..... | 7 |

| | |
|---|----|
| SHIFTING ON LINES | 7 |
| EQUIPMENT PROTRUDING BEYOND VESSEL'S OUTBOARD SIDE | 8 |
| Boats and Emergency Equipment..... | 8 |
| Equipment extending beyond the Vessel's Side | 8 |
| VESSEL EXTENDING BEYOND A PIER OR WHARF | 8 |
| NESTING OF VESSELS | 9 |
| UNDER KEEL CLEARANCE & MAXIMUM MANOEUVRING DRAUGHT..... | 9 |
| RADIO COMMUNICATIONS | 9 |
| PUMPING BALLAST IN PORT..... | 10 |
| OVERBOARD DISCHARGES | 10 |
| Preamble | 10 |
| OVER SIDE MAINTENANCE | 11 |
| EMERGENCY PROCEDURES & REPORTING REQUIREMENTS | 11 |
| SMALL CRAFT..... | 12 |
| Speed | 13 |
| Commercial Operations of Small Vessels..... | 13 |
| Operation of Pleasure Craft and Other Small Vessels..... | 13 |
| Radio..... | 13 |
| Operations with Non-Conventional Pleasure Craft..... | 14 |
| EXTRAORDINARY MEASURES | 14 |
| DANGEROUS GOODS..... | 14 |
| Definitions | 14 |
| Characteristics of Categories of Hazards..... | 15 |
| General Safety Instructions | 15 |
| Precautionary Measures to be observed when handling explosives..... | 16 |
| Class One Dangerous Goods (Explosives)..... | 18 |
| Individual Berths (In addition to Sections 3A and 4)..... | 19 |
| Explosives for Offshore..... | 20 |
| Vessels arriving after hours | 20 |
| General (Explosives for Offshore) | 20 |
| Permits | 21 |
| Container Separation | 22 |
| Mixtures..... | 22 |
| General Duties of Officials..... | 22 |

| | |
|---|----|
| VESSELS UNDER ARREST OR BEING DETAINED | 23 |
| PERSONAL PROTECTIVE EQUIPMENT | 23 |
| WATERING OF VESSELS | 23 |
| Dispensing station locations | 23 |
| PERMITS – HOT WORK/DIVING | 24 |
| Hot Work | 24 |
| Diving | 24 |
| SAFETY NET | 25 |
| WORKING CAPACITIES | 26 |
| Bollards | 26 |
| Wharf Decks | 26 |
| PROOF OF PROTECTION AND INDEMNITY INSURANCE | 26 |
| SNOW REMOVAL | 27 |
| SECURITY PROTOCOL AT PIERS 9 TO 11 AND PIERS 17 TO 18 | 27 |
| Facility Entrance | 27 |
| Parking | 27 |
| Communication | 27 |
| Vessel’s Responsibilities | 27 |
| Port Security Guards’ Responsibilities | 28 |
| SHORE POWER | 28 |
| MARINE TRANSPORTATION SECURITY CLEARANCE PROGRAM | 28 |
| MTSC Applications | 28 |
| Protection of Restricted Area Two | 28 |
| FENDERS | 29 |
| APPENDIX A – Contact Information | |



ST. JOHN'S PORT AUTHORITY

PRACTICES & PROCEDURES

The practices and procedures are made pursuant to the *Canada Marine Act* Section 56, Subsection (1) (b) and have been developed for the purpose of promoting safe and efficient navigation and environmental protection in the waters of the Port of St. John's and may be amended from time to time.

The practices and procedures are to be followed by all vessels entering, berthed, departing, manoeuvring, underway, or at anchor in the waters of the Port.

Except in an emergency, nothing in these practices and procedures shall supersede any requirement of the *Canada Marine Act*, the *Canada Shipping Act*, the *Pilotage Act*, or regulations made pursuant to them.

Environmental protection and approvals may require the concurrence or the full involvement of the federal and provincial Departments of the Environment and the Department of Fisheries and Oceans.

Port Authorities Operations Regulations, made pursuant to the *Canada Marine Act* Section 62, Subsection (I) may also apply.

