



Saint John Port Authority Practices and Procedures

April 28, 2023



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1.0 Introduction

These practices and procedures are made pursuant to the *Canada Marine Act* to promote safe and efficient navigation and environmental protection in the Port.

All operations within the Port must be conducted in accordance with these practices and procedures, which are to be considered as conditions of entry into and operation within the Port. Any failure to comply with these practices and procedures is a potential offence, subject to financial penalty, under the *Canada Marine Act*.

Except in an emergency, nothing in these practices and procedures shall supersede any requirement of the *Canada Marine Act*, the *Marine Transportation Security Act*, the *Canada Shipping Act*, the *Pilotage Act*, or regulations made pursuant to them. All legislation and regulations referred to in this document may be obtained on Transport Canada's website: <http://www.tc.gc.ca/eng/acts-regulations/menu.htm>.

Certain operations to be conducted within the Port may require the concurrence or involvement of federal or provincial authorities, which may include, the Department of the Environment Canada and the Department of Fisheries and Oceans Canada.



2.0 Definitions

The following terms have the following meanings when used in this document:

“after hours” means all hours except 8:00 – 17:00 Monday to Friday as well as all weekend hours and statutory holidays.

“agent” means the person or company who is authorized by the owner, manager or charterer of a vessel to conduct the business of the vessel in the Port.

“close quarters” means the area around a vessel where a collision with an approaching vessel could not be avoided by the actions of the approaching vessel alone if the approaching vessel made a major or sudden and unexpected course change.

“dangerous goods” means any commodity that is identified in the International *Maritime Dangerous Goods* (IMDG) Code or the *Transportation of Dangerous Goods Act* and Regulations.

“deleterious” means harmful or noxious material.

“draught” means the distance from the lowest point of a vessel's hull, such as the keel or the bottom of the propeller, to the waterline at which the vessel is floating.

“freshet” means a period of time in the spring when the water levels of the St. John River are above normal, causing increased overflow of water, stronger currents and reduced or absence of slack water within the harbour limits.

“harbour limits” means the boundaries of the navigable waters of the Port as described in Schedule A of the Letters Patent.

“Harbour Master” means the persons appointed by the Port Authority as the persons responsible for managing and directing all operations conducted within the Port, and vested with the authority set out in the *Canada Marine Act*, as so determined and appointed by the Port Authority. This will include the person given the formal title of “Harbour Master” as well as other people exercising this person’s authorities, in their absence, from time to time.

“hot work” means any work where flame is used or a source of ignition may be produced.

“incident” means an unplanned event that results or may result in personal injury, loss of process or damage to property and equipment, and/or the environment.

“knots” means nautical miles per hour and is equivalent to 1.85 kilometres per hour.



“Letters Patent” means the Letters Patent dated May 1, 1999, issued to the Port Authority, under the *Canada Marine Act*, 1998, Statutes of Canada, c. 10.

“LNG” means Liquefied Natural Gas.

“MCTS” means Marine Communications and Traffic Services Centre, providing VTS (Vessel Traffic Services) using radio identifier “Fundy Traffic”, on VHF channel 12.

“near miss” means a situation that did not result in injury, illness, damage, loss or impact on the environment, but had the potential to do so.

“Port” means, collectively, the waters contained within the harbour limits and the federal real property managed by the Port Authority as described in Schedule B of the Letters Patent.

“Port Authority” means the Saint John Port Authority continued by the Letters Patent.

“power driven vessel” means the same as defined in the Collision Regulations.

“restricted area pass” means a document issued by an operator of a marine facility or port administration that entitles the holder, during a specified period, to have access to specific restricted areas in vessels, marine facilities or ports.

“safety and exclusion zones” means any safety and exclusion zone established by the Port Authority pursuant to Part 1 section 58 of the *Canada Marine Act*, in the interest of safety and good order, or the protection of the environment.

“safe speed” means that speed at which a vessel can take proper and effective action to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions.

“small vessel” means all vessels to which the Small Vessel Regulations apply in the *Canada Shipping Act (CSA)*.

“STCW Code” means the Seafarers’ Training Certification and Watchkeeping Code of 2011.

“ULCC” means Ultra Large Crude Carrier.

“under keel clearance or UKC” means the vertical distance between the lowest point of a vessel's hull, such as the keel or the bottom of the propeller, and the seabed or any other underwater obstruction.



“vessel” means every description of vessel, boat or craft designed, used or capable of being used solely or partly for marine navigation, whether self-propelled or not and without regard to the method or propulsion, and includes but not limited to a ship, a sea-plane and a raft or boom of logs or lumber, and all references to a vessel include its Master and crew.

“VLCC” means Very Large Crude Carrier.



3.0 AUTHORITY AND ROLES

3.1 Authority of Harbour Master

3.1.1 All vessels within the harbour limits shall comply with these practices and procedures.

3.1.2 The Harbour Master is responsible for ensuring adherence to these practices and procedures, and instructions to vessels shall be made directly to the vessel by the Harbour Master, Harbour Master's office or through the MCTS.

3.2 Role of MCTS

3.2.1 MCTS has facilities which enable the operators to track the movement of vessels, and communicate with those vessels in their region. MCTS may pass instructions to vessels within the harbour limits for or on behalf of the Port Authority.

3.2.2 Vessels receiving instructions from MCTS relating to the movement or operation of vessels, or work or services within the harbour limits issued on behalf of the Harbour Master or the Harbour Master's Office, are to follow these instructions under the strict guidance of the law and are to assume these to be measures required by the Harbour Master, and relate to port operations, safety or environmental protection. These instructions will be issued from the Harbour Master's office or through the local MCTS. Periodic notices requiring action by vessels in port waters will be promulgated by MCTS or by the Port Authority through MCTS as NAVWARNs.

3.3 Incident and Non-compliance Reporting

3.3.1 These practices and procedures are for the purpose of promoting safe and efficient navigation and environmental protection within the harbour limits, and violation of any of the conditions set forth in these practices and procedures, including incidents and near misses, are to be reported directly to the Harbour Master or through MCTS.

