



**PORT OF VALDEZ**

**TERMINAL RULES AND  
REGULATIONS**

**ISSUED BY**

**PORT OF VALDEZ  
P.O. BOX 787  
VALDEZ, ALASKA 99686**

**Containing  
RULES and REGULATIONS  
APPLICABLE TO ALL PERSONS USING  
MARINE FACILITIES OF THE PORT OF VALDEZ, AK**

**PHONE: (907) 835-4564**

**FAX: (907) 835-4479**

**WEBSITE: [www.ci.valdez.ak.us/port](http://www.ci.valdez.ak.us/port)**

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**REVISIONS**

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Revision 1 *Cover Page: Delete "As Approved Under Terminal Tariff No. 100-19"*

Revision 2 *Cover Page: Change "personnel" to "all persons"*

Revision 3 *Cover Page: Update "approved" and "effective" dates*

Revision 4

Revision 5

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FINAL DRAFT

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## 1.0 GENERAL

1.01 SCOPE: The rules, regulations, and conditions set forth shall include all facilities owned or managed by the City of Valdez, under the authority of the Port of Valdez and herein after referred to as the Port of Valdez. These Rules and Regulations are supplemental to the Port of Valdez Terminal Tariff presently in effect.

1.02 APPLICABILITY: The rules, regulations, and conditions set forth in these Rules and Regulations shall apply to all vessels, agents, owners, masters, operators, truckers, contractors, suppliers, all other users and including natural persons, artificial persons, corporations, partnerships, organizations, associations, sovereigns, governments, nations, states, municipalities, their agents and instruments. Upon entry or docking at the terminal(s) by any person or vessel shall be regarded as constituting an agreement by such person or vessel to comply with the Port or Terminal Rules and Regulations. Persons entering the terminal shall do so at their own risk.

1.03 RIGHT TO ESTABLISH SUPPLEMENTAL RULES AND REGULATION: The Port of Valdez, through the Terminal Manager or designee, reserves the right to establish additional Terminal Rules and Regulations supplemental to these Terminal Rules and Regulations and in addition to the provisions of the Port of Valdez Terminal tariff, which shall apply to all terminal(s) users and with the same authority and in the same manner as the tariff. Persons entering the Port of Valdez facilities shall constitute an agreement by such persons to comply with all Rules and Regulations of the Port of Valdez as published.

1.04 RIGHT OF FINAL DECISION: In the event of a dispute regarding any of the terms and conditions as stated in the tariff, supplemental rules and regulations or supplemental contracts, the decision of the Director of the Port of Valdez shall be final.

## 2. ABBREVIATIONS AND DEFINITIONS

2.01 Abbreviations and defined terms used herein shall have the same meaning as specified in the Port of Valdez tariff.

### **3. OPERATIONAL REQUIREMENTS**

3.01 SNOW REMOVAL AND DISPOSAL- All snow removal must be done in accordance with the City of Valdez municipal codes.

3.02 SNOW REMOVAL FROM VEHICLES- All snow and ice must be removed from the tops of containers and truck bodies before entering or leaving the terminal(s).

3.03 FISHING GEAR- No fishing gear or related material may be left on terminal property at any time.

3.04 REPORTING OF TERMINAL ACTIVITY- All cargo volumes handled to and from vessels and other information as may be required by the Port must be reported in a timely manner as stipulated under licenses granted to operate on the terminal(s). Failure to do so will be grounds for levy of fines, and/or suspension of or revoking of licenses to conduct business on the terminal(s).

### **4. COMMUNICATIONS**

4.01 COMMUNICATIONS BEFORE BERTHING- All vessels berthing at port facilities must notify the Port at least 24 hours in advance of arrival. All berthing must be approved by the Terminal Manager.

4.02 COMMUNICATIONS ALONGSIDE- All vessels when engaged in cargo operations must have the ability to accept and make phone calls or communicate by radio. The means and contact information will be provided to the Terminal Manager on berthing request or upon docking.

4.03 EMERGENCY COMMUNICATIONS- In case of emergency, including fire, explosion or similar incident and in case of injury, the vessel shall call 911 and then notify the Port.

### **5. MOORING AT BERTHS**

5.01 MOORING LINES- All vessels moored at terminal(s) will tend lines regularly or as more frequently required by conditions then prevailing. Lines may not be slack at any time while handling cargo.