DEFINITIONS

“*Agent*” means the person or company who is authorized by the owner, manager, or charterer of a vessel to conduct the business of the vessel in the Port.

“*Dangerous goods*” means any commodity that is identified in the International Maritime Dangerous Goods (IMDG) Code or the Transportation of Dangerous Goods Regulations.

“*Draught*” is the minimum depth of water in which a vessel will remain always afloat.

“*Harbour Master*” means the Harbour Master or his delegated representative.

“*Knots*” means nautical miles per hour and is equivalent to 1.85 kilometres per hour.

“*Port*” means the Port of St. John's, which is under the management of the St. John's Port Authority.

“*Power driven vessel*” means the same as defined in the collision regulations.

“*Small Vessel*” means all vessels to which the Small Vessel Regulations apply.

“*Vessel*” means all kinds of craft capable of navigation on the water.

“*Waters of the Port*” means all the navigable waters of the Port as identified in the Letters Patent and shown on Canadian Chart 4846.

HARBOUR MASTER’S AUTHORITY

All vessels in waters of the Port of St. John’s shall comply with the practices and procedures of the St. John’s Port Authority (SJPA). The Port Authority has designated the Harbour Master and its authorized delegates to be the persons 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.

OVERRIDING CONDITIONS

Where in the interest of safety or environmental protection, the Port Authority requires that a vessel or operation secure the services of tugs, pilots, or other agencies or services, such services will be at the expense and risk of the vessel concerned.

The Port Authority, in executing its duty to ensure the safety of all port users, is acutely aware of the additional expenses that such services may bring to the vessel and will only require such services it deems necessary.

ROLE OF MCTS

Marine Communications and Traffic Services (MCTS) Centre in St. John’s has facilities which enable the operators to track the movement of and communicate with shipping in their region. MCTS will pass instructions to vessels in the waters of the Port on behalf of the St. John’s Port Authority.

Vessels receiving instructions from MCTS relating to the movement or operation of vessels, works or services in the waters of the port are to assume these to be measures required by the Harbour Master and relate to safety or environmental protection. Periodic notices requiring action by vessels in port waters will be promulgated by MCTS as Notices to Mariners, Notices to Shipping, or on the continuous marine broadcast.

SAFE SPEED, GENERAL

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. Notices to Shipping 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.

PILOT BOARDING STATIONS

Vessels approaching the Port and that are required to embark a pilot in accordance with the *Pilotage Act and Regulations* may not enter the compulsory pilotage area without a pilot aboard unless directed to do so by St. John's Traffic Centre on behalf of the pilot or by the pilot. In St. John's the boarding station for the compulsory pilotage area is situated 2 nautical miles east of the entrance.

If the pilot directs a vessel at anchor or approaching St. John's to proceed to a point within the compulsory area, this is to be relayed to the vessel by the MCTS or pilot on channel 11.

TOWING AND TOWED VESSELS

Application

These measures apply to all vessels towing other non-propelled vessels in the waters of the Port.

These measures are supplementary to any requirement made under the *Canada Shipping Act and Regulations* and the *Pilotage Act and Regulations*.

These measures do not apply to towing vessels which are aiding the manoeuvring of a power driven vessel, operating on its own power, on to or away from a berth or location in the waters of the Port.

Purpose

Towing vessels and tows operating in the tidal waters and currents in the port respond to these forces in different ways. In the limited available sea room, vessels approaching from opposite directions or overtaking may increase the risk of a close quarter's situation. These measures are set to minimize the risk.

Measures

Vessels towing non-propelled vessel(s) are required to have sufficient power to manoeuvre the towed vessel in all tides, currents, and wind conditions that may be encountered throughout the process. Such power may be provided by the use of a second towing vessel to augment the principal towing vessel.

The principal towing vessel is at all times responsible for the safety and the manoeuvring of the towed vessel.

Where the towing vessel or, in the case of more than one towing vessel, the principal towing vessel is unable to visually ascertain the location of the extremities of the towed vessel in relation to other vessels or structures, the master of the towing vessel shall provide a look-out on the towed vessel. This lookout is to have the ability to communicate with the principal towing vessel.

