



A/S Norske Shell E&P Ormen Lange

Title

Harbour Regulations and Information Guide Nyhamna Marine Terminal

06M	28.09.09	Approved	H. Mevold		B. Pettersen	B. Pettersen
05M	29.01.08	Approved	K. Daubner	EPE-P-XD	T. F. Isaksen	I.H. Hollen
04M	04.09.07	Approved	K. Daubner	EPE-P-XD	T. F. Isaksen	I.H. Hollen
03M	08.03.07	Approved	K. Daubner	EPE-P-XD	T. F. Isaksen	I.H. Hollen
02	14.02.07	First Issue	K. Daubner	EPE-P-XD	T. F. Isaksen	I.H. Hollen
01	17.012007	Internal Document Control	K. Daubner	EPE-P-XD	T. F. Isaksen	I.H. Hollen
Rev.	Date	Reason for Issue	Author	Org. Unit	Verified	Approved
Doc. No	37-1A-NS-004-00002		Owner	<i>B. Pettersen</i>		
Discipline	O – Marine and mooring		Doc. Type	04 - Manual		
Process			Level	5		
Area Code			System Code			
Tag No.						

AUTHORISATION

This “Harbour Regulation and Information Guide” for Nyhamna Marine Terminal is issued in both Norwegian and English language. The Norwegian text is the official version and will be definitive in the event of any doubt or disputes.

Any suggestions for corrections or amendments should be directed to the A/S Norske Shell unit being owner of this document.

Authorisation of this “Harbour Regulation and Information Guide” is through A/S Norske Shell’s document number for this document. It is verified that these regulations and instructions are in accordance with Norske Shell’s policies, guideline and requirements in addition to both Norwegian National and International laws and regulations.

Nyhamna, Gossen, Norway
17th of January 2007

CONTENTS

AUTHORISATION	I
CONTENTS	II
DEFINITIONS	IV
ABBREVIATIONS	VI
REFERENCES	VII
1. INTRODUCTION	1
2. ROYAL DUTCH/SHELL GROUP HSE COMMITMENT AND POLICY	3
2.1 Commitment to Health, Safety and the Environment.....	3
2.2 Health, Safety and Environmental Policy.....	3
3. PRE-ARRIVAL INFORMATION	4
3.1 Estimated time of arrival (ETA) instructions.....	4
3.2 Pre-arrival information request.....	4
3.3 Pre-arrival Information communicated to vessel.....	5
4. LOCAL AND TERMINAL SERVICES	10
4.1 Transport of crew between vessel and main gate.....	10
4.2 Receiving visitors.....	10
4.3 Stores and provisions.....	11
5. SAFETY	12
5.1 General safety issues.....	12
5.2 Fire precautions.....	13
5.3 Smoking precautions.....	13
5.4 Precautions against potential ignition sources.....	14
5.5 Repair, maintenance and hot work.....	15
5.6 Tank cleaning.....	16
5.7 Inert gas system.....	16
5.8 Personal safety.....	16
5.9 Vessel stability and strength.....	17
5.10 Movements of tugs and other crafts in the port safety zone.....	17
6. SECURITY	19
6.1 ISPS requirements.....	19
6.2 Vessel and port security issues.....	20
7. POLLUTION PREVENTION	22
7.1 Pollution to sea.....	22
7.2 Emissions to air.....	22
7.3 Ballast water.....	23

7.4	Waste oil.....	24
7.5	Waste and garbage.....	24
8.	NAVIGATION, PILOTAGE AND MOORING.....	26
8.1	Harbour data.....	26
8.2	Environmental data.....	27
8.3	Communication.....	28
8.4	Pilotage.....	28
8.5	Tugs and escort boats.....	28
8.6	Mooring and mooring boats.....	29
8.7	Terminal pre-arrival preparations.....	30
9.	CARGO LOADING OPERATIONS.....	31
9.1	Preparing for cargo loading.....	31
9.2	Cargo loading.....	33
9.3	Post-load cargo survey.....	35
9.4	Emergency shutdown.....	35
10.	DEPARTURE.....	37
10.1	Preparing for departure.....	37
11.	EMERGENCY DEPARTURE.....	38
11.1	Emergency preparedness.....	38
11.2	Emergency departure.....	38

DEFINITIONS

Agent	Person onshore responsible for managing the port stay on behalf of the Vessel Master regarding supply of stores, crew transport, etc.
Closed operations	Ballasting, loading and or discharging operation carried out without recourse to opening ullage and sighting ports.
Combustible	Being capable of igniting and of burning.
Condensate	Hydrocarbon liquid separated from natural gas which condenses due to changes in temperature or pressure, or both, and remains liquid at atmospheric pressure and normal ambient temperature.
Declaration of Security	Declaration of Security means an agreement reached between the visiting vessel and the Nyhamna Marine Terminal specifying the security measures each will implement.
Flammable	Same as “combustible”.
Hot work	Any work, which involves use of naked lights, or any apparatus, which could generate heat, electrical or mechanical sparks sufficient to ignite flammable gasses, liquids or other material.
Inert condition	Vessel tanks are in inert condition when the oxygen content of the atmosphere in the tanks is reduced to below 8% by volume by addition of inert gas.
Inert gas	A gas or mixture of gasses containing insufficient oxygen to support combustion of hydrocarbons.
ISPS code	The International Vessel and Port Facility Security (ISPS) Code contains detailed security-related requirements for Governments, port authorities and shipping companies in a mandatory section (Part A), together with a series of guidelines about how to meet these requirements in a second, non-mandatory section (Part B).
Lead Production Loading Master	Responsible for all production activities including activities related to condensate export Terminal representative assigned to supervise all activities on the jetty and on board vessels moored at the jetty. In some contexts this person may be referred to as the Terminal Manager, however, the term Loading Master is used in this document.
Naked light	Open flames or fires, lamps and electrical equipment of non approved type and any other unconfined source of ignition.
Plant manager	Manager for both the production plant and condensate export terminal, known as the Nyhamna Marine Terminal.
Powered emergency release couplings	A hydraulically operated device to provide quick disconnection of marine loading arms in an emergency, or when the operating envelope of the loading arms is exceeded.

(PERCS)

Provision	Food, flour, spices, drinks, milk, etc.
Responsible officer	A person appointed by the Company or the master of the vessel empowered to take all decisions relating to specific tasks, and having the necessary knowledge and experience for that purpose.
Security level 1	Security level 1 means the level for which minimum appropriate protective security measures shall be maintained at all times.
Security level 2	Security level 2 means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of a heightened risk of a security incident.
Security level 3	Security level 3 means the level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.
Static electricity	The electricity produced by movement between dissimilar materials through physical contact and separation
Stores	Vessels spare parts, vessel consumer material, safety equipment etc.
Terminal	Nyhamna Marine Terminal.
Topping-off	The operation of completing the loading of a tank to required ullage.
Ullage	The space above a liquid in a tank, conventionally measured as the distance from the calibration point to the liquid surface.

ABBREVIATIONS

DoS	Declaration of Security
DWT	Deadweight ton
EC	European Commission
ESRS	Emergency Stop and Release System
ETA	Estimated Time of Arrival
HC	Hydrocarbons
HSE	Health, Security and Environment
ICS	Independent Cargo Surveyor
IGS	Inert Gas System
IMO	International Maritime Organization
ISGOTT	International Safety Guide for Oil Tankers and Terminals
ISPS	International Vessel and Port Facility Security Code
LOA	Length Over All
NM/nm	Nautical mile(s)
PPE	Personal Protection Equipment
ppm	Parts per million
SOLAS	Safety of Life at Sea, IMO regulations
UHF	Ultra High Frequency
VHF	Very High Frequency
VOC	Volatile Organic Compounds

REFERENCES

1. Pollution Control Act (1981), Norwegian Ministry of the Environment (Miljøverndepartementet), Act of 13 March 1981 No.6 concerning protection against pollution and concerning waste (the Pollution Control Act), most recently amended by Act of 20 June 2003 No.45. Source: <http://odin.dep.no/md/engelsk/regelverk/lover/022051-200014/dok-bn.html>.
2. Waste recycling and handling Regulations (2004), Norwegian Ministry of the Environment (Miljøverndepartementet), FOR 2004-06-01 nr 930: Forskrift om gjenvinning og behandling av avfall (avfallsforskriften). Source: <http://www.lovdatabank.no/cgi-wift/ldles?doc=/sf/sf/sf-20040601-0930.html>.
3. Prevention of pollution regulations (2004), Norwegian Ministry of the Environment (Miljøverndepartementet), FOR 2004-06-01 nr 931: Forskrift om begrensning av forurensning (forurensningsforskriften). Source: <http://www.lovdatabank.no/cgi-wift/ldles?doc=/sf/sf/sf-20040601-0931.html>.
4. Nyhamna Terminal Waste Management System, Shell, 2006.
5. The International Safety Guide for Oil Tankers and Terminals (ISGOTT), The Oil Companies International Marine Forum (OCIMF), the International Chamber of Shipping (ICS) and the International Association of Ports and Harbors (IAPH), 2006.
6. The International Convention for the Safety of Life at Sea (SOLAS), IMO, 1974 with amendments.
7. The International Convention for the Prevention of Pollution from Vessels, IMO, MARPOL 73/78.
8. Oil Companies International Marine Forum (OCIMF) guidelines, Mooring Equipment Guidelines, 1997.
9. The International Management Code for the Safe Operation of Vessels and for Pollution Prevention (ISM Code), IMO, 2002.
10. The International Vessel and Port Facility Security (ISPS) Code, IMO, 2004.
11. The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, Directive 2000/59/EC of the European Parliament and of the Council of 27 November 2000 on port reception facilities for ship-generated waste and cargo residues, 28.12.2000 EN Official Journal of the European Communities L 332/81.

