

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.

As provided in Port of Nome Tariff Sections: 03.030a & 03.050a-h & 05.035a8

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 will provide manpower to monitor the header connections at the dock and perform the necessary evacuation procedures (or pigging) of lines for inbound deliveries until further notice. Header operation for outbound deliveries will be determined on a case by case basis, at the City's discretion.
3. Section 03.030(a) of the Port of Nome Tariff now requires all Facility Operators to maintain a 750 GPM (gallons per minute) or 45,000 GPH (gallons per hour) for all inbound and outbound transfers. Failure to maintain this quantity may result in termination of the transfer, additional labor costs for City personnel delayed by slow transfer, or postponement of the operation at the City's discretion. (GPM will be averaged over the entire delivery)
4. Sections 03.030 & 05.035(a)(8) of Port Tariff No 16.2 stipulates the policy and rate structure for labor costs associated with any City transfer personnel that operate the City Fuel Header and pipeline during fuel transfers. All costs for transfers will be charged to the responsible carrier, and invoiced with wharfage and dockage charges. Carriers are encouraged to minimize start-up delays and down time during transfers.
5. Facility Operators may be responsible for oversight of any transfer of product from the tank farms to a vessel **(as determined by the Harbormaster)**. Evacuation procedures must be performed within twelve (12) hours of ceasing operations (unless otherwise approved by Harbormaster) and supervised by City personnel. Twenty-four (24) hour notice to the Port is required before transferring of product and immediate notice given when transfer is complete.
6. The Port will conduct a pressurized air test of the petroleum cargo lines prior to the first barge delivery each season. Hydrostatic pressure tests will be conducted on cargo lines & hoses following the first product delivery of the season. Tests are performed to 225 psi but acceptable operating pressure for all pipelines is 100 psi.
7. 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.

8. 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 for the barge operator to lay out an excessive amount of soft hose.
9. The Port will provide one 6" and 2 4" wye for use during fueling operations.
10. The barge crew must provide a fuel hose from the barge header to meet the Port's shore-side header. **Barge hose must be suspended to prevent chafing on the dock bull rail or barge.**
11. 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 per applicable man per hour will be charged for personnel until operations commence or resume. See 05.035(a)8
12. 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) as determined by the Facility Security Officer (FSO). Pertinent training of the FSP will be provided to each Facility Operator PIC.

DEFINITIONS:

Barge Crew – Personnel from the tug or barge transferring 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 Fuels, LLC (CF) and Nome Joint Utility Systems (NJUS). These companies have been acknowledged by the USCG as Petroleum Facility Operators for the Port of Nome.

Port – The Port of Nome or City of Nome.

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

Pre-Transfer Checklist
Pipeline Status Form

Contact the Harbormaster with questions at 907.304.1906 or lstotts@nomealaska.org