



**NANAIMO PORT AUTHORITY
RULES AND
REGULATIONS
FOR
MARINE
TERMINALS**

JULY 1, 2014

Revisions

Origination

Revision 1

Revision 2

Revision 3

Revision 4

Revision 5

Revision 6

Revision 7

Revision 8

Revision 9

Revision 10

CONTENTS

PART I DEEP DRAFT MARINE TERMINALS

1:00 Introduction

1:01 Objective and Authority

1:02 Applicability

1:03 Terminals not Public Thoroughfares

2:00 Definitions

3:00 Solicitation

4:00 Conduct

5:00 Operational Requirements

6:00 Communications

6:01 Communications Before Berthing

6:02 Communications Alongside

6:03 Emergency Communications

7:00 Mooring at berths

7:01 Mooring Lines

7:02 Mooring Alongside

7:03 Winches

7:04 Tugs

7:05 Weather and Traffic

7:06 Hot Work and Other Maintenance

7:07 Discharge of Sewage, Gray-water, Bilge Water, Oil or Other Liquids

7:08 Stack Emissions

7:09 Gangways

7:10 Line Handling

7:11 Lighting

8:00 Security

8:01 Levels of Access and Display Badges

8:02 Passenger and Crew Manifest

9:00 Bunkering, Fueling, Liquid Bulk Cargo Transfer

9:01 Ship/Shore Safety List

9:02 Firefighting Equipment and Communications

9:03 Notices

9:04 Access to Vessel during Fueling
9:05 Flags and Lights
9:06 Emergency Shutdown

10:00 Safety

10:01 Safety Regulations
10:02 Personal Safety Equipment and Medical Emergencies
10:03 Safety Inspections

11:00 Miscellaneous

11:01 Vehicle Warning Lights/Alarms
11:02 Vehicle Access to Vessel
11:03 Access by other than Vessel Personnel
11:04 Passenger and Crew Lists
11:05 Dunnage and Pallets
11:06 Unlawful Acts
11:07 Additional Security
11:08 Military and Public Vessel Crew Security (Reserved)
11:09 Firearms Ammunition and Explosives
11:10 Persons Intoxicated
11:11 Smoking
11:12 Lifeboat Suspension
11:13 Landing Skiffs
11:14 Radioactive Material
11:15 Compressed Gas
11:16 Handicapped Access
11:17 Confinement of Passenger and Crew
11:18 Long Term Berth Leases
11:19 Additional Rules and Regulations
11:20 Public Tours of Vessels
11:21 Posted Signage

12:00 Lavberthing (Reserved)

PART I
Deep Draft Municipal Marine Terminal
Rules & Regulations

Section 1:00 **Introduction**

1:01 Objective and Authority

The objectives of these Rules & Regulations governing Safety, Security and other general operating regulations at Port owned Marine Facilities operated by the Port of Nanaimo under federal and provincial regulations and under the authority of Nanaimo Port Authority (NPA). These regulations are in addition to those provisions contained in the Port Tariff as amended.

1:02 Applicability

These Rules and Regulations apply to all vessels, businesses and organizations and their representatives or agents of, servicing vessels and/or passengers at Company owned Marine Terminals during marine operations or cargo handling.

1:03 Terminals Not Public Thoroughfares

The marine terminals of the NPA are not public thoroughfares and access may be restricted to the general public by the Manager under the Federally Approved Security Plan or Terminal Rules and Regulations.

Section 2:00 **Definitions**

Whenever used in these Rules & Regulations the following terms shall have the meaning respectively hereinafter indicated:

Manager: The Port's Manager of Marine Facilities, which shall include any officer succeeding to the function thereof.

Director of Operations/Harbour Master: The authorized designee of the Manager of the NPA, which term shall include any officer succeeding to the function thereof. Unless specifically stated otherwise herein, reference to the "Manager" shall include any authorized designee.

Solicitation: Written or verbal communicating, approaching or initiating a conversation with any person on Terminal Property, or in any way employing or inducing any other person to approach or initiate a conversation with any person on Terminal property, other than a person who is engaged in business authorized by the Port for the sole purpose to service a vessel and /or the vessel's passengers.

Terminals: Any facility owned by the NPA and operated by the Port that is used in the transitioning of cargo or passengers from land to a waterborne vessel or from a waterborne vessel to land, or in support of those functions.

