

**LIMETREE BAY**  
T E R M I N A L S



**MARINE/TERMINAL PORT  
REGULATIONS  
LIMETREE BAY  
ST. CROIX, U.S. VIRGIN ISLANDS**

## PREFACE

This publication is intended to serve as a guide to Masters, Owners and Operators of vessels with the general conditions, Terminal facilities, services available, security requirements, safety and environmental requirements at the facilities of Limetree Bay Terminals LLC in Limetree Bay, St. Croix, U.S. Virgin Islands. Masters, Owners and Operators of vessels, however, retain full responsibility for their vessels at all times while using Limetree Bay Terminals LLC facilities and while under pilotage.

This publication does not supersede or replace any rules, guidelines, and standards contained in Federal, International, and Local Regulations, and OCIMF / ISGOTT. These Port Regulations are not all-inclusive. Limetree Bay Terminals LLC adheres to all applicable rules and guidelines set forth by Federal, International, Local Regulations, and OCIMF / ISGOTT. Masters, Operators and Owners using Limetree Bay Terminals facilities are advised to keep themselves well informed of all local Notices to Mariners and all applicable regulations issued by government agencies, particularly those contained in Titles 33 and 46 of the U.S. Code of Federal Regulations and publications of the U.S. Coast Guard relating to the operation of tank vessels, oil transfer operations, the prevention of pollution and vessel security requirements.

The information contained here is believed to be accurate at the time of printing but the company makes no warranties and assumes no responsibilities regarding it or any information which may appear in supplemental publications, additions, corrections or representations which may be supplied by the company in any form.

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**SAFETY AND ENVIRONMENTAL PROTECTION IS THE NUMBER ONE GOAL AT LIMETREE BAY TERMINALS LLC. MASTERS, OWNERS, AGENTS, AND OPERATORS MUST COMPLY WITH ALL SAFETY AND ENVIRONMENTAL REGULATIONS PERTAINING TO LIMETREE BAY TERMINALS, LLC FACILITIES IN LIMETREE BAY, ST. CROIX, U.S. VIRGIN ISLANDS**

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## **1.0 TERMINAL AND PORT INFORMATION**

### **1.1 PORT**

The facilities of Limetree Bay Terminals, L.L.C are located in Limetree Bay on the South side of the island of St. Croix, U.S. Virgin Islands.

Mariners are advised to take arrival at the Pilot Station located at Latitude 17° 37' N 064° 41' W, and must not **approach** the Entrance Buoys until advised by Pilot.

The facility has an offshore Single Point Mooring located to the SW of the Main entrance channel. All information pertaining to this SPM can be found in the facility SPM Information manual.

### **1.2 TIME**

The U.S. Virgin Islands use Atlantic Standard Time which is four hours behind Mean Time, (GMT) all year round.

### **1.3 AGENCY**

Limetree Bay Terminals, L.L.C. does not provide Agency Services. Ship Owners/Operators to arrange vessel services through local independent Agencies.

### **1.4 BOARDING PARTY**

All vessels arriving from a foreign port will be boarded by the U. S. Customs and Border Patrol (CBP) Officers. Ships personnel are not allowed ashore nor are shore personnel allowed on board until permission is granted from these officers.

The vessel's Agent shall assist in clearing the vessel and shall provide any additional administrative forms required. Required cargo documents shall be placed on board by the Terminal Department.

### **1.5 SHORE LEAVE**

Sufficient personnel under supervision of a responsible officer shall remain aboard the vessel at all times to deal with operations and any emergency.

## **1.6 TRANSPORTATION**

Crew members desiring shore leave are not permitted to walk beyond the dock entrance of their vessel. Transportation is available when required for transportation through the Terminal at no charge to Seamen. Taxi service is available at Terminal entrance to Christiansted and/or Frederiksted at the crew member's expense. Any alternative arrangements for transportation should be made with the Vessel's agent.

## **1.7 REPATRIATION**

All vessel services must be addressed to the vessel's Agent.

## **1.8 VISITORS**

Visitors are not permitted in the dock area. Only persons on official ship's business are permitted on the docks.

## **1.9 ALCOHOLIC BEVERAGES / INTOXICATED INDIVIDUALS**

The transportation of alcoholic beverages inside Limetree Bay Terminals, L.L.C.'s property is strictly prohibited; consequently, no liquor, wine or beer may be removed from vessels. The only exception to the foregoing is the delivery of bonded stores ordered by Masters for their vessels. Intoxicated Individuals will be denied access and/or escorted out of Marine/Terminal facility.

## **1.10 SWIMMING AND FISHING**

Swimming and fishing in the dock area is strictly prohibited.

## **1.11 PHOTOGRAPHY**

Cameras are not allowed within the confines of the Marine/Terminal facility. Picture taking is strictly prohibited.

## **1.12 PORT CHARGES**

Port Charges will be confirmed by the vessel's Agent.



### **1.13 VESSEL SECURITY REQUIREMENTS**

All vessels that arrive at Limetree Bay Terminals, LLC must comply with International Ship and Port Security Code (ISPS) and complete a Declaration of Security (DOS) with the Limetree Bay Terminals Facility Security Officer or designee. The DOS must be completed before cargo operations can commence and persons are permitted to disembark from the vessel.

#### Shore Leave:

Shore Leave for vessel crew is permitted under MARSEC/ISPS Level 1, at the discretion of the Facility Security Officer. All crew members who disembark the vessel must wait at the base of the gangway on the dock for transportation out of the Marine/Terminal facility. Alcohol is not permitted to be transported to the vessel through the Marine/Terminal facility.

#### Contact Information:

Facility Security Officer: (340) 692-3495  
United States Coast Guard: VHF Channel 16  
LIMETREE BAY TERMINAL: VHF Channel 11

## **2.0 WEATHER AND OCEANOGRAPHIC INFORMATION**

### **2.1 HURRICANES**

Hurricane season is June through November of each year. Upon approach of a hurricane, vessels must depart as per applicable USCG Captain of Port Directives and in accordance with Limetree Bay Terminals direction.

### **2.2 TIDES AND CURRENT**

Mariners shall refer to the tides and tidal current publications for info on same.

## **3.0 NAVIGATION, PILOTAGE AND COMMUNICATIONS**

### **3.1 CHARTS**

Virgin Islands (Including St. Croix)  
U.S. Naval Oceanographic Office Chart #25246  
U.S.D.M.A. #25641

St. Croix  
British Admiralty Chart #485

### **3.2 HARBOR ENTRANCE**

The harbor is entered through a dredged channel that is 500' in width with depth of 60 feet at mean low water. A breakwater extends out from the head of the east basin to the coral reef which forms the southern harbor limit. The maximum allowable draft into the port is 55 feet. For maximum drafts at each particular Dock see Appendix B.

### **3.3 NAVIGATIONAL AIDS**

#### Entrance Buoys

Entrance buoys #1 and #2 are located in 80 feet of water on the easterly and westerly sides of the Limetree Bay channel entrance.

Entrance buoy #1 is green positioned at:

Latitude - 17° 40' 37.4" North

Longitude - 64° 44' 18.2" West

Entrance buoy #1 is green and equipped with a quick flashing green light with a visibility of five (5) miles.

Entrance Buoy #2 is red and equipped with a quick flashing red light with a visibility of three (3) miles.

All aids to navigation in the approach channel and harbor are privately maintained by Limetree Bay Terminals, L.L.C..

### **3.4 ANCHORAGE**

No anchoring is allowed around the island of St. Croix. Vessels awaiting berthing availability should proceed to sea towards the south and west of the island to 9-12 miles offshore. Vessels shall standby on VHF channels 11 and 16 and remain within range for berthing instructions.

### **3.5 PROHIBITIONS**

No Anchoring permitted due to environmental rules and regulations. Vessels are not permitted to moor at the terminal or anchor in or near Limetree Bay.

**Transit:** Only vessels inbound or outbound from Limetree Bay may use or be present in the Limetree Bay approach area. No vessel shall enter Limetree Bay except for the purpose of using the facilities located therein, and then only in compliance with the directions of the Marine/Terminal Manager.

**VLCC'S:** Vessels of 100,000 DWT or greater are restricted to daylight docking. Additionally, vessels of 300,000 DWT are restricted to daylight sailing. No exceptions are permitted without specific permission of the Marine/Terminal Manager.

**Security Zone:** The United States Coast Guard Security Zone at the Limetree Bay Terminals LLC, St. Croix, USVI is in effect. For details see 33 CFR Part 165.770 which establishes a security zone in the approaches to the Limetree Bay Terminals Marine/Terminal to facilitate security of the navigable waters and the Limetree Bay Terminals facility.

### **3.6 ARRIVAL AND NOTICE OF READINESS**

A vessel will be considered as arrived, when it reaches the Pilot Station 4 miles south east of the entrance buoys. A vessel's "Notice of Readiness" will not be accepted until the vessel has initially reached this point and notified Limetree Bay Terminals, L.L.C. by VHF, telephone or via Vessel Agent.

### **3.7 BALLAST DRAFTS**

The following ballast drafts are recommended to ensure vessels are trimmed effectively for maneuvering. These guidelines will be adjusted as weather and vessel handling characteristics dictate. Advice concerning any variance will be provided to the vessel by the Pilot in ample time to prevent any unnecessary delays to the vessel's ballasting.

VESSEL DWT	FORWARD	AFT
Under 30,000	10' 00"	16' 00"
30,000 to 50,000	12' 00"	18' 00"
50,000 to 70,000	15' 00"	21' 00"
70,000 to 100,000	18' 00"	24' 00"
100,000 to 150,000	28' 00"	32' 00"
150,000 to 200,000	32' 00"	36' 00"
OVER 200,000	40' 00"	40' 00"

### **3.8 ANCHORS**

Vessels anchors must be on stand by for immediate use if required at all times during maneuvering.

### **3.9 PILOTAGE**

Service is available 24 hours a day and is compulsory for all vessels entering or leaving the facilities at Limetree Bay. Pilots will assist the Master in the docking and undocking of his vessel, however, the Master retains full responsibility for his vessel at all times.

