

**Vessel Bunkering Operations &
Transfer of Waste Liquids by Road
Tanker within Harbours
(Jersey)**

**Code of Practice
Issue 1
February 2018**

This Code covers the use of road tankers to conduct vessel bunkering operations (including lubricating and hydraulic oil) and the transfer of waste liquids (including sewage) within Jersey Harbours.



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References

- A. Harbours (Jersey) Regulations 1962: Regulations 3 & 4
- B. General Direction No. 8

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1.0 Introduction

To ensure a consistent level of safety and environmental protection, the provision of vessel bunkering operations and the transfer of waste liquids within Jersey Harbours by road tanker will be restricted to organisations holding a permit issued under Regulation 4 of the Harbours (Jersey) Regulations 1962. This Code of Practice explains the requirements necessary in order to obtain such a permit and the procedures to be followed.

2.0 Definition

Bunkering is defined as the supply of fuel for use by ships. For the purpose of this Code of Practice it also includes the transfer of any oils to a vessel whether those oils are used in the operation of the vessel's machinery or not. It therefore includes lubricating and hydraulic oil. Additionally these same requirements apply to the transfer of waste liquids (including sewage) from the vessel to a road tanker.

3.0 Requirement

Bunkering of any ship by road tanker (to include leisure vessels) in any harbour designated in General Direction 8 may only be undertaken by a person/organisation who has been issued with a permit to do so under Regulation 4 of the Harbours (Jersey) Regulations 1962 as amended.

4.0 Conditions to be met to obtain a permit

Any person or organisation that wants to obtain a permit to provide this service will need to satisfy the Harbour Master that they have in place an effective Safety Management System ensuring that;

- a) All necessary safety measures are complied with to include,
 - i. PPE
 - ii. Fire precautions
 - iii. Personal safety when dealing with the liquid in question
- b) All equipment is maintained to an adequate operational standard.
- c) All staff employed in the bunkering operation are trained and competent in the operation.
- d) All necessary anti-pollution processes are in place.
- e) All necessary operational best practices are observed, including those in the Appendices to this Code of Practice
- f) Compliance with all relevant Jersey legislation such as:
 - i. Harbours (Jersey) Regulations
 - ii. Shipping (Jersey) Law and its subordinate legislation.
 - iii. Jersey Petroleum Legislation
 - iv. Jersey Environmental Legislation
 - v. Jersey Health and Safety Legislation
 - vi. Jersey Employment Legislation

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- 4.1 In order to obtain a permit the person or organisation must additionally agree to the following:
- a. for a regular audit to be undertaken of the operation by Ports of Jersey Ltd (POJ)
 - b. for a minimum of £10,000,000 insurance cover is in place, and maintained, for employment and third party liability.
 - c. submit relevant risk assessments and a copy of Employees Liability Insurance to PoJ.
 - d. complete and submit the declaration in Appendix A to PoJ.

5.0 Procedure for Transfer of Fuel, Oil or Waste Liquid products to or from a Vessel by Road Tanker

The requirements outlined below relate to any Road Tanker Operator (RTO) carrying out the prescribed operation to or from a vessel lying within the marine jurisdiction of Ports of Jersey. These requirements do not relieve any RTO of the need to comply with the requirements as listed above:

- a. Fuel requested by RTO for leisure vessels must be ordered through a recognised fuel concession, should there be a concession operating in that harbour, and only under the following conditions:
 - i. All orders for fuel must be 1,500L or more. Or,
 - ii. The vessel is of such size that the fuel concession is unable to accept them alongside their facility.

- b. These requirements for RTO's to obtain permits to operate within any PoJ administered Harbour apply to the delivery of fuel to recognised bunkering facilities, delivery of fuel direct to vessels from a road tanker, and the transfer of waste oily water or sewage from a vessel to shore.

- c. Prior to obtaining a permit RTO's will have to provide the Harbour Authority with a copy of their Safety Management System detailing how they will be providing the service and manage the requirements as listed below, to include emergency procedures, anti-pollution procedures, compliance with POJ Code of Practice in docks and outlying harbours, including emergency contact numbers.

- d. Only RTO's that hold a valid permit issued by the Harbour Master for road tanker operations, are authorised to conduct such an operation within any PoJ administered Harbour.
 - i. Permits given to RTO's will include detail of the class of vehicle that are permitted to be used. If an RTO wants to change or add a different class of vehicles to their permit then they must apply for such a change.

 - ii. Permits issued to RTOs will need to be renewed annually, a minimum of four weeks must be allowed to process an application or renewal.