In navigational channels towing vessels are not to enter the channel if in so doing they will impede the transit of other piloted vessels scheduled to use the channel. It is necessary for towing vessels to indicate their intention to enter a navigational channel and request clearance to do so. Such clearance will be given through MCTS/Port Authority.

MOVEMENT OF NON-CONVENTIONAL VESSELS

Non-conventional vessels that are restricted in their ability to manoeuvre will be authorized to enter, move within, or depart from the waters of the Port only after a passage plan is presented and approved by the Harbour Master. Other vessels moving in the waters of the Port will be controlled or curtailed during the process as directed by the Harbour Master. The authorization will identify any special precautions and measures to be taken by all vessels concerned.

ANCHORAGES

Attention is drawn to the IMO STCW document and the Transport Canada document relating to watch keeping standards. There are no designated anchorages in the Port of St. John's; however, anchorage within the Harbour may be designated by contacting the Harbour Master's Office at (709) 682-5197. The closest designated anchorages are at the bottom of Freshwater Bay and Cape Bay 3 cables NW of Cape Spear - Canadian chart 4846.

Watch keeping

A continuous watch by a qualified Deck Officer must be maintained on the bridge at all times to monitor the vessel's position. A continuous radio watch must be maintained on VHF channel 11.

Special Precaution

During periods of gale or storm force winds the vessel's main engine must be on standby and capable of responding at short notice. Attention is drawn to the section in these Practices and Procedures relating to "Demobilization or Testing of Manoeuvring Machinery".

USE OF TUGS

Where in the interests of safe navigation, the Authority considers that a vessel should engage in tug service for moving in the harbour, the Authority may, at the risk and expense of the owner of the vessel, order the vessel to engage such service.

SECURING OF VESSELS ALONGSIDE

Preamble

During periods of gale or storm force winds, vessels in the port will be required to pay increased attention to the mooring lines.

Securing Arrangements

Vessels secured alongside a pier or wharf in the Port are required to keep an even strain on all lines. Weather and current criteria may necessitate the use of additional lines. The pilot's advice or the instructions of the Harbour Master shall be followed in respect of securing a vessel. All vessels must ensure there is at least 1 fire wire rigged forward or aft while docked.

Crewing

The masters of vessels which are operating in the port and are required to be manned shall, at all times, ensure that sufficient crew are on board to tend the lines, and respond to an emergency. This requirement must be considered when the requirements of other procedures are identified. For example, the disembarkation of crewmembers when a vessel is fumigating must take into account the need to tend the lines. This measure, requiring sufficient crew at all times, is paramount as it relates to the safety of the vessel, other vessels, and those crewmembers aboard.

Unmanned Vessels

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 shall be available at short notice. Contact phone numbers are to be left with the Harbour Master's office.

DEMOBILIZATION OR TESTING OF MANOEUVRING MACHINERY

Vessels intending to engage in equipment or machinery tests, the demobilization of main engine(s), steering gear, or other shipboard system that affects the vessel's propulsion or manoeuvrability must contact the Harbour Master's Office.

The St. John's Port Authority will only give authorization subject to favourable weather forecasts and berth requirements. Conditions may be placed on the authorization requiring the equipment undergoing maintenance to be ready for use after a specific time period, additional mooring lines to be run out, or a tug to be standing by the vessel.

Vessels may be required to shift to a lay-by berth to carry out or complete repairs.

TURNING PROPELLERS ALONGSIDE

A vessel when berthed at St. John's Port Authority property or alongside another vessel at that property, shall not engage in manoeuvring equipment or machinery tests or any other operation likely to endanger such property or other vessels unless authorization has been given by the Harbour Master's Office.

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 the work or adjacent vessel.

DREDGING OPERATIONS, SALVAGE, AND MAINTENANCE WORK

Dredging operations, salvage work, subsurface, and other maintenance works that are necessary to maintain the safe conditions of the waters of the Port, require vessels to operate in the main shipping channels, berths, and turning basins. Every endeavour will be made to ensure that the operations do not hamper a vessel in its approach to a berth or departure from a berth or waters of the Port.