3.4 Overriding Conditions

3.4.1 If the Harbour Master orders that a vessel or vessel operator secures the services of tugs, pilots, or other agencies or services, such services will be at the expense and risk of the vessel concerned.

3.4.2 The Port Authority, in executing its duty to ensure the safety of all port users, is aware of the additional expenses that such services may bring to the vessel and will only require such services it deems necessary. Any and all extraordinary expenses to ensure safety of the Port and or the environment thereof will be at the expense of the vessel and/or operator concerned and will be issued to the ship's agent.

3.4.3 Potential or actual risk to the environment, safety of persons or property may necessitate the movement of vessels within the harbour limits, and movements of this nature will be directed by the Harbour Master and must be complied with in these circumstances; the Harbour Master may order a pilot, tugs, or other service necessary for the safe movement of a vessel.



3.4.4 The Harbour Master may establish priorities for movements of vessels within the harbour limits, when the Harbour Master determines that a situation requires this. The Harbour Master will work closely with the Saint John pilots and with agents in determining the priorities of movement.



4.0 MANOEUVRING WITHIN THE HARBOUR LIMITS

4.1 Safe speed – General

Vessels must always travel at safe speed within the harbour limits, unless another speed limit or direction has been specified to the vessel by the Harbour Master, or within these practices and procedures.

Within the harbour limits, safe speed includes a speed at which the wash and wake from the vessel will not cause the risk of damage to property or to the safety of persons or the environment. Where necessary, a velocity relating to safe speed will be defined by the Harbour Master and passed to vessels via MCTS. NAVWARNs and Notices to Mariners will identify work in progress.

4.2 Pilotage

4.2.1 The compulsory pilotage area of the Port is as marked on the Chart 4116. All vessels arriving in or departing from the harbour limits are required to comply with the General Pilotage Regulations of the *Pilotage Act*.

4.2.2 Vessels may not enter the compulsory pilotage area without a pilot onboard unless directed to do so by the pilot or authorized to do so by the Atlantic Pilotage Authority either directly or through MCTS.

4.2.3 The boarding station for the compulsory pilotage area is situated at Lat. 45 10.'8 N Long. 66 03.'7 W (approx.), 2.25 nautical miles bearing 200 (T) from the Racon buoy at VTS calling-in point (CIP) number 6.

4.2.4 The pilot boarding station for VLCC tankers or LNG carriers that are proceeding to Canaport or Saint John LNG is located at 45 09.1' N 66 04.8' W (approx) as marked on the Chart 4116.

4.2.5 Vessels entering the harbour limits while awaiting a pilot will be advised by MCTS to anchor in anchorage area 'B' or 'D', and the anchorage designated will be within the harbour limits, but outside the compulsory pilotage area. (See Appendix B – Saint John Harbour Limits)

4.2.6 In certain heavy weather conditions, the pilot boat may be "off-station", effectively curtailing pilotage services. All vessels and their agents will be notified of such through MCTS, or through Atlantic Pilotage Authority dispatch. In other heavy weather conditions, a pilot may not be able to board a vessel at the applicable pilot boarding station, but may be able to board at a point within the compulsory pilotage area, and in such cases the vessel may be authorized by the attending pilot to navigate the compulsory pilotage area, without a pilot, to the position designated by the pilot, and the attending pilot will monitor the vessel's progress and direct the vessel, until the pilot is able to board.

4.3 Tanker Operations

4.3.1 This procedure has been developed to promote safety of operations and the protection of the environment in the vicinity of oil handling facilities and terminals handling other volatile liquids including LNG. Recognizing that close quarters maneuvering in conjunction with tanker cargo is a high-risk



operation, mitigation is necessary to reduce the threat of collision and damage to the environment. Recognizing also that the Classification Societies have Provisional Rules for machinery notation in respect of "Redundancy" for propulsion and steering, these measures will be reviewed for individual vessels obtaining the Classification Society's notation, subject to acceptance of the relevant notation by the International Maritime Organization (IMO) and the vessel demonstrating its capability at the Port.

4.3.2 All vessels maneuvering to pass in close quarters to any other vessel, and all other vessels within the harbour limits shall proceed at safe speed and maintain a wide berth of not less than 0.5 nm.

4.3.3 Tankers utilizing the Canaport Single Point Mooring (SPM) must utilize tug support for the approach and connection to the buoy. An approved tug (or tugs) must remain connected to the tanker during the entire period while the tanker is moored to the buoy and must be available for maneuvering at all times. The entire time the vessel is moored at the SPM, the vessel shall be under the guidance of the Mooring Master employed by Canaport.

4.3.4 See section 6.10 for requirements pertaining to ship to ship (lightering) operations.



4.4 Use of Tugs

4.4.1 With the exception of LNG tankers, all vessels or class of vessels entering the harbour limits for the first time will be required to employ the services of a tug or tugs, unless specifically approved to enter without tugs (such as highly manoeuvrable passenger vessels). Subsequent moves of such vessel or class of vessel within the harbour limits will require the services of a tug until the pilots, master, and Harbour Master are satisfied that the vessel can manoeuvre without assistance.

4.4.2 After their manoeuvrability has been determined as satisfactory by the pilots, master, and Harbour Master, certain vessels may apply on a voyage-by-voyage basis for authorization to manoeuvre without tugs.

4.4.3 LNG tankers proceeding/departing to/from the LNG Terminal are required to have 4 approved tethered Saint John LNG approved tugs and at least 1 tug is to be on standby at the LNG Terminal throughout the entire time the LNG vessel is berthed. The remaining 3 tugs are to be on a 1 hour short notice standby.

4.4.4 All tankers including VLCC/ULCC berthing/unberthing at Canaport SPM and while under the conduct of a pilot and approved Mooring Master at Canaport SPM are required to have 1 tethered tug through the stern of the tanker.

4.4.5 Laden or partially laden petroleum tank vessels greater than 125m in length overall berthing/unberthing require the use of at least 2 tethered tugs.