 - iii. A permitted RTO that wants to carry out operations must lodge a request with St Helier VTS at least 24 hours prior to the start of the proposed operation. This should be submitted by email to the following address: stheliervts@ports.je

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- iv. The notice shall contain:
- The delivery Company's Name and contact details.
 - Name of vessel receiving fuel/oil delivery.
 - Type and quantity of fuel/oil.
 - Vehicle Registration number and number of crew.
 - Approximate ETA of delivery vehicle.
- v. VTS will co-ordinate the delivery and may advise the RTO of additional requirements for operations within the Port such as, but not limited to:
- The position to undertake the operation
 - Timing to undertake the operation
- e. RTOs should be aware that POJ is required to ensure compliance with the Shipping (Jersey) Law 2002, The Water Pollution (Jersey) Law 2000, and the Waste Management (Jersey) Law 2005, in addition to various other Jersey environmental legislation, for all operations undertaken within its area of jurisdiction. As such it is required to monitor transfers of oils and other liquids, as well as having plans in place to deal with pollution incidents within areas it administers.
- f. RTOs that want to undertake operations between sunset and sunrise must notify the Harbour Master of their wish to do so, as required by Shipping (Jersey) Law 2002 Part 7 chapter 3 section article 102 in the following manner:
- i. For a one off transfers the notice to be given is no less than 24 hours or more than 96 hours prior to any transfer.
 - ii. Alternate arrangements for frequent operation can be made on an individual case by case basis. Approval must be given by the Harbour Master in this instance.
- g. Permission to carry out operations will normally only be granted where the Flash Point of the liquid is 50° Celsius or more. (Special permission must be applied for where the Flash Point is below 50°Celsius)
- h. All RTO's must:
- i. Be compliant with, and operated as required by the Petroleum Spirit (Carriage by Road) (Jersey) Regulations.
 - ii. Be surveyed and classed by a recognised classification society or insurer
 - iii. Remain in class as required by the classification society or insurer.
 - iv. Have in place an appropriate Safety Management System (SMS)
 - v. Carry an Emergency Oil Spill Plan and necessary equipment

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- vi. Carry a valid and appropriate level of insurance (which must be made available if requested by POJ).
 - vii. All vehicles to be maintained in good condition at all times with appropriately trained staff.
 - viii. All vehicles need to be compliant with the signage in annex 5 and carry the equipment and certification as specified in annex 4
- i. The RTO's staff need to be aware of and shall comply with local Port Security requirements.
 - j. RTO's drivers must remain in attendance with the vehicle at all times during the operation and tankers may remain on the quay for the period of the transfer only.
 - k. If requested RTOs are to submit to the Harbour Master, or a delegate of the Harbour Master, a copy of the forms and check lists used for their safe operation, for an example of such a check list see appendix 1 Bunkering Transfer Check List.
 - l. Every tanker vehicle shall carry oil spill equipment which is ready for immediate deployment at all times and the driver shall be trained in its use.
 - m. The tanker vehicle shall have adequate sorbent booms in the vehicle to deploy on land or in the water for initial action in the event of a spill.
 - n. Tankers and transfer hoses shall not be positioned within 5 metres of any drain. The driver in charge of the vehicle shall identify all drains within 10 metres of the tanker and have oil sorbent mats or booms readily available to deploy around the drains in the event of a spill.
 - o. Oil transfer hoses shall be inspected before each use and shall be tested and certified annually and immediately after any hose leak, to an accredited standard.
 - p. No transfer shall commence until the hose has been checked and couplings made secure.
 - q. Hoses spanning the water are to be continuous without connections.
 - r. Permission from St Helier VTS must be obtained before a bunkering operation is commenced.
 - s. The tanker driver must place warning notices each side or around the vehicle to warn that oil transfer operations are taking place.
 - t. Prior to the commencement of bunkering operations the tanker operator must:

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- i. Complete and sign the Bunkering Safety Check List and the Ship/Shore Safety Checklist – Appendix 3
 - ii. Confirm with the vessel that they have notified St Helier VTS on VHF ch14 of the items listed in Appendix 2 - Oil Product Transfers | Communications Policy
 - iii. No transfer shall commence until confirmation of (i) and (ii) has been confirmed and recorded.
- u. Upon completion of operations the tanker operator must confirm with the vessel and record, that the vessel has advised VTS of the following:
- iv. the operation is complete
 - v. The quantity transferred in cubic metres.
- v. At any time during operations the tanker operator must report any spillage (even if no oil has entered the water) and take appropriate measures to immediately stop, contain, and clear the spillage.
- In the event of a spillage, the tanker operator must as soon as practicable (being mindful of risk of ignition) report the incident to St Helier VTS, on 01534 447722, providing the following information:
- vi. The nature and type of the liquid released
 - vii. The quantity of the liquid released
 - viii. Quantity of liquid in to the water, and on land,
 - ix. Name and contact details of RTO driver
 - x. The RTO Driver must also submit a full written report to the Harbour Master within 24 hours of the start of the incident, the vessel must also make a report.
- w. At the completion of the transfer the driver/operator must make sure the hose has been fully drained into the vessel or the hose end valve is securely closed such that it cannot be accidentally opened during the disconnection process. Hoses must be disconnected as soon as possible following completion of transfer operation.
- x. In calculating the amount of Throughput Fee (if any) due by the Permit Holder to the Permit Issuing Authority the Permit holder:
- i. Provide a ‘Quarterly Distribution Report’ to the Permit Issuing Authority declaring the volume (in litres) of fuel dispensed while on Harbours Estate during that period.
 - ii. Provide such Quarterly Distribution Report within 10 business days following the end of that Quarter.