Vessels encountering such operations are required to pass at slow speed, giving the operation as much sea room as possible. Notices to Shipping will refer to the operation and the MCTS centres will give notice of the areas of and the vessels involved in the operation.

Towed barges working with the dredge operations are required to abide by the measures identified for towed vessels in these practices and procedures.

SHIP-TO-SHIP TRANSFERS (Solid or Liquid Bulk)

These measures apply to all vessels engaged in transferring any bulk commodity in the port.

Ship to ship transfers will be approved by the Port Authority only if the Authority has been appraised of the intention and is of the opinion that all necessary steps have been taken to preserve the integrity of the environment.

No transfer may take place until authorization has been given. To obtain authorization, the Port Authority will 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 clean-up procedures are in place; and
- that a boom is deployed around both the vessel transferring and the vessel receiving fluids.

Vessels transferring persistent oils or other deleterious liquids must complete the appropriate checklists.

EXCLUSION ZONES AND NAVIGATIONAL RESTRICTIONS

Exclusion zones or navigational restrictions on the movement of vessels may be permanently or periodically established in the interest of safe navigation. The Harbour Master, through MCTS or through Harbour Master's orders, will promulgate these exclusion zones or navigational restrictions.

SHIFTING ON LINES

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.

Where, under normal circumstances, a vessel is required by the Pilotage Regulations to employ the services of a pilot and tugs are employed or the main engine utilized, a pilot is required to be onboard.

No vessel shall move between one berth and another at St. John's Port Authority property or between a private berth and a berth at a port property without the authorization of the Harbour Master.

EQUIPMENT PROTRUDING BEYOND VESSEL'S OUTBOARD SIDE

Boats and Emergency Equipment

Vessels wishing to launch boats to the embarkation level, to the water, or send boats away must have authorization from MCTS. MCTS are to be advised when equipment is launched and again when it is back onboard.

If boats are launched between sunset and sunrise, they are to be illuminated.

Equipment extending beyond the Vessel's Side

Any vessel that needs to have equipment extending beyond the sides of the vessel must obtain authorization from the Harbour Master and notification shall be given to MCTS. 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 vessels' cranes.

When the equipment swung out may impair other vessels manoeuvring in the vicinity, the extending gear must be swung inboard until the manoeuvring vessel is past and clear. The vessel with extended gear is required to swing the gear inboard before the arrival of the vessel in the vicinity and must not delay the manoeuvring of the vessel. The agent or the Master of the manoeuvring vessel is required to notify the vessel with extended gear of the intended move. This notification should be given as close to the manoeuvring time as is practical while still allowing the vessel with extended gear time to swing in the equipment. The agent or Master must relay any change in the manoeuvring times to the other vessel without delay. Failure to do so may incur costs.

VESSEL EXTENDING BEYOND A PIER OR WHARF

Vessels may only extend beyond a pier or wharf into the waters of the Port with the authorization of the Harbour Master.

Every vessel that extends 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.

NESTING OF VESSELS

A vessel may make fast to or secure alongside another vessel in St. John's, only with authorization of the Port Authority.

At a private facility, when a vessel is required to secure alongside another vessel the terminal operator shall inform the Port Authority of its intention, as this will affect the safety of navigation in the waters of the Port.

At a Port Authority facility, every vessel, when ordered by the Harbour Master's Office, 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.

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 between the two vessels, the vessel with the higher freeboard shall provide gangways.

UNDER KEEL CLEARANCE AND MAXIMUM MANOEUVRING DRAUGHT

A vessel manoeuvring in the waters of the Port should not proceed with an under keel clearance of less than 10% of its draught throughout the period of its transit through the waters. This clearance may be increased for a large vessel and notification of such increase will be given to the agent and/or master prior to the loading of the vessel.

The Port Authority will advise on dredged channel depth and the necessary maximum draught for port entry. Vessels loading at the berths at Port facilities will be advised of the maximum draught in order to ensure safety of the vessel while allowing the vessel an optimum load.

Speed in and out of port must be reduced to a rate that minimizes increase in draught due to squat. A decision on maximum manoeuvring draught will be made in consultation with Master, Pilot, and when the under keel clearance is less than 10%, the Harbour Master.