Section 3:00 Solicitation

No person shall engage in solicitation of business or passengers on Terminal property, including within the terminal premises, except to the extent expressly authorized herein.

Section 4:00 Conduct

The NPA reserves the right to hold Organizations, Businesses representatives or agents responsible for any violations of these Rules and Regulations.

- a. All authorized representatives or agents of businesses or Organizations shall so conduct and carry on their business at the Port as to maintain a friendly, cooperative, though competitive relationship with their competitors engaged in like business at the Port, and shall not engage in open and public disputes, disagreements, or conflicts tending to deteriorate the quality of service or be incompatible to the best interest of the Port.
- b. All authorized representatives or agents of, businesses or organizations shall conduct themselves in an orderly and proper manner at all times so as not to annoy, disturb or be offensive to staff, employees, passengers and others at the Terminal and shall not provide misleading information concerning their own service or any other service at the Port.
- c. Inappropriate language (including but not limited to swear words, racial slurs or slant) and gestures will be considered offensive behavior, and will be punishable by the removal of individuals for the duration of the day or as deemed appropriate by the Manager.
- d. Repeated violations will result in the loss of privilege to provide services in any Port facility. This loss of privilege, and the duration thereof, will be determined by the Manager.

Section 5:00 Operational Requirements

- a. All businesses and organizations are required to provide the NPA a list of approved employees or volunteers verifying their employ and citing reason for their presence at the terminals, prior to the issuance of identification badges.
- b. All employees or volunteers representing authorized businesses must wear and make visible their terminal access badge at all times when at the terminals. Any persons that do not have an access badge on their person will not be able to access the terminals. There will be no exceptions.
- c. Personnel not engaged in authorized vessel operations will be restricted to specific terminal areas.

- d. Anyone engaged in business during a vessel visit without an access badge will be removed from the property. There will be no exceptions.
- e. Only approved vehicles will be allowed on the piers or terminal yards during operations.
- f. Parking for badge holders will be in designated areas of the terminals only. Such areas will be determined by the Manager.

Section 6:00 Communications

6:01 Communications before Berthing

Application for berthing at marine facilities must be made in advance in writing to the Terminal Facilities Manager or designee. Such request shall include the vessel name, owner, dates of required usage, services required and other information as requested. The Manager or his designee may accept a verbal request for berthing.

6:02 Communications Alongside

The Port may provide a radio to the vessel for direct communication with the security provider. The radio shall be monitored at all times by a person fluent in the English language.

6:03 Emergency Communications

In the event of an emergency aboard the vessel, the Harbour Master shall be immediately notified and advised about the nature of the emergency, steps being taken to contain it and what assistance is required.

Section 7:00 Mooring at Berths

7:01 Mooring Lines

The vessel is responsible, at all times, for keeping all mooring lines tightly secured. Supplemental mooring lines and/or fenders may be required by the Manager as conditions dictate.

7:02 Mooring Alongside

The vessel is responsible, at all times, for keeping all mooring lines tightly secured whenever supply vessels, bunker barges or other vessels are tied up alongside.

7:03 Winches

The vessel is responsible, at all times, for tending all mooring winches to insure that the vessel is adequately moored alongside the berth. This shall include the frequent inspection of constant tension winches.

7:04 Tugs

The vessel is responsible, at all times, for keeping direct communications with tugs attending them while docking or undocking, and in case of emergencies.

7:05 Weather and Traffic

The vessel shall, at all times, pay strict attention to weather conditions, tides, currents, condition of mooring or other circumstances while at a marine facility. In the event of a deep draft vessel transit access to/from the vessel may be suspended and the gangway removed until any vessel surge has abated.

7:06 Hot Work and other Maintenance

- a. Hot work and other maintenance that may impact the Port's piers without the express permission of the Harbour Master while at the berth is prohibited.
- b. All hot work shall be conducted in accordance with rules and regulations established by the Fire Department, and the NPA.
- c. A permit for hot work is required. Such permit shall be issued by the Harbour Master.
- d. Maintenance may be conducted on interior sections of the vessel when alongside.
- e. Chipping paint on the hull or other part of the vessel where paint chips may enter the water is prohibited.
- f. Painting of the hull or other part of the vessel where paint may enter the water is prohibited.

