



# Marine Terminals Hazardous Cargoes Program

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## 1. PURPOSE

- 1.1 The Hazardous Cargo policy applies to each facility that is capable of transferring oil or hazardous materials, in bulk to or from a vessel.
- 1.2 A secondary purpose of the Hazardous Cargo's policy is to assure implementation of the Coast Guard requirements for the transfer of fuels between transport vehicles and vessels by vendors at Mosaic Terminals/Docks where bunkering is allowed.

## 2. SCOPE

- 2.1 Coast Guard jurisdiction under regulations 33 CFR 154 and 33 CFR 156 shall include:
  - 2.1.1 The Mosaic Terminals/Docks phosphoric acid transfer system that extends from the transfer hose to the first block valve inside the acid terminal storage tank secondary containment;
  - 2.1.2 The phosphoric acid transfer area shall include the dock area immediately adjacent to the manifold, hose and piping to the secondary containment block valve.
- 2.2 Coast Guard jurisdiction under regulation 33 CFR 127 shall include:
  - 2.2.1 The Mosaic Ammonia transfer system(s) that extends from the loading arm(s) to the first landward block valve;
  - 2.2.2 The ammonia transfer area shall include the ammonia dock, piping and structures within the fenced in area.



- 2.3 Coast Guard jurisdiction under regulation 33 CFR 158 shall include: all of the Mosaic Terminals/Docks and Mosaic dock facilities with respect to the transfer of oily mixtures or residues and garbage from any ship requesting such services at least 24 hours in advance.

### 3. DEFINITIONS

- 3.1 COA – Certificate of Adequacy required for oil, noxious waste or garbage reception.
- 3.2 Operations Manual - The Facility's designated manual(s) consisting of, operating procedures, emergency procedures, Certificates of Adequacy and other pertinent items required for Coast Guard documentation
- 3.3 COTP – The Coast Guard officer designated by the Commandant to command a Captain of the Port Zone or an authorized representative.
- 3.4 Commandant – Commandant of the U.S. Coast Guard.
- 3.5 DOI – Declaration of Inspection required prior to start of transfer.
- 3.6 DOS- Declaration of Security
- 3.7 Declaration of Security- An agreement between the facility and the vessel on how security responsibilities will be shared. Must be completed prior to commencing transfer operations when applicable.
- 3.8 Facility PIC – A person certified by the Marine Terminals Manager to act as a Person in Charge of the transfer for the facility as required by the Coast Guard.
- 3.9 Facility PIC LHG – A person certified by the Marine Terminals Manager to act as a Person in Charge of the transfer, specific to LHG cargos, for the facility as required by the Coast Guard.
- 3.10 Hazardous Cargo Reference Manual – Non-mandatory manual containing information to assist the Facility PIC in performing his duties.
- 3.11 LHG – Liquefied hazardous gas.
- 3.12 Liquefied Hazardous Gas – A gas known to be so toxic to humans as to pose a hazard to health during transportation. (Includes anhydrous ammonia)
- 3.13 MAWP – Maximum allowable working pressure
- 3.14 Transfer - A transfer is considered to begin when the Facility PIC and Vessel PIC first meet to begin completing the DOI and DOS.
- 3.15 Terminal Tankman – The Mosaic Terminals/Docks operator who is responsible for performing required tasks in the phosphoric acid or Ammonia terminals during transfers (The Facility PIC may perform this function).
- 3.16 Vessel PIC – The person provided by the vessel to act as a Person in Charge of the transfer for the vessel as required by the Coast Guard. . The Vessel PIC is also referred to as the Tankerman.

### 4. RESPONSIBILITIES

- 4.1 The Marine Terminals' Manager shall be responsible for:
  - 4.1.1 The overall Coast Guard program at the Marine Terminals.
  - 4.1.2 Documents and documentation required by the Coast Guard including:
    - a. Letter of Intent.
    - b. Operations Manual.
    - c. Response plans.
    - d. Certificates of Adequacy.
    - e. Certification of Facility PIC's.
  - 4.1.3 Development and maintenance of the Hazardous Cargo Reference Manual and the Coast Guard Manual.
  - 4.1.4 Assuring that the Coast Guard manual is readily available at the transfer site.