1. INTRODUCTION

Nyhamna Marine Terminal is the condensate export terminal for the Nyhamna Process Plant on Gossen Island in Aukra municipality, on the northwest coast of Norway, where the gas from the Ormen Lange offshore field is being processed.



Figure 1: © Norsk Hydro - Illustration of the Ormen Lange natural gas complex, showing the subsea production installations, the process plant and the export pipeline to the UK.

The gas field is located about 120 kilometres northwest of Nyhamna. Ormen Lange is a pioneering project on the Norwegian continental shelf. The climatic and oceanographic conditions make it one of the most challenging subsea projects in the world. The water depth of the field is 800 – 1.100 metres.

A number of seabed templates are placed in the central area of the field and linked by internal field pipelines. The gas stream will be transported from the wells via two 30 inch pipelines to Nyhamna, remotely controlled from the main control room at Nyhamna Process Plant.

When the untreated gas stream arrives at Nyhamna, the gas, condensate and the water/anti-freeze solution will be separated. The gas will be treated in the process plant before it is compressed for export to United Kingdom (UK) through the Langed pipeline that lands at Easington on the East Coast. The gas from the Ormen Lange field will cover 20-30 percent of gas consumption in the UK, some 20 billion standard cubic metres. The condensate from the gas processing will be stabilized and stored in caverns before it is loaded onboard tank vessels for export to customers in USA and southern Europe. The anti-freeze solution is reduced after separation from the gas and its water is cleaned and discharged to sea.

Langeled is the world's longest subsea export pipeline, about 1.200 kilometres, with a diameter of 42 inches. The pipeline starts at Nyhamna Process Plant, going south on the continental shelf seabed. At the Sleipner platform in the North Sea, half way to Easington, a booster station is located boosting the pressure in the gas flow, before the pipeline continues to Easington.

Norsk Hydro has been responsible for developing the Ormen Lange field and building the Nyhamna Process Plant with its marine terminal. Shell will be the operator of both the field and the process plant after the process plant commences operation in autumn 2007.

2. ROYAL DUTCH/SHELL GROUP HSE COMMITMENT AND POLICY

This chapter contains the Royal Dutch/Shell Group Health, Safety and Environmental commitment and policy, which were endorsed by the Committee of Managing Directors, March 1997 Reviewed 2000. They are stating that:

- All of us have a role to play.
- Each of us has a right and duty to intervene with unsafe acts and conditions or when activities are not in compliance with this HSE Policy and Commitment.

The HSE endorsement is dated June 2004 and signed by Malcolm Brinded, Executive Director of Exploration and Thomas M. Botts, Production Executive Vice President EP Europe.

2.1 COMMITMENT TO HEALTH, SAFETY AND THE ENVIRONMENT

In the Group we are all committed to:

- pursue the goal of no harm to people;
- protect the environment;
- use material and energy efficiently to provide our products and services;
- develop energy resources, products and services consistent with these aims;
- publicly report on our performance;
- play a leading role in promoting best practice in our industries;
- manage HSE matters as any other critical business activity;
- promote a culture in which all Shell employees share this commitment.

In this way we aim to have an HSE performance we can be proud of, to earn the confidence of customers, shareholders and society at large, to be a good neighbour and to contribute to sustainable development.

2.2 HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Every Shell company:

- has a systematic approach to HSE management designed to ensure
- compliance with the law and to achieve continuous performance improvement;
- sets targets for improvement and measures, appraises and reports
- performance;
- requires contractors to manage HSE in line with this policy;
- requires joint ventures under its operational control to apply this policy and
- uses its influence to promote it in other ventures;
- includes HSE performance in the appraisal of all staff and rewards accordingly.

3. PRE-ARRIVAL INFORMATION

3.1 ESTIMATED TIME OF ARRIVAL (ETA) INSTRUCTIONS

ETA instructions to vessel The Vessel Master shall through his/her agent provide notification of the estimated time of arrival at the Port of Nyhamna, as well as the relevant information being part of this arrival notice, normally 72 hours before ETA or as soon as possible if the 72-hour notice rule is violated.

ETA to be confirmed/updated 48 hours, 24 hours and 12 hours prior to arrival.

3.2 PRE-ARRIVAL INFORMATION REQUEST

ETA information request The following vessel-specific information must be included in the 72-hour ETA notice:

AA / Vessels name, call sign, flag state and Vessel Master's name.

BB / IMO number – and operator.

CC / Last and next port of call.

DD / ETA pilot station (local time).

EE / State product and quantity to be loaded.

FF / Gross and Net tonnage.

GG / Length over all and beam.

HH / State 3 last cargoes carried.

II / Confirm that H₂S contents will be less than 5 ppm and O₂ less than 8% by volume on arrival for the tank atmosphere, **tank pressure to be positive but less than 20 MB on arrival**

JJ / Estimated arrival/departure draft.

KK / Vessels anticipated max loading rate and loading time.

LL / Manifold configuration onboard (location (distance from bow) and number of connections).

MM / Manifold elevation above waterline on arrival and in loaded condition.

NN / Manifold fitting, flange sizes and quality of reducers and spools.

OO / Mooring equipment. Size and number of line on winches?

PP / Length of the vessel's pennants?

QQ / Any defects on board which will affect manoeuvrability or cargo operations?

RR / State if any crew change, stores, service etc. are planned/needed during stay?

SS / If garbage is to be landed, state grades and types (food waste, oily waste, others).

TT / If visitors to the vessel during its stay, specify number of visitors and names.

UU / The vessel crew list is to be attached to the message.

**ISPS
information
request**

The following security-related information must be included in the 72-hour ETA notice in the ISPS chapter:

1. Does the vessel possess a valid ISPS Certificate?
 2. Issuing date/expiry date of the ISPS certificate?
 3. Which authority has issued it?
 4. What is the current security level at the vessel?
 5. What security levels have been applied for the last 10 ports where it has conducted a vessel/port interface?
 6. Have any special or additional security measures been applied for the last 10 ports where it has conducted a vessel/port interface?
 7. Have the appropriate vessel security procedures been maintained during vessel-to-vessel activity for the last 10 calls?
-

3.3 PRE-ARRIVAL INFORMATION COMMUNICATED TO VESSEL

**Information
package to
vessel**

The information contained in this section (Section 3.3) will be sent to the vessel when the 72-hour ETA notice is received from vessel/agent.

Further information about the Terminal is to be retrieved separately and through the complete “Harbour Regulations and Information Guide” for Nyhamna Marine Terminal.

**Reporting to
Norwegian
Authorities**

All vessels to arrive Nyhamna Marine Terminal are to comply with the Norwegian Royal Decree of 23 December 1994, No 1130 - about the Entry into and Passage through Norwegian Territorial Waters in Peacetime - all foreign Non-Military vessels are to keep Norwegian authorities informed when sailing in Norwegian Territorial Waters.

NOR and NIS vessels are governed by the regulations when they have a Non-Norwegian Master.

**Geographical
position**

Nyhamna Marine Terminal is located in position N 62 51 E 006 57.

**Communication
channels with
pilot and tugs**

Channel for calling pilot is VHF 13.

Channel for calling tug is VHF 14.

Pilot information

Sea/harbour pilot may board at:

- The main entry point north of Ona lighthouse (N62° 56.0' E006°27.0')*, or
- Pilot position in Breisundet (N 62 27 E 005 58,9) or
- Vessels approaching from the North may board pilots at Grip pilot station (Kristiansund)

Pilot stays onboard the vessel during the port stay and leaves the vessel at the pilot station when vessel departs.

* = This position is for Helicopter boarding service, which is available to suitable vessels upon request through their agents.

Tug information

Tug meeting point is before passing a line between the following positions:

- N 62 56 E 006 43 or
- N 62 57 E 006 50 (NE of Klakken)

The following requirements for the tugs apply:

- Two tugs will assist during arrival/berthing/shifting/sailing – one certified escort tug of 65 TBP and one harbour tug of 40-65 TBP.
 - The escort tug shall be capable of handling escort at speed of 10 knots.
 - The escort tug will be connected to the vessel stern on arrival tug meeting points.
 - When approaching berth and vessel speed is less than 5 knots the harbour tug will be connected.
 - The escort tug will be connected to the vessel stern and escort the vessel at departure to the tug meeting point(s) and on sailing to/from the anchorages.
-

Anchorage areas

Recommended areas for anchoring are:

- Karlsøyfjorden in position: N 62° 42.3' E 007° 18.5' or
 - South of island Tautra in position: N 62° 39.5' E 006° 53.5'.
-

Max vessel draft / water depth

Maximum vessel draft alongside Nyhamna Marine Terminal at Lowest Astronomical Tide is 16.50 metres.

Minimum water depth alongside the jetty and within the harbour area is 18 metres.

Tidal information

Reference port for Nyhamna regarding tidal information is Kristiansund N, Norway.

Tidal difference is normally 1.3 metres, at times up to 2.6 metres.

Berth Orientation	<p>The vessel will normally berth starboard side alongside Terminal, weather permitting and subject to pilot's decision.</p> <p>The Terminal is equipped with a laser docking system, which gives information visible on two boards at each end the jetty, during berthing operations. The board info will activated when the vessel is about 100 – 200 meters of the jetty</p> <ul style="list-style-type: none">• The speed information is observed as 3 colored signals Green light-speed ok / Yellow light-speed higher / Red light-speed to high• Distance from bow/stern of the vessel to the fenders during approach are displayed on the boards
Salinity	<p>The seawater salinity is 1.025</p>
Terminal infrastructure	<p>Shore gangway is available at the jetty and shall be used if suitable. When vessel is moored with starboard side to terminal the location of the gangway is 46 metres forward of the centre of the loading arms.</p> <p>Loading arms information:</p> <ul style="list-style-type: none">• 3 Condensate and 1 Vapour Return Arm.• Vapour return is the Aft-most arm when vessel is moored with starboard side to terminal.• Freedom of movement is 1.5 metres F + A of pivot of loading arm at maximum allowable outreach.• Maximum outreach is 7.0 metres.• Minimum/maximum freeboard of vessel is 3.0/16.0 metres.• Flanges: 16" 14" 12" ANSI 150 RF hydraulic coupling.• Max Condensate flow each arm is 4063 m³/hour.
Requirements for cargo tanks/systems	<p>Condensate tankers are to arrive with cargo tanks fully inerted to less than 8 % oxygen content in the cargo tank system atmosphere ready to load. This will be tested for as well as H2S less than 5ppm</p> <p>Inerting of cargo tanks is not allowed alongside Terminal.</p> <p>Condensate tanker must operate closed loading and arrive with positive pressure in the cargo tanks.</p>

Terminal services

Stores, provision and garbage will be transferred in containers to tugs before or after cargo operations. Garbage to be separated according to the MARPOL regulations [7].