RADIO COMMUNICATIONS

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 Industry

Canada's Radio Regulations, Canadian Radio Aids to Marine Navigation publication requirements, and the Standard Marine Phonetic Alphabet.

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

All vessels underway or at anchor in the waters of the Port shall continuously monitor VHF channel 11. All vessels shall advise "*St. John's Traffic*" of any operational safety concerns and restrictions brought about by their operations. MCTS will promulgate any necessary warnings and notices to vessels using waters of the Port.

PUMPING BALLAST IN PORT

In order to ensure that wind and current do not adversely affect vessels manoeuvring in the Port, sufficient ballast must be retained on board to keep the trim of the vessel suitable for safe manoeuvring. Safety of navigation being the main interest of the port, vessels that are inappropriately trimmed may be required to take on ballast prior to being permitted to manoeuvre in the waters of the Port.

Reference shall be made to the guidelines for pumping ballast developed by Transport Canada and the International Maritime Organization.

Vessels are required to adhere to the voluntary guidelines relating to existing requirements for ballast management. The purpose of the voluntary guidelines and the mandatory requirements that are being developed, are to ensure that the non-indigenous species, pathogens, and other micro-organisms that may be present in the ballast waters are not discharged into the ecosystem of the Port. While in the process of developing the guidelines, it will be necessary to collect ballast samples from vessels. Masters are requested to render all assistance to personnel authorized by the St. John's Port Authority and who will be attending the vessel to collect both historical data onboard and samples from the tanks.

Until further notice, and notwithstanding the voluntary guidelines, pumping of ballast is not restricted in the port waters.

OVERBOARD DISCHARGES

Preamble

In these times of heightened environmental awareness, discharges from vessels are likely to be adversely viewed. The vessel is to ensure that the discharge does not contravene the requirements of governmental departments, municipalities, or port measures and must monitor all discharges.

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 wastes must not contain human waste or other substances, which may affect the environment adversely.

Bilge water containing cargo, oil, or other residues **must not** be pumped overboard.

All other discharges are prohibited in the waters of the Port.

All discharge from bilges including tank and hold washings and the removal of oily wastes must be carried out by authorized local contractors and disposed of in a manner approved by the municipality and province.

All discharges, including accidental discharges, must be reported to the Port Authority and any regulatory body identified. Immediate remedial action should commence and the appropriate government department must approve all actions. Remedial action to include immediate shut down of the discharge process.

For further information visit Transport Canada Ballast Water Regulations at www.tc.gc.ca/marinesafety.

OVER SIDE MAINTENANCE

Vessels either at the anchorage or alongside 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, or electrically-powered wire wheels must obtain the Port Authority's authorization and must abide by all regulations pertaining to such activity.

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 or abrasive materials do not enter the port waters. Substances used for cleaning the hull or coating the hull must be used with care, so that the residue, dripping, or spillage does not enter the waters of the Port. All proper PPE must be worn at all times.

EMERGENCY PROCEDURES AND REPORTING REQUIREMENTS

In addition to those mandatory requirements under the *Canada Marine Act*, the *Canada Shipping Act*, the *Canadian Environmental Protection Act* etc., a vessel that is involved in any of the listed incidents must report the incident to the Port Authority and emergency services as soon as practical after the commencement of the incident:

- Fire;
- Explosion, whether caused by ignition or pressure;
- Personal injury or death;
- Criminal activity/suspicious activity;
- Security breach;
- Contact with wharves or structures;
- Collision;
- Grounding;
- Discharge of deleterious matters;
- Loss of equipment, gear, or cargo overboard; and
- Dangerous goods.

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 communicate the occurrence by any of the following:

- continuous sounding of the ship’s whistle or siren;
- St. John’s Traffic VHF on channel 16 or 11; or MF 2182 KHz;
- Telephone:

| | |
|---|----------------------------|
| Canadian Coast Guard/MCTS | (709) 772-2083/2084 |
| Fire Department, Police, Ambulance | 911 |
| St. John’s Port Authority | (709) 682-5197 |

Spills of deleterious matters will involve the presence of representatives from the Port Authority and the government departments. Under usual port protocol, CCG/MCTS implements a fan out procedure for all departmental first responders. Incident reports can be e-mailed to ops@sjpa.com.