See language of the Pilotage Agreement (attached as Appendix C) for details of the Master/Pilot relationship. This agreement will be presented to the Master upon the pilot's boarding and is required to be executed by the vessel's Master.

### **3.9 PILOTAGE CONT'D**

The Limetree Bay Terminals, L.L.C. Marine/Terminal office is equipped with a VHF radiotelephone having the following channels:

Initial Contact	Channel 11
Working Channel	Channels 9, 10 or 11

Ships must call the Limetree Bay Terminals, L.L.C. Marine/Terminal office on VHF at least three (3) hours and (1) hour before taking arrival at the Pilot Station and advise of any change in their ETA.

### **3.10 CANCELLATION**

Under adverse or extreme conditions, the Master of the vessel will be advised by Pilot of berthing possibilities.

### **3.11 PILOT LADDERS**

The following regulations apply to Pilot Ladders. If these regulations are not complied with, Limetree Bay Terminals, L.L.C. Pilots may refuse to embark or disembark thus delaying the vessel.

The pilot ladder, as per marine safety standard, is to be properly secured, tested and at night adequately lighted. Whenever vessel's freeboard exceeds 9 meters or 30 feet, a combination ladder should be rigged 3 meters above water level or as per Pilot's instructions.

### **3.12 ARRIVAL MESSAGES**

Masters must advise both Limetree Bay Terminals, L.L.C. and vessel's Agents by email 72, 48, and 24 hours in advance of their ETA giving the vessel's name, date and hour of arrival (local time), and the name of their last port of call otherwise delays to the vessel may result. A vessel will be considered as arrived, when it reaches the Pilot Station 4 miles South South East of the entrance.

### **3.13 COMMUNICATIONS**

Limetree Bay Terminals, L.L.C. Operations radio frequencies are as follows.

Calling:	11
Harbor Operations:	9/10/11
Pilotage:	65 or 9

VHF CALL SIGN: KFL-984

Limetree Bay Terminals, L.L.C. will supply an approved Terminal radio and charged battery for communication between the vessel and the dock Person In Charge (PIC) during cargo operations.

### **3.14 DRAFT LIMITATIONS AND UNDER KEEL CLEARANCE**

Draft limitations are listed in Appendix B.

Under Keel clearance of at least 2 feet is required during transit and alongside berth.

## **4.0 BERTH AND MOORING INFORMATION/SERVICES**

### **4.1 ROPES AND WIRES**

A strict watch shall be kept on moorings and they shall be tended to prevent undue movement of the vessel. Mooring ropes and wires deployment will be on the advice of the attending Pilot following industry standards in accordance with OCIMF guidelines for effective mooring and ISGOTT recommendations.

### **4.2 GANGWAY**

Vessels must be prepared to provide their own ladder rigged from Limetree Bay Terminals gangway down to the vessel's deck. Vessel ladders must be in good condition and secure to vessel's rail so as to provide safe transfer of personnel. If the Pilot or Limetree Bay Terminals finds the vessel's ladder to be unsafe, then no personnel shall use the ladder until the vessel can rig it to Terminal's satisfaction. Vessel is to provide and rig gangway safety net.

### **4.3 MOORING WINCHES AND CONSTANT TENSION WINCHES**

It is the Master's responsibility to ensure the vessel is safely moored and lines are properly tended at all times. The use of constant mooring winches in the automatic mode is not permitted. Vessels with constant tension mooring winches must have their brakes set manually.

### **4.4 STORES**

Stores are permitted to be handled over the dock at the authorization of person in charge. All these services will be handled by vessel's agent.

### **4.5 BUNKERS**

Ship bunkers are available by prior arrangement. Advice concerning the quantities and type required should be given (ETA) sent in 72 hours prior to arrival.



#### **4.6 WATER**

Portable water is only available by Contractor Company and will be arranged by vessel's Agent.

#### **4.7 TRASH AND GARBAGE**

Trash and plastic removal is provided by private contractor. Service will be arranged by vessel's Agent.

## **5.0 CARGO AND BALLAST OPERATIONS**

### **5.1 NOTICE OF READINESS**

Notice of Readiness to load or discharge is a warranty that the vessel is ready in all respects to load or discharge, and all equipment (including, but not limited to tanks, pumps, valves and pipelines) is ready and fit to load or discharge petroleum and/or petrochemical products. Limetree Bay Terminals, L.L.C. reserves the right to refuse acceptance of such Notice of Readiness unless the vessel is in all respects ready to load or discharge.

A vessel will not be deemed ready to load or discharge and pumping will not commence until the Senior Deck Officer has executed and delivered to Limetree Bay Terminals, L.L.C. a "Declaration of Inspection Prior to Bulk Cargo Transfer" as required by U.S. Coast Guard regulations 33 CFR 156.150.

### **5.2 CONDITIONS OF ACCEPTANCE Time**

#### **Alongside**

Vessels loading or discharging at the Terminal will be allowed a maximum of 36 hours berth time in which to complete operations or time to completion if vessel maintains 100 psi discharge pressure, at the rail, throughout the entire operation. Time will count from "Finished with Engine" to "last line ashore" Not included will be delays caused by:

Shore operations

Weather conditions

Traffic Controls

Bunker loading

#### **Removal of Vessel**

Limetree Bay Terminals, L.L.C. reserves the right to suspend operations and require the removal of any vessel from the Terminal for any violations of Marine/Terminal Port Regulations.

## **Removal of Vessel Cont'd**

Exceeding 36 hours berth time. Such right shall also apply before the expiration of the 36 hour period if the Terminal establishes beyond reasonable doubt that, due to the vessel's fault, operations are unlikely to be completed within the time limit.

Flagrant or continued disregard of Regulations.

Unsatisfactory ships equipment, crew safety standards or operations which in the opinion of the Terminal, present a safety hazard and/or environmental impact to the facility, personnel and/or operations of the vessel.

Operational performance (appropriate to the type of vessel and operation) that fails to utilize satisfactorily the available Terminal facilities and in the opinion of the Terminal, constitutes an unacceptable constraint on the Terminal's operations.

## **Cost Incurred**

The Terminal shall not be liable for any costs incurred by a vessel, its Owners, Operators, Charterers, Agents or others as a result of:

Refusal to load/discharge all or part of the nominated quantity.

Delay to or suspension of loading/discharging.

Overloading and subsequent correction.

Requirement to vacate the Terminal.

Vessel security regulatory violations.

Vessel port state control violations.

Vessel refusal to monitor transfer connections as stipulated in the Declaration of Inspection. All time required to disconnect then reconnect cargo hoses/chicksans will be for vessel account.

## **Overloading**

Masters are advised that Federal and International Laws pertaining to overloading are strictly enforced and they should be guided

accordingly.

Vessels shall not arrive or sail overloaded. All expenses incurred in discharging overloaded cargo will be for the vessel's account. Vessels departing to zones requiring lighter draft may sail with the draft permitted in that zone plus an allowance for fuel and water consumption to the zone limit.

### **Wharfage**

Vessels are required to vacate berth promptly upon completion of cargo handling operations. Permission to lay alongside at any time the vessel is not engaged in cargo handling operations must be granted in writing by the Limetree Bay Terminals, L.L.C. Terminal Manager.

If any vessel fails to vacate its berth upon completion of cargo handling operations and the expiration of free laytime for dock usage as outlined below, the vessel will be held responsible for penalties and wharfage as follows:

a) To pay dock wharfage at the rate of \$2,500 per hour for Vessels with a DWT of 16,000 Tonnes or more or \$1,500 per hour for Vessels with a DWT of less than 16,000 Tonnes.

b) To hold Limetree Bay Terminals, L.L.C. harmless for any demurrage and consequential damages incurred as a result of any other vessels suffering berthing delays or for any other events resulting from its failure to properly vacate the berth.

The following rules shall govern the determination of wharfage:

a) One (1) hour free laytime will be allowed after completion of cargo loading operations. This free time will start at the time cargo hoses are disconnected from the ship's manifold on completion of loading or discharge of cargo. Vessels awaiting cargo papers and/or Customs clearance must vacate the berth within one (1) hour of such completion and move outside of the port to wait for their papers.

b) Delays caused by the Terminal are excepted.

c) Any and all time that a vessel is restricted to or detained from departing the dock by the United States Coast Guard, any regulatory agency or any mechanical deficiencies of the vessel.

### **5.3 EXTREME WEATHER CONDITIONS**

All cargo operations will be stopped during severe electrical storms at the discretion of the person in charge, or vessel Master. Loading of gasolines or other similar low-flash products will be stopped during periods of calm when the heavy vapors cannot be dispersed quickly enough to prevent hazards from accumulated gas pockets. Ship's officers are cautioned to be on their guard during such conditions.

In the event of abnormal heavy weather conditions, such as an approaching tropical storm and/or hurricane, vessels will be notified if additional moorings are required. If the situation so demands, Masters may be told to suspend all operations and proceed to sea until conditions moderate.

### **5.4 INERT GAS OPERATIONS**

All vessels required to be fitted with Inert Gas Systems in accordance with Solas Chapter II-2, Regulation 4, 5.5 shall have Inert Gas Systems in proper operation prior to berthing at Limetree Bay Terminals, L.L.C.

Cargo operations will not be permitted to commence on any vessel fitted with an Inert Gas System unless the Limetree Bay Terminals, L.L.C. Terminal Department Representative is satisfied that the system is operational and confirms that cargo tank pressures are above atmospheric and their oxygen content is maintained at 8% or less.

In the event of failure of the Inert Gas System after operations have commenced, the Terminal will stop all operations until either the Inert Gas System is restored or an alternative source of Inert Gas is provided.

Note: In the event of failure of the Inert Gas System, it is the responsibility of the Master to immediately suspend operations and notify a Limetree Bay Terminals, L.L.C. Terminal personnel.

## **5.5 RECEIPT OF REGULATIONS - WARNING NOTICE**

Cargo operations will not commence until the Master or Chief Officer has:

Jointly executed Limetree Bay Terminals, L.L.C. Declaration of Inspection, with the Terminal Representative certifying that all necessary valves ashore and aboard are properly set; that the agreed cargo operations signals are understood, and that all other matters relating to safe cargo transfer operations are being observed.