5.02 MOORING ALONGSIDE- All vessels moored alongside shall be positioned at the direction of the Terminal Manager. Vessels must have a confirmed berthing agreement issued by the Port.

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5.03 WINCHES- Constant tension winches when used shall be properly set to maintain the vessel alongside in a proper manner at all times. To prevent damage, winch motors shall be turned on one half hour prior to use.

5.04 TUGS- In the event of severe weather, the vessel shall be required to utilize the assistance of a tug(s) to prevent casualty. The Terminal Manager reserves the right to order one or more tugs if in his/her opinion and sole discretion the use of assist tug(s) is appropriate. In such case, the vessel shall be responsible for the cost of the assist tug(s).

5.05 WEATHER AND TRAFFIC- Vessel personnel shall monitor at all times weather conditions and traffic to insure there is no risk to the vessel while moored at the terminal(s). The Terminal Manager reserves the right to shut down operations between the vessel and the shore if in his/her opinion and sole discretion, a danger to personnel or property exists.

5.06 HOT WORK AND OTHER MAINTENANCE- Any vessel wishing to conduct hot work or vessel maintenance must get a permit from the Terminal Manager. The Port reserves the right to prohibit or order the stoppage of hot work at its sole discretion.

5.07 DISCHARGE OF SEWAGE, GRAY-WATER, BILGE WATER, OIL, OTHER LIQUIDS INTO HARBORS- The discharge of untreated sewage, gray-water, bilge water, oil, slops or other liquids perceived as a pollution threat into the waters of Port Valdez is prohibited.

5.08 STACK EMISSIONS- Visible and noxious stack emissions by vessels while moored at the terminal(s) is prohibited. Compliance with all state and federal laws, rules and permits is required.

5.09 TRASH- The discharge of trash into the waters of Port Valdez, or onto any of Port property is prohibited. Domestic refuse services are provided by the City of Valdez upon request and subject to tariff rates and fees. All other trash removal must be contracted to a licensed vendor approved by the Port.

5.10 DISCHARGE OF LIQUID WASTE INTO TANK TRUCKS- The vessel shall take all precautions to insure that any liquid waste discharged into tank trucks ashore conforms in all respects with US non-pollution requirements and in a manner to prevent spills into the waters of Port Valdez or on Terminal property. Only licensed vendors as named on the Port's Certificate of Adequacy may be used for such work and any spills must be reported to the Terminal Manager immediately and if in the waters of Port Valdez, to the US Coast Guard.

5.11 FUELING- The fueling of vessels while moored at the terminal(s) by barge or truck shall be done only with the permission of the Terminal Manager and in accordance with US Coast Guard regulations and in a manner to prevent spills into the waters of Port Valdez or on Terminal

property. Only licensed vendors may be used for such work and any spills must be reported to the Terminal Manager immediately and, if in the waters of Port Valdez, to the US Coast Guard.

5.12 GANGWAYS- Gangways between vessel and shore shall be properly secured and tended at all times. Where appropriate, safety nets may be required by the Terminal Manager.

5.13 LINEHANDLING- Personnel employed by the Port of Valdez are not permitted to handle lines for vessels except in case of emergency. Only licensed vendors and vessel crew, where applicable, may handle lines on the terminal(s).

5.14 LIGHTING- All vessels when moored alongside docks shall be properly lit at all times of dusk, darkness and limited visibility.

## **6. SECURITY**

6.01 SECURITY CONFERENCE- All vessels subject to the provisions of 33 CFR Part 105 as applicable to Port facilities are required to complete a Declaration of Security with the Facility Security Officer upon docking and prior to commencing cargo handling.

6.02 COMMUNICATIONS- The vessel shall maintain proper communications with the Port at all times when docked at the terminal(s). Vessel personnel are required to report any violations of security regulations or suspicious activity immediately upon discovery. All persons handling security requirements on the vessel must be able to speak English.

6.03 CREW PASSES AND IDENTIFICATION- All crew members joining or departing vessels, as well as those on shore leave, must have proper identification issued by the vessel when on terminal. This shall also include a Transportation Worker Identification Credential (TWIC) for those subject to regulations.