SMALL CRAFT

Small craft operators in the port waters are required to possess a pleasure craft operator card and to comply with the Small Vessels 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.

Speed

Small vessels 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.

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.

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:

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

Operation of Pleasure Craft and Other Small Vessels

The Port Authority may, from time to time, issue restrictions with 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 to all.

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.

Operations with Non-Conventional Pleasure 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 but are not limited to these examples:

- non-displacement vessels;
- vessel towing a person on or above the waters;
- a semi-submersible or submersible vessel;
- personal water craft; and
- experimental power or design.

While every consideration will be given to allow the operation of non-conventional craft in the waters of the Port, the Port Authority may restrict the areas of operation to ensure that such craft do not cause safety concerns for other users of the harbour 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 port from liability.

Conditions set for the operations of such craft may vary dependant on the risk and the proficiency of the operator.

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 within these circumstances; the Port Authority may order a pilot, tugs, or other service necessary for the safe movement of a vessel.

DANGEROUS GOODS

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

1. (A) Definitions

- (i) "Gross" means total weight in kilograms of the shipment, including explosives, castings, packing materials and containers;

- (ii) “Net Explosive Quantity (NEQ)” means total weight in kilograms of the actual 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.

(B) 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) 1.4s (Safety) 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.

2. (A) 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 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 C.
- (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 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.

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

3. (A) 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.

(B) Individual Berths (In addition to Sections 3A and 4)

(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 3/2

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

4. (A) **Explosives for Offshore**

Permits are required as stated in Sub-section 5(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 not 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.

(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 II also applies to offshore operations.

5. Permits

- (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 by 1 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 fax at (709) 738-4784.
- (iii)
 - (a) 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 for January 1st.
 - (b) 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.
 - (c) 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.
 - (d) 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.
 - (e) 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.

- (f) Any other one-time shipments will require a Dangerous Goods Permit prior to vessel's arrival or loading.

6. Container Separation

- (i) Separation of containers containing dangerous goods shall be in accordance with IMO Code.
- (ii) On terminals, containers carrying incompatible groups of dangerous goods shall be stored well apart.

7. 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.
- (ii) Notwithstanding Subsection 8(i) 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 should be consulted.

8. 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. He shall suspend operations immediately should any breach of the regulations or of the safety precautions occur and he shall not permit operations to resume until conditions have again become acceptable to him.
- (iii) The Vessel's Master shall ensure that all safety regulations respecting the vessel and its personnel are fully observed.

VESSELS UNDER ARREST OR BEING DETAINED

Any law enforcement agency placing a vessel under arrest must, as soon as permissible, advise the SJPA both as to when the vessel is being arrested and when it is being released from arrest. This will facilitate appropriate operational decisions with respect to vessel's placement, shifts and departures.

A Transport Canada Marine Safety inspector who detains a ship must convey all pertinent information to the SJPA. Placement of the detained ship must be negotiated with the SJPA by the vessel's agent and/or Transport Canada.

Agencies arresting or detaining vessels should be aware of the operational nature of the Port of St. John's and the importance of all berths in support of operations. Commercial berths may not always be available for lay-by of vessels which are being arrested or detained. It is also important to note that a suitable bond or guarantee may be required by the SJPA and that other conditions may be imposed prior to such vessels berthing at SJPA facilities.

Refer also to the *Canada Marine Act*, Part 4, Sections 115 and 116.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment must be worn in all operational areas on SJPA property at all times. This equipment includes:

- Hard hat;
- Safety glasses;
- High visibility vest or reflective coveralls;
- Life jacket within 1 metre of wheelguard; and
- Ear protection when deemed necessary.

WATERING OF VESSELS

Only contractors who have licence agreements with the SJPA and who have been adequately trained may use the water supply stations on the Marginal Wharf and Pier 17.

Licensed contractors are Harbour Services at (709) 682-8761 or Vessel Services at (709) 727-3730.

