A. INTRODUCTION

This section describes procedures to be applied onboard Superior Bay Marine of Alabama, LLC. vessels for the safe transfer of fuel from fuel barge, fuel docks, and boat to barge operations.

B. RESPONSIBILITY

The Personnel Manager is responsible for implementing this procedure and ensuring that vessel personnel are aware of the requirements outlined in this procedure.

The Captain and/or person in charge are responsible for ensuring that the procedures outlined in this section are followed by all crewmembers.

The Captain and tankerman are responsible for agreeing upon and executing the fuel transfer procedures for Superior Bay Marine of Alabama vessels.

C. TRANSFER PROCEDURES

1. LIST OF PRODUCTS TRANSFERRED TO AND FROM THE VESSEL (155.750(a)(1)):

1.(a) <u>Diesel Fuel Product Information:</u>

Generic name	-	Diesel Fuel
Designated name	-	Oil Fuel No.2
Appearance	-	Red or greenish colored liquid
Odor	-	Aromatic Fuel Oil Odor

The following transfer procedures apply to all transfers of Diesel Fuel, to or from this vessel or from tank to tank within this vessel.

1.(b) <u>Lube Oil Product Information:</u>

Generic Name	-	Lube Oil
Designated Name	-	Oil, Misc.; Lubricating
Appearance	-	Pale Yellow to Amber to Dark Brown
Liquid Odor	-	Mild

The following transfer procedures apply to all transfers of Lube Oil, to or from this vessel or from tank to tank within this vessel.

1.(c) <u>Slop Oil/ Waste Oil Product information:</u>

Generic Name	-	Waste Oil, Slop Oil or Bilge Slops
Designated Name	-	Oil, Misc. Waste
Appearance	-	Dark Yellow, Dark Brown, or Blackish Liquid
Odor	-	Mild to Aromatic

1.(d) Hazards in Handling;

a. Combustible.
b. Harmful or fatal if swallowed.
c. May cause irritation to the eyes.
d. May cause irritation to the skin.
e. Excessive breathing of vapors may cause respiratory irritation.

1.(e) Instructions for Safe Handling;

a. Prohibit smoking, hot work, and all other ignition sources in vicinity of fuel handling area.
b. Avoid swallowing or allowing diesel fuel to enter lungs.
c. Avoid exposure to eyes. If such exposure occurs, flush with fresh water.
d. Avoid prolonged exposure to skin; if that occurs, wash thoroughly with soap and water.
e. Avoid prolonged exposure to vapors or even brief exposure to concentrated vapors without respiratory protection. If any symptoms such as headaches, dizziness, weakness, loss of appetite, or coordination, remove affected person to fresh air, and if symptoms persist, obtain medical attention.

1.(f) Procedures to be Followed in the Event of Spill or Leak;

a. Eliminate all sources of ignition.
b. Stop source of discharge or spill.
c. Notify Safety Manager if unable to contact dispatcher
d. Notify: National Spill Response Center-1-800-424-8802

1.(g) Firefighting Procedures and Fire Extinguishing Agents;

a. Vapors may be easily ignited.
b. When fighting fires of this material, proper protective apparel and equipment must be worn.
c. Extinguishing agents include fire-fighting foam, CO2, and dry chemical, water fog or spraying may be used.

1.(h) Applicability:

These transfer procedures apply to all transfers of bulk fuel oil, lubricating oil, waste oil / slop oil on board this vessel. This includes all such transfers to or from the vessel and from tank to tank within the vessel.

2. DESCRIPTION OF TRANSFER SYSTEM (155.750(a)(2))

a) Each vessel is equipped with independent Port & Starboard fuel tanks. Each tank is filled through an independent fill receptacle located within a containment receptacle on the main deck. A line diagram of the vessel's piping, valves, pump, vents, controls, and shut-off are onboard each vessel.

b) The oil discharge containment system consists of fixed containment located beneath the fueling connection points. If at any time, the amount of liquid is such that the available storage capacity of the fixed containment is less than five U.S. Gallons, the transfer must be stopped, and containment emptied.