The Terminal cannot receive “dirty ballast” or cargo slops.

A maximum of 75 m³ Waste oil can be delivered via shore hose to shore tank after a sample of the waste oil has been approved by the Terminal. No chemicals allowed in waste oil.

Tank cleaning is not allowed alongside the Product Jetty.

Repair, maintenance and hot work are not allowed alongside the Product Jetty.

Freshwater cannot be delivered from the Product Jetty.

Bunkering is not allowed within the port limits.

No telephone services are available on the Product Jetty.

Crew shore leave is allowed. Transport service to/from vessel/main gate for visitors/crew is available upon pre-arrival request.

ISPS information

Port facility name	Nyhamna
Assigned port facility number	3106
Port Facility Security Officer	Britt Harstad (Loading Masters Deputise)
Telephone	+47 91860724
Telefax	N/A
Email	Britt.Harstad @ shell.com
Normal security level	1

Safety inspection

A Safety Inspector may attend the vessel upon arrival and perform an inspection to check that everything is according to international rules and regulations and the vessel/shore safety check list.

Vessel to assist the Safety Inspector as requested.

The Terminal operator has the right to reject the vessel if it determines in its sole discretion that there is a safety risk or an unacceptable risk of contaminating the Nyhamna terminal facilities.

The reasons for rejection will be presented to the Master in the form of a Letter of Protest and also communicated to Charterer, Scheduler and the SAFE Team in London for further investigation.

**Intoxicated
persons**

Persons showing signs of intoxication by alcohol or other substances will not be admitted into the Terminal or the jetty.

Only exception is in an emergency or medical situation.

4. LOCAL AND TERMINAL SERVICES

4.1 TRANSPORT OF CREW BETWEEN VESSEL AND MAIN GATE

Shore leave Crew are not allowed to proceed alone from the product jetty and into the process plant.

Transport Transport/escort service between vessel and main gate will be provided by the Terminal personnel on request to the Main Gate Security.

4.2 RECEIVING VISITORS

Identification of visitors The Vessel Master and/or the vessel's agent must ensure that the Main Gate Security is provided with a list of expected visitors to the vessel.

Permission Permission to visit the vessel must be obtained from the Main Gate Security or main control room and the Vessel Master.

Identity card All visitors must be registered and equipped with an identity card before transportation to the vessel.

The identity card will be issued at the Main Gate Security office or main control room.

Clothing and PPE Normal clothing is accepted during transport through plant area and for stay on board the vessel.

Transportation No visitors are allowed to drive/walk on their own inside the plant or on the Product Jetty.

Transport service to/from the vessel will be arranged by Main Gate Security or main control room.

4.3 STORES AND PROVISIONS

Handling of stores and provisions

Handling of stores and provisions must only be carried out before or after the cargo operations.

Vessel's stores and provisions will be placed in containers and loaded onboard the harbour tug(s). The tug will bring it alongside the vessel at Nyhamna Marine Terminal.

The stores and provision container(s) must be lifted by means of the vessel's crane from the tug and onboard the vessel.

The empty container(s) from the vessel must be lifted by the vessel's crane and landed on the tug for transportation to shore.

Fresh water

Supply of fresh water to the vessel is not available at the Terminal.

5. SAFETY

5.1 GENERAL SAFETY ISSUES

Safety issues Terminal operations should be carried out according to local and international rules and regulations with special attention to avoid injury to people, avoidance of pollution and damage to property. A reference is made to ISGOTT [5] chapter 4 for an overview of general hazards for ship and terminal that should be accommodated whilst visiting the Nyhamna Marine Terminal.

Nyhamna Marine Terminal reserves the right to impose additional safety measures or restrictions as considered necessary. The Vessel Master will be informed in writing of such measures.

Nyhamna Marine Terminal reserves the right to carry out inspections of the vessel and its condition.

The vessel must be of good quality, in good state of repair and focus on safety in its operations.

All cargo tanks and piping must be free of any liquid or vapour which could contaminate the condensate product or create hazardous situations.

Emergency sail-away The vessel shall at all times be prepared for an emergency sail-away during port call at the Nyhamna Marine Terminal.

Ship should at all times be manned with adequate personnel to tackle emergency scenarios.

Emergency preparedness is described in Section 11.

5.2 FIRE PRECAUTIONS

Vessel fire fighting equipment

To be prepared in case of fire, following equipment must be ready for use onboard the vessel:

- Main fire pump and emergency fire pumps.
 - Fire hoses of sufficient length to cover the deck area.
 - Two portable fire extinguishers placed at the manifold area with minimum 12 kilo capacity each.
 - International vessel/shore coupling placed near the gangway.
 - General arrangement drawing of the vessel placed near the gangway.
 - Towing wires arranged in correct position, forward and aft.
-

Vessel responsibilities

The Vessel Master is responsible to:

- Keep engines ready for leaving on short notice in case of emergency.
 - Ensure that all crew are briefed on and understand the fire fighting procedures as explained by the Terminal representative.
 - Keep sufficient crew onboard to handle a fire at all times.
 - Notify the Terminal personnel and tug boats immediately if fire occurs on board.
 - Stop all cargo operations at the outbreak of fire.
 - Follow fire instructions as provided in Appendix B.
-

Vessel fire alarm

Fire alarm on board when the vessel is alongside the jetty:

- Prolonged blasts (minimum 10 seconds) with the vessel's horn.
 - Continuous sounding of the vessel's general alarm.
 - Follow fire instructions as provided in Appendix B.
-

Fire alarm Terminal

Intermittent sound signals of a constant frequency.

5.3 SMOKING PRECAUTIONS

Smoking prohibition

Smoking is strictly forbidden anywhere within the terminal boundaries.

Designated smoking areas onboard Specially designated smoking areas onboard the vessel shall be agreed between the Master and the Loading Master.

A maximum of 3 such smoking areas can be agreed.

All smoking areas are to be marked with signs. Signs for smoking notice to be filled in are prepared in Appendix E.

Smoking can also be banned onboard If required by the circumstances, the Loading Master can ban smoking with immediate effect also in areas onboard the vessel where smoking is normally permitted.

5.4 PRECAUTIONS AGAINST POTENTIAL IGNITION SOURCES

General All potential ignition sources must be of an approved type and equipment used must be regularly checked for possible defects. It is referred to ISGOTT chapter 4.2 and 4.3 for an overview and description of potential ignition sources.

Spark prevention Connecting and disconnecting of loading arms and all other operations on deck shall be carried out in a manner which prevents the generation of sparks.

The vessel's funnel and exhaust pipes must be equipped with spark arrestors in order to eliminate flying sparks.

Soot blowing and excessive funnel smoke is strictly prohibited as it may cause sparking and steps must be taken to prevent such operations.

Portable electronic devices No mobile phones are to be carried or used on the deck of the vessel or in the Terminal during cargo handling operations. Mobile phones may be used indoor onboard the vessel under normal circumstances.

Mobile phones must be turned off and handed to driver during transportation between Main Gate Security and vessel, or vice versa.

No cameras are to be carried or used on the vessel's main deck or in the Terminal during cargo handling operations.

No other battery powered equipment, except explosion proof approved equipment, is to be carried or used on the vessel or in the Terminal during cargo handling operations.

Portable electrical equipment

All portable electrical equipment, including hand held torches, radios and gas analysers, which are operated on the vessel or in the Terminal during cargo handling operations, shall be explosion proof (ex) rated by a recognised authority for use in gas dangerous zones and/or combustible atmosphere. ISGOTT chapter 4.3.

All ex. rated equipment shall be in good condition so that its original certification is not compromised.

Insulation/earthing

All loading arms/hoses are insulated against the vessel and earthed.

It is not allowed to use portable electronic measuring and sampling sauges in non-inerted tanks unless a sounding pipe is used and the equipment is earthed or bonded.

Naked lights

The use of naked lights is prohibited except in:

- Approved smoking areas on board. Notice for smoking places onboard, which is to be filled in upon arrival, is provided in Appendix E.
 - Places where the Terminal Manager has issued written permit to carry out hot work.
-

Matches and lighters

Matches and lighters are only permitted to be used in the designated smoking areas onboard the vessel.

It is not permitted to carry matches or lighters outside the designated smoking areas.

5.5 REPAIR, MAINTENANCE AND HOT WORK

State of repair

The vessel must be in a good state of repair with all equipment on board in good working order before proceeding to the Product Jetty.

Prohibition when alongside

All vessel repairs involving hot or cold work or use of naked lights or flames are prohibited when the vessel is alongside.

Permission If urgent, a written request specifying the onboard work needed to be carried out should be submitted to the Loading Master.

A format for such a request is provided in Appendix F.

The request/application must specify the onboard work to be carried out and its duration.

No onboard work shall start before the Loading Master has approved and signed the submitted request/application.

The repairs shall not immobilise the emergency preparedness onboard the vessel, nor reduce the safety level on board.

Work permit Work permit is a document issued by the Loading Master and approved by the Lead Production, permitting specific work to be done during a specified period of time in a defined area onboard a vessel when berthed at Nyhamna Marine Terminal.