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Appendix 1

Road Tanker Operator Declaration

I (full name)....., being the (position)..... of (name of company) having responsibility for the operation of the Road Tankers that may carry out bunker operations within the Ports of Jersey, declare that I have a copy of and understand the ‘Vessel Bunker Operations from Road Tankers Code of Practice’. I confirm that the road tankers within my fleet are fully compliant with and operate within the requirements. All Tanker drivers have been made aware of and understand the contents of the

“Vessel Bunkering Operations from Road Tanker Code of Practice”.

Signed

.....

Print Name

.....

Date

.....

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Appendix 2

Oil Product Transfers – Communications Policy

This policy applies to all vessels within Ports of Jersey Harbours.

All transfers of oils (including liquid waste) shall be reported to St Helier VTS on VHF Channel 14. The information required shall include the following:

1. Name of Vessel
2. Berth or location in the port.
3. Commodity being transferred (Fuel oil, Gas oil, waste oil, dirty water etc.)
4. Quantity in Litres
5. Time of start of transfer
6. Time of completion of transfer

In the event of an incident resulting in an oil spill, the facts of the spill must be reported immediately to St Helier VTS. Vessels and RTO's must take all necessary action to prevent oil entering the water.

Contact Numbers:

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Appendix 3 - Bunker Transfer Checklist

To be completed by the Person in charge on the bunker tanker and the Person in charge on the receiving vessel before commencing bunkering.

Bunker Transfer Checklist			
Name of RTO/registration:		Name of Vessel:	
Start/Finish Date/Time:		Berth:	
Product:		Quantity:	
Product:		Quantity:	
	Check Item	Bunker Tanker	Receiving Vessel
	Is the tanker safely parked		
	Is the tanker ready to move under its own power?		
	Are the bunker hoses in test, properly rigged and in good condition? (Cert available)		
	Does the bunker connection have the correct gasket?		
	Are all the bolt holes of the connecting flange fitted with: well tightened bolts/secure camlocks/a self-sealing connection?		
	Are hoses spanning the water continuous without connections?		
	Is a clean empty drip tray/save-all provided under the manifold connection?		
	Are unused bunker connections properly blanked?		
	Are scuppers and other deck openings on the vessel effectively plugged or sealed?		
	Is fire-fighting equipment to hand on vessel and tanker?		
	Is oil response equipment readily available on vessel and tanker?		
	Is the agreed communication system between the tanker and the vessels operative?		

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	Has the emergency shut-down procedure been agreed?		
	Have the tanks to be bunkered been sounded/gauged prior to transfer starting?		
	Is there sufficient capacity in the tanks to lift the nominated quantity without any tank being filled beyond 98% capacity?		
	Have all unused valves in the bunker system been checked closed and lashed?		
	Will a constant visual watch be maintained throughout the operation?		
	At what intervals will the receiving tanks be gauged during the transfer operation?		
	Are "No Smoking/No Naked Flame" Regulations being observed including signage?		
Signed for road tanker operator/driver		Signed for receiving vessel	
Name and Rank:		Name and Rank:	

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Appendix 4 Safety Equipment

a) Road Tankers operating within the POJ Estate shall carry the following fire extinguishers as a minimum:

Vehicle (max permissible mass)	Minimum dry powder fire extinguisher provision
<3.5 tonne	2 kg (cab) plus 2 kg
>3.5 tonne <7.5 tonne	2 kg (cab) 8 kg total (at least 1 x 6 kg extinguisher)
>7.5 tonne	2 kg (cab) 12 kg total (at least 1 x 6 kg extinguisher)

b) They shall additionally carry the following equipment as a minimum:

- Eye wash solution.
- 2 x self-standing warning triangles.
- Wheel chock, suited to the size of tyre and weight of vehicle.
- Plastic shovel and bucket.
- Drain seal.
- Tanker Spill Response Kit compliant with the directives of the Federation of Petroleum Suppliers

Training Certificates

Road Tanker drivers entering the POJ Estate shall carry their training certificates. These may be in a standard “credit card” format with security features and include a photo of the holder. They shall have received General training plus an ADR Training certificate. The certificate should be endorsed for the relevant class of dangerous goods carried.