6.04 PASSENGER PASSES- The master of each vessel shall be responsible for the issuance of passenger passes for all persons who enter the terminal(s) and are considered passengers or persons in addition to the crew.

6.05 SCREENING- All persons entering the terminal are subject to screening as deemed appropriate by the Facility Security Officer. All vehicles are subject to search when entering or leaving the terminal(s).

6.06 ACCESS TO TERMINAL- Access to terminal(s) is restricted to those parties licensed and engaged in the business of the terminal or have business on the terminal as approved by the

Terminal Manager. All other personnel shall be escorted by a credentialed terminal worker licensed by the Port.

6.07 CONTROL OF PERSONNEL ON TERMINAL- Personnel are subject to the rules and regulations of the Port and may be removed or barred entry by security personnel or municipal law enforcement at the direction of the Terminal Manager.

6.08 UNAUTHORIZED PERSONS- No unauthorized persons are permitted on the terminal(s) at any time. Unauthorized persons are subject to confinement by security and arrest by local law enforcement.

6.09 LEVELS OF ACCESS AND DISPLAY OF BADGES- All personnel conducting business on the terminal(s) or upon entry shall have a valid TWIC and any other required badge displayed on their outer clothing or readily available for inspection. The Terminal Manager may designate restricted areas where badges must be openly displayed at all times for authorized access.

6.10 CARGO, PASSENGER AND CREW MANIFEST- The master of each vessel shall supply a complete manifest of cargo, persons arriving on vessels, including passengers, crew and persons in addition to the crew to the terminal upon arrival and prior to arrival if by request.

6.11 FEDERAL BACKGROUND CHECKS- All persons subject to 33 CFR Part 105 regulations are required to complete a federal background check and be issued a TWIC.

6.13 ACCESS BY OTHER THAN VESSEL PERSONNEL- No persons may access vessels at the terminal(s) without advance notification and permission of the Terminal Manager.

## **7. BUNKERING, FUELING, LIQUID BULK CARGO TRANSFER**

7.01 SHIP/SHORE SAFETY LIST- Prior to the transfer of bunkers or fuel, the vessel and Terminal Operator shall complete a pre-transfer safety check off list in accordance with federal regulations.

7.02 FIREFIGHTING EQUIPMENT AND COMMUNICATIONS- All vessels shall have firefighting equipment ready for use during bunkering. All vessel personnel must be trained in firefighting and each transfer shall have a designated and qualified Person-in-Charge (PIC).

7.03 NOTICES- All vessels while engaged in bunkering or fueling shall display a sign stating the following: WARNING, NO VISITORS, NO SMOKING, NO OPEN LIGHTS.

7.04 ACCESS TO VESSEL DURING FUELING- Access to vessels while fueling shall be restricted to crew and essential personnel.

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7.05 FLAGS AND LIGHTS- All vessels while bunkering or fueling shall display a red flag during the day and a red light during darkness.

7.06 EMERGENCY SHUTDOWN-An emergency shutdown procedure shall be established and tested prior to the transfer of product.

## **8. SAFETY**

8.01 SAFETY REGULATIONS- All personnel entering the terminal(s) shall comply with federal safety requirements as established by the Occupational Health and Safety Administration (OSHA) for marine facilities. Qualified vessel personnel or authorized vessel contractor shall provide a safe passage via walkway or vehicle for all persons passing through the terminal(s), such as crew, and those not engaged in terminal activities.

8.02 PERSONAL SAFETY EQUIPMENT- All personnel on the terminal(s) including those not employed by the Port or its licensed contractors, shall wear highly visible safety vests or outer clothing and shall utilize such other safety equipment such as hard hats, protective clothing and shoes, safety eyewear, hearing protection, gloves, chemical resistant boots and other equipment as appropriate. All persons working near the edges of docks, piers and berths shall also wear floatation equipment while working in those areas.

8.03 MEDICAL EMERGENCIES- In case of a medical emergency or accident, call 911, insure the area is safe to render aid and render aid. The Terminal Manager must be notified of all medical emergencies or accidents as soon as possible.

8.04 SAFETY INSPECTIONS- The Terminal Manager or his/her designee reserves the right to conduct announced or non-announced inspections to insure compliance with the terminal tariff and these rules and regulations. Operations may be halted, or personnel directed off the terminal(s), at the sole discretion of the inspector for non-compliance.