Dispensing station locations

- The dispensing station at Pier 17 is contained within a small white shed at the western portion of the wharf.

- The dispensing station at Pier 8/9 is contained within a heated stainless steel cabinet located at the back of the wharf, near the intersection between the two piers.
- The dispensing station at Pier 10/11 is contained within a heated stainless steel cabinet located at the back of the wharf, near the intersection between the two piers.

PERMITS – HOT WORK/DIVING

Hot Work

Permits can be found on the SJPA website at www.sjpa.com.

Authorization to conduct welding/burning (hot work) must be granted prior to commencing any hot work by contacting the Harbour Master's Office at (709) 682-5197. A permit must be signed by a designate at the St. John's Port Authority and also signed by the company, vessel or agent seeking the permit.

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*; and
- 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.

Diving

Permits can be found on the SJPA website at www.sjpa.com.

Diving Permits are issued on an annual basis.

Authorization to conduct diving operations must be granted prior to commencing any diving by contacting the Harbour Master's Office at (709) 682-5197 and by contacting MCTS at (709) 772-2083. A permit must be signed by a designate at the St. John's Port Authority and also signed by the company, vessel or agent seeking the permit. This permit is renewed annually and does not relieve the diving company of its responsibility to ensure all requirements are met each time a diving operation takes place within the waters of the 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 St. John's Port Authority 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 give consideration to 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) 772-2083/2084 and the Harbour Master's Office at (709) 682-5197.

SAFETY NET

Safety net is required to be fitted under every part of an access ladder or gangway except where the ladder or gangway and the approaches are constructed in a manner that makes the fitting of a safety net unnecessary; or the fitting of a safety net is not practicable. Every

safety net must extend on both sides of the access ladder or gangway for a distance of 1.8 meters, and be kept taut at all times.

WORKING CAPACITIES

The working capacities within the port are as follows:

Bollards

- Bollard onshore at Pier 18 – 60 tons with a safety factor of 4.0;
- Land Bollard at Pier 17 East - 100 tonne working capacity;
- Bollard at intersection of Berths 3 and 4 – 45 tons with a 2.0 factor of safety;
- Bollard at southern end of Berth 4 – 25 tons with a safety factor of 2.0; and
- Bollards at Pier 17 – 100 tonne.

Wharf Decks

- Wharf Deck Marginal Wharf – restricted to 500 psf and H20 – S16 highway design loads;
- Concrete Wharf Deck Pier 17 – restricted to 150 ton crane at any location, 1000 psf uniformly distributed load and CS600 highway bridge loads;
- Concrete Wharf Deck Berth 20 – restricted to axle loads of 20000 lbs or 90 kn;
- Timber Deck Berth 20 – restricted to axle loads of 10000 lbs or 45 kn, or vehicles up to 11000 lbs or 5000 kg total mass; and
- Wharf Deck Berth 21 – restricted to axle loads of 11000 lbs or 50 kn, or vehicles up to 19000 lbs or 9000 kg total mass.

Ton = 2000 lbs

Tonne = 2200 lbs

Psf = lbs per sq. ft.

Kn = kilo newton

Prior to the use of crane or boom truck, the SJPA shall be contacted for approval.

PROOF OF PROTECTION AND INDEMNITY INSURANCE

All vessels entering Port of St. John's must have Protection and Indemnity (P & I) Insurance in such limits and with such underwriters satisfactory to the SJPA. When requested, a certificate of the underwriter of the vessel's P & I Insurance, in such form, and with such content, as the SJPA may require, shall be filed with the SJPA.

SNOW REMOVAL

The snow removal process by the SJPA is performed in such a manner to minimize the amount of snow which is left in the vicinity of the mooring bollards, wheel guards, electrical power pedestals and entrances. The responsibility lies with each vessel to ensure their gangway is lifted while snow clearing operations are in effect. During silent hours for the winter season it is recommended the gangway be raised at midnight and lowered during normal working hours.