- 4.1.5 Training and documentation of Supervisors, Facility PIC's and Terminal Tankman.
- 4.2 Supervisors shall be responsible for:
  - 4.2.1 Assuring that only trained and certified Facility PIC's are assigned to transfers.
  - 4.2.2 Coordination of pre- and post-transfer activities.
  - 4.2.3 Performing tasks required by the specific Marine Terminal prior to, during and after transfer. Supervising transfer activities.
  - 4.2.4 Site Emergency Response Plan implementation.
- 4.3 Facility PICs shall be responsible for:
  - 4.3.1 Assisting in the training of new Facility PIC's.
  - 4.3.2 Maintaining knowledge, skills, and certification required by the Coast Guard.
  - 4.3.3 Perform duties of PIC as required by the Marine Terminals and Coast Guard.
  - 4.3.4 Performing tasks required by the particular Marine Terminal prior to, during and after transfer.
  - 4.3.5 Conducting pre-transfer Inspection or pre-transfer Conference with the Vessel PIC.
  - 4.3.6 Assuring that the Coast Guard manual is readily available at the transfer site.
  - 4.3.7 Completing and retaining a copy of the DOI and DOS.
  - 4.3.8 Stopping transfer operations when required by conditions.
  - 4.3.9 Site Emergency Response Plan implementation.
- 4.4 Terminal Tankman shall be responsible for:
  - 4.4.1 Performing tasks required by the Mosaic Terminals/Docks policy prior to, during and after transfer.
  - 4.4.2 Obeying all commands of the Facility PIC.
- 4.5 All Employees shall be responsible for:
  - 4.5.1 Remaining clear of transfer operations unless working under direction of Facility PIC
  - 4.5.2 Obeying all signs and commands within the transfer area.
- 4.6 EHS shall be responsible for:
  - 4.6.1 Assisting the Marine Terminals Manager in the administration of the Coast Guard program.
  - 4.6.2 Providing program oversight.
  - 4.6.3 Development of training and training documentation programs.

## 5. PROCEDURE

### 5.1 Manuals

- 5.1.1 Coast Guard Manual contents shall include:
  - a. Table of contents.
  - b. Section 1 – Coast Guard Records.
    - i. Letter of Intent to Coast Guard
    - ii. Letter of Recommendation from Coast Guard.
    - iii. Manual approval from Coast Guard.
    - iv. Certified Facilities PIC list.
    - v. Intrinsically safe radio documentation.(Optional)
    - vi. Hose or loading arm information.
    - vii. Lighting verification.(Optional)
    - viii. Inspection and test certificates.
    - ix. Alternative procedures, waivers and exemptions.

- x. Coast Guard inspections for the past three years.
- xi. Task or procedures lists.
- xii. Pertinent discretionary information approved by the Marine Terminals Manager.
- c. Section 2 - Operations Manual
  - i. Item by item description of applicable requirements.
  - ii. Item order shall be as they appear in the regulation.
  - iii. Alternative procedures, Waivers or Exemptions shall be obtained from the Coast Guard for any item not meeting the requirements as written.
- d. Section 3- Certificate of Adequacy.
  - i. Certificate of Adequacy.
  - ii. Vendor performance documentation.
- e. Section 4 - Emergency Manual
  - i. Item by item description of applicable requirements.
  - ii. Item order shall be as they appear in the regulation.
  - iii. Alternative procedures, Waivers or Exemptions shall be obtained from the Coast Guard for any item not meeting the requirements as written.
- 5.1.2 Updates to pages or portions of the Coast Guard Manual shall be submitted to the Coast Guard for information purposes within 30 days of the change.
- 5.1.3 The entire contents of the Coast Guard Manual shall be submitted to the Coast Guard for approval following major revisions or restructuring. The revised or restructured manual shall not be placed into service until Coast Guard approval is received.
- 5.1.4 The Coast Guard Manual shall be maintained in the Mosaic Terminals/Docks terminal office and at the dock during transfers, and at the Mosaic Ammonia Terminals Hazardous Cargo Reference Manual Contents shall include:
  - a. Table of contents.
  - b. Disclaimer.
  - c. Mosaic Phosphates Marine Terminals Hazardous Cargoes Program.
  - d. Applicable Coast Guard regulations.
  - e. Copies of Marine Terminals required forms.
  - f. Pertinent discretionary information approved by the Marine Terminals Manager.
- 5.2 Facilities and Equipment
  - 5.2.1 Facilities, piping systems, hoses, transfer arms, electrical systems, lighting systems, emergency shutdowns and alarms shall be designed, constructed and maintained in accordance with the applicable Coast Guard regulation and Mosaic Phosphates standards.
  - 5.2.2 Repairs and replacement parts or equipment shall be in accordance with Mosaic Phosphate's Engineering Standards and Specifications were applicable.
  - 5.2.3 Alternative procedures, Waivers or Exemptions shall be obtained from the Coast Guard for any item not meeting the requirements as written.
- 5.3 Facility PIC Relief
  - 5.3.1 Facility PIC's shall remain in attendance and control of transfer operations until relieved by another certified Facility PIC's.
  - 5.3.2 The time of transfer of control over the cargo transfer operations shall be documented on the DOI and DOS. The on-coming Facility PIC shall sign the form indicating agreement with the conditions listed on the DOI and DOS.
- 5.4 Communications