4.4.6 Tank vessels less than 125m in length overall are required to have at least 1 tug tethered inbound/outbound.

4.4.7 For all inbound transits, tugs are required to commence tethering operations at the JC 1 Buoy. For outbound transits from Courtenay Bay, one of those tugs is to be tethered until reaching the JC 15 Buoy. For outbound transits, one of those tugs is to be tethered until reaching Calling-In-Point 8. During freshet conditions, this procedure may be adjusted at the discretion of the master and pilot.

4.4.8 The tethering and untethering locations indicated in 4.4.7 may be modified on a case-by-case basis upon mutual agreement between the pilot and master if environmental conditions require optimization of these tethering parameters.

4.4.9 All vessels berthing/unberthing in the Port are required to have the following tug compliment as per Table 1.

Table 1 shows the minimum number of tethered tugs required when a vessel is maneuvering alongside a dock or another vessel. Additional tugs may also be required at the Harbour Master, master, or pilot's discretion depending on the vessel's particulars, weather, berth, proximity of other vessels and obstructions or the terminal requirements.



Table 1

| LOA | Draught | Wind | Minimum Bollard Pull | Number of tugs | Notes |
|----------------|------------------|----------------------------|----------------------|----------------|---|
| Less than 125m | | | 50t | 1 | If thrusters are not operational or if there are obstructions at the berth then 2 tugs may be required. |
| 125-265m | | | 46-51t | 2 | |
| 225-265m | 10.5m or greater | Sustained 20kts or greater | 46-51t | 3 | |
| 266-295m | | | 46-51t | 3 | |
| 296-336m | | | 2x 65t 1x 46-51t | 3 | |
| 296-336m | | Sustained 20kts or greater | | | Maneuver will not be attempted |

Note 1: An obstruction would include a vessel, fixed structure, or crane (whether its boom is up or down) on the berth in the direction of departure of the berthed position. It would also consider having to pass by a vessel to proceed to the assigned berth.

Non-petroleum tank vessels which are equipped with “special rudders” and thrusters, may not be required to take tugs unless dictated by the prevailing conditions.

4.4.10 The Harbour Master and/or pilot may at any time, order the use of any number of tugs they consider necessary for the safe movement of shipping within the harbour limits. The Harbour Master reserves the right to require that additional tugs are deployed in the interest of safety and environment.

4.5 Under Keel Clearance and Maximum Maneuvering Draught

4.5.1 All vessels maneuvering within the harbour limits should not proceed with an under keel clearance of less than 10% of its draught.

4.5.2 The Port Authority will advise on dredged channel depth and the necessary maximum draught for port entry/departure. Vessels berthed at Port Authority facilities will be advised of the maximum draught in order to ensure safety of the vessel while allowing the vessel an optimum load. Updated channel depths and berth depths can be accessed from the Port website and or the latest updated Chart 4117 Saint John Harbour and Approaches.

4.5.3 All vessels proceeding in/out of the Port are to govern their speed through the water to ensure that their draught does not increase through squat to reduce UKC under 10%.



4.5.4 During freshet the Harbour Master and pilots may impose increased UKC requirements and will advise to all shipping interests in a timely manner.

4.5.5 The Harbour Master may at any time, in the interest of safety, increase the UKC for any vessel or class of vessels due to vessel size, draught and prevailing conditions at the time of vessel arrival/departure.

4.6 Towing Operations

4.6.1 The measures in this section apply to all vessels towing other non-propelled vessels within the harbour limits and are supplementary to any requirement made under the *Canada Shipping Act* and its regulations and the *Pilotage Act* and its regulations. The measures also apply to vessels being moved "dead ship", that is, without use of its own engines.

4.6.2 The measures in this section do not apply to towing vessels aiding the maneuvering of a power driven vessel operating under its own power to or from a berth or location within the harbour limits.

4.6.3 Vessels towing non-propelled vessel(s) are required to have sufficient power to maneuver the towed vessel in all tides, currents and wind conditions that may be encountered throughout the process and such power may be provided by the use of a second towing vessel to augment the principal towing vessel.

4.6.4 The principal towing vessel is at all times responsible for the safety and the manoeuvring of the towed vessel.

4.6.5 Towing vessels are not to enter a navigational channel if, in so doing, they will impede the transit of other piloted vessels scheduled to use the channel. It is necessary for towing vessels to indicate their intention to enter a navigational channel and request clearance to do so, and such clearance will be given by MTCS.

4.6.6 The Harbour Master may in the interest of safety restrict the use of a tug that is not suited to the operation it is meant to conduct.

4.7 Non-Conventional Vessels and Special Projects

4.7.1 Non-conventional vessels (such as floating cranes, construction vessel or oil rigs,) that are restricted in their ability to maneuver will be authorized to enter, move within, or depart from the harbour limits only after a passage plan is approved by the Harbour Master. Other vessels moving within the harbour limits may be controlled or curtailed during the process as directed by the Harbour Master. The authorization will identify any special precautions and measures to be taken by all vessels concerned.



4.8 Exclusion Zones

4.8.1 Exclusion zones or navigational restrictions on the movement of vessels may be permanently or periodically established in the interest of safe navigation. The Harbour Master through MCTS, or through the Port Authority, will promulgate these exclusion zones or navigational restrictions.

4.8.2 Canaport SPM Exclusion Zone:

All vessels transiting in/out of the harbour limits must stay outside a radius measuring 0.5nm from the SPM at Canaport excluding tankers and LNG tankers that are scheduled to berth at either the Canaport SPM or the LNG Terminal. All vessels shall adhere to the following:

- (a) the exclusion zone takes into account the limit of the swing of the maximum length of the vessels using the Canaport Buoy, the tug and towline;
- (b) the exclusion zone is defined by a circle with a radius of 5 cables (925 metres) centered on the charted position of the Canaport SPM on Chart 4117;
- (c) the exclusion zone shall be in effect whenever a tanker or similar vessel is involved in the operation;
- (d) all vessels navigating within the exclusion zone must remain clear of the operation; and
- (e) no fishing gear, nets or buoys are to be in the exclusion zone during the operation.

