

PORT OF NOME PETROLEUM TRANSFER OPERATING PROCEDURES

The following operational procedures will apply to all petroleum transfers conducted at the Port of Nome Causeway facility.

Also addressed in Port of Nome Tariff Section: 03.050 a. through f.

1. The Petroleum Facility Operator will provide the Person in Charge (PIC) of operations for all transfers and is responsible for the product between the vessel connection and their respective tank farm as previously determined by the USCG.
2. **The Port currently plans to provide manpower to monitor the header connections at the dock for inbound deliveries until further notice. Procedures are currently underway to implement a Petroleum Transfer Permit with local Facility Operators sometime during the 2007 season. (Direct questions to the Harbormaster regarding this issue.)**
3. The Port will conduct a pressurized air test of the petroleum cargo lines prior to the first barge delivery. Hydrostatic pressure tests will be conducted annually on all fuel lines and transfer hoses to 225 psi. Acceptable operating pressure for all pipelines is 100 psi.
4. The Port will perform the necessary evacuation procedures (or pigging) of the lines after incoming deliveries for the 2006 operating season only. (see item 2)
5. Facility Operators will be responsible for any transfer of product from the tank farms to a vessel and must perform required evacuation procedures within twelve (12) hours of ceasing operations. Twenty-four (24) hour notice must be given to the Port before transferring of product and immediate notice be given when lines are clear.
6. Facility Operators must participate in the Port's Pre-Transfer Checklist prior to ANY pipeline use to ensure facility readiness. Operators performing evacuation procedures after transferring product from the tank farms to vessels are required to complete the Pipeline Status Form when lines are clear.
7. Facility Operators must ensure that the barge carriers position their barge headers in the location identified by signage on the dock. This will prevent the need to relocate the vessel or to use an excessive amount of soft hose.

8. The Port will provide 6” diameter soft hose(s) from the header to the face of the dock. The Port has a maximum of 150 feet of soft hose available for use by the Facility Operator.
9. The barge crew must provide a hard hose over the dock from their header to meet the Port’s soft hose connection. **Barge crew must suspend hose to prevent chafing on the C-cell bull rail or on the barge.**
10. Facility Operators will notify the Port when they are within one hour of being ready to transfer product. This will be considered as “stating readiness” and operations should commence within the hour. If operations do not commence within that hour or are temporarily suspended, a stand by time of \$50.00 per man per hour will be charged for personnel until operations commence or resume.
11. USCG Port Security Regulations require that all authorized personnel on the dock have proper identification and comply with all rules outlined in the Port of Nome Facility Security Plan (FSP) or determined by the Facility Security Officer (FSO). Pertinent sections of the FSP will be provided to each Facility Operator PIC.

DEFINITIONS:

Barge Crew – Personnel from the tug or barge transferring the petroleum at the Port of Nome.

Facility Operator – Any petroleum tank farm companies operating shore-side within the Port of Nome facility, including their employees or designees. Specifically Bonanza Fuel, Inc. (BFI), Crowley Marine Services (CMS) and Nome Joint Utility Systems (NJUS). These companies have been designated by the USCG as Petroleum Facility Operators for the Port of Nome.

Port – The Port of Nome or City of Nome.

Forms Attached:

Pre-Transfer Checklist
Pipeline Status Form

(These forms are provided on-site in the transfer supplies container.)