5.6 TANK CLEANING

Not allowed when alongside Tank cleaning is not permitted when the vessel is alongside.

5.7 INERT GAS SYSTEM

Inert gas system The vessel must have a fully operational inert gas system.

Operational requirements Prior to arrival, the vessel must confirm that all empty cargo tanks and those containing dirty ballast have been fully inerted and have an oxygen content of 8 % or less by volume, as well as having an H₂S contents of less than 5 ppm.

5.8 PERSONAL SAFETY

General safety Personal safety shall be according to provisions in chapter 19 of ISGOTT, which the vessel must comply with.

Requirements for PPE Personal protection equipment shall be utilised during cargo operations according to the ship operator's high standard and in accordance with SOLAS [6].

Visitors will be transported by bus from the Main gate and to the Terminal. No extra PPE is required for visitors, other than provided for them at the Main Gate.

Exposure to toxic vapours All vessels loading at the Terminal are obliged to perform closed loading operations in order to minimise the crew's exposure to toxic vapours.

The Terminal operates a VOC handling system.

Work operations and Safe Job Analysis The vessel shall have procedures for routine work and the crew shall be trained in conducting the work. Vessel operations in the Terminal shall be routine work for the crew.

The vessel shall have procedures for conducting Safe Job Analysis for non-routine work.

5.9 VESSEL STABILITY AND STRENGTH

Stability and strength The vessel shall during loading operations:

- Have conditions of trim and heel that are within acceptable limits for the vessel stability. Special attention shall be paid to trim and heel conditions that may endanger the safe operation of the cargo loading arms.
 - Ensure that the cargo tanks are filled in a manner that will not jeopardise the vessel's structural strength.
 - Ensure that the vessel's stability and strength are adequate for safely performing simultaneously loading and de-ballasting.
-

5.10 MOVEMENTS OF TUGS AND OTHER CRAFTS IN THE PORT SAFETY ZONE

Safety zone traffic All traffic within the safety zone of the port is strictly prohibited unless permission to enter has been granted by the Nyhamna Marine Terminal.

Access to the safety zone will be monitored by the Port Authority.

Traffic during cargo operations During cargo operations no other vessel or small craft are allowed to come alongside unless authorised by the Nyhamna Marine Terminal and approved by the Vessel Master.

The funnel of any such other vessels or small crafts shall be equipped with effective spark arrestors.

When tugs go alongside to assist the vessel, all cargo systems on the vessel must be closed.

6. SECURITY

6.1 ISPS REQUIREMENTS

ISPS Code The Nyhamna Marine Terminal is an ISPS approved port.

All vessels visiting the Nyhamna Marine Terminal shall comply with the ISPS Code [10].

A valid copy of the Vessel Security Plan shall be onboard the vessel at all times.

Nyhamna Marine Terminal will request security-related information as part of the pre-arrival information package.

The vessel shall at all times have the necessary UHF communication equipment to allow continuous communication with the port facility. Such equipment will be provided to the vessel by the Loading Master when the vessel arrives and shall be returned to Loading Master before departure.

6.2 VESSEL AND PORT SECURITY ISSUES

	Vessel	Port
Responsibilities	The operator of the vessel is responsible for compliance with the ISPS Code to ensure that the vessel or its crew does not cause a security breach during the port stay.	The port security authority in Nyhamna Marine Terminal is A/S Norske Shell, whom is responsible for the port security.
Security authorities	The responsible security authority for the vessel is the corresponding flag state.	The Norwegian Coastal Administration, on behalf of the Ministry of Fisheries and Coastal Affairs, has ruled that the International Ship and Port Facility Security (ISPS) Code shall be applicable for all Norwegian port facilities being called by vessels arriving from or departing to a foreign port.
Security Officers	The vessel shall have a designated Ship Security Officer onboard at all times, whom shall be responsible for all vessel and crew security matters during the port stay.	The Port Facility Security Officer in the Nyhamna Marine Terminal is also the Loading Master, who is the point of contact for port security issues.
ID requirements	<p>The vessel crew shall have visible ID during the port stay.</p> <p>The format of the ID shall be in agreement with the ISPS Code.</p>	<p>Terminal personnel shall have visible ID during the port stay.</p> <p>The format of the ID is provided in the ISPS Code for the Terminal.</p>
Security levels	<p>The security levels are provided in the definition section of these procedures.</p> <p>The vessel shall be capable of responding to these security levels with their own actions.</p> <p>When the vessel is operating at a higher security level than the port facility, the Ship Security Officer shall inform the Port Facility Security Officer prior to arrival.</p> <p>DoS shall be completed and signed by the Vessel Master.</p> <p>When the vessel is at a lower security level than the port facility, the vessel shall request its flag state to increase its security level to the same level as the port is operating at.</p>	<p>The Nyhamna Marine Terminal has 3 designated security levels in order to handle various security incidents.</p> <p>The Port Facility Security Officer shall make an assessment of the particular situation in consultation with the Vessel Security Officer and agree on appropriate security measures.</p> <p>DoS shall be completed and signed by the Loading Master.</p>

	Vessel	Port
Security activities	<p>The vessel shall as a minimum be capable of conducting the following security activities:</p> <ol style="list-style-type: none">1. Control and restrict access to the vessel during port stay. It shall be possible physically to lock or seal all openings (doors, hatches, etc.) providing access into the vessel structure.2. Monitor access to the vessel and to key areas onboard the vessel.3. Report name and purpose of any visitors to the vessel before arrival. Failure to do so may result in visitors being denied access to the Terminal and to the vessel.4. Capable of handling stowaways. Stowaways will not be given access to the Terminal.	<p>The security activities within the Nyhamna Marine Terminal shall as a minimum cover:</p> <ol style="list-style-type: none">1. Assure that all safety functions operate satisfactorily.2. Control access to the Terminal.3. Provide surveillance of the Terminal as well as for the mooring and anchoring areas.4. Provide surveillance of areas having access restrictions in order to ensure passage of authorised personnel only.5. Provide monitoring of the cargo handling operations.6. Provide monitoring of the supply of stores.7. Ensure authorised personnel have access to security-related communication rooms/areas during port stay.8. Ensure that the Terminal has a sign posted clearly indicating that this is an ISPS Terminal being visible from the seaside.
Breach of security	<p>Security Authorities shall be notified of security breaches and incidents of a serious nature according to the vessel's ISPS procedures.</p>	<p>Security Authorities shall be notified of security breaches and incidents of a serious nature according to the Nyhamna Marine Terminal's ISPS procedures.</p>

7. POLLUTION PREVENTION

7.1 POLLUTION TO SEA

Prevention of discharges No oil or ballast water containing hydrocarbons shall be discharged or allowed to escape into the port waters.

Any bilge pumping overboard is prohibited. Vessel to seal bilge overboard valve on arrival, and valve to stay sealed during the port stay. Terminal representative may inspect that valves are being sealed properly.

No garbage or other materials shall be discharged overboard.

Cargo handling awareness Vessel systems used for handling liquids containing hydrocarbons shall be leak tested regularly according to procedures for cargo operations laid out in ISGOTT chapter 11.1.

All loading arms shall be drained before being disconnected.

Drip trays shall be placed under manifold connections.

All scuppers must be plugged during cargo operations.

All overboard valves connected to cargo system to be sealed and not used.

Contingency plan The vessel shall have an oil spill contingency plan.

Leakage or spillage onboard must be handled according to the oil spill contingency plan and reported immediately to the Terminal control room.

7.2 EMISSIONS TO AIR

Requirements The vessel must comply with the following emission requirements:

- The loading / discharging systems must be closed to air.
 - The vessel shall have a contingency plan for handling unplanned emissions to air.
-

Vapour leaks and venting Any vapour leaks from the cargo system or systems containing hydrocarbons shall be dealt with as soon as possible.

Any venting or leaks to the atmosphere, other than agreed with the Terminal, must be reported to the Terminal immediately.

If venting is permitted by the Terminal, the vapour should only be vented in accordance to ISGOTT Chapter 2.5.

Handling of VOC VOC will be taken care of in a closed system on the Terminal side.

7.3 BALLAST WATER

Ballast handling Only clean ballast from segregated ballast tanks may be discharged from the vessel into the sea in the Nyhamna Harbour area.

Format provided in Appendix H is to be filled-in by the Vessel Master regarding ballast water cleanliness.

Documentation of ballast water sampling must be provided to the Loading Master on arrival if ballast is to be discharged to sea.

Permission to discharge ballast water into the sea will be given by the Loading Master based upon ballast water sample approval.

Minimum ballast Vessel Master is requested to arrive with minimum ballast on board for safe navigation, in order to save de-ballasting time.

Ballast water check The Loading Master will check that the ballast water actually being discharged has the same contents as the ballast water sample provided to him from the Vessel.

7.4 WASTE OIL

Delivery The Vessel and the Terminal must follow international and local rules and procedures regarding discharging of oily waste at all times during the operation.

With each delivery of waste oil a declaration form (provided in Appendix M) for hazardous waste must be completed.

Sampling A sample of the waste oil must be provided for analysis to confirm that it is free of emulsifiers and/or detergents.

The sample to taken on arrival for check and approval at the laboratory before any waste oil operation can start.

Waste oil hose Waste oil hose to be rolled out from shore hose reel and connected to the appropriate flange on board.

The hose has an international standard coupling for this purpose.

Waste oil check The Loading Master will check that the waste oil actually being discharged has the same contents as the sample provided to him from the Vessel.

7.5 WASTE AND GARBAGE

Waste and garbage handling Waste and garbage handling operations must only be carried out before or after the cargo operations.

Waste and garbage deliveries to be reported by the Vessels Master in accordance to format provided in the appendix section.

Waste segregation must be conducted according to instructions provided in the Waste Management System (Appendix L & M).

Vessel skids for vessel waste Available at the Terminal are vessel skids (steel rack), which consists of 3 x 660 litre Euro bins for vessel waste.