4.8.3 Saint John LNG Exclusion Zone:

- (a) is a permanent zone, and is as shown on Chart 4117. The zone extends 90 metres seaward from the centre point of the terminal, and also extends in a 429 metre radius seaward from the flare tower of the terminal;
- (b) when an LNG tanker is alongside the terminal, the exclusion zone extends 620 metres from the centre of the terminal, for the entire alongside period; and
- (c) during simultaneous operations at the SPM buoy and the LNG terminal, assist tugs and vessels engaged in servicing these terminals are authorized to be in the exclusion zone subject to observing safe operations of the respective tankers.

4.9 Freshet Conditions

4.9.1 From approximately April until June each year, the spring freshet from the St. John River will be experienced within the harbour limits.

4.9.1 During the freshet, masters are advised to ensure that their mooring lines are always well tended and additional mooring lines are to be deployed to ensure a safe mooring. The Saint John pilots can/will advise the master during berthing on mooring line arrangements at the affected berths.



4.9.3 Freshet advisory notices from the Harbour Master and pilots may impose specific under keel clearance requirements and other operating parameters, including but not limited to berthing/unberthing, draughts, tug deployment, and possible restricted daylight navigation.

4.10 Dredging Operations

4.10.1 Annual maintenance dredging of harbour channels and berths are usually carried out from January to April and July to November. Mariners are advised to check local NAVWARNs for details or contact MCTS.

4.10.2 Normal dredging operations entail the use of spud barges and dump scows, with associated tugs and work boats. Dredge spoils are towed to an authorized disposal site. Vessels encountering such operations are required to pass at safe speed, giving the operation a low wake and wide berth.

4.10.3 Hydrographic surveys are conducted on a frequent basis during dredging operations. Mariners must exercise caution, proceed at safe speed, observe a low wake, and monitor local NAVWARNs (via MCTS) during this activity.

4.11 Radio Communications

4.11.1 All vessels operating within the harbour limits, whether underway or at anchor, must monitor VHF channel 12. Pilots, tugs, and linesmen will use a channel designated by the pilot on board the vessel. Designated channels for operations in the Port are:

- (a) 12, MCTS “Fundy Traffic” (VTS Zone Regulations)
- (b) 10, 7, Port Operations
- (c) 11, Canaport Operations
- (d) 77 Canaport LNG



5.0 ANCHORAGE PROCEDURES

5.1 General Provisions

5.1.1 While at anchor all vessels must comply with the deck, engineering and radio watch requirements of the *Canada Shipping Act* and associated regulations, and the STCW Code and Mariners are to maintain a vigilant anchor watch monitoring their position at all times.

5.1.2 Vessels must obtain the permission in writing of the Harbour Master, through their agent, in order to immobilize their main engines to conduct planned maintenance and no vessel shall engage in equipment or machinery tests or demobilize its main engine(s), steering gear or other shipboard system that affects the vessel's propulsion or maneuverability without permission in advance from the Harbour Master. All efforts should be made to request permission a minimum of 48 hours in advance.

5.1.3 Every vessel shall inform MCTS of their intentions to anchor or weigh anchor, and in the event that more than one vessel will be getting underway, MCTS will co-ordinate the movements.

5.1.4 The minimum separation for vessels at anchor is 0.75 nautical miles.

5.1.5 Notwithstanding any of the provisions of this section, the Harbour Master reserves the right to require a vessel to get underway if there are concerns for the safety of vessels or the environment.

5.1.6 Anchorage "A" lies within the compulsory pilotage area, and therefore any ship wishing to anchor in this area must comply with the *Pilotage Act* and Regulations and order a pilot to anchor within anchorage A.

5.1.7 Anchorages "B" and "D" are outside of the compulsory pilotage area, and therefore ships do not require pilots to anchor within these areas.

5.2 Designated Anchor Positions

5.2.1 Designated positions have been established to ensure maximum safety and efficient use of the available area, with other marine activity in mind. The positions have been designed to exceed the minimum separation requirements set out in 5.1.4.

5.2.2 Within the port limits, anchoring is permitted within the designated anchorage areas only.

5.2.3 Ships wishing to anchor will contact MCTS and a specific position will be assigned to the ship by MCTS.

5.2.4 Table 2 describes the designated anchorage positions and any specific parameters to be observed. The other vessels referred to in the table below may include but not limited to container vessels, bulk carriers, passenger vessels, service vessels, small tankers, etc.



Table 2

| Anchorage Area | Position | Vessel Size/Type | Further Info |
|--------------------|--------------------------------|---|-----------------------|
| Anchorage A | | | |
| | | All vessels other than: VLCC, ULCC, LNG carrier | Please refer to 5.1.6 |
| Anchorage B | | | |
| B1 | 45° 11.222' N 66° 05.731' W | All vessels other than: VLCC, ULCC, LNG carrier | |
| B2 | 45° 10.380' N 66° 07.081' W | All vessels other than: VLCC, ULCC, LNG carrier | |
| B3 | 45° 10.350' N 66° 06.005' W | All vessels other than: VLCC, ULCC, LNG carrier | |
| B4 | 45° 09.512' N 66° 08.546' W | All vessels other than: VLCC, ULCC, LNG carrier | |
| B5 | 45° 09.517' N 66° 07.492' W | All vessels other than: VLCC, ULCC, LNG carrier | |
| B6 | 45° 09.502' N 66° 06.366' W | All vessels other than: VLCC, ULCC, LNG carrier | |
| B7 | 45° 08.593' N 66° 09.470' W | VLCC, ULCC, LNG carrier | |
| B8 | 45° 08.613' N 66° 07.218' W | VLCC, ULCC, LNG carrier | |
| Anchorage D | | | |
| D1 | 45° 09.522' N 66° 02.520' W | VLCC, ULCC, LNG carrier | |
| D2 | 45° 09.517' N 66° 01.112' W | VLCC, ULCC, LNG carrier | |
| D3 | 45° 08.567' N 66° 02.996' W | VLCC, ULCC, LNG carrier | |
| D4 | 45° 08.552' N 66° 01.560' W | VLCC, ULCC, LNG carrier | |



5.3 Weather Criteria

5.3.1 During periods when the winds are forecast to be in excess of 25 knots (Beaufort force 6) the vessel's main engine must be on standby and capable of responding at short notice.