- 5.4.1 Communication between the Facility PIC and Vessel PIC during transfer operations shall be maintained by two-way radios supplied by the Marine Terminal.
- 5.4.2 Radios used for transfer operations shall be rated as Intrinsically Safe.
- 5.4.3 All communication shall be in English.
- 5.5 Safety Requirements.
  - 5.5.1 Access to the facility by fire fighting personnel, fire trucks, or other emergency personnel shall not be impeded.
  - 5.5.2 Hazardous materials shall be kept only in the quantities needed for the operation or maintenance of the facility and are stored in storage compartments.
  - 5.5.3 Gasoline or other fuel shall not be stored on a pier, dock, wharf, or other similar structure, with the exception of fuel required by emergency equipment in the area.
  - 5.5.4 A sufficient number of fire extinguishers for fighting small, localized fires shall be located throughout the facility and maintained in a ready condition.
  - 5.5.5 The location of each hydrant, standpipe, hose station, fire extinguisher, and fire alarm box shall be conspicuously marked and readily accessible.
  - 5.5.6 Each piece of emergency or personal protective equipment shall be maintained and ready to operate.
  - 5.5.7 Signs indicating that smoking is prohibited shall be posted in the appropriate locations.
  - 5.5.8 Trucks and other motor vehicles shall be operated or parked only in designated locations.
  - 5.5.9 All rubbish shall be kept in receptacles.
  - 5.5.10 Equipment with internal combustion engines used on the facility dock:
    - a. Does not constitute a fire hazard.
    - b. Shall have a fire extinguisher attached.
  - 5.5.11 A Safe Work Permit is required for all welding or hot work conducted on or at the transfer facility. A current Hot Work Permit shall be obtained from the COTP prior to any welding or hot work operations at the Mosaic Ammonia Facilities ammonia transfer area.
  - 5.5.12 Personnel on fire watch in or at the transfer facilities shall have no other duties except to watch for the presence of fire and to prevent the development of hazardous conditions.
  - 5.5.13 Flammable vapors, liquids or solids shall be completely removed from any container, pipe or transfer line subject to welding or hot work. NFPA Std. 326 (Standard for the Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair) shall be followed for all hot work on tanks or containers that store or have stored flammable, combustible or other hazardous substances.
  - 5.5.14 Automotive equipment having an internal combustion engine shall not be refueled on a pier, wharf, or other similar structure.
  - 5.5.15 Open fires shall not be permitted.
  - 5.5.16 Electric wiring and equipment shall be maintained in a safe condition.
  - 5.5.17 Access to the marine transfer area shall be limited to:
    - a. Personnel who work at the facility including persons assigned for transfer operations, vessel personnel, and delivery and service personnel in the course of their business.
    - b. Coast Guard personnel.
    - c. Other Federal, State, or local governmental officials.
    - d. Other persons authorized by the Facility PIC.