7:07 Discharge of Sewage, Graywater, Bilge Water, Oil or Other Liquids

- a. Pumping untreated sewage into the waters of Nanaimo is strictly prohibited by Federal and Provincial law. The discharge of graywater, dirty ballast, or other fluids deemed prohibited by the Harbour Master while berthed at port facilities is prohibited. Discharges by vessels utilizing treatment equipment approved under Canadian Federal Standards is permitted under the authority of the Harbour Master whose decision will be final.
- b. Sewage discharge facilities are not available at NPA's Piers. A contractor provided by the vessel shall remove bilge water, oil or other liquid materials.

7:08 Stack Emissions

The visible emission of stack gasses or other emissions that contain objectionable odors as deemed by the Harbour Master while berthed at Port facilities is prohibited.

7:09 Gangways

Gangways shall be kept in safe working order at all times and shall be kept free of tripping or slip hazards and litter at all times. The vessel is responsible for tending gangway connections and the gangway if provided by the vessel. Gangways provided by the terminal shall be tended at the ship's rail by vessel personnel.

7:10 Line Handling

The Port may provide line Handling services. Such services may also be contracted through a licensed stevedore. Contract services are available in the port. Port personnel may be directed to handle lines in case of emergency.

7:11 Lighting

The vessel shall provide sufficient and safe lighting at the accommodation hatch and gangway at all times of darkness.

Section 8:00 Security

8:01 Levels of Access and Display of Badges

Levels of terminal access will be determined by the Security Manager.

8:02 Passenger and Crew Manifest

Passenger and crew manifest along with a visitor and guest list must be forwarded by the Ship's Security Officer or by the designated ships agent to the Facility and is required a minimum of 24 hours prior to ships arrival.

Section 9:00 Bunkering, Fueling, Liquid Bulk Cargo Transfer

9:01 Ship/Shore safety list

Ship/Shore safety lists include a pre-transfer conference and Declaration of Inspection for liquid bulk cargo transfer. These shall be completed and submitted to the Manager by the vessel and vendor before transfer operations begin.

9:02 Firefighting Equipment and Communications

- a. Prior to petroleum transfer operations at least two ships fire hoses shall be laid out and connected to the fire main nearest the transfer station, one forward and one aft. At least two hand held dry chemical fire extinguishers shall be conveniently placed for use at the ship's manifold.

- b. The vessel and vendor shall maintain direct communications at all times during transfer operations.

9:03 Notices

The port shall be notified in advance that fueling operations will take place. In the event of a spill onboard or into the water, it shall be the Master's responsibility to also immediately notify the Canadian Coast Guard. The Coast Guard Response Center can be reached at (250) 363-2333 and the NPA Harbor Master can be reached at (250) 729-1475

9:04 Access to Vessel during Fueling

Access to the vessel by way of the gangway will not normally be prohibited or restricted during fueling operations. The Manager shall prohibit access to the vessel if, in his/her opinion, an unsafe situation has developed or is developing.

9:05 Flags and Lights

During fueling operations a "Bravo" flag shall be flown from the outermost halyard on the yardarm. A red light shall be displayed on the mast or yardarm in times of darkness.

9:06 Emergency Shutdown

If the Master, Manager or Person in Charge (PIC) of fueling operations finds cause or suspects cause of an unsafe condition the transfer operations shall immediately stop. Transfer operations shall also be stopped during thunder storms.

Section 10:00 Safety

10:01 Safety Regulations

All safety regulations as established by the Manager or under government regulations shall be complied with at all times.

10:02 Personal Safety Equipment and Medical Emergencies

- a. Personal safety equipment is required to be used at all times when appropriate by terminal staff, contract labor and vessel crews. This shall include floatation work vests, hard hats, hearing protection, steel toed shoes, high visibility safety vests, float coats, lifejackets, clothing offering full body coverage, respirators, gloves or other equipment as appropriate.

- b. In the event of serious injury or illness, at the terminal or on a vessel, the City of Nanaimo's Medical Rescue Service shall be called and first aid administered as required until Emergency Medical personnel arrive. Notification shall be made by calling 911

10:03 Safety Inspections

The NPA reserves the right to conduct safety inspections of vessels to insure they are in compliance with Port rules and regulations. The Manager or City Fire Department may carry out such inspections without notice.

Section 11:00 Miscellaneous

11:01 Vehicle Warning Lights/Alarms

Maintenance vehicles working on piers when vessels are alongside shall display an operating flashing yellow light. Security vehicles shall display a flashing green light. All maintenance vehicles shall be equipped with backup alarms.