5.3.2 All vessels at anchor must weigh anchor and get underway when:

- a) the vessel drags anchor;
- b) winds reach a sustained force of 50 knots, and the wind direction is from between easterly and west southwest; or
- c) the Harbour Master, in the interest of safety, directs any or all vessels at anchor to weigh anchor and proceed to sea to avoid dragging their anchor.

5.3.3 Due to the increased risk of LNG, VLCC, and ULCC tankers in the anchorages and depending on the circumstances, the Harbour Master may require that the escort tug(s) remain with the vessel at anchorage in the interest of safety.



6.0 ACTIVITIES IN PORT (INCLUDING ANCHORAGES)

6.1 Securing Arrangements

6.1.1 Vessels secured alongside a pier or wharf in the Port are required to keep an even strain on all lines. Weather and current criteria may necessitate the use of additional lines. The pilot's advice or the instructions of the Harbour Master shall be followed in respect of securing a vessel. During periods of strong currents within the harbour limits, as a result of tidal flow, freshet or similar conditions, vessels in the port will be required to pay increased attention to the mooring lines.

6.2 Manning Levels- Safe Manning

6.2.1 Vessels operating within harbour limits are required to be safely manned as per the Safe Manning Regulations of Flag State to ensure that sufficient crew is on board to safely operate the ship, tend the lines, operate the machinery, and respond to an emergency.

6.2.2 All vessel operators wishing to have a barge or other unmanned vessel alongside within the Harbour Limits must have approval in writing from the Harbour Master.

6.3 Berth Assignment

6.3.1 A vessel which has not had a berth pre-assigned from the respective terminal operator must contact the Harbour Master's Office to obtain permission to berth. A berth will be assigned based on ship size, type, activity alongside, and prevailing conditions.

6.3.2 Vessels may only extend beyond a pier or wharf into the harbour limits with the authorization of the Harbour Master. Every vessel that extends into the harbour limits beyond the end of any pier, wharf, or jetty shall, from sunset to sunrise keep the projecting end of the vessel adequately illuminated to be readily visible from all directions.

6.4 Demobilization or Testing of Manoeuvring Machinery

6.4.1 A vessel berthed alongside shall not engage in maneuvering equipment or machinery tests, the demobilization of main maneuvering machinery, or any other operation likely to endanger such property or other vessels unless authorized in writing to do so by the Harbour Master.

6.4.2 In all cases where authorization is given, additional mooring lines will be run out and the equipment or machinery is to be run at minimum speeds.

6.4.3 Other activities occurring in the Port may require that the vessel proposing to conduct the activities mentioned in section 6.4.1 gives notice to adjacent vessels or vessels in close vicinity, and the vessel may be required to postpone its tests dependent on the requirements of the work or adjacent vessel.

6.4.4 The Harbour Master will only give authorization subject to favourable weather forecasts, and berth requirements. Conditions may be placed on the authorization requiring the equipment undergoing



maintenance to be ready for use after a specific time period, additional mooring lines to be run out, or a tug to be standing by the vessel at the Harbour Master's discretion.

6.4.5 Depending on berth congestion Vessels may be required to shift to a lay-by berth to carry out or complete repairs and such shifting and berth allocation will be at the discretion of the Harbour Master.

6.4.6 Vessels at anchor within the Harbour Limits shall request in writing to the Harbour Master and or his/her office permission to immobilize their engine to affect necessary maintenance. Permission will not be granted if the conditions at the time give rise to the potential of damage or injury to persons, property, or the environment.

6.5 Shifting Berths

6.5.1 Vessels berthed at a pier or wharf in the Port, and requiring to move along the face of the berth may, with the prior authorization of the Harbour Master, shift the vessel with mooring lines, and the Harbour Master will grant this authorization dependent on the weather conditions, other vessels in the vicinity, and special condition relating to the vessel safety of the operation.

6.5.2 Linesmen are to be employed if the vessel movement requires that the mooring lines must be moved on or off a mooring bollard.

6.5.3 When a vessel wishing to move along a pier uses the main engine or a tug, the services of a pilot must be employed, and a pilot is required to be onboard in accordance with the General Pilotage Regulations.

6.5.4 No vessel shall move under her own power or dead ship between one berth and another in the Port or between a private berth and a berth in the Port without authorization of the Harbour Master.

6.6 Nesting (Rafting) of Vessels

6.6.1 A vessel may make fast to or secure alongside another vessel within the harbour limits only with authorization of the Harbour Master, and such authorization will be given subject to the need of the maneuver and prevailing conditions.

6.6.2 All vessels in harbour limits, when ordered by the Harbour Master, shall permit any other vessel to make fast to, or secure alongside it, and sufficient mooring lines from the outboard vessel shall be passed ashore to ensure that excessive stresses are not placed on the inner vessel's lines.

6.6.3 Where a vessel is made fast to or secured alongside another vessel, a free and unencumbered passage over the inner vessel shall be allowed to the outboard vessel for loading, unloading and access to and from the shore.

6.6.4 Where a vessel is made fast to or secured alongside another vessel, the outboard vessel shall ensure that adequate fendering is provided.

6.6.5 Unless otherwise agreed between the two vessels, the vessel with the higher freeboard shall provide gangways.



6.7 Equipment Protruding Beyond Vessel's Outboard Side

6.7.1 Vessels wishing to lower boats to the embarkation level, to the water, or send boats away must have authorization from the Harbour Master through MCTS. If boats are swung out between sunset and sunrise such gear is to be illuminated.

6.7.2 MCTS are to be advised when equipment is swung out and again when it is recovered.

6.7.3 Any vessel that needs to have equipment extending beyond the sides of the vessel must obtain authorization from the Harbour Master, and no rigging, cargo gear or other equipment of any vessel within the harbour limits shall overhang or project beyond the outboard side of the vessel in a manner that may endanger life or property or cause a hazard to navigation. This requirement also applies to vessels' cranes, except gantry cranes, which out of necessity, are required to protrude on the offshore side to enable the cranes to be operative.