3. NUMBER OF PERSONS REQUIRED TO BE ON DUTY DURING TRANSFER OPERATIONS (155.750(a)(3))

Either the licensed captain, or lead deckhand or other trained personnel on duty (who must either be licensed or must have received training and have letter of instruction required by 33CFR155.715), may be the person in charge of the fuel transfer operation (PIC is indicated by signature on the D.O.I.), and the deckhand on watch shall be in charge of the mooring during each transfer operation.

4. DUTIES OF PERSON IN CHARGE OF OIL TRANSFER OPERATION (155.750(a)(4))

a.) Fuel may not be transferred between vessels except in the case of taking on fuel from an approved vendor.

b.) Before any fuel transfer may begin, the Captain and tankerman must agree on the transfer procedures and follow them precisely. Fuel transfer procedures must be adequately posted, and all appropriate personnel should be informed when a transfer is planned.

c.) Fill out and sign the Declaration of Inspection, and confer with a person-in-charge, of the oil transfer facility or transferring vessel and agree on the method of communication to be used during operations. (Communication must be maintained at all times during the transfer operation.) Note: Person-in-Charge must be present at all times during the transfer operation.

d.) Connect hose to fueling manifold or header using approved couplings, checking these points.

i) Proper number of bolts is used at each coupling flange.
ii) Approved cam lock couplings are used, and ears are secured to ensure proper closure.

e.) Before receiving fuel from a fuel dock or fuel barge, the tankerman must sound all supply tanks to be pumped from and must verify by means of water-detecting solution (such as Kolor Kut), that no water is present in supply tanks. The fuel/oil tanks on board the tugboat is to be gauged by visual observation or taking gauge readings to determine amount of fuel/oil to be taken onboard. Ensure that the tank(s) are not overfilled. At frequent times during the transfer, the other fuel/oil tanks should be periodically checked to ensure that fuel/oil is not being added inadvertently.

f.) Prior to starting the transfer

g.) Line up appropriate valves in vessel's fuel/oil transfer piping system.

h.) Prior to transfer at full rate, start transfer at a slow rate, checking hose, connections, and transfer piping for leaks. If a leak is discovered, stop transfer operations immediately and correct source of leak.

i.) Ensure that drip containers are in place at all hose connections and vents.

j.) Inform the Captain that the fuel transfer will begin

k.) When transfer is finished, disconnect hose; ensure any drainage from hose does not spill on deck of boat, or in water. Install blind flange or quick connect cap on each vessel connection point and at end of transfer hose.

l.) Gauge all fuel tanks to obtain an accurate ending inventory.

m.)Log the amount of fuel received or transferred.

n.) Notify the Captain that the fuel transfer is complete.

o.) For fueling operations, after filling first set of fuel tanks, follow procedures in paragraphs b. through f. for additional tanks. Also, follow these procedures for all transfers of lube oil and/or hydraulic fluid, if these commodities are transferred to the vessel in bulk.

p.) After receiving fuel and before signing the receiving ticket, the tankerman must verify the transaction by sounding all fuel tanks onboard the vessel. If all figures fall within normal limits of accuracy, the tankerman may sign the receipt. If amounts differ, the tankerman should note the discrepancy on the receipt prior to signing it or, if warranted, call the office for immediate resolution of the matter before signing the receipt.

q.) Signatures must be accompanied by the tankerman's printed name if signature is not completely legible.

r.) All transfers must be noted in the Boat Log

5. PROCEDURES AND ASSIGNMENTS FOR TENDING VESSEL MOORINGS DURING TRANSFER OPERATION. (155.750(a)(5))

The deckhand on duty shall be in charge of the overall supervision of moorings and must be present at all times. He may at times have to slack or tighten mooring lines if required as the vessel's draft/freeboard changes.