11:02 Vehicle Access to Vessel

- a. Access to a berthed vessel by taxi, van, bus or other vehicle shall not be granted by the vessel without permission of the Manager.
- b. All vehicles permitted to travel on piers may be searched prior to being permitted onto the terminal by security personnel. Contract labor receiving stores shall be responsible for delivery inspections at the terminal or when deliveries are made external to terminals at delivery docks.
- c. Vehicles requiring access to the pier shall be escorted to a point deemed appropriate by the Manager. Such point shall be clear of gangway access, bollards, leads of lines, building doors and pedestrian flow.
- d. Drivers of vehicles authorized to enter the terminal shall present their photo license, port pass, delivery order or manifest, and shall receive a vehicle pass.
- e. Drivers shall be instructed as to the terminal's traffic pattern and be monitored when transiting to their delivery or pick up location.

11:03 Access by other than Vessel Personnel

Family, friends and acquaintances of passengers or crew will not be permitted access to the vessel without the express permission of the Manager.

11:04 Passenger and Crew Lists

A copy of the passenger and crew list for every vessel shall be provided by the vessel to the Manager for use by security personnel.

11:05 Dunnage and Pallets

The vessel is responsible for the removal of all dunnage and pallets, or other containers associated with stores or cargo.

11:06 Unlawful Acts

"Persons conducting unlawful acts on the berth or terminal shall be reported to the Royal Canadian Mounted Police (RCMP).

11:07 Additional Security

At the discretion of the Manager, additional security personnel may be required at the sole cost to the vessel.

11:08 Military and Public Vessels Crew Security

Reserved

11:09 Firearms, Ammunition and Explosives

Only duly authorized security personnel, law enforcement officers, members of the armed forces of Canada or Royal Canadian Mounted Police (RCMP) on official duty shall carry weapons, ammunition, or explosives in any of the NPA Terminal Facilities.

Appropriately cased sporting guns carried for transshipment that meet the carrier's packaging requirements are accepted. No firearm or explosive device shall be carried in any "carry on" luggage or onto a vessel.

Discharge or use of any weapon at the NPA Terminals is prohibited, except in the performance of official duties.

11:10 Persons Intoxicated

Intoxicated or troublesome persons shall be confined to their quarters on the vessel. In the event of an altercation at the Terminal the Manager shall notify the Terminal security and the RCMP.

11:11 Smoking

There shall be no smoking on any weather deck or within fifty feet of the transfer site on the dock. The Master shall designate interior smoking areas on the vessel with the concurrence of the Manager. Smoking in buildings is prohibited.

11:12 Lifeboat Suspension

Lifeboats or other items shall not be suspended over the side of the vessel without the Harbour Master's authorization.

11:13 Landing Skiffs

The vessel shall not land skiffs, small boats or other type craft onto the Terminal without the Harbour Master's authorization.

11:14 Radioactive Material

Radioactive material may not be handled at the terminal without express permission of the Harbour Master

11:15 Compressed Gas

The delivery or removal of compressed gas bottles from a vessel is permitted. Bottles shall be retained aboard the vessel until delivery or removal is expected.

11:16 Handicapped Access

Handicapped persons may be allowed on Terminal property provided accommodations for safe transit to and from the vessel are provided.

11:17 Confinement of Passengers and Crew

The NPA reserves the right to detain or confine passengers and/or crew for safety, security or other appropriate reasons.

11:18 Long Term Berth Leases

The NPA reserves the right to establish leases for long term berthing.

11:19 Additional Rules and Regulations

Additional Rules and Regulations for vessel mooring at a Terminal may be found in the NPA Terminal Tariff.

11:20 Public Tours of Vessels

Tours of vessels by the general public are permitted with permission of the Manager. Such tours are only permitted to the extent that they conform to the Federally Approved Terminal Security Plan. Access for public tours shall be requested by the vessel in advance of arrival. The Manager and vessel shall agree to a mutually acceptable public management plan prior to tours commencing. The vessel shall provide personnel to supplement security personnel in managing of pedestrian flow. The Manager reserves the right to supplement existing personnel with additional security or police officers at the expense of the vessel. The Manager shall establish pedestrian flow patterns and non-

access zones as deemed appropriate on the terminal and erect barriers to prevent access.

11.21 Posted Signage

All common roadway users are required to obey all posted signage on Port Property. Failure to do so will result in suspension or revocation of privileges at the discretion of the NPA.

Section 12:00 Layberthing

Reserved

<