Vessel skids must be pre-ordered through the vessel's agent.

The vessel skids will by supplied to the vessel by a tug on arrival and must be lifted onboard and off the vessel by means of the vessel's crane and returned by a tug to shore after completion of cargo operations.

Hazardous waste

Drums of waste/oily mixture/other hazardous waste can be landed by stowing the oil drums in the container(s) used for stores.

Drums must be sealed and properly marked to facilitate safe handling and satisfy hazardous waste legislation.

Analysis of hazardous waste might be necessary to confirm content.

With each delivery of hazardous waste a declaration form (provided in appendix section) for hazardous waste must be completed.

This service will be charged to the vessel and must be ordered through the vessel's agent.

8. NAVIGATION, PILOTAGE AND MOORING

8.1 HARBOUR DATA

Charts Norwegian: No. 32 , 33 and 494
B.A.: No. 3087 and 3088

Location of Terminal On Gossen island - N62°51' E006°57'.

Sailing directions Main entry for vessels in Category 1 and 2 is from pilot station north of Ona lighthouse (N62° 56.0' E006°27.0').

Traffic regulations There is no traffic control centre in this area.
Rules and regulations issued by Norwegian authorities for approaching the Nyhamna Marine Terminal to be observed.

Harbour area Nyhamna Marine Terminal comprises the Ormen Lange process plant's two jetties and the area inside 300 meters from shore or the nearest installation.

Jetty information

Jetty:	Position:	Heading:	Depth:
Product jetty	N62°51.2' E006°57.6'	085 / 265	18 m
Construction jetty	N62°51.1' E006°57.1'	110 / 290	9.0 m

Location of anchorage There is no safe anchorage for vessels in Category 1 and 2 in vicinity of Nyhamna Marine Terminal.

Recommended anchorage areas:

- Karlsøyfjorden in position N62° 42.8' E007°19.0' (distance from Nyhamna about 18 nm).
 - South of Tautra in position N62° 39.2' E006°55.0' (distance from Nyhamna about 12 nm).
-

8.2 ENVIRONMENTAL DATA

Environmental data/information The following environmental data/information applies to vessels visiting Nyhamna:

- The setting of the current outside the jetty is normally N/NW, up to about 0.5 knots.
 - Tidal difference is normally 1.3 metres, at times up to 2.6 metres.
 - Standard reference port for Nyhamna in the tidal tables is Kristiansund N.
 - In the winter season strong wind from west to north will increase the sea state in the jetty area.
 - Salinity of the water is 1.025.
 - Maximum vessel draft alongside Nyhamna Marine Terminal at Lowest Astronomical Tide is 16.5 metres.
 - Minimum water depth alongside the jetty and within the harbour area is 18 metres.
 - Weather monitoring for the jetty will be carried out by the control room in the Nyhamna Process Plant.
-

Operational restrictions Limiting weather for vessel during berthing:

- Wind speed up to 25 knots.
- Significant wave height up to 0.5 metres at Jetty.

Limiting weather for alongside operations:

- Stop cargo at 25 knots wind speed.
 - Disconnect loading arm at 30 knots wind speed. When wind speed reaches 30 knots, tugs to stand by the vessel and the pilot to be on board.
 - Unberth vessel at 35 knots wind speed.
-

8.3 COMMUNICATION

Communication channels

Pilots	VHF Ch. 13 and 16
Terminal office	VHF Ch. 14
Jetty	VHF Ch. 14
Tugs	VHF Ch. 14
Mooring operations	VHF Ch. 14
Cargo operations	Handheld UHF radios to be supplied to Vessel by the Terminal.

8.4 PILOTAGE

Boarding points Sea/harbour pilot may board at:

- The main entry point north of Ona lighthouse (N62° 56.0' E006°27.0')*, or
- Pilot position in Breisundet (N62° 27.0' E005°58.8') or
- Vessels approaching from the North may board pilots at Grip pilot station (Kristiansund)
- Vessel approaching from south may board pilot at Fedje if convenient

Pilot stays onboard the vessel during the port stay and leaves the vessel at the pilot station when vessel departs.

* = This position is for Helicopter boarding service which is available to suitable vessels upon request through their agents

Arrival instructions Once onboard the pilot shall contact Nyhamna Marine Terminal on VHF Ch. 14 for advice on whether the vessel is to be berthed or anchored on arrival.

8.5 TUGS AND ESCORT BOATS

Escort tugs 1 tug shall be used as escort and this will be Escort class of 65 tons bollard pull (TBP).

The escort tug shall be connected to the vessel's stern during arrival and departure and this tug shall be certified to handle connected escort at speed of 10 knots.

Harbour assistance Two tugs shall be connected to control the vessel's navigation when at speed of less than 5 knots in the approach to berth.

In addition to the escort tug, a second tug will be connected on approach to berth and this will be a harbour tug of 40-65 TBP.

Berthing/unberthing Two tugs in push/pull mode to control safe movement alongside the jetty and to hold the vessel in position during mooring operation.

Lines Tug's lines shall be used for all normal tug assistance.

Strong-points The vessel shall provide strong-point for connecting the escort tug's towing line in accordance with OCIMF Mooring Equipment Guidelines (1997).

Emergency towing wire All vessels alongside the product jetty shall provide certified towing wires of sufficient strength secured to seaward bow and quarter bollards with the towing eye maintained at water level.

8.6 MOORING AND MOORING BOATS

Berthing Vessels will normally berth with their starboard side to the product jetty.

Jetty arrangement 24 mooring hooks in 8 bollard positions with winches.

Mooring boats Two mooring boats are available for handling of mooring lines.

Mooring requirements for vessel

Mooring requirements for vessels visiting the Terminal:

- Vessel of 10-30.000 DWT shall have 14 mooring lines (3+2+2+2+2+3).
- Vessel of 30-100.000 DWT shall have 16 mooring lines (3+3+2+2+3+3).

Alternative mooring arrangement will be in accordance to Nyhamna Optimoor Mooring Analysis as instructed from the terminal to the vessel in due time before arrival

- Please note that it is not allowed with a mix of wire and soft ropes to each direction point of the mooring
 - All vessels shall be adequately moored with sufficient number of good ropes/wires.
 - Mix of steel wires and synthetic ropes in the same direction: Not permitted.
 - Synthetic ropes must be of same material.
 - Splices, uncertified mooring: Not permitted.
 - Vessel's crew shall at all times monitor and keep equal tension on all lines.
 - Self-tensioning: Not permitted.
 - Ropes/wires shall be secured on bollards or drums with sufficient number of turns to prevent slip under any circumstances that may arise.
 - If hydraulic setting of brakes is used: Hydraulic system to be disengaged and brakes left in manual position with winches disengaged.
-

8.7 TERMINAL PRE-ARRIVAL PREPARATIONS

Terminal preparations

Before the vessel arrives, the Terminal will meet and prepare according to the "Marine Team pre-arrival checklist".

9. CARGO LOADING OPERATIONS

9.1 PREPARING FOR CARGO LOADING

Cargo description The cargo to be loaded at the Terminal is stabilized condensate with the following characteristics:

- 0.75 (density)

A Material Data Sheet for the condensate is provided in Appendix N.

Vessel dimensions Product Jetty design vessel range:

- DWT : 30.000 – 100.000
 - LOA : 170 – 250 metres
 - Draft : 16,5 meters max
-

Health and safety precautions Shell's general safety regulations to be followed by all personnel on the jetties.

Static electricity Special attention is to be given to static electricity hazards during visit at Nyhamna Marine Terminal.

Provisions as laid out in chapter 3 in ISGOTT shall be followed.

Environmental precautions Oil booms are placed in position close to the production jetty.

Necessary crew to fight pollution shall be stand by both onboard and ashore in order to fight pollution when necessary.

Tank conditions Tanks shall be in appropriate condition upon arrival and in accordance with the vessel's loading instructions.

The O₂ content throughout the atmosphere in the tank system must be less than 8% by volume.

Venting of condensate vapours and inerting of tanks to atmosphere is prohibited at the Terminal, except in an emergency situation.

Condensate tanker must operate closed loading and arrive with positive pressure in the cargo tanks.

Tank over-pressure to be kept at minimum possible level before cargo operation starts.

Loading arms Loading arms information:

- 3 Condensate and 1 Vapour Return Arm.
- Vapour return is the aft-most arm when vessel is moored with starboard side to terminal.
- Freedom of movement is 1.5 metres F + A of pivot of loading arm at maximum allowable outreach.
- Maximum outreach is 7.0 metres.
- Minimum/maximum freeboard of vessel is 3.0/16.0 metres.
- Flanges: 16" ANSI 150 RF hydraulic coupling.
- Max Condensate flow each arm is 4063 m³/hour.

All loading arms are insulated from the vessel and earthed.

Vessel/shore safety check list All safety checks shall be carried out according to appropriate checklist, to be completed and signed by vessel/shore representatives before loading.

Checklist provided in Appendix A.

Vessel and shore readiness Vessel/shore readiness to be verified by Loading Master before loading commences.

All systems necessary for loading to be confirmed ready in accordance with Shell's instructions.

Communication Necessary communication between the Vessel Cargo Control Room, Terminal Central Control Room and Loading Master must be tested properly before cargo operations commence and always be operational.

Signals During daylight:
The “B” flag of the international code.

During night:
Exhibit an all-round red light.

Tank survey, gauging and sampling

Tasks:	Work description:	Responsible person
Tank cleanliness	To be certified clean on arrival	Ships Officer
Liquid quantity and quality	To be calculated by means of vessel gauge readings	Ships Officer ICS*
Tank pressure and atmosphere	To be checked before cargo operations	Ships Officer ICS*
Vessel gauging equipment	To be confirmed certified, calibrated and checked before cargo operations	Ships Officer ICS*
Shore gauging equipment	To be calibrated and checked before cargo operations	Plant personnel ICS*
Manual gauging	Equipment to be confirmed certified, calibrated and checked before use	Ships Officer ICS*
Liquid sampling	To be drawn from vessel tanks according to instructions	Ships Officer ICS*
Vessel tanks oxygen content	Oxygen content to be measured	Ships Officer ICS*
H2S content?	H2S content to be measured	Ships Officer ICS*

* An Independent Cargo Surveyor (ICS) may not be present / only if appointed.