Vessel Declaration of Security (DOS)

## **5.6 PRESCRIBED SIGNALS**

The vessel must display regulated cargo operations signals.

## **5.7 BONDING CABLE**

Cargo hoses and loading arms are fitted with insulating flanges and Bonding cables are not required or used at the terminal.

## **5.8 SCUPPERS**

All main or upper deck scuppers shall be kept tightly plugged throughout all petroleum loading/discharging operations, ballasting and bunkering.

## **5.9 DRIP PANS**

Adequate drip pans are to be provided by the vessel and are to be used during the connecting and disconnecting of all hoses and/or mechanical loading arms. They are to remain in place under the hose connections during all cargo transfer operations.

## **5.10 PERSONNEL**

Vessel must be adequately manned at all times while at berth.

## **5.11 LANGUAGE**

During cargo, ballast or bunker operations, an officer with command of the English language must be on deck or in the cargo control room at all times. In addition, a crew member with command of the English language must remain on deck at all times.

## **5.12 CONNECTING AND DISCONNECTING HOSES**

The vessel crew is responsible for connecting and disconnecting cargo hoses, bunker hoses and chiksan loading arms under the supervision of a Limetree Bay Terminal Representative. The usage of air or electric driven power tools is prohibited when connecting and disconnecting hoses or manifolds containing combustibile or flammable liquids in grades A, B, C or D where the flash point is below 150 degrees Fahrenheit. Non-sparking hand tools will be used when connecting/disconnecting hoses containing flammable liquids in grades A, B or C with a flash point below 120 degrees Fahrenheit.

Vessels should have blinds removed from cargo manifold line, reducers installed and drip pans or other fixed containments in place on arrival at the dock. Cargo and bunker connections not in use shall be blanked off.

The Limetree Bay Terminals, L.L.C. person in charge will advise the vessel prior to arrival concerning mooring arrangements and the size hoses or Chiksan loading arms to be connected.

## **5.13 CARGO INSPECTION**

Certified Independent Petroleum Inspectors are available. Master requiring Independent Inspectors should discuss options with their Agent.

## **5.14 GAUGING**

All vessels must provide closed tank gauging systems for gauging and sampling equipment unless Limetree Bay Terminals, Third Party Inspection Companies, and Vessel Owners/Operators all agree on an alternative methods.

## **5.15 CLOSED LOADING**

Cargo tanks will remain inerted at all times, and cargo operations will be accomplished with all ullage, sounding, and sighting ports securely closed.

## **5.16 VENTING**

Gases displaced by incoming cargo should be vented to the atmosphere through the vent stack risers or through constant velocity valves. Either method should ensure gases are taken clear of the cargo deck.

## **5.17 MAXIMUM DISCHARGE PRESSURE**

100 psi at ship's rail. (Propane or liquefied gas ships as per contracted agreement)

## **5.18 VESSEL BALLAST/DEBALLAST REQUIREMENTS**

Vessels with segregated ballast systems must be capable of loading/discharging ballast while simultaneously discharging/loading cargo. Vessels with non-segregated ballast must discharge all ballast ashore before cargo loading operations will commence.

Vessels with non-segregated ballast discharging cargo must discharge all cargo before ballasting the vessel.

## **5.19 DIRTY BALLAST**

The pumping of dirty ballast overboard is a violation of U.S. law, international conventions and strictly forbidden. All dirty ballast must be pumped to the facilities available ashore. In pumping dirty ballast ashore, the ballast is received through a 36" shore line at a maximum discharge pressure to the shore installation of 100 PSI. Ballast is pumped into a ballast facility about one (1) mile north of the dock.

## **5.20 BALLAST AND SLOP HANDLING**

The Terminal will accept ballast and slops at a cost per barrel as per latest Marine Tariffs. This must be paid in advance before discharging.

## **5.21 SEGREGATED BALLAST**

Clean segregated ballast may be discharged overboard, at the dock, after the ballast tanks have been inspected by a Vessel Representative as stipulated in the Declaration of Inspection. Vessel must have documented proof of voyage ballast exchange prior to discharge.



## **5.22 CHANGES IN OPERATIONS**

The officer shall give verbal confirmed notice to the Dock Person In Charge (PIC) 15 minutes before any alteration to operations and before completion of any operation.

## **5.23 TANK WASHING / CLEANING**

Tank washing or cleaning is strictly prohibited alongside any dock at Limetree Bay Terminals without the written consent of the Terminal Manager.

## **5.24 HYDROGEN SULFIDE CARGO**

Limetree Bay Terminals will not accept any vessel alongside for loading or discharging with vapor spaces containing above 50 PPM Hydrogen Sulfide (H<sub>2</sub>S)

All Vessels whose current or prior cargoes were No. 6 Oil, Crude, or any potentially sour stock, must check vapor spaces of each cargo tank for hydrogen sulfide content prior to arrival at pilot station. The vapor space in each tank must be less than 50 PPM. If greater than 50 PPM, the vessel must purge these tanks until the hydrogen sulfide content is less than 50 PPM.

Vessels to which above is applicable shall provide the Terminal with level of H<sub>2</sub>S readings by compartment as part of their Pre-Arrival checklist.

A vessel arriving at the dock with H<sub>2</sub>S concentrations above 50 PPM in their cargo spaces will be sailed from the dock at the Vessel's expense.

## **5.25 Marine Vapor Combustion Unit**

Limetree Bay Terminals is required to use its Marine Vapor Control Unit during vessel loading operations of gasoline at Docks 2, 4, and 5 as per facility regulations.

All vessels loading gasoline at our facility must be prepared connect our 10" vapor hose to its vapor manifold and conduct vapor transfer operations. Our vapor control system is designed with a maximum loading rate of 12,000 bbls/hr at Dock 2/4, and 14,000 bbls/hr at Dock 5. During our Pre-Transfer conference our Terminal's PIC will review all requirements for the transfer operations.

## **6.0 SAFETY AND EMERGENCY PROCEDURES**

### **6.1 COMPLIANCE**

While a vessel is berthed at Limetree Bay Terminals L.L.C.'s facility, the Master is and will be held solely responsible for adherence to all safety, security regulations and guidelines as set forth in Federal, International, Local, OCIMF, ISGOTT, as well as those contained in this publication. No deviation to safety procedures will be tolerated.

### **6.2 ALCOHOL/DRUGS**

The possession of alcohol and or drugs is strictly prohibited at Limetree Bay Marine/Terminal Facility. Violators will be investigated by the proper authorities. All operations will be terminated until the Terminal considers it safe to do so and delay or cancellation in a vessel's departure could result.

### **6.3 REPAIR WORK**

Repair work involving either hot work or cold work or the use of naked lights is prohibited unless, in exceptional circumstances, the permission of the Terminal Manager has been requested and granted in writing.

### **6.4 MAIN ENGINE READINESS**

While alongside, vessel shall be adequately manned, watches kept, and the vessel's engine and propulsion machinery shall be maintained in constant readiness to leave the pier under full power in the event of an emergency. No repairs are permitted which would interfere with this requirement. Masters, Owners and Operators are reminded that the safety of the vessel is their responsibility at all times.

### **6.5 EMERGENCY SITUATIONS**

All transfer operations will be immediately stopped if any condition is deemed unsafe to vessel and operational safety.

## **6.6 VESSEL FIREFIGHTING EQUIPMENT**

Ship's firefighting equipment, including main and emergency fire pumps, shall be kept ready for instant use while the vessel is docked in Limetree Bay. The following firefighting equipment shall be rigged accordingly and the Master must ensure that the Vessel's firefighting procedures are understood by all on board.

Two fire hoses forward and aft of the cargo manifold, fitted with jet/fog nozzles, shall be uncoiled and connected to the fire main on the maindeck.

An International Ship/Shore Fire Connection shall be available at a location in the vicinity of the gangway.

The vessel's firefighting plan shall be available at a location in the vicinity of the gangway.

Two portable dry chemical fire extinguishers shall be placed adjacent to the manifold.

## **6.7 EMERGENCY SIGNALS AND RESPONSE**

In case of fire or emergency on board the vessel, immediately all operations must cease and Limetree Bay Terminal notified. Vessel must perform onboard firefighting procedures.

The Limetree Bay Terminals Fire Brigade under the responsibility of the Terminal Manager will be dispatched to the vessel to take charge of the firefighting effort. The presence of the Fire Brigade in no way relieves the Master of command of his vessel nor restricts his authority concerning shipboard operations and safety. The ship's crew shall assist the Fire Brigade with the firefighting effort and the Master shall act as liaison between the Terminal Manager and his crew.

## **6.8 TANK LIDS AND HATCHES**

Cargo tank lids and hatches shall be kept closed and secured.

## **6.9 VENTING**

Venting of cargo spaces must only take place through the vessel's fixed

venting system.

## **6.10 GAS EVOLUTION**

Loading shall be stopped or the loading rate reduced if there is an unusual evolution and accumulation of gas.

## **6.11 PUMPROOM VENTILATION**

The pumproom ventilation system must be in continuous operation and the atmosphere within the pumproom maintained in a condition to permit safe entry.

## **6.12 OVERBOARD DISCHARGES**

All overboard discharges or other apertures shall be protected with a splash guard arranged to prevent any discharge from fouling the dock.

## **6.13 SEA SUCTIONS**

Pumproom sea suction and discharge valves are to be sealed on arrival. Seals are not to be broken while the vessel is in the harbor area. If it becomes necessary to break a seal, permission must be received first from the Limetree Bay Terminals L.L.C. Terminal Manager who will check the number on the seals used and enter the same in his record.

## **6.14 RADIO TRANSMISSION EQUIPMENT**

The ship's main radio transmitters are not to be used while a vessel is transferring cargo or ballasting.

## **6.15 PORTABLE VHF SETS, LAMPS AND HAND LAMPS**

Portable VHF sets, lamps and hand lamps (electric or otherwise), must be of an approved type and intrinsically safe.

The use of portable electric lamps and equipment on flexible cables is prohibited within cargo tanks and adjacent spaces or over the tank deck.