8.05 VEHICLE WARNING LIGHTS/ALARMS- All vehicles engaged in operations on the terminal(s) shall display a flashing amber light and shall be equipped with back up alarms. Vehicles engaged in the plowing of snow, or when transiting to and from work sites on the terminal and not engaged in plowing, shall display a flashing amber light.

## **9. MISCELLANEOUS REGULATIONS**

9.01 DUNNAGE AND PALLETS- Only stamped and environmentally certified wooden pallets and dunnage may be used at the terminal. No dunnage or pallets may be left at the terminal(s) without permission of the Terminal Manager. Broken or material slated for disposal must be

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removed immediately. The Port reserves the right to have any waste removed at the expense of the vessel or licensed contractors responsible.

9.02 UNLAWFUL ACTS- Unlawful acts committed by persons on the terminal(s) of any type shall be referred to local police for action.

9.03 CONDUCT- All persons on the terminal(s) shall conduct themselves in an orderly and professional manner. The use of discriminatory language is strictly prohibited. The Terminal Manager reserves the right in his/her sole discretion to have persons removed or barred from the terminal(s) for non-compliance.

9.04 MILITARY VESSEL CREW SECURITY- Military vessels calling on the terminal(s) will provide personnel to assist facility security with the management of persons entering or leaving the terminal(s). A complete list of officers and crew must be provided to the Port upon arrival.

9.05 WEAPONS, AMMUNITION AND EXPLOSIVES- Any weapons deemed capable of causing mass casualty are not permitted on terminal(s). Ammunition and explosives are prohibited on the terminal(s) without proper permits, handling procedures defined and permission of the Terminal Manager.

9.06 PERSONS INTOXICATED- No persons who appear to be visibility intoxicated shall be permitted on the terminal(s). Persons found on the terminal(s) who are intoxicated shall be removed immediately.

9.07 SMOKING- Smoking is permitted only in designated areas of the terminal(s). Smoking is not permitted on terminal docks at any time per municipal code.

9.08 DRUGS AND ILLEGAL SUBSTANCES-The use or possession of illegal drugs or other substances on the terminal(s) is prohibited. Persons found using or in possession of such substances shall be turned over to law enforcement immediately.

9.09 LIFEBOAT SUSPENSION AND LANDING SKIFFS- The suspension of lifeboats for purposes of vessel maintenance is prohibited. Vessels may only use landing skiffs for maintenance on vessels with the permission of the Terminal Manager.

9.10 RADIOACTIVE MATERIAL- The handling of radioactive material in any form is prohibited at the terminal(s) unless otherwise negotiated by the Port.

9.11 COMPRESSED GAS- Compressed gasses must be properly stored on the terminal(s) in designated areas as established by the Terminal Manager.

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9.12 HANDICAP ACCESS- The Port does not provide handicap access to vessels berthed at the terminal(s).

9.13 CONFINEMENT OF PASSENGER AND CREW- Passengers and crew required to be confined on vessels at the direction of federal agencies shall be at the vessels expense. The terminal does not provide terminal facilities for such purposes. Supplemental security personnel employed for such confinements are not permitted to be armed unless law enforcement personnel are used.

9.14 PUBLIC TOURS OF VESSELS- Public tours of vessels are not permitted unless by previous arrangement and permission of the Terminal Manager and in conformance with federal security requirements.

9.15 PARKING, SPEED LIMITS, SEAT BELTS- Parking is only permitted in designated areas as established by the Terminal Manager. Vehicles not parked in designated areas are subject to towing at the owners expense. The maximum speed for all vehicles on the terminal is 15 miles per hour. All vehicle operators and passengers are required to use seatbelts when on the terminal property.

9.16 LAYBERTHING- Vessel owner when layberthing vessels in inactive status shall inspect vessels regularly as specified by the Terminal Operator and such inspections and condition of vessel reported to the Terminal Manager. The Terminal Manager or his/her designee shall have the right to enter a vessel to inspect its condition at any time. Vessels must be properly moored at all times at the direction of the Terminal Manager. All vessels must be maintained in a safe and secure condition. Vessels not in compliance will be subject to direction by the Terminal Manager to be removed from the terminal or removed at the owner's expense.

**END OF TERMINAL RULES AND REGULATIONS**