6. PROCEDURE FOR EMERGENCY SHUT DOWN AND MEANS OF COMMUNICATION (155.750(a)(6))

Emergency shut down procedure is as follows:

a.) Familiarize yourself where the emergency shut down control is located on the facility or transferring vessel, before beginning a fuel transfer operation.

b.) Voice communication will be maintained at all times between the PIC on the fueling facility or vessel and the PIC on the receiving vessel.

7. PROCEDURES FOR TOPPING OFF TANKS (155.750(a)(7))

Constant visual inspection of all tanks is required while the fuel transfer procedure is in process. When the fuel level in the tanks reach a level that is approximately 12 inches below full, reduce the flow rate and continue until the level of fuel in the tanks is no closer than 6 inches below the deck.

8. PROCEDURES FOR ENSURING ALL VALVES USED DURING TRANSFER OPERATION ARE CLOSED UPON COMPLETION OF TRANSFER (155.750(a)(8))

The PIC shall personally inspect each valve in the transfer system, to ensure that it is closed after the completion of the transfer operation. (This does not apply to valves required to remain open for normal vessel operation)

9. PROCEDURES FOR REPORTING OIL SPILLS (155.750(a)(9))

Carefully following these procedures should eliminate accidental fuel/oil spills. However, should an accidental spill occur, the action listed below must be followed:

a.) Immediately shut down transfer operation including closing all related valves.

b.) Deploy spill absorbent boom in spill kit to limit spreading of pollutant, and use absorbent pads to absorb what if any in the water.

c.) Notify: The dispatcher on duty <u>immediately</u>. If unable to contact the dispatcher on duty, <u>immediately</u> notify the National Spill Response Center (1-800-424-8802.) (Be sure to obtain a case number from Response Center and log name of person contacted and write down the time you make the report) and the nearest U.S. Coast Guard Marine Safety Office, giving complete and accurate information that includes:

i) Location of spill
ii) Extent of spill
iii) Steps you have taken to contain spill
iv) Case number obtained from the National Response Center

d) Notify the Company Owner, giving complete and accurate information that includes:

i) Location of spill

ii) Extent of spill

iii) Steps you have taken to contain spill

iv) Case number obtained from the National Response Center

10. PROCEDURES FOR CLOSING AND OPENING THE VESSEL OPENINGS (155.750(a)(10))

At the completion of the transfer the PIC shall personally check each vessel opening, including but not limited to each ullage opening, sounding port, hatch opening, etc. to ensure they are properly closed.

11. PROCEDURES FOR VESSEL TANK TO TANK TRANSFER

The Person-in-charge (PIC) is to make sure that the correct valves are opened, keep a close watch on the fuel oil tanks, lube oil tanks, hydraulic oil tanks and waste/slop oil tanks, that the product is being transferred to and from. During transfers, keep a close watch on all your other tanks that a product is not being transferred to or from, to ensure that they are not losing or gaining product level.

12. MARKING OF TRANSFER HOSES (155.750(a)(11))

This vessel does not maintain its own fuel transfer hoses; however the PIC is responsible for ensuring that the hose used during the transfer is clearly marked with the words “OIL SERVICE” prior to the transfer of any oil product.

FUEL TRANSFER PROCEDURES

The Captain of the vessel is responsible for ensuring that the following fuel transfer procedures are followed. In addition, each person involved in the fuel transfer operation must review the *Vessel Response Plan*.

1. Perform pre-fueling inspection in accordance with the *Declaration of Inspection* and ensure that all requirements are met prior to commencing the fuel transfer.

2. Check all fuel tanks for water.

3. Set valves for tanks to be filled.

4. Ensure that the vents for all tanks to be pumped out or loaded are clear and fitted with flame screens.

5. Ensure that drip containers are in place at all hose connections and vents.

6. Inform the Captain that the fuel transfer will begin.

7. Monitor the liquid level in the tanks constantly during loading. Do not fill tanks beyond 90% of total tank capacity.

8. After transfer is complete and the pumps are secured, secure all valves.

9. Disconnect hoses and refit hose caps or blind flanges.

10. Check all fuel tanks for water.

11. Log the amount of fuel transferred.

12. Notify the Captain that the fuel transfer is complete.