## **6.16 DOORS, PORTS AND WINDOWS**

All external doors, ports, windows and similar openings in the

accommodation or which lead directly from the main deck to storerooms or machinery spaces should be kept closed. A screen door cannot be considered a safe substitute for an external door.

### **6.17 VENTILATORS**

Ventilators should be kept trimmed to prevent the entry of petroleum gas, particularly on tankers which depend on natural ventilation. If ventilators are located so that petroleum gas can enter regardless of the direction in which they are timed, they should be covered, plugged or closed.

### **6.18 CENTRAL A/C & MECHANICAL VENTILATING SYSTEMS**

Intakes of central air conditioning or mechanical ventilating systems should be adjusted to prevent the entry of petroleum gas, if possible by recirculation of air within the enclosed spaces. If at any time it is suspected that gas is being drawn into the accommodation, central air conditioning and mechanical ventilating systems should be stopped and the intakes covered or closed.

### **6.19 WINDOW TYPE AIR CONDITIONING UNITS**

Window type air conditioning units which are not certified as safe for use in the presence of flammable gas or which draw in air from outside the superstructure must be electrically disconnected and any external vents or intakes covered or closed.

### **6.20 SMOKING**

Smoking or the carrying of lighted or unlighted pipes, cigars or cigarettes is not allowed on vessel weather decks, at the dock, or within the Terminal.

### **6.21 MATCHES AND LIGHTERS**

The carrying and use of matches and lighters is prohibited.

### **6.22 NAKED LIGHTS**

The use of naked lights is prohibited. Only intrinsically safe portable lights shall

be used.

### **6.23 PREVENTION OF SPARKS**

Opening and closing hatches, connecting and disconnecting loading arms and any other operation on deck involving the use of metal instruments shall be carried out in a manner that avoids the generation of sparks.

### **6.24 FUNNEL SMOKE**

Boiler tube blowing is prohibited. Excessive funnel smoking or any emission of sparks must be immediately stopped. In the event a stack or engine exhaust emits live sparks, the transfer of cargo must be stopped. The vessel will be removed from the harbor if the condition is not corrected immediately.

### **6.25 GALLEY STOVES**

The use of galley stoves and other cooking equipment shall be permitted provided the Master and Terminal Manager agree that no hazard exists. If the galley is located near any oil handling operation, the skylight covers (if fitted) must be kept closed and secured to obviate the galley being sprayed with oil in the event of a burst hose. Ventilators in the vicinity must be turned away from the scene of operations.

### **6.26 MOVEMENT OF TUGS AND OTHER CRAFT ALONGSIDE**

No unauthorized crafts shall be allowed to secure alongside a ship which is loading, discharging or ballasting unless permission has been granted from Terminal Manager. When tugs are alongside or assisting a ship, all cargo tank openings must be closed, unless the cargo tanks are gas-free.

## **7.0 POLLUTION PREVENTION AND RESPONSE**

### **7.1 POLLUTION LAWS AND REGULATIONS**

The Oil Pollution Act of 1990 (OPA 90) and Annex I through V of MARPOL 73/78 apply, as well as the Water Quality Standards for Coastal Waters of the Virgin Islands as found in the V.I. Code of Regulations. These regulations address the prevention of pollution by oil, noxious liquid substances (NLS), sewage and garbage. All vessels must be knowledgeable and adhere to all USCG pollution laws enacted.

### **7.2 AIR POLLUTION**

Blowing or cleaning of boiler tubes while a vessel is alongside the dock or within the harbor limits is strictly prohibited.

It is unlawful to permit the emission of smoke darker than No. 2 on the Ringelmann scale. Violation of this law in Limetree Bay may result in fines to the vessel. Terminal personnel record violations and report the same to Local Air Pollution Authorities.

Masters are advised that continued violation can result in the vessel being placed off hire. The vessel will be sailed and not re-docked until the problem is fully resolved.

### **7.3 WATER POLLUTION**

All ballast water other than that contained in segregated ballast tanks shall be retained on board or discharged via the ballast water system to the shore facility. Discharge of clean segregated ballast overboard is permitted subject to approval by the Authorities and the Terminal.

No petroleum or ballast water (other than clean segregated ballast) shall be discharged or allowed to escape overboard. Swabs, sawdust or absorbent material used for mopping up spillage must be retained on board or transported ashore for disposal at an authorized facility.

### **7.3 WATER POLLUTION CONT'D**

Any leakage or spillage must be reported immediately to the Limetree Bay Terminal Representative and USCG. All operations suspended until the leakage or spillage has been stopped and cleaned up to the satisfaction of St. Croix Authorities, USCG and Terminal Manager. The Terminal Manager may mobilize resources to assist in the containment and clean up of pollution without the authority of the Master, but in such action he shall be considered to be acting on behalf of the Master and with his approval.

No vessel shall throw or allow to be thrown overboard any scraps, garbage, slops refuse or other debris of any sort which might pollute, defile or clog the waters of the harbor. All trash and galley refuse must be disposed of in accordance with Marpol 73/78 Annex 4 and 5.

### **7.4 POLLUTION PREVENTION**

All vessels entering the port of Limetree Bay at Limetree Bay Terminals, LLC must comply with all applicable International Marpol Regulations and Code of Federal Regulations such as 33 CFR Part 155, Oil or Hazardous Material Pollution Prevention Regulations for Vessels, and 40 CFR Part 140, Marine Sanitation Device Standard.

Prior to arrival, all vessels shall be equipped with a means of sealing all deck scuppers and such scuppers must be tightly sealed while loading and discharging. No spillage may be cleared overboard.

In the case of an oil spill or other pollution, all transfer operations shall be stopped as quickly and as safely as possible and the persons in charge of the vessel and the person in charge of the Terminal facility shall be immediately notified.

Vessels will be held responsible for cost of labor and material required to clean up oil spills caused by them in Limetree Bay. The U.S. Coast Guard will be notified of oil spills. In the event of a spill, the Master will be required to submit a written report to include:



## **7.4 POLLUTION PREVENTION CONT'D**

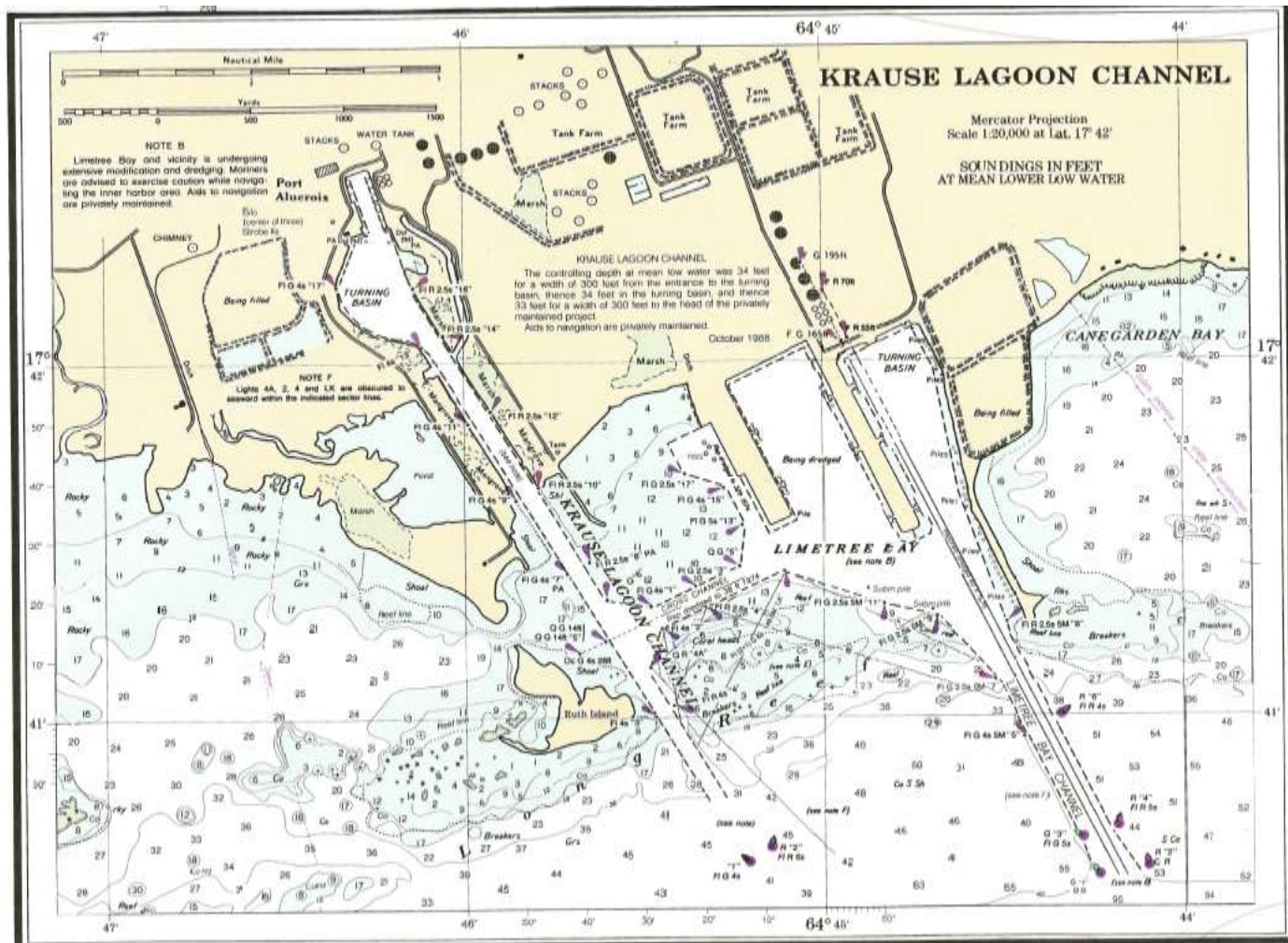
1. Name of the vessel
2. Official number
3. Nationality
4. Type of vessel
5. DWT
6. International call letters
7. Local Agent
8. Master's name, address and license number
9. Chief Engineer's name, address and license number
10. Name of Vessel Owners
11. Name of Vessel Operators
12. Place and Time of Pollution
13. Cause of spill, equipment failure or personnel failure
14. Emergency measures taken to reduce fire hazard
15. Pollutant type and quantity
16. OSRO (Oil Spill Response Organization)
15. QI (Qualified Individual)

This report must be submitted prior to sailing.