PPE

Road Tanker drivers shall carry the following PPE as a minimum:

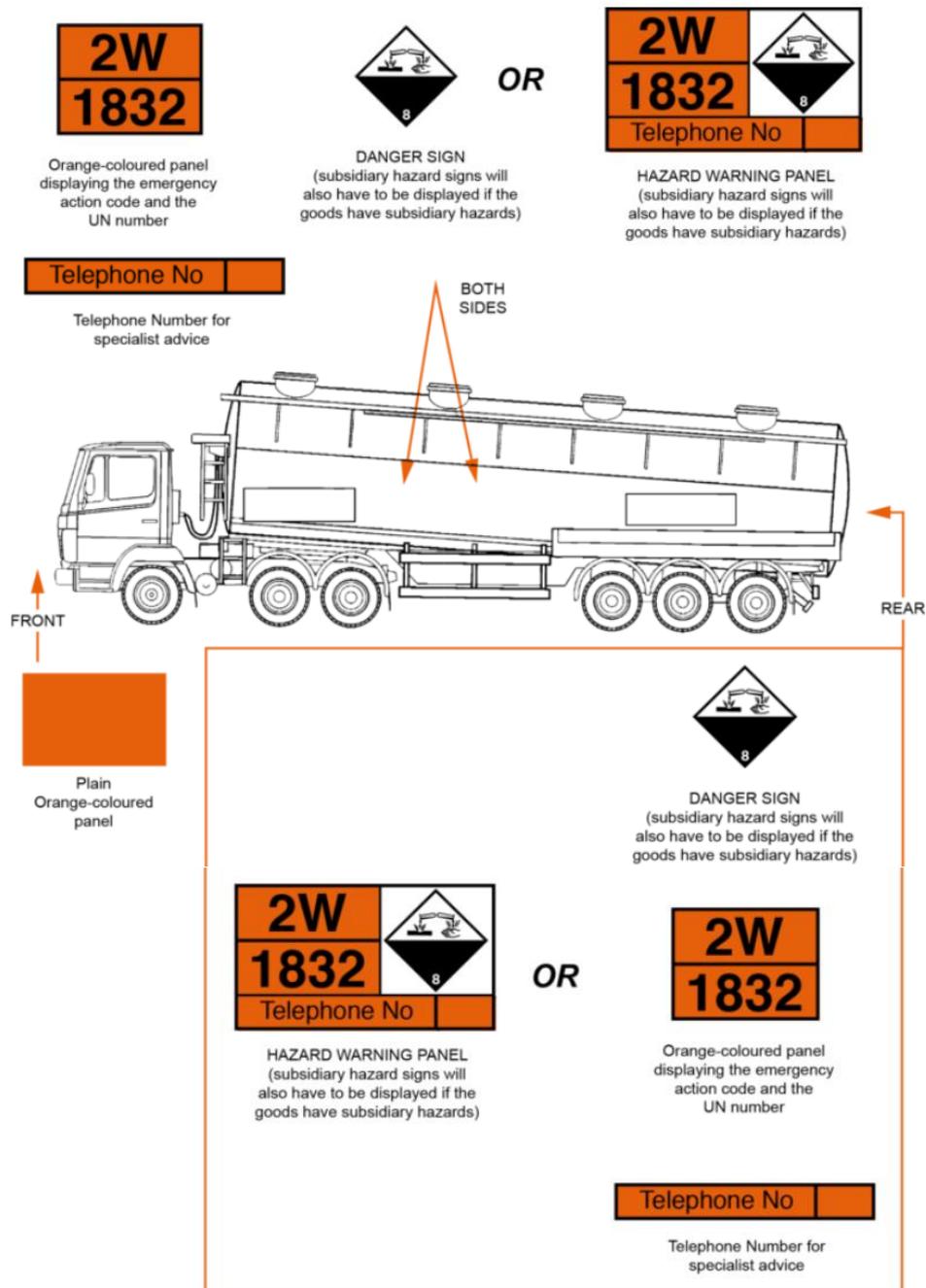
- Protective gloves.
- Hard hat (to be worn if mooring operations are taking place).
- Lifejacket (to be worn if working within 1 metre of quay edge)
- High visibility vest
- Torch (intrinsically safe)

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Appendix 5:
Vehicle Markings

Road tankers shall be marked with the “Emergency Action Codes” (sometimes called Hazchem codes”), which include a telephone number for advice in the event of an emergency and a plain orange plate at the front of the vehicle.



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