Pre-cargo loading meeting Before the cargo loading commences a meeting between the Loading Master and the Vessel Responsible Officer shall be held.

Checklist provided in Appendix A to be used during the meeting and to be signed.

9.2 CARGO LOADING

Start loading Loading Master confirms vessel/shore readiness and the loading can start through one arm with an agreed rate between shore and vessel.

Recommendations for cargo operations as provided in chapter 11.1 in ISGOTT shall be followed.

Line/valve check	Vessel/shore personnel must carry out “cargo line walk” in order to check that there are no leakages in the cargo systems during start of the cargo operation and up to full loading rate.
Loading rate	If everything is normal, the loading rate may be increased to the maximum agreed rate.
Cargo quantity check	Hourly quantity checks shall be performed, figures exchanged and logged both onboard and ashore.
Cargo sampling	Cargo samples shall be taken at the shore sampler according to recommendations in ISGOTT chapter 11.1.6.12.
Periodical inspections	A jetty operator will carry out periodical inspections during the cargo operations.
Topping - off	Vessel Cargo Officer must inform the Terminal Central Control Room 15 minutes before topping of any tank in accordance with recommendations in ISGOTT chapter 11.1.6.16.
Loading arms	To be drained and stowed in home position according to recommendations in ISGOTT chapter 11.1.15.

9.3 POST-LOAD CARGO SURVEY

Cargo survey	Tasks:	Work description:	Responsible person:
	Check liquid level	To be calculated by means of vessel gauge readings (Manual readings if necessary)	Ships Officer ICS*
	Check liquid temperature	To be checked by means of vessel gauge readings (Manual readings if necessary)	Ships Officer ICS*
	Calculate liquid quantity on vessel	Based on the level and temperature readings onboard	Ships Officer ICS*
	Calculate liquid quantity on shore	Based on the quantity readings from the metering station ashore	ICS* Plant responsible
	Cargo sampling onboard	To be drawn from the vessel tanks	Ships Officer ICS*
	Cargo sampling ashore	Continuous sampling at the metering station during cargo transfer	Plant responsible ICS*

* An Independent Cargo Surveyor (ICS) may not be present / only if appointed.

9.4 EMERGENCY SHUTDOWN

Emergency shutdown – cargo operation

The cargo is pumped onboard via marine loading “hard arms” units that are equipped with Emergency Stop and Release Systems (ESRS) with two alarm levels.

The ESRS can be operated from the Terminal Central Control Room and by using the ESRS remote control placed at the jetty.

Procedure for emergency shutdown on the Terminal

On hearing Emergency Stop and Release Systems alarms (audible and visual) all staff onboard and ashore should evacuate the vicinity of the manifold/loading arms.

First alarm level:

- The loading will be stopped as the loading arm valves will be closed and the cargo pumps will be stopped.

Second alarm level:

- The arms will be disconnected automatically.

Thunder and lightning

All cargo and ballast operations must be suspended in the event of thunder and lightning.

All cargo valves should be closed.

Any deterioration in weather should be communicated between terminal and vessel.

10. DEPARTURE

10.1 PREPARING FOR DEPARTURE

Departure procedure

Prior to departure the vessel shall conduct the following tasks:

- A navigational warning to local authorities and all vessels in the area shall be issued by the pilot before vessel departure.
 - Tugs, pilot and marine team ashore shall be on stand by for departure 30 minutes before sailing.
 - All cargo and service related documents must be signed before departure:
 - Cargo papers
 - Sample receipts
 - Garbage log
 - Engine sludge receipt
 - Stores receipt
 - Vessel/shore checklist
 - UHF radio return
 - All UHF radios are to be returned to the Terminal.
 - All visitors must have signed off the vessel in the vessel's ISPS log.
 - Gangway to be lifted off the vessel according to Vessel Master's orders.
 - Mooring to be released according to Vessel Master's / pilot's orders.
 - Actual vessel departure time from berth is deemed to be when the last mooring line is free from the bollard ashore.
 - Departure time to be noted in the port log.
-

11. EMERGENCY DEPARTURE

11.1 EMERGENCY PREPAREDNESS

Emergency preparedness The vessel shall at all times be prepared for an emergency sail-away during port call at the Nyhamna Marine Terminal.

The following items must have a state of readiness during the port stay:

- Vessel's main engine(s) shall always be ready for departure on short notice when alongside.
- The vessel must at all times be manned adequately to handle an emergency situation.
- Vessel and plant emergency alarms are to be known and understood by all persons and parties involved.
- Check and ensure communication between all parties involved.
- Quick release systems of loading/vapour arms and mooring lines shall be ready for use if necessary.

The objective is to leave the berth as quickly as possible if an emergency situation should occur.

Repairs that restrict emergency preparedness are not allowed onboard.

Guidelines for emergency preparedness are provided in ISGOTT chapter 20.

Potential emergency situations

- Fire
 - Explosion
 - Leakage if hazardous liquid/vapour
 - Extreme weather conditions
 - Terror threat
-

11.2 EMERGENCY DEPARTURE

Emergency ashore (Plant alarm) When a hazardous situation arises at the plant that compromises the safety of the vessel moored alongside the Terminal jetty, the following actions are to be taken:

- All cargo operations must be stopped immediately.
 - Vessel, tugs and pilot to be informed.
 - Prepare the vessel for immediate departure.
 - Manifold valves shall be closed only according to shore instructions.
 - Loading/vapour arms to be disconnected according to instructions from shore.
-

Emergency on board (Vessel alarm)

When a hazardous situation arises onboard the vessel that compromises the safety of the Terminal , the following actions are to be taken:

- Sound the appropriate alarm onboard the vessel.
 - Inform the Loading Master, Central Control Room, tugs and pilot of the situation.
 - Use the emergency cargo shut-down button placed at the gangway if necessary.
 - Prepare the vessel for immediate departure.
 - Use the quick release systems for loading/vapour arm and mooring lines if necessary.
-



Appendix Section
to
Harbour Regulations and Information Guide
(Part 2A)

Nyhamna Marine Terminal

Version 28.09.2009

Contents

CONTENTS 2

APPENDIX A - SHIP/SHORE SAFETY CHECKLIST 3

APPENDIX B - FIRE INSTRUCTIONS..... 11

APPENDIX C - IMPORTANT TELEPHONE NUMBERS AND RADIO CHANNELS 15

APPENDIX D - INSTRUCTIONS TO MASTER..... 17

APPENDIX E - SMOKING NOTICE 19

APPENDIX F - APPLICATION FOR SHIP REPAIR, AND MAINTENANCE WHEN ALONGSIDE..... 23

APPENDIX G - CARGO QUANTITY AND LOADING RATES 24

APPENDIX H - DECLARATION OF CLEAN SEGREGATED BALLAST WATER..... 24

APPENDIX I - DECLARATION OF SECURITY 25

APPENDIX J - LOAN OF PORTABLE UHF SET..... 27

APPENDIX K - SEGREGATED BALLAST RESULTS..... 28

APPENDIX L - WASTE HANDLING REQUEST 29

APPENDIX M - WASTE HANDLING SPECIFICATION..... 30

APPENDIX N – MATERIAL DATA SHEET..... 31

Appendix A - Ship/Shore Safety Checklist

Ships name:

Port: Nyhamna Marine Terminal

Berth:

Date of arrival:

Time of arrival:

All questions should be answered affirmatively by clearly ticking (v).

If an affirmative answer is not possible, the reason should be given

and the operation should not be started until measures taken are jointly accepted.

When any question is considered to be not applicable, a note to that effect should be entered in the "Remarks" column.

The presence of the letters **A**greement, **P**ermission, **R**e-check in the column "Code" indicates:

- A** - This indicates any procedures and agreements or procedure that should be identified in the "Remarks" column of the Check-list or communicated in some other mutually acceptable form.
- P** - in the case of negative answers to the statement P, operations should not be conducted without the written permission of the appropriate authority.
- R** - indicates items to be re-checked at appropriate intervals, as approved between both parties, at periods stated in the declarations.

Part A – Bulk Liquid General – Physical checks

General	Ship	Shore	Code	Remarks
1. There is safe access between ship and shore			R	
2. The ship is securely moored			R	
3. The agreed ship/shore communication is operative			AR	System: Back up system:
4. Emergency towing-off pennants are correctly rigged and positioned.			R	
5. The ship's fire hoses and fire fighting equipment are positioned and ready for immediate use.			R	
6. The terminals fire fighting equipment is positioned and ready for immediate use.			R	
7. The ship pipelines and manifolds are in good condition, properly rigged and appropriate for the service intended.				
8. The terminal's cargo arms are in good condition, properly rigged and appropriate for the service intended.				
9. The cargo transfer system is sufficiently isolated and drained to allow safe removal of blank flanges prior to connection.				
10. Scuppers and save-alls on board are effectively plugged and drip trays are in position and empty.			R	
11. Temporarily removed scupper plugs will be constantly monitored.			R	

General	Ship	Shore	Code	Remarks
12. Shore spill containment and sumps are correctly managed.			R	
13. The ships unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
14. The terminal's unused cargo and bunker connections are properly secured with blank flanges fully bolted.				
15. Are all cargo, ballast and bunker tank lids closed?				
16. Sea and overboard discharge valves, when not in use, are closed and visibly secured.				
17. Are all external doors, ports and windows in the accommodation, stores and machinery spaces are closed. Engine room vents may be open.			R	
18. The ships emergency fire control planes are located externally.				Location:
19. Suitable equipment to detect Hydrogen Sulphide is present onboard?				Type of equipment: (The TLW – TWA for H2S is 5 PPM over a period of 8 hrs.)
20. A sample of the ballast water has been taken and tested against hydro carbon's (HC).				Test result:

PART B

Bulk Liquid General Verbal Verification				
General	Ship	Shore	Code	Remarks
21. Fixed Inert Gas System pressure and oxygen content recorders are working			R	
22. All cargo tank atmospheres are at positive pressure with oxygen content of 8% or less.			PR	
23. The ship is ready to move under its own power.			PR	
24. There is an effective deck watch in attendance on board and adequate supervision of operations on the ship and in the terminal			R	
25. There is sufficient personnel on board and on shore to deal with an emergency			R	
26. The procedure for cargo and ballast handling have been agreed			AR	
27 The emergency signals and shutdown procedure to be used by the ship and shore have been explained and understood			A	
28. Material Safety Data Sheets for the cargo transfer has been exchanged where requested			PR	
29. The hazards associated with toxic substances in the cargo being handled have been identified and understood				
30. An International Shore Fire Connection has been provided				

General	Ship	Shore	Code	Remarks
31. The agreed venting system will be used			AR	Method:
32. The requirements for closed operations have been agreed			R	
33. The operation of the P/V system has been verified			AR	
34. Operating parameters for the for the vapour line have been agreed.			AR	
35. Independent high level alarms are operational and have been tested			AR	
36. Adequate electrical insulating means are in place in the ship shore connection.			AR	
37. Shore lines are fitted with a non-return valve, or procedures to avoid back filling have been discussed			PR	
38. Smoking room has been identified and smoking requirements are being observed			AR	Nominated smoking rooms:
39. Naked lights regulations are being observed			AR	
40. Mobile phone requirements are being observed			AR	
41. Hand torches (flashlights) are of an approved type				
42. Fixed VHF/UHF transceivers and AIS equipment are on the correct power mode or switched off				
43. Portable VHF/UHF transceivers are of an approved type				
44. The ships main radio transmitter aerials are earthed and radars are switched off				

General	Ship	Shore	Code	Remarks
45. Electric cables to portable electrical equipment within the hazardous area are disconnected from power.				
46. Window type air conditioning units are disconnected				
47. Positive pressure is maintained inside the accommodation, and air conditioning intakes, which may permit the entry of cargo vapours are closed.				
48. Measures have been taken to ensure sufficient mechanical ventilation in the pump room.			R	
49. There is a provision for emergency escape			A	
50. The maximum wind and swell criteria criteria for operations have been agreed			A	Stop cargo at: Disconnect at: Un berth at:
51. Security protocols have been agreed between the Ship Security Officer, and the Port Facility Security Officer			A	
52. Procedures have been agreed for receiving nitrogen supplied from shore, for line clearing to the ship			AP	
53. Declaration of Security (DoS) is filled out and signed by Ship Security Officer (SSO) and Port Facility Security Officer (PFSO)			AR	

If the ship is fitted with an Inert Gas System (IGS) the following statements should be addressed:

General	Ship	Shore	Code	Remarks
54. The IGS is fully operational and in good working order			P	
55. Deck seals, or equivalent, are in good working order			R	
56. Liquid levels in pressure/vacuum breakers are correct			R	
57. The fixed and portable oxygen analyzers have been calibrated and are working properly			R	
58. All the individual tank IGS valves (if fitted) are correctly set and locked.			R	
59. All personnel in charge of cargo operation are aware that, in the case of failure of the inert gas plant, discharge operations should cease and terminal be advised				

DECLARATION

We, the undersigned, have checked the above items in Parts A and B, in accordance with the instructions, and have satisfied ourselves that the entries we have made are correct to the best of our knowledge.

We have also made arrangements to carry out respective checks as necessary and agreed that those items in code 'R' in the Check-List should be re-checked at intervals not exceeding _____ hours.

For ship	For Shore
Name _____	Name _____
Rank _____	Position/Title _____
Signature _____	Signature _____
Date _____	Date _____
Time _____	Time _____

Record of respective checks:

Date:			
Time:			
Initials for Ship:			
Initials for shore:			

Appendix B - Fire Instructions

NYHAMNA MARINE TERMINAL FIRE INSTRUCTIONS

Fire alarm on board when the vessel is alongside the jetty:

- Prolonged blasts (minimum 10 seconds) of the vessels whistle
- Continuous sounding of the vessel's general alarm

Fire alarm on terminal:

- Intermittent alarm with yellow flashing lights on Jetty, stop loading and close all valves. Await instructions from Terminal on UHF
- Two tone continuous alarm, stop loading and prepare vessel for leaving.

All clear alarm on terminal:

- Continuous sounding tone of 30 seconds duration

Actions on board the vessel:

- Raise the fire alarm
- Inform terminal
- Fight fire to prevent spreading
- Cease cargo operation
- Stand by to disconnect loading arms
- Main engines to be on stand by

Actions on shore:

- Raise the fire alarm
- Fight fire to prevent spreading
- Cease all cargo operations
- Stand by to disconnect loading arms
- Inform the vessel
- The Terminal Emergency Procedure is effective immediately

Appendix B

Fire Instructions

NYHAMNA MARINE TERMINAL FIRE INSTRUCTIONS

Fire alarm on board when the vessel is alongside the jetty:

- Prolonged blasts (minimum 10 seconds) of the vessels whistle
- Continuous sounding of the vessel's general alarm

Fire alarm on terminal:

- Intermittent alarm with yellow flashing lights on Jetty, stop loading and close all valves. Await instructions from Terminal on UHF
- Two tone continuous alarm, stop loading and prepare vessel for departure.

All clear alarm on terminal:

- Continuous sounding tone of 30 seconds duration

Actions on board the vessel:

- Raise the fire alarm
- Inform terminal
- Fight fire to prevent spreading
- Cease cargo operation
- Stand by to disconnect loading arms
- Main engines to be on stand by

Actions on shore:

- Raise the fire alarm
- Fight fire to prevent spreading
- Cease all cargo operations
- Stand by to disconnect loading arms
- Inform the vessel
- The Terminal Emergency Procedure is effective immediately

Appendix B

Fire Instructions

NYHAMNA MARINE TERMINAL FIRE INSTRUCTIONS

Fire alarm on board when the vessel is alongside the jetty:

- Prolonged blasts (minimum 10 seconds) of the vessels whistle
- Continuous sounding of the vessel's general alarm

Fire alarm on terminal:

- Intermittent alarm with yellow flashing lights on Jetty, stop loading and close all valves. Await instructions from Terminal on UHF
- Two tone continuous alarm, stop loading and prepare vessel for departure.

All clear alarm on terminal:

- Continuous sounding tone of 30 seconds duration

Actions on board the vessel:

- Raise the fire alarm
- Inform terminal
- Fight fire to prevent spreading
- Cease cargo operation
- Stand by to disconnect loading arms
- Main engines to be on stand by

Actions on shore:

- Raise the fire alarm
- Fight fire to prevent spreading
- Cease all cargo operations
- Stand by to disconnect loading arms
- Inform the vessel
- The Terminal Emergency Procedure is effective immediately

Appendix B

Fire Instructions

NYHAMNA MARINE TERMINAL FIRE INSTRUCTIONS

Fire alarm on board when the vessel is alongside the jetty:

- Prolonged blasts (minimum 10 seconds) of the vessels whistle
- Continuous sounding of the vessel's general alarm

Fire alarm on terminal:

- Intermittent alarm with yellow flashing lights on Jetty, stop loading and close all valves. Await instructions from Terminal on UHF
- Two tone continuous alarm, stop loading and prepare vessel for departure.

All clear alarm on terminal:

- Continuous sounding tone of 30 seconds duration

Actions on board the vessel:

- Raise the fire alarm
- Inform terminal
- Fight fire to prevent spreading
- Cease cargo operation
- Stand by to disconnect loading arms
- Main engines to be on stand by

Actions on shore:

- Raise the fire alarm
- Fight fire to prevent spreading
- Cease all cargo operations
- Stand by to disconnect loading arms
- Inform the vessel
- The Terminal Emergency Procedure is effective immediately

Appendix C - Important Telephone Numbers and Radio Channels

NYHAMNA MARINE TERMINAL

IMPORTANT TELEPHONE NUMBERS AND RADIO CHANNELS

Emergency	66 66 (fixed phone on jetty)
Loading Master	95 29 41 61
Main Gate	71 17 80 00

VHF Channels to be used during navigation and berthing:

VHF channel 16 and 14 when sailing to/from Nyhamna Port.

VHF channel 14 during berthing operations

UHF Channels to be used when the vessel is moored alongside the jetty:

UHF Channels to be arranged with the Loading Master

UHF radio handset will be provided from shore to the vessel

Ships main radio and radar systems should not be used or tested when berthed.

Appendix C

Important Telephone Numbers and Radio Channels

NYHAMNA MARINE TERMINAL

IMPORTANT TELEPHONE NUMBERS AND RADIO CHANNELS

Emergency	66 66 (from fixed phone on jetty)
Loading Master	95 29 41 61
Main Gate	71 17 80 00

VHF Channels to be used during navigation and berthing:

VHF channel 16 and 14 when sailing to/from Nyhamna Port.

VHF channel 14 during berthing operations

UHF Channels to be used when the vessel is moored alongside the jetty:

UHF Channels to be arranged with the Loading Master

UHF radio handset will be provided from shore to the vessel

Ships main radio and radar systems should not be used or tested when berthed.

Appendix D - Instructions to Master

Company: AS Norske Shell
Terminal: Nyhamna Marine Terminal
Date: _____
The Master MT: _____

SAFETY LETTER

Responsibility for the safe conduct of operations while your ship is at the terminal rests with you, as Master of the ship, and with the responsible Terminal Representative. We wish, before operation start, to seek your full co-operation and understanding of the safety requirements set out in the Ship/Shore Safety Check-list, which are based on safe practices that are widely accepted by the oil tanker industries.