6.7.4 When the equipment swung out may impair other vessels maneuvering in the vicinity, the extending gear must be swung inboard until the maneuvering vessel is past and clear, and the vessel with extended gear is required to swing the gear inboard before the arrival of the vessel in the vicinity and must not delay the maneuvering of the vessel. The agent or the Master of the maneuvering vessel is required to notify the vessel with extended gear of the intended move. This notification should be respected as close to the maneuvering time as is practical while still allowing the vessel with extended gear time to swing in the equipment. The agent or Master must relay any change in the maneuvering times to the other vessel without delay. Failure to do so may incur costs.

6.8 Over-side Maintenance

6.8.1 Vessels either at the anchorage or alongside and intending to engage their crews in shipboard maintenance work that involves painting, chipping, or scraping of the vessel's outer hull areas by means of such processes as abrasive sandblasting, needle guns, electrically powered wire wheels must obtain permission from the Harbour Master prior to the start of such work.

6.8.2 No process may be undertaken which produces sources of ignition when in areas near combustibles.

6.9 Overboard Discharges

6.9.1 Overboard discharges from ships are governed by the *Canada Shipping Act* and associated regulations, and via international conventions such as *MARPOL*. Masters, owners, and operators of vessels must ensure discharges comply with all relevant regulations.

6.9.2 All content from bilges, including tank and hold washings, and the removal of oily wastes must be carried out by authorized local contractors, and disposed of in a manner approved by the municipality and province;



6.9.3 All accidental discharges, must be reported to the Harbour Master immediately and any regulatory body having jurisdiction. Immediate remedial action shall commence and the appropriate government department must approve all actions.

6.9.4 The use of exhaust gas cleaning systems (EGCS) in the open-loop configuration within harbour limits is approved while at anchor, while alongside at the Canaport SPM, and while transiting to those locations. This is with the provision that the machinery is type-approved and operating in accordance with the manufacturer's recommendations and the regulations.

6.9.5 Scrubbers in the open loop configuration are not permitted within inner areas of the harbour limits.

6.10 Ship-to-ship Transfers (Lightering Operations)

6.10.1 The measures in this section shall apply to all vessels engaged in transferring cargo other than ship's bunker fuel or potable water between vessels within harbour limits.

6.10.2 No ship-to-ship transfers will be made unless approved by the Harbour Master, and such approval will only be given if the Harbour Master is of the opinion that all necessary steps have been taken to ensure safety to personnel, property, and the protection of the environment.

6.10.3 Vessels transferring persistent oils or other deleterious liquids must have a fully detailed ship to ship transfer plan, which has been approved by Transport Canada Marine Safety and the Harbour Master. Transfer operations shall follow all best practices recommended by Oil Companies International Marine Forum (OCIMF). Approval to commence operations will not be granted until all authorities are satisfied that the operation can be conducted safely.

6.10.4 No authorization for ship-to-ship transfers will be given until the following information has been submitted to the Harbour Master:

- (a) the nature and quantity of commodity to be transferred;
- (b) the method of transfer;
- (c) an overview of the load-out plan;
- (d) that fendering is appropriate;
- (e) that the vessels are secure with linesmen in attendance if necessary;
- (f) that communication between vessels has been tested and confirmed to be working;
- (g) that spill response procedures are in place; and
- (h) that sufficient tugs are on standby or on site as required.



6.11 Drills and Exercises (Lifeboats and Otherwise)

6.11.1 All vessels within the Harbour Limits shall request permission from the Harbour Master to conduct shipboard drills and exercises, and once permission is granted vessels must report to MCTS their intentions prior to the actual drill or exercise commencement and report when completed.

6.11.2 Caution must be given at all times to local tides and currents. Lifeboats and small craft must not interfere with any commercial vessels maneuvering with the harbour limits.

6.11.3 Upon notification, MCTS will broadcast a local NAVWARN as appropriate.

6.12 Diving and/or Waterborne Inspections

6.12.1. No diving operations or waterborne inspections are to be conducted in with the harbour limits without the authorization of the Harbour Master, and once authorization and conditions granted, operators and or vessels must notify MCTS of their intentions prior to any divers entering the waters and report when diving operations are completed.

6.12.2 Caution must be given at all times to local tides and currents, and special conditions may apply depending on exact location of the diving operation.

6.12.3 Upon notification, MCTS will broadcast local NAVWARN on channel 12/16 and further advise when operation is completed.

6.12.4 Divers and or dive contractors shall exhibit all appropriate signals during their dive as per the Collision Regulations.

6.12.5 All diving operations within the harbour limits are to be surface-supply operations and conducted under industry best practices.

6.12.6 If MCTS receives a notification that anyone is commencing diving operations that are not pre-approved, they are to be informed to contact the Harbour Master for approval.

6.12.7 It is the responsibility of the divers/diving company and the facility or vessel involved to ensure that MCTS and the Harbour Master are informed when diving operations commence and are completed.

6.13 Transfer of Personnel Between Vessels

All marine personnel embarking/disembarking from vessels within the harbour limits will do so as per SOLAS Regulations V23, IMO Resolution A.1045(27), and also as per the Safe Working Practices and Regulations of the *Canada Shipping Act*.



6.14 Hot Work

6.14.1 All hot work to be conducted within the Port must be conducted in accordance with the Canadian Occupational Health and Safety Regulations -SOR/86-304.

6.14.2 Hot work which is to be conducted within the Port, or on-board ships within harbour limits, will require a Hot Work Permit from the Port. Anyone wishing to carry out these operations can apply for a Hot Work Permit from the Saint John Port Authority via Port Control Vessel Portal. 24 hours notice for all hot work is required. Exceptions will be made for emergency situations.

6.14.3 Hot work is defined as any work where flame is used, or a source of ignition may be produced.

6.14.4 If hot work is to be performed, the following, as a minimum, must be undertaken before a Hot Work Permit will be issued:

- (a) a qualified person must be assigned to patrol the working area and the adjoining areas and maintain a fire protection watch of the area for the duration of the work and, if necessary, for a period of 30 minutes after the work is completed; and
- (b) appropriate firefighting equipment shall be provided in the working area and the adjoining areas.