## **7.5 TERMINAL REGULATIONS**

Safety and Environmental protection are the number one objective at Limetree Bay Terminals, LLC. The requirements outlined in this Marine and Terminal Port Regulations shall serve as a guide when calling at this Terminal. These regulations are not all-inclusive. Limetree Bay Terminals LLC adheres to all applicable rules and guidelines set forth by Federal, Local regulations, and OCIMF / ISGOTT. All vessel activities within this Terminal are governed by rules and regulations defined by the U.S. Coast Guard. If at any time these rules and regulations are not being followed, all transfer operations will be suspended. If a vessel fails to comply with the applicable rules and regulations, the vessel will be requested to vacate the berth.

KRAUSE LAGOON CHANNEL



# LIMETREE BAY TERMINALS, LLC

## MARINE / TERMINAL OPERATIONS

### DOCK DRAFT LIMITATIONS

BERTH	DRAFT
ROLL ON/ ROLL OFF (318 FT)	17'
ROLL ON/ ROLL OFF (336 FT)	12'
DRY CARGO (Without Yokohama fenders)	34'-00"
DRY CARGO (With Yokohama fenders)	38'-06"
DOCK 1	40'-06"
DOCK 2	42'-06"
DOCK 3	55'-00"
DOCK 4	55'-00"
DOCK 5	45'-00"
DOCK 6	44'-06"
DOCK 7	35'-00"
DOCK 8	42'-06"
DOCK 9	42'-06"
COKE DOCK	41'-06"
MSRC/NRC DOCK	39'-00"

**Note: When shifting a ship directly from Dock 5 to Dock 6 the draft must be less than 43 feet or the ship must be breasted off the dock face at least 150 feet prior to moving North and not closing onto dock until after clearing the area of silting adjacent to the mooring station between Docks 5 and 6**

APPENDIX C  
PILOT/MASTER AGREEMENT

1469

LIMETREE BAY TERMINALS LLC

1 Estate Hope, Christiansted, St. Croix, V.I. 00820-5652

TEL. (340) 692-3000

S/S-M/V	FLAG	DOCK #
TIMES		
DWT	PILOT	DATE
DRAFT - FORWARD	FT.	IN.
PILOTAGE IN/OUT	DOCKING/UNDOCKING	
TUGS		
LOA -	B -	MD -
TRIP #:		

In consideration of LIMETREE BAY TERMINALS LLC furnishing the services of tugboats and a pilot to any vessel for the purposes of assisting in the navigation, anchoring, docking and undocking of such vessel at or near the facilities located in Krause lagoon channel, Port Alucroix and/or Limetree Bay, St. Croix, U.S. Virgin Islands, it is understood and agreed that when the pilot boards such vessel, he becomes the borrowed servant of the Owners and Operators of the vessel assisted in respect to giving of orders to any tugs which may be engaged in the assisting services and in respect to the handling of said vessel and neither those furnishing any tugs and/or pilots nor facilities located in Krause lagoon channel, Port Alucroix and/or Limetree Bay, the Owners employers, agents or charterers, operators or managers thereof or the pilot shall be liable for any losses, damages, delays or liabilities arising from any negligence, incompetence or incapacity of any pilot or the personnel of any tug or tugs arising from any unseaworthiness or any insufficiency of any tug or tugs. Owner and Operator of the vessel assisted hereby agree to indemnify and hold harmless the aforesaid persons from any and all losses, damages, delays and liabilities whatsoever, whether to third parties or otherwise arising from the acts or omissions of such person or persons.

Last/Next Port: \_\_\_\_\_

SINOPEC Vessel:  Yes  No

\_\_\_\_\_  
MASTER

CPX 746

DISPLACEMENT OF LINES ACKNOWLEDGEMENT LETTER

## Informational Letter

To: Vessel Person in Charge

**REPLY TO:**  
Limetree Bay Terminals L.L.C.  
1 Estate Hope  
Christiansted, VI 00820-5652

Vessel Name: \_\_\_\_\_

Please do not utilize Inert Gas, Nitrogen, Air or any other gas to displace the contents of your vessel's deck lines or cargo manifold by way of Terminal supplied hoses / Chicksans prior to, during, or at completion of cargo operations.

Such action may have adverse effects on shore equipment.

Any exception to this requirement will require the mutual agreement of Limetree Bay Terminals and the Captain of your vessel.

Limetree Bay Terminals appreciates your cooperation in this matter.

Best Regards,

\_\_\_\_\_  
Dock Person-In-Charge

## Limetree Bay Terminals LLC

To: Vessels conducting USCG Captain of the Port (COTP)  
Security Boarding's prior to entering Limetree Bay

From: Limetree Bay Terminals LLC - Marine Department

Subject: Marine Safety Guidelines for USCG Security Boarding's

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- (1) All vessel must follow USCG Captain of the Port Orders (COTP)
- (2) All vessels must follow Limetree Bay Terminals Port Regulations
- (3) All vessels must maintain a safe distance of at least 1.5 N/M from Limetree Bay entrance buoys at all times until instructed otherwise by Limetree Pilots
- (4) Communications must be maintained at all times between the Vessel, USCG and Limetree Bay Terminals Pilots.
  - A. Limetree Pilots - VHF Channel 11 or other designated channel
  - B. USCG - VHF Channel 16 or other designated channel
- (5) All vessels must notify Limetree Pilots when USCG Security Boarding Inspection is complete and ready to enter our port.
- (6) The following are the preferred Latitude/Longitude coordinates ESE of Entrance Buoys for USCG Security Boarding's:
  - A. 1.5 NM, ESE, 017° 40.0' N                      064° 42.7' W
  - B. 3.0 NM, ESE, 017° 39.4' N                      064° 41.3' W

MASTER ACKNOWLEDGEMENT RECEIPT OF PORT REGULATIONS

Receipt is acknowledged of one copy of Limetree Bay Terminals, L.L.C. Marine a Port Regulations for Limetree Bay.

**S.S./MV** \_\_\_\_\_

**MASTER** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TIME** \_\_\_\_\_

TO: LIMETREE BAY TERMINALS, LLC  
 ATTN: TERMINAL DISPATCHER  
 SUBJ: VESSEL INFORMATION FORM

Form must be completed by each vessel's Master

## PRINT CLEARLY

VESSEL :	
FLAG :	
MASTER'S NAME UPON DEPARTURE :	
SCAC:	_____
	_____
	_____
IMO#	
BUNKER REQUEST :	
FUEL OIL -	
MUST HAVE CREDIT PRIOR LOADING	
MDO AND FW REQUEST :	
MDO-	FW-
MUST HAVE CREDIT PRIOR LOADING	
SLOPS DISCHARGE REQUEST :	
MUST HAVE CREDIT PRIOR DISCHARGING	
AGENTS :	

MASTER VERIFICATION:

(SIGNATURE AND SHIP STAMP) \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

This form is to be given to each Master by their individual shipping agents. The form is to be carefully completed and verified by the ship's master prior to cargo operations. The completed forms are then to be given to the Terminal Dispatcher by the individual shipping agents.



# SAMPLE AGENCY FORM

Agency Address TEL:

FAX: TLX: E-Mail

PLEASE FILL OUT THESE PRE-ARRIVAL DOCUMENTS AND RETURN ASAP

- 1. USCG REQUIRES A 96 HOUR NOTICE OF ARRIVAL.  
(WHEN ARRIVING FROM FOREIGN - DO NOT USE CARICOM)
- 2. U.S. IMMIGRATION WILL ONLY ACCEPT THIS NEW CREW LIST.
- 3. TERMINAL PRE-DOCKING CHECKLIST MUST BE FILLED OUT BEFORE BERTHING.

PLEASE ANSWER THE FOLLOWING QUESTIONS: (please type on lines provided)

1. NAME/ FLAG OF VESSEL \_\_\_\_\_

2. PORT OF REGISTRY / DATE REGISTERED  
\_\_\_\_\_

3. IMO NUMBER / OFFICIAL NUMBER / CALL SIGN  
\_\_\_\_\_

4. DWT / GRT / NRT \_\_\_\_\_  
LOA / BEAM / SUMMER DRAFT \_\_\_\_\_

5. FULL STYLE OF OWNERS  
\_\_\_\_\_  
\_\_\_\_\_

6. FULL STYLE OF OPERATORS  
\_\_\_\_\_  
\_\_\_\_\_

7. COUNTRY, PORT AND YEAR VESSEL BUILT  
\_\_\_\_\_

8. LOADLINE EXPIRATION DATE \_\_\_\_\_

9. SOLAS EXPIRATION DATE \_\_\_\_\_

10. CERT. OF FINANCIAL RESPONSIBILITY EXPIRATION DATE AND NUMBER OF CERT.

10A. U.S COAST GUARD TVE / COC: ISSUE DATE:  
EXP. DATE:

11. PLEASE ADVISE ALL CONTACT NUMBERS / EMAIL FOR VESSEL.

12. PLEASE PROVIDE INTERNATIONAL CARRIERS BOND NAME AND NUMBER.

---

13. ARRIVAL / DEPARTURE CREW: PASSENGER:

14 . DRAFT FORE AND AFT ON ARRIVAL / DEPARTURE IN FEET:

**DOCUMENTS REQUIRED ON ARRIVAL AT THIS PORT:**

1. 3 U.S. IMMIGRATION CREWLIST (I-418) (new crewlist only one accepted)
2. 2 U.S. SHIP STORES (IFORM 1303)
3. 1 U.S. CREW EFFECTS (FORM 1304)
4. ALL CREW MEMBERS MUST HAVE A U.S. IMMIGRATION LANDING PERMIT  
READY TO BE STAMPED BY IMMIGRATION (YOU MUST MAKE NEW ONES FOR THOSE  
WHO DO NOT HAVE ONE.)