- 5.5.18 Warning signs shall be displayed on the facility and at each shoreside entry to the dock containing the following information:
  - a. Warning.
  - b. Dangerous Cargo.
  - c. No visitors.
  - d. No Smoking.
  - e. No Open Flames.
- 5.6 Coast Guard inspections.
  - 5.6.1 Coast Guard personnel shall not be denied access to the transfer area or to records kept as a result of Coast Guard regulations.
  - 5.6.2 Coast Guard personnel will be requested to follow our personal protective equipment policies while on Mosaic Phosphates Marine Terminal premises. Their activities shall not be impeded upon their refusal. Report all failures to comply to the Marine Terminals Manager.
  - 5.6.3 The presence of Coast Guard personnel for the intent of observation or inspection services shall be reported through the chain of command to the Marine Terminals Manager.
- 6. MOSAIC TERMINALS/DOCKS PROCEDURES
  - 6.1 Coast Guard requirements.
    - 6.1.1 Knowledge and Skills Requirements
      - a. Hazardous materials handled at the facility
        - i. Properties.
        - ii. Hazards.
        - iii. SDS.
      - b. General knowledge of Coast Guard regulations.
        - i. 33CFR154.
        - ii. 33CFR156.
        - iii. 33CFR158
        - iv. 33CFR127
        - v. Coast Guard penalties.
      - c. Coast Guard Manual contents.
        - i. Records.
        - ii. Operations Manual
      - d. Vessel transfer systems in general.
      - e. Vessel transfer control systems in general.
      - f. Facility transfer control system.
      - g. Discharge reporting procedures.
      - h. Response plan for discharge reporting and containment. (Waiver to be requested.)
    - 6.1.2 Conditions To Verify Prior To Transfer Operations
      - a. The vessel's moorings are strong enough to hold during all expected conditions and are long enough to allow for changes in draft, drift, and tide
      - b. Portions of the transfer system not necessary for the transfer operation are securely blanked or shut off.
      - c. The discharge containment equipment is readily accessible

- d. The discharge containment is in place and periodically drained to provide the required capacity.
  - e. All connections in the transfer system are leak free.
  - f. Transfer hoses are:
    - i. Long enough to allow the vessel to move to the limits of its moorings without placing strain on the hose or transfer piping system.
    - ii. Properly aligned.
    - iii. Supported to prevent kinking or other damage to the hose and strain on its coupling.
    - iv. Free from loose covers, kinks, bulges, soft spots, or other defects.
    - v. Free from cuts or other damage that penetrates the first layer of hose reinforcement.
  - g. Radios are operable.
  - h. The emergency shutdown means is in position and operable.
  - i. Each PIC is at the transfer site and immediately available.
  - j. The Facility PIC is in possession of the Coast Guard Manual.
- 6.1.3 Pre-transfer Conference - The Facility PIC and Vessel PIC shall hold a conference in English to ensure that each PIC understands:
- a. The identity of the product to be transferred.
  - b. The sequence of transfer operations.
  - c. The transfer rate.
  - d. The name or title and location of each PIC.
  - e. Details of the transferring and receiving systems.
  - f. Procedures to ensure that the transfer pressure does not exceed the MAWP for the hose and transfer pipe system.
  - g. Critical stages of the transfer operation.
  - h. Rules that apply to the transfer of hazardous material.
  - i. Emergency procedures.
  - j. Discharge containment procedures.
  - k. Discharge reporting procedures.
  - l. Watch or shift arrangement.
  - m. Transfer shutdown procedures.
  - n. Radio use procedures and signals.
  - o. Lighting required between sunset and sunrise.
  - p. Bolted Connections.
    - i. Use suitable gaskets to ensure a leak-free seal.
    - ii. Bolt in each hole in each connection.
    - iii. Use bolts of the correct size.
    - iv. Tighten each bolt uniformly and sufficiently to ensure a leak free seal.
    - v. Discard any bolt that shows signs of strain, elongation or deterioration.
    - vi. "Skip bolting" shall not be used.
- 6.1.4 Declaration Of Inspection (DOI)
- a. Transfer may not be initiated unless the Facility PIC and Vessel PIC has filled out and signed the DOI.