SECURITY PROTOCOL AT PIERS 9 TO 11 AND PIERS 17 TO 18

Facility Entrance

- All personnel including crew and contractors must show photo I.D to be granted permission to enter the secure area.
- All crew and contractors must sign in/out of secure area.
- All contractors will be given a visitor pass that they must wear on their person which must be visible at all times.

Parking

- No personal vehicles will be permitted in secure area.
- Contractors may park inside secure area. The number of contractor vehicles will be monitored by port security. Contractors are expected to minimize the use of company vehicles i.e. carpool.
- No parking permits will be given for personal vehicles outside secure area.
- Pilots may park inside the gate at Pier 17 and outside the gate at Pier 9.

Communication

- All vessels inside the secure area will be provided with a port security radio to facilitate monitoring of channel 1.
- All vessels must maintain communication with the duty security guard using the provided radio and/or cell phone on bridge.

Vessel's Responsibilities

- Provide updated crew list to the security guard.
- Provide a list of expected contractors and visitors to the security guard.
- Maintain communication with the security guard regarding expected visitors/contractors.
- It is important that all contractors or visitors get approval from bridge before entering the restricted area; otherwise, they will be denied access.

Port Security Guards' Responsibilities

- Check photo identification for **all** personnel wanting access to the secure area.
- Sign in/out all crew and contractors.
- Issue visitor passes to all contractors and visitors. Ship's crew are exempt.
- Cross reference photo I.D's to the provided crew list and expected visitors/contractor list.
- Make contact with vessel via security radio or cell phone to check if the vessel is expecting ANY PERSON who is seeking permission to board a given vessel.

SHORE POWER

Shore power is available on Piers 6 and 7 at 110/220 volts and 30/50 amps. Contact Port Security at (709) 682-5196.

Shore power is available on Pier 17 or the Marginal Wharf East (Pier 11). Contact Pennecon Energy Technical Services at (709) 726-5888.

MARINE TRANSPORTATION SECURITY CLEARANCE PROGRAM (MTSCP)

The Marine Transportation Security Clearance Program (MTSCP) was initiated in the Port of St. John's in December, 2008 with a commitment to introduce background checks of workers at marine facilities. The purpose of the MTSCP is to reduce the risk of security threats by preventing unlawful interference with the marine transportation system by conducting background checks on marine workers who perform certain duties or who have access to certain restricted areas. The MTSCP will enhance the security of the marine transportation system, benefiting the public, passengers, marine workers, and operators of vessels, ports and marine facilities. The MTSCP is not a new program. Rather, it is an expansion of the existing Transportation Security Clearance Program, which has been in place at Canada's airports since 1985.

MTSC Applications

Applications can be found online at www.tc.gc.ca/tsc and also on the SJPA website at www.sjpa.com.

Protection of Restricted Area Two

Piers 9 to 11 and Piers 17 to 18 are considered Restricted Area Two.

The Restricted Area Two is a secure area that is intended to ensure the asset is protected from unlawful interference. It is also intended to reduce opportunity for unlawful interference through these key security assets. This could be caused by people, vehicles and/or equipment, either as the threat itself or as the delivery mechanism for the threat.

FENDERS

There are four Ocean Cushion foam filled fenders that may be rented from the SJPA. They each measure 2.1 m diameter x 3.6 m long, complete with chain and tire netting.

To rent these fenders the customer shall sign a rental agreement with the SJPA. Once the rental agreement has been signed, the fenders shall be released by Vessel Services at (709) 727-3730.

APPENDIX A – CONTACT INFORMATION

ST. JOHN'S PORT AUTHORITY

| Company | Number |
|---------------------------|---------------------------------|
| 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 |

LINE HANDLING / VESSEL WATERING

| Company | Number |
|------------------|----------------|
| Harbour Services | (709) 682-8761 |
| Vessel Services | (709) 727-3730 |

PIER SECURITY

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

MARINE COMMUNICATIONS

| Company | Number |
|--|----------------------------------|
| Canadian Coast Guard (CCG) Marine Communication & Traffic Service (MCTS) | (709) 772-2084 or VHF Channel 11 |
| Vessels in Port | (709) 772-5066 |
| CCG Oil Spill Response | (709) 772-2083 |

OTHER

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