PLEASE LIST ANY REQUIREMENTS YOU MAY HAVE HERE INCLUDING GARBAGE DISPOSAL:

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APPENDIX I

PRE-DOCKING CHECKLIST

**LIMETREE BAY TERMINALS, LLC**  
**PRE-DOCKING CHECKLIST**  
**LOADING / DISCHARGING VESSELS**

VESSEL \_\_\_\_\_

ETA ST.CROIX: \_\_\_\_\_

VOYAGE# \_\_\_\_\_

LAST PORT \_\_\_\_\_

NEXT PORT \_\_\_\_\_

WILL VESSEL MAKE STOP IN TORTOLA, BVI \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

WILL VESSEL BE CONDUCTING ANY INSPECTIONS PRIOR TO BERTHING OR AT BERTH YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES PLEASE DETAIL THE TYPE OF INSPECTIONS \_\_\_\_\_

A. ARRIVAL DRAFTS FWD \_\_\_\_\_ AFT \_\_\_\_\_

SUMMER DRAFT \_\_\_\_\_ SUM DEAD WGT \_\_\_\_\_

**B. SLOPS ON BOARD**

NATURE OF SLOPS \_\_\_\_\_

APPROX. QTY OF SLOPS IN BARRELS \_\_\_\_\_

TIME REQUIRED TO DISCHARGE \_\_\_\_\_ NOT DISCHARGED

C. SLOPS DISCHARGED WHILE CARGO HOSES ARE BEING CONNECTED? YES \_\_\_\_\_ NO \_\_\_\_\_

D. SLOP SYSTEM SEGREGATED FROM CARGO LOADING SYSTEM? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, TYPE SEGREGATION: BLIND \_\_\_\_\_ SINGLE BLOCK \_\_\_\_\_ DOUBLE VALVE \_\_\_\_\_

MANIFOLD NUMBER THAT SLOPS WILL BE DISCHARGED ON \_SLOP - AFT \_\_\_\_

E. ANTICIPATED DEPARTURE DRAFTS? FWD \_\_\_\_\_ AFT \_\_\_\_\_

**F. PLEASE PROVIDE THE FOLLOWING INFORMATION FROM YOUR VRP (VESSEL RESPONSE PLAN):**

**OSRO (OIL SPILL RESPONSE ORGANIZATION)**

\_\_\_\_\_

**SMFF (SALVAGE AND MARINE FIRE FIGHTING RESOURCE PROVIDER)**

\_\_\_\_\_

**G. PLEASE ADVISE FULL STYLE OF YOUR QUALIFIED INDIVIDUAL. (Q.I)**

\_\_\_\_\_

\_\_\_\_\_

**H. CARGO PLAN, SEQUENCE, RATES**

TO DISCHARGE

Cargo	Manifold	Compartment	Qty ( bbls )	Maximum Rate Barrels/Hour	Sequence

APPENDIX I

PRE-DOCKING CHECKLIST

--	--	--	--	--	--

WHAT IS THE BALANCE CARGO? \_\_\_\_\_

CAN INDIVIDUAL CARGOS LOAD TO COMPLETION? YES \_\_\_\_\_ NO \_\_\_\_\_ ANY \_\_\_\_\_

RESTRICTIONS ON LOADING DUE TO VESSEL STRESS? No  
**NOTE: SHIP CREW REQUIRED FOR CONNECTION OF CARGO HOSES.**

**I. CARGO TANK STATUS ON ARRIVAL**

ALL CARGO COMPARTMENTS INERTED ON ARRIVAL? YES \_\_\_\_\_ NO \_\_\_\_\_ IF NO,  
 WHAT COMPARTMENTS ARE NOT? \_\_\_\_\_

PREVIOUS CARGO	COMPARTMENT	PRESENT CARGO	TANK PREP FOR LOADING	PREVIOUS CARGO	COMPARTMENT	PRESENT CARGO	TANK PREP FOR LOADING

**J. SAMPLING EQUIPMENT ON BOARD**

DISCHARGE OPERATION  
 MANUAL \_\_\_\_\_ RELEASE INERT GAS FOR CONVENTIONAL SAMPLING  
 YES \_\_\_\_\_ NO \_\_\_\_\_ MMC \_\_\_\_\_ UTI   X  

**K. OTHER COMMENTS**

**L. PLEASE ADVISE THE FOLLOWING FOR BILL OF LADING**

MASTER'S NAME: \_\_\_\_\_  
 SCAC CODE \_\_\_\_\_

**M. HYDROGEN SULFIDE**

ALL VESSELS WHOSE CURRENT OR PRIOR CARGOES WERE NO. 6 OIL, CRUDE, OR ANY POTENTIALLY SOUR STOCK, MUST CHECK VAPOR SPACES OF EACH CARGO TANK FOR HYDROGEN SULFIDE CONTENT PRIOR TO ARRIVAL. THE VAPOR SPACE OF EACH LOADING COMPARTMENT MUST BE LESS THAN 50 PPM. IF GREATER THAN 50 PPM, THE VESSEL WILL PURGE THESE TANKS UNTIL THE HYDROGEN SULFIDE CONTENT IS LESS THAN 50 PPM.

I CONFIRM VESSEL IS IN COMPLIANCE WITH THE ABOVE HYDROGEN SULFIDE REQUIREMENTS  
 YES \_\_\_\_\_ NO \_\_\_\_\_

HAS CARGO BEEN HEATED IN TRANSIT?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

**H2S READINGS BY COMPARTMENT (PPM)**

TANK #	PORT	CENTER	STBD
1			
2			
3			
4			
5			

APPENDIX I

PRE-DOCKING CHECKLIST

6			
7			
8			
9			
10			

IF YOU HAVE STEMMED FOR BUNKERS, PLEASE PROVIDE THE FOLLOWING: LOCATION(S)  
OF BUNKER MANIFOLD -

DISTANCE FROM BOW TO MANIFOLD \_\_\_\_\_

MARINE DIESEL OIL - CONNECTION SIZE \_\_\_\_\_

HEAVY FUEL OIL - CONNECTION SIZE \_\_\_\_\_

THREE HOURS PRIOR ARRIVAL PILOT STATION, CONTACT "LIMETREE BAY MARINE" ON VHF CHANNEL 11 FOR UPDATES  
AND INSTRUCTIONS.

**THANK YOU**

## Pre-Arrival Notification Instructions

### ❖ All Vessels

- All vessels must advise terminal of any anticipated USCG Inspections required (COE, COC, etc.) All time and delays to conduct inspections, and/or Free Pratique to be on owners or charterers account

### ❖ Vessels Importing Cargo

- For import vessels discharging oil to the Terminal and vessels discharging and back-loading at the Terminal, the following information shall be provided:
  - Vessel name, call sign and Summer Deadweight tons (Metric).
  - ETA LIMETREE BAY TERMINALS, LLC Pilot station, local time (GMT -4).
  - Vessels are required to give pre arrival notification 72, 48 and 24 hours prior to their arrival at Limetree Bay Pilot Station. Additionally, vessels are instructed to notify LIMETREE BAY TERMINALS (3) three hours prior to arrival on VHF 11.
  - LOA, Beam and Moulded Depth.
  - Last Port:
  - Next Destination:
  - Arrival drafts fore and aft
  - Arrival displacement.
- Cargo Information:
  - Arrival ship figures, gross barrels at observed temp. per grade.
  - Average temperature, per grade.
  - Ship figures gross loaded quantity at 60 Deg. F. (less remaining onboard and slops).
  - Remaining onboard slops: quantity, type, tanks, freewater, loads on top.
  - Expected discharge rate barrels per hour, number and size of manifold connections available for discharge.
  - If more than one grade, advise if ability to discharge two or more simultaneously, or else the preferred discharge sequence.
  - Maximum/minimum draft and maximum/minimum freeboard while alongside.
  - Time to ballast on completion discharge or vessel able to ballast concurrent with cargo discharge. Vessel must be at an acceptable draft fore and aft to facilitate emergency shifting/unberthing at all times.
  - Confirm vessel fitted with approved IGS.
  - Vessel required to have IGS in operation must have all cargo tanks/slop tanks inerted before berthing and maintain them in this state throughout.
  - IGS operational.
  - All tanks inert (i.e., less than 8 percent by volume, of oxygen).
  - Automatic tank gauging system fitted and operational and closed cargo handling procedures will be followed.
  - Crude oil washing intentions during discharge.
  - Vessel experience factor provided to terminal inspectors.
  - Load port paperwork including any letters of protest issued or received by vessel.

## PREARRIVAL NOTIFICATION INSTRUCTIONS

- Number and type of mooring lines available for use on arrival. Minimum of 6 moorings each end.
  - Bunker requirement quantity, grade, loading rate.
  - Name and contact information of Vessel Agent.
  - Name and contact information of Independent inspectors and if appointed, Expeditors.
- ❖ **Vessels exporting cargo**
- ❖ Vessels Exporting Cargo from the Terminal, shall provide the following information;
- Vessel name, call sign and Summer Deadweight tons (Metric).
  - ETA LIMETREE BAY TERMINALS, LLC Pilot station, local time (GMT -4).
  - Vessels are required to give pre arrival notification 72, 48 and 24 hours prior to their arrival at Limetree Bay Pilot Station. Additionally, vessels are instructed to notify LIMETREE BAY TERMINALS (3) three hours prior to arrival on VHF 11.
  - Last Port: Destination:
  - ETA LIMETREE BAY TERMINALS, LLC local time (GMT- 4).
  - Arrival draft fore and aft.
  - Arrival displacement.
- ❖ Cargo information
- Cargo nomination by grade and quantity, each parcel.
  - Ballast on board: segregated, permanent, in cargo tanks.
  - Vessel able to load simultaneous with deballasting or time required and quantity to deballast prior to loading.
  - Maximum/minimum draft and maximum/minimum freeboard while alongside.
  - Vessel must be at an acceptable draft fore and aft to facilitate emergency shifting/unberthing at all times.
  - Maximum overall loading rate acceptable.
  - Number of manifold connections to be utilized.
  - Rate per manifold.
  - Size each connection.
  - If loading more than one grade, ability to load two or more grades
  - Simultaneously, or else provide loading sequence.
  - Deepest sailing draft and minimum freeboard/maximum displacement.
  - Last cargo carried; tank preparations for this cargo.
  - Slop retained; quantity, type, tanks, freewater, loads on top.
  - Confirm vessel fitted with approved inert gas system.
  - Any vessel required to have an inert gas system in operation must have all cargo tanks/slop tanks inert before berthing and maintain them in this state throughout.
  - Inert gas system must be operational.
  - All tanks inert (i.e., less than 8 percent by volume of oxygen).
  - Automatic tank gauging systems fitted and operational and "closed loading" procedures will be followed.
  - Number and type of mooring lines available for use on arrival.