We expect you, and all under your command, to adhere strictly to these requirements throughout your ship's stay alongside this terminal and, we from our part, will ensure that our personnel do likewise, and co-operate fully with you in mutual interest of safe and efficient operations.

Before the start of the operations, and from time to time thereafter, for our mutual safety, a member of the terminal staff, where appropriate together with Responsible Officer, will make a routine inspection of your ship to ensure the elements addressed within the scope Ship/Shore Safety Check-List are being managed in an acceptable manner. Where corrective actions is needed, we will not agree to operations commencing or, should they have been started, we will require them to be stopped.

Similarly, if you consider the safety is being endangered by any action ion the part of our staff or by any equipment under our control, you should demand immediate cessation of operation.

THERE CAN BE NO COMPROMISE WITH SAFETY

Please acknowledge receipt of the letter by countersigning / returning copy of the letter.

Signed _____
Loading Master Nyhamna

Loading Master on duty is: _____

Signed _____
Master

Date/Time _____

Appendix E - Smoking Notice

NYHAMNA MARINE TERMINAL

SMOKING NOTICE

SMOKING ON BOARD

During loading, discharging, transferring of cargo, ballasting alongside the jetty smoking is only allowed in the following places:

- 1 _____
- 2 _____
- 3 _____

(TO BE POSTED IN AT LEAST THREE DIFFERENT PLACES ON BOARD)

Appendix E

Smoking Notice

NYHAMNA MARINE TERMINAL

SMOKING NOTICE

SMOKING ON BOARD

During loading, discharging, transferring of cargo, ballasting alongside the jetty smoking is only allowed in the following places:

- 1 _____
- 2 _____
- 3 _____

(TO BE POSTED IN AT LEAST THREE DIFFERENT PLACES ON BOARD)

Appendix E

Smoking Notice

NYHAMNA MARINE TERMINAL

SMOKING NOTICE

SMOKING ON BOARD

During loading, discharging, transferring of cargo, ballasting alongside the jetty smoking is only allowed in the following places:

- 1 _____
- 2 _____
- 3 _____

(TO BE POSTED IN AT LEAST THREE DIFFERENT PLACES ON BOARD)

Appendix E

Smoking Notice

NYHAMNA MARINE TERMINAL

SMOKING NOTICE

SMOKING ON BOARD

During loading, discharging, transferring of cargo, ballasting alongside the jetty smoking is only allowed in the following places:

- 1 _____
- 2 _____
- 3 _____

(TO BE POSTED IN AT LEAST THREE DIFFERENT PLACES ON BOARD)

Appendix F - Application for ship repair, and maintenance when alongside

MV _____

Date: _____

To Loading Master at Nyhamna Marine Terminal,

Dear Sir,

By this we ask for permission to carry out necessary ship repair, and maintenance work when the vessel is alongside. The work will not immobilise the vessel or reduce the safety level on board.

The work is expected to take approximately _____ hours.

The following onboard work tasks are asked permission for:

Signed: _____

Master

Permission to carry out work onboard as requested is granted / refused.

Signed: _____

Loading Master / Shift Supervisor

Appendix G - Cargo quantity and loading rates

Name of vessel: _____

Jetty: _____

Date: _____

To Nyhamna Marine Terminal:

A: I request the terminal to supply my vessel with _____ m3 of Condensate.

B: Cargo will be located in cargo tanks no (sequence of loading)

C: Requested loading rates will be as follows:

Start: _____ m3/hr

Normal _____ m3/hr

Top-off _____ m3/hr

Signed: _____

Master

Signed: _____

Nyhamna Marine Terminal representative

Appendix H - Declaration of clean segregated ballast water

Place: Nyhamna Marine Terminal

Date: _____

Master of MV _____

Belonging to: _____

I hereby declare and certify that the segregated ballast tanks and associated pipelines, which cannot be sampled, contain clean ballast water only.

If the content of my vessels ballast tanks and piping causing pollution when being discharged over board, I accept the full responsibility for all the consequences caused.

Signed _____

Master

Received _____

Nyhamna Marine Terminal representative

Appendix I - Declaration of Security

Name of Ship:

Port of Registry	
IMO Number	
Name of Port Facility or interfacing Ship	
(If another ship: Port of Registry)	
(If another ship: IMO Number)	

This Declaration of Security is valid from until, for
 the following
 Activities

(list the activities with relevant details)

Under the following security levels:

Security level(s) for ship:	
Security level(s) for the port facility:	

The port facility and ship agree to the following security measures and responsibilities
 to ensure compliance with the requirements of Part A of the International Code for
 the Security of Ships and of Port Facilities.

The affixing of the initials of the SSO or PFSO in the columns on next page indicates
 that the activity will be done, in accordance with relevant approved plan, by:

Activity	The port facility:	The ship:
Ensuring the performance of all		

security duties		
Responsibility for checking identification and screening of:		
- Passengers		
- Stores		
Responsible for searching the quay area directly surrounding the vessel		
Responsible for illuminating:		
- The ship		
- The quay area close to ship		
Patrol or monitor the waters close to ship.		
Other measures to be implemented:		

The signatories to this agreement certify that security measures and arrangements for both the port facility and the ship during the specified activities meet the provisions of chapter XI-2 and Part A of Code that will be implemented in accordance with the provisions already stipulated in their approved plan or the specific arrangements agreed to and set out in the attached annex.

Dated aton the

Signed for and on behalf of	
The port facility:	The ship:
<i>(Signature of Port Facility Security Officer or other person responsible for security matters)</i>	<i>(Signature of Master or Ship Security Officer)</i>

Name and title of person who signed	
Name:	Name:
Title:	Title:
Contact details:	Contact details:

Appendix J - Loan of portable UHF set

MV _____

In order to ensure safe contact between the vessel and the terminal one portable UHF set with charger and batteries is delivered to the ship.

The UHF radio is working on channel, which will be the working channel between the vessel and terminal control room / operators during the cargo operation.

After completion of cargo operations the radio must be handed back to the terminal operator.

Radio no _____

Signature Vessel representative: _____

Received date / hour: _____

Handed back date / hour: _____

Signed Terminal representative: _____

Appendix K - Segregated ballast results

To: The Master

Name of vessel: _____

Date: _____

Time: _____

The result of the segregated ballast tanks on board your vessel is as follows:

Permission is hereby granted to discharge the following segregated ballast overboard:

**Permission to discharge ballast over board from the following tanks is refused
due to high content of hydrocarbons in the ballast water:**

The contaminated ballast must retain on board

Signed: _____

Nyhamna Marine Terminal representative

Appendix L - Waste handling request

I hereby request the use of the Nyhamna Marine Terminal Garbage Reception Facility, and confirm my understanding of, and agreement to, the following:

- 1) Garbage will be restricted to that as construed within the MS & FV (Port Waste Reception Facilities) Regulations 2003 ([SI 2003/1809](#)).
- 2) All general Galley Waste will be placed in **double** plastic bags, sealed, labeled and deposited in the approved containers/Eurobins.
- 3) An entry will be made in the Deck Log Book verifying the type and quantity of garbage landed for disposal.

Responsibility for safe handling of waste by the Terminal is subject to the following:

- [Pollution Control Act](#) (1981)
- [Waste recycling and handling Regulations](#) (2004)
- [Prevention of pollution regulations](#) (2004)

All waste landed by vessels is categorized as 'Controlled Waste'. Disposal of Controlled Waste is dependent on its category and type. The Terminal should be given reasonable notice of landing waste, other than general galley waste, in order to provide specialized receptacles.

Certain types of Controlled Waste are Recyclable (see overleaf), and will be disposed of as such.

Unacceptable Waste includes Radioactive Material and Asbestos (other than gaskets).

Charges:

A standard waste charge is levied on every vessel, regardless of whether waste reception facilities are used or not. The level of the waste charge is recalculated each year.

The current level of waste charge is: _ _ _ _ _

An additional charge may be levied if additional precautions are necessary to dispose of special waste. Additional Charges will be levied for incorrect usage of Waste Receptacles, where separation of waste maybe required for correct disposal.

All Waste receptacles are included in Shipskid and must be preordered.

Declaration:

I have *bags / m3* of Galley Waste for landing and disposal. (*delete as necessary)

I have other Controlled Waste to land/dispose of, which consists of:

I have Special Waste to land/dispose of, which consists of:

I have Recyclable Waste to land/dispose of, which consists of:

This form may be used to substantiate to Third Parties the landing/disposal of the indicated garbage.

My Agent is:

MV

Signed.....

Master

Signed.....

For Nyhamna Marine Terminal

Date.....

Appendix M - Waste handling specification

Information to be notified before entry into the port of Nyhamna: The harbour, terminal or port referred to in regulation 11 of the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2002.

1. Name, call sign and where appropriate, IMO identification number of the ship:
2. Flag State:
3. Estimated time of arrival (ETA):
4. Estimated time of departure (ETD):
5. Previous port of call:
6. Next port of call:
7. Last port and date when ship-generated waste was delivered:
8. Are you delivering
all some none (*)
of your waste into port reception facilities
9. Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity:

If delivering all waste, complete second column as appropriate. If delivering some or no waste, complete all columns.

Type	Waste to be Delivered (m ³)	Maximal dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call (m ³)
1. Waste oils					
Sludge					
Bilge water					
Other (specify)					
2. Garbage					
Food waste					
Plastic					
Other					
3. Cargo-associated waste¹ (specify)					
4. Cargo residues¹ (specify)					
5. Source segregated – Waste reduction (specify)					

- (1) May be estimated
(*) Tick appropriate box

Notes:

1. This information may be used for Port State control and other inspection purposes.
2. Member States will determine which bodies will receive copies of this notification

I confirm that the above details are accurate and correct and there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port at which waste will be delivered.

Date:.....

Time:.....

Name and Signature:.....

Appendix N – Material Safety Data Sheet