Hot work must not be performed in a working area where:

- (a) flammable gas, vapour or dust may be present in the atmosphere, unless the area has been freed of gas, tested by a marine chemist or other qualified person, and found to be safe for that work to be performed in the area; and
- (b) an explosive or flammable substance may be present in the working area, unless a marine chemist or other qualified person has ensured that adequate protection exists to permit that work to be safely performed in the area.

6.14.5 Electrical welding equipment cables and gas welding or burning equipment cylinders and pipes must be placed clear of areas used for vehicles unless adequate protection for the cables, cylinders and pipes is provided. Gas cylinders of welding and burning equipment must be placed securely in an upright position when in use.

6.14.6 Before equipment used for hot work is left unattended, the person in charge of the working area must ensure that the equipment is in a safe condition.



6.15 Shore-Based Equipment (Shore cranes, etc.)

6.15.1 Any shore-based equipment such as cranes or derricks must not be deployed outboard of the dock face so that they pose a hazard to other vessels navigating in the area.

6.15.2 If cranes or derricks must extend outboard of the dock face for the purposes of maintenance, testing, or training, authorization must be requested from the Harbour Master and MCTS shall be advised and a NAVWARN issued as required.

6.16 Gillnet Fishing

6.16.1 Fishing gear shall not be attached to any dock structures including but not limited to fenders, ladders, bollards, or dock rail.

6.16.2 Fishing gear shall not impede the safe navigation of any vessel (commercial or recreational).

6.16.3 Fishing gear shall not be deployed in Long Wharf Slip, or Pier 12/13

6.16.4 Small commercial vessels operating within the harbour limits are required to comply with the *Canada Shipping Act* as applicable.



7.0 SMALL VESSELS, INCLUDING RECREATIONAL AND COMMERCIAL

7.1 Recreational Vessels

7.1.1 Recreational vessels operating within the harbour limits are required to comply with the *Canada Shipping Act* as applicable.

7.1.2 Recreational craft, whether power driven or sail, shall not impede the passage of large commercial vessels or naval vessels within the harbour limits.

7.1.3 Recreational vessels operating within the harbour limits are required to operate at a speed not in excess of 10 knots through the water when within 0.5 cables (100 metres) of any work in progress, any wharf, pier, float or vessel with a freeboard less than 2 metres, and may be required to proceed at a lesser speed to comply with the requirements under the Collision Regulations in respect of speed.

7.2 Small Commercial Vessels

7.2.1 Small commercial vessels operating within the harbour limits are required to comply with the *Canada Shipping Act* as applicable.

7.2.2 All vessels which are acting as a commercial tour vessel must apply to the Harbour Master for authorization to operate within the harbour limits and the Harbour Master reserves the right to restrict any commercial tour vessel operation in the interest of safety.

7.2.3 The following minimum requirements must be satisfactorily demonstrated to the Harbour Master prior to approval being granted for commercial tour vessel operation:

- (a) qualifications of operators;
- (b) hours of operation and meteorological conditions;
- (c) location of operations and speed;
- (d) safety and lifesaving equipment to be carried or worn;
- (e) radio watches;
- (f) insurance and indemnity (proof – when requested);
- (g) notification to passenger of location of tour;
- (h) safety in response to an emergency;
- (i) any specific requirement relating to age, size, or physical impairment of passengers; and



- (j) any other restrictions that may apply as a result of other operations or activities, such as securing arrangements, security, and monitoring;
- (k) appropriate valid certificate for the vessel issued by Transport Canada Marine Safety

7.2.4 The Harbour Master may set conditions on the operation of a commercial tour vessel in an approval to operate. The Harbour Master's approval is conditional on any required pre-approvals for the specific operation, such as Transport Canada pre-approval.

7.2.5 Small commercial vessels operating within the harbour limits are required to operate at a speed not in excess of 10 knots through the water when within 100 metres (approximately 0.5 cables) of any work in progress, any wharf, pier, float or vessel with a freeboard less than 2 metres, and may be required to proceed at a lesser speed to comply with the requirements under the Collision Regulations in respect of speed.

7.3 Non-conventional Recreational Vessels

7.3.1 The measures listed in 7.3.2 relate to all vessels that by their design or operation are not considered to be conventional vessels, and will include, but not be limited to the following:

- (a) non displacement hull vessels;
- (b) vessel towing a person on or above the waters;
- (c) a semi-submersible or submersible vessel;
- (d) personal water craft; and
- (e) vessels with experimental power or design.

7.3.2 While every consideration will be given to allow the operation of non-conventional vessels within harbour limits, the Port Authority may restrict the areas of operation to ensure that such vessels do not cause safety concerns for other users of the harbour or the adjacent uplands. Criteria such as risks to the operator and the concerns of the emergency services will also be considered. Owners and operators of such vessels will be required to demonstrate to the Port Authority the safety of the process and the awareness of the operator of the safety concerns, and owners will be required to have the necessary insurance to protect the port from liability.

7.4 Radio Communication

7.4.1 Vessels which are required under the Vessel Traffic Regulations to report their movements, or which are operating under the conditions of operations set by the Port Authority for commercially operated vessels, are to keep a listening watch on VHF channel 12.

7.4.2 All operators of radios shall comply with the Industry Canada's Radio Regulations, Canadian Radio Aids to Marine Navigation publication requirements, the Standard Marine Navigational Vocabulary.



7.4.3 All operators of radios must comply with deck, engineering and radio watch requirements of the *Canada Shipping Act* crewing and associated Regulations as applicable.

7.4.4 All VLCCs/ULCCs and LNG carriers transiting within the harbour limits shall notify via MTCS with a security call making all traffic aware of their intentions.



8.0 MARINE CONSTRUCTION

8.1 Authorization

8.1.1 No marine construction work shall commence within the harbour limits until a full description of the project including a project schedule is received by the Harbour Master. The project description must include a list of all federal, provincial and municipal permits that may be required and any relevant safety and environmental protection measures that will be observed.