## PREARRIVAL NOTIFICATION INSTRUCTIONS

- Minimum of 6 moorings each end. (Vessels less than 125 meters LOA 5 moorings each end)
- Bunker requirement: grade, quantity, loading rate.
- Contact information of Vessel Agent.
- Contact information of Independent Inspector and if attending Expeditor.

**❖ Hydrogen sulfide**

- The General policy of the Limetree Bay Terminals facility is that all product stored in the facility will have levels of hydrogen sulfide less than 10 ppm in the vapor space.
- A vessel arriving at the dock with H<sub>2</sub>S concentrations above 10 PPM in their cargo spaces may be sailed from the dock at the Vessel's expense unless prior arrangements and notifications are followed.
- All Vessels whose current and/or prior cargoes were No. 6 Oil, Crude, or any potentially sour stock, must check vapor spaces of each cargo tank for hydrogen sulfide content prior to arrival at pilot station. If the vapor space in each tank is less than 10 PPM there are no additional requirements.
- Vessels with H<sub>2</sub>S levels above 10 PPM in cargo tank vapor spaces prior to arrival will be required to make every effort to purge these tanks until the hydrogen sulfide content in cargo vapor spaces is reduced to a minimum level less than 10 PPM to avoid necessity of supplied breathing air during gauging and sampling operations.
- If H<sub>2</sub>S in cargo tank vapor spaces cannot be reduced to below 10 PPM the vessel will need prior approval from Limetree Bay Terminals, VP operations for berthing and use of elevated H<sub>2</sub>S procedures will be required



# LIMETREE BAY TERMINALS, LLC

## MARPOL ANNEX I OILY MIXTURE PRE-ACCEPTANCE CERTIFICATION

THE UNDERSIGNED VERIFY THAT I AM MASTER OF VESSEL (NAME) \_\_\_\_\_ AUTHORIZED TO, AND DO WARRANT, CERTIFY, AND GUARANTEE THE VERACITY OF STATEMENTS HEREIN ON BEHALF OF THE VESSEL AND HER OWNERS.

### ON-PCB CERTIFICATION

THE UNDERSIGNED VERIFY THAT THE OILY MIXTURE AS DEFINED IN 33CFR 151.05 TO BE TRANSFERRED FROM THE AFOREMENTIONED VESSEL TO LIMETREE BAY TERMINALS LLC (THE REDEMPTION FACILITY), DO NOT CONTAIN POLYCHLORINATED BIPHENELS (PCB'S) AS DEFINED IN 40 CFR 761.

### ON HAZARDOUS WASTE/NON-NOXIOUS LIQUID SUBSTANCE CERTIFICATION

THE UNDERSIGNED VERIFY THAT THE OILY MIXTURE AS DEFINED IN 33CFR 151.05 TO BE TRANSFERRED FROM THE AFOREMENTIONED VESSEL TO LIMETREE BAY TERMINALS LLC (THE REDEMPTION FACILITY), DO NOT CONTAIN HAZARDOUS WASTE AS DEFINED IN 40 CR 261 NON NOXIOUS LIQUID SUBSTANCES (NLS) AS DEFINED IN 33 CFR 151.47 AND 46 CFR 153-TABLE 1.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NAME OR SHIPPING LINE

\_\_\_\_\_  
VESSEL NAME

\_\_\_\_\_  
DATE

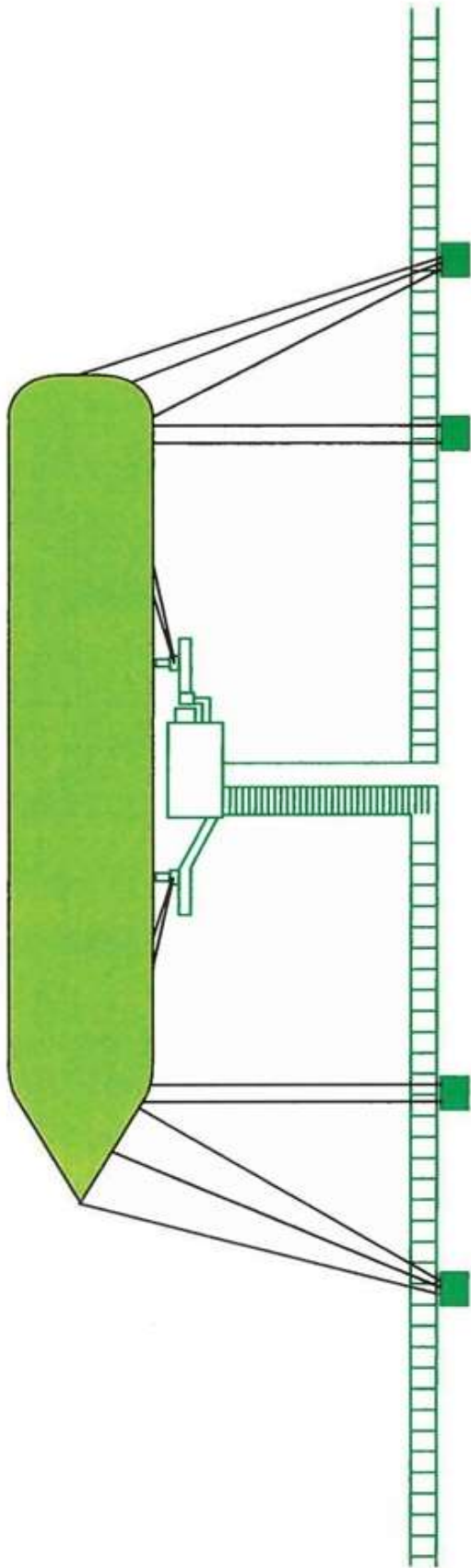
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### CERTIFICATION RECIPIENT

\_\_\_\_\_  
RECEIVED BY: NAME (LB Terminals)