8.1.2 Projects that have the potential to negatively impact other marine activities due to navigational restrictions, movement of large vessels, etc. must have a detailed plan prepared by the contractor that outlines the mitigating measures that will be undertaken to ensure all Port activities may continue with minimal impact.

8.1.3 Authorization will be granted by the Harbour Master after the requirements in 8.1.1 and 8.1.2 have been met.

8.1.4 Contractors are required to contact MCTS for the issuance of a relevant NAVWARNs.

8.1.5 The Harbour Master reserves the right to restrict, limit or cancel any marine works in the interest of safety.

8.2 Simultaneous Operations

8.2.1 Prior to commencement of construction activity, the Harbour Master shall be advised and a NAVWARN issued.

8.2.2 When construction activities are taking place within the harbour limits, special consideration must be given for commercial vessel activity operating the vicinity. Movements of construction vessels may be delayed until completion of the commercial vessel activity or safe distances are achieved.



9.0 EMERGENCY PROCEDURES AND SECURITY

9.1 Incidents

9.1.1 In addition to the mandatory requirements under the *Canada Marine Act*, the *Canada Shipping Act*, the *Canadian Environmental Protection Act*, the Master of a vessel that is involved in any of the listed incidents must contact the Harbour Master/Port Authority and relevant emergency services immediately after the commencement of the incident:

- (a) fire;
- (b) explosion, whether caused by ignition or pressure;
- (c) personal injury or death;
- (d) criminal activity;
- (e) contact with wharves or structures;
- (f) collision;
- (g) grounding;
- (h) discharge of a pollutant or deleterious substance;
- (i) loss of equipment, gear, or cargo overboard; and
- (j) dangerous goods.

9.1.2 The Harbour Master and emergency services such as Fire Department responding to any incident must be given all support from the master and the crew including, but not limited to information in respect of dangerous goods and hazardous materials aboard and any information necessary to resolve the situation.

9.1.3 Where the safety of the vessel is a concern, the master or his designated officer must liaise to provide relevant information on such things as stability, access, international shore connections, etc.



9.2 Reporting/Contact List

9.2.1 Contact List

| | |
|--|----------------------------------|
| Port Security (24/7) | 1-506-636-5044 |
| Fire, Police, Ambulance | 911 |
| MCTS "Fundy Traffic" | Ch 12 VHF, 1-902-426-9750 (24/7) |
| Canadian Coast Guard | 1-800-565-1633 |
| Dangerous Goods Incidents | CANUTECH at 1-613-996-6666 |
| ALERT Atlantic Environmental Response | 1-506-202-4499 |

9.3 Security

9.3.1 The Port and respective terminal operators maintain compliance with the International Ship and Port Facility Security Code, *Marine Transportation Security Act* and the Marine Transportation Security Regulations.

9.3.2 Marine Facility Security Officers (MFSO's):

| Facility Name | MFSO | Contact Number |
|---|---------------------------|----------------|
| Pugsley A/B/C, Lower Cove, Long Wharf, Pier 10-12 | Saint John Port Authority | 1-506-636-5044 |
| DP World Saint John | DP World Saint John | 1-506-696-0330 |
| Barrack Point Potash Terminal | QSL | 1-506-633-6611 |
| East Saint John Terminals | Irving Oil Ltd. | 1-506-202-7271 |
| Saint John LNG | Saint John LNG | 1-506-638-1300 |
| Canaport Offshore Mooring Master | | 1-506-650-4232 |



10.0 DOCUMENTATION AND DANGEROUS GOODS PROCEDURES

10.1 General Requirements

10.1.1 All vessels must review Section 32 of and Part 11 of Schedule 1 to the Port Authorities Operations Regulations (<https://laws-lois.justice.gc.ca/eng/regulations/SOR-2000-55/page-3.html#h-664261>), prior to arrival at the Port, and must submit all required information and documentation via the vessel agent at least 24 hours prior to arrival, or upon any other deadline otherwise specified under these practices and procedures.

10.1.2 All cargo and goods moving through the Port must comply with the Transportation of Dangerous Goods Regulations and *International Maritime Dangerous Goods Code*. All failures to comply will be reported to Transport Canada.

10.1.3 A Dangerous Goods Permit must be obtained from the Port before moving any dangerous goods on or through the Port. See section 10.2 for further details.

10.1.4 All cargo, regardless of type, which is loaded, offloaded, or transferred within the Port, must be reported in accordance with the Port Authority's electronic cargo reporting system. Details of that system are available upon request.

10.1.5 The Harbour Master may restrict or limit the handling of dangerous goods in the interest of safety.

10.1.5 All shippers/receivers and/or their Agents shall use the Port Control Vessel Portal when moving cargo/goods through the Port, which is closely monitored by the Harbour Master's office.

10.2 Dangerous Goods Permit and Related Documentation

10.2.1 Application for a Dangerous Goods Permit may be made via the Port Control Vessel Portal.

10.2.2 In the event of an emergency situation, a copy of the Dangerous Goods Manifest for all dangerous materials on board the vessel should be readily accessible to shore personnel while the vessel is in Port.

10.2.3 Stevedoring companies and terminal operators or any other party involved in handling dangerous goods must confirm that a permit has been issued by the Port Authority before any handling takes place.



10.3 Explosives

10.3.1 Due to the nature of Class 1 Dangerous Goods, applications for permits must be made in writing to arrivalnotices@sjport.com at least 72 hours prior to such goods arriving at the Port.

10.4 Dangerous Goods Emergencies

10.4.1 In the event of an emergency involving dangerous goods, call CANUTEC at 613-996-6666 or *666 on a cellular phone.



11.0 USE OF PORT FACILITIES

11.1 Special Events

11.1.2 Requests for authorization of special events at the Port must be delivered to the Port at least 5 business days prior to the event. Written terms and conditions for the event must be signed and returned prior to the event. Enquiries are to be directed through the office of the Harbour Master. Normal marine activities will have precedent over special event activities, at all times.

11.1.3 Examples of special events can be, but not limited to; recreational boat races, fireworks display, festivals & concerts, and product demonstrations or other activities as stipulated in the Port Authorities Operations Regulations.



Appendix A

Exclusion Zones – Chart 4116