\_\_\_\_\_  
DATE

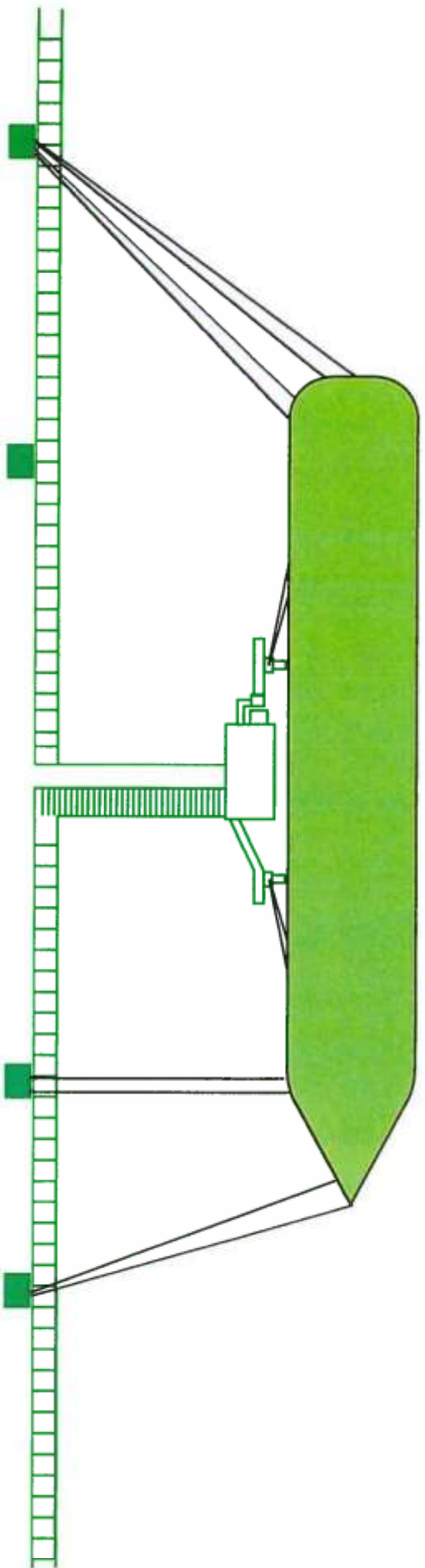
TYPICAL MOORING ARRANGEMENTS



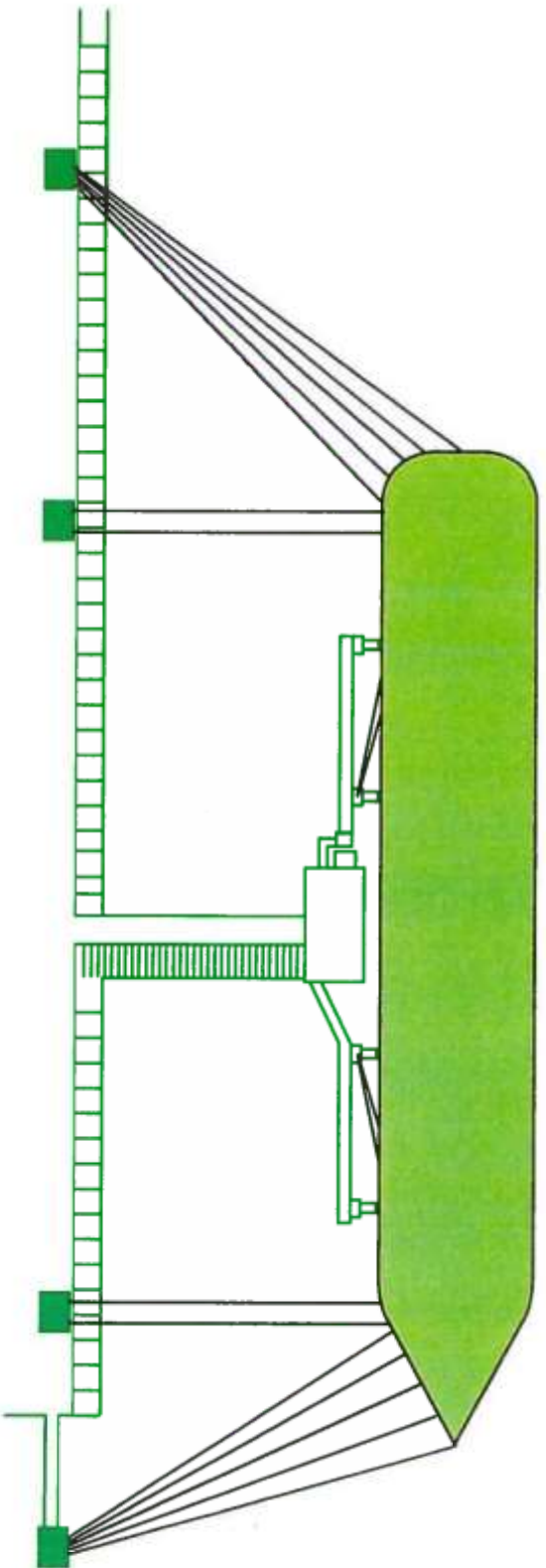
**TYPICAL MOORING ARRANGEMENT**

**COKE DOCK**

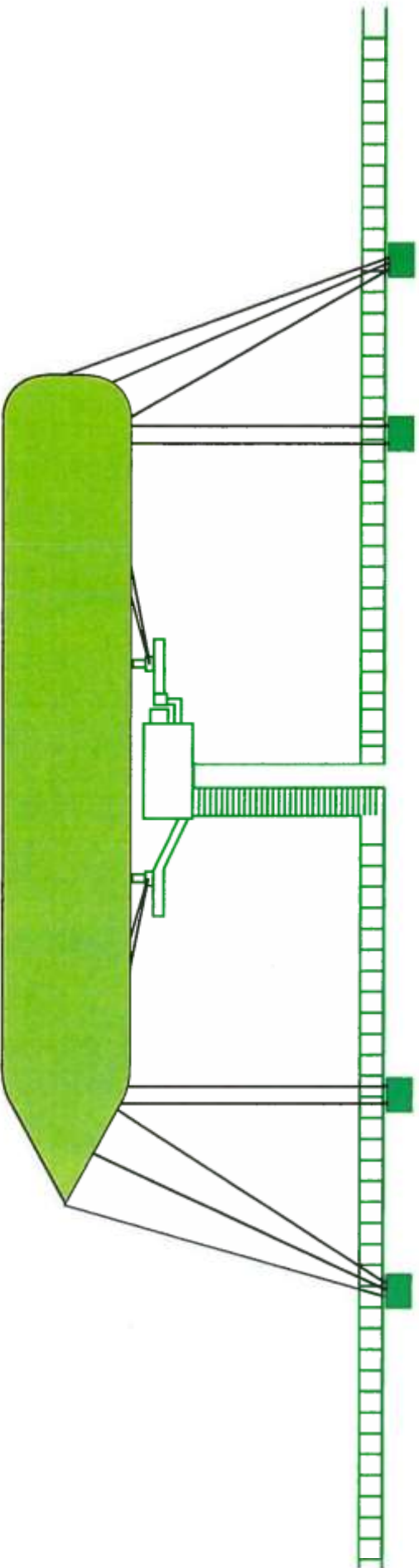
**TYPICAL MOORING ARRANGEMENT  
DOCKS #1 & 2**



# TYPICAL MOORING ARRANGEMENT DOCKS #3 & 4



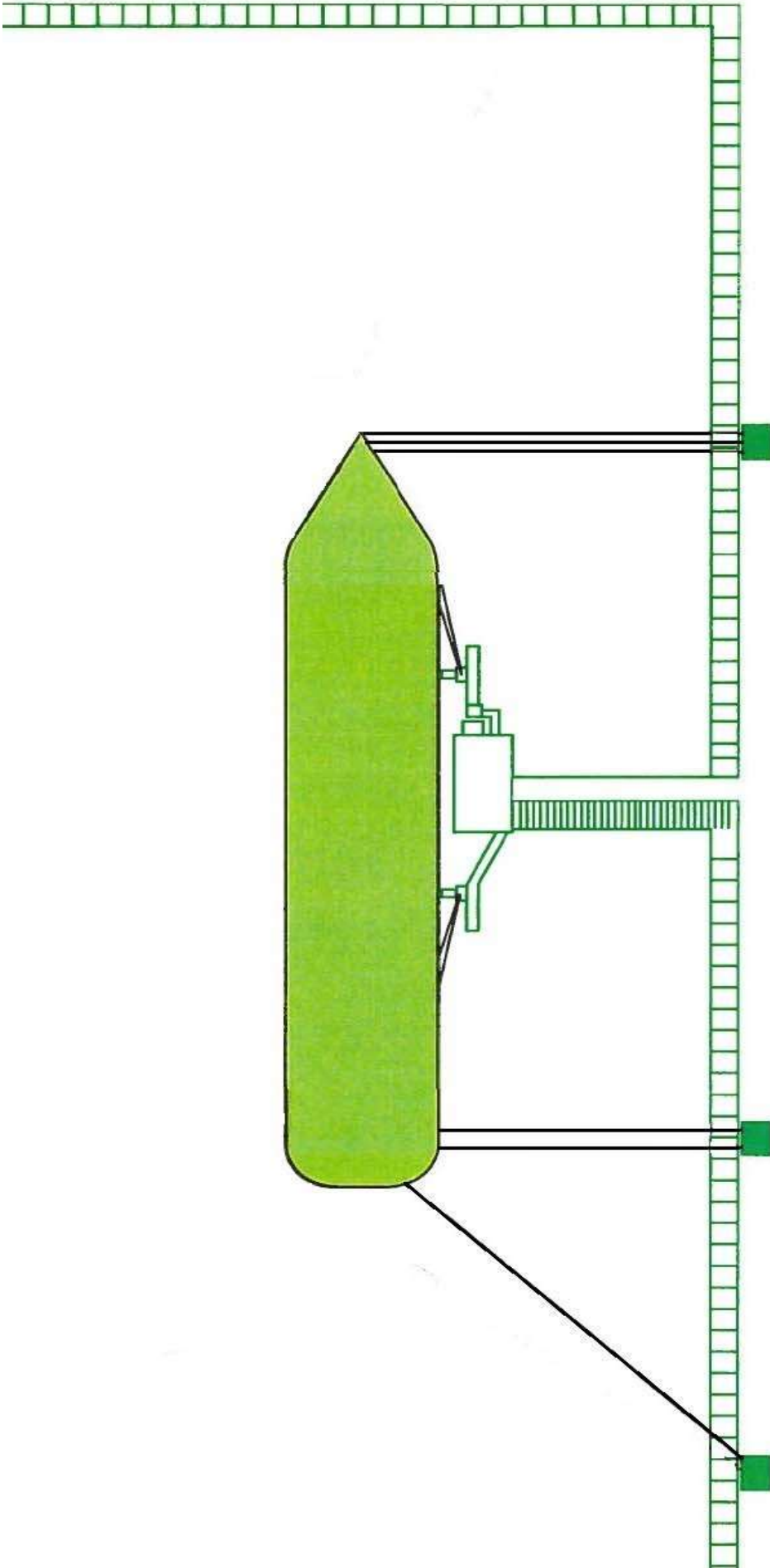
**TYPICAL MOORING ARRANGEMENT  
DOCKS #5 & 6**



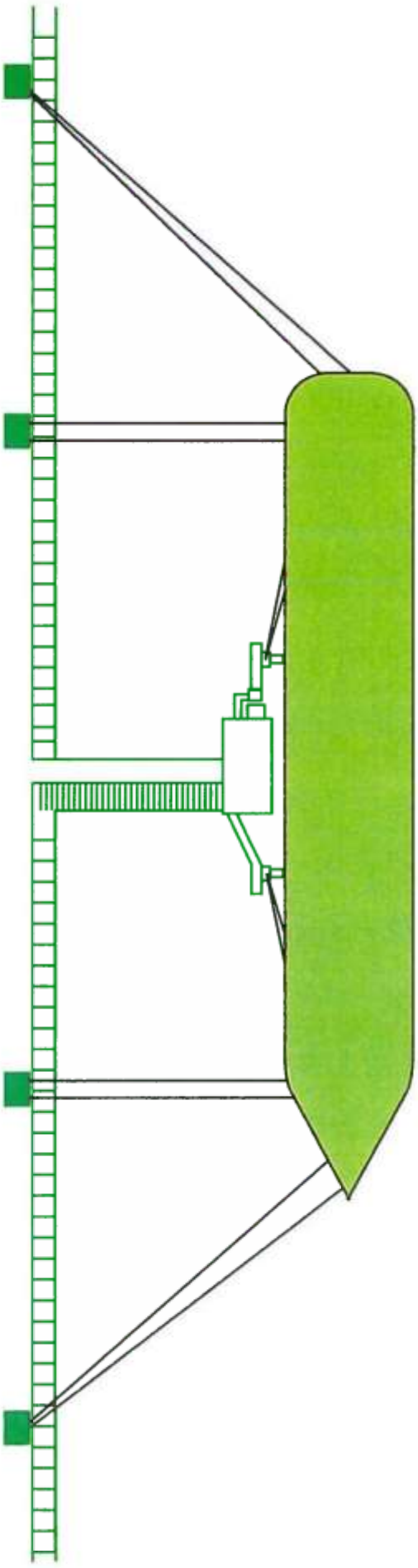
APPENDIX L

TYPICAL MOORING ARRANGEMENTS

**TYPICAL MOORING ARRANGEMENT  
DOCK #7**



# TYPICAL MOORING ARRANGEMENT DOCKS #8 & 9



# TYPICAL MOORING ARRANGEMENT DRY CARGO DOCK