- b. No PIC may sign the DOI unless each item on the DOI has been inspected and initialed as satisfactory by both PIC's and they both agree that they are ready to begin transferring product.
  - c. The Facility and Vessel PIC's shall each have a signed copy of the DOI available for inspection during the transfer operation.
- 6.1.5 Supervision By Facility PIC
- a. No person may connect or disconnect a hose or engage in any other procedures during the transfer operation unless supervised by the PIC
  - b. No person may start the transfer flow unless instructed to do so by either PIC.
  - c. No transfer may be made unless each PIC is in the immediate vicinity and immediately available
- 6.1.6 Transfer Stoppage for Discharge
- a. Each Facility PIC and Vessel PIC shall stop the transfer operation whenever hazardous material is discharged in the work area or into the water.
  - b. The transfer operation may not be resumed unless:
    - i. hazardous material discharged in the transfer work area or water is cleaned up or is contained and being cleaned up, or
    - ii. The COTP authorizes resuming the transfer operation.
- 6.2 Mosaic Terminals/Docks Facility PIC tasks
- 6.2.1 Supervisor Responsibilities shall include:
- a. Completing the Checklist for Supervisor Prior to Vessel Arrival.
  - b. Conducting a pre-transfer Conference with Facility PIC, Vessel PIC, and ship's mate and completion of the "Pre load Checklist".
  - c. Supervising all personnel and transfer operations.
  - d. Completing worksheets and forms as required during loading process.
  - e. Stopping cargo pump at main facility in event of an emergency.
  - f. Conducting post transfer conference on ship and completing all necessary paperwork.
  - g. Insuring all valves are properly aligned after transfer is complete
  - h. Updating ledger to reflect loading of vessel.
- 6.2.2 Facility PIC Responsibilities shall include:
- a. Setting up dock area for load out.
  - b. Assisting in the vessel mooring and aligning ships manifold to dock manifold.
  - c. Conducting a pre-load conference with Vessel PIC.
  - d. Making transfer hose connections to dock manifold.
  - e. Obtaining information as outlined on Dockman's report and record.
  - f. Coordinating transfer with the Vessel PIC.
  - g. Adjusting transfer hose as necessary to prevent kinks.
  - h. Opening and closing cargo valve at dock as required.
  - i. Blowing back hose to ship to purge phosphoric acid from transfer hose after transfer is complete,
  - j. Disconnecting transfer hose from dock manifold and placing blind on the open end after the ship's personnel disconnect hose from ship's manifold,
  - k. Securing the dock area and storing of all equipment.
- 6.2.3 Terminal Tankman Responsibilities shall include:
- a. Aligning valves for transfer.



- b. Setting up and maintaining the diaphragm pump at the cargo pump to reclaim packing leakage.
- c. Insuring that the oil level is maintained in the cargo pump metering bowl.
- d. Routinely inspecting pipeline during transfer.
- e. Starting and stopping the cargo pump during loading of vessel as needed.
- f. Realigning valves where needed to change phosphoric acid tanks.
- g. Gauging terminal tanks during transfer to determine rate of flow and quantity loaded.

## 7. MOSAIC AMMONIA FACILITY PIC PROCEDURES

### 7.1 Coast Guard requirements.

#### 7.1.1 Knowledge and skills required:

- a. General knowledge of Coast Guard regulations.
  - i. 33CFR127 SubPart A & C.
  - ii. 33CFR158.
  - iii. Coast Guard penalties.
- b. Anhydrous ammonia (NH<sub>3</sub>).
  - i. Properties.
  - ii. Hazards.
  - iii. SDS.
- c. Calibration and operation of dock NH<sub>3</sub> gas detectors.
- d. Use and care of respiratory protection equipment
- e. Basic fire fighting procedures, including the use of the portable fire extinguishers.
- f. Coast Guard Manual contents.
  - i. Records.
  - ii. Operations Manual.
  - iii. Emergency Manual.
- g. The configuration and limitations of NH<sub>3</sub> cargo vessels systems.
- h. Procedures for transferring NH<sub>3</sub> to and from vessels.
- i. Procedures for response to a NH<sub>3</sub> release.
- j. First aid treatments and practices for burns, CPR, exposure to NH<sub>3</sub> liquid or vapors, and when to transport to a medical facility.
- k. Restrictions on access to the NH<sub>3</sub> dock.

#### 7.1.2 Pre transfer Inspection - The Facility PIC shall conduct a Pre transfer inspection by completing the following tasks:

- a. Inspect piping and equipment within the marine transfer area for compliance with requirements.
- b. Determine the contents, pressure, temperature, and capacity of the NH<sub>3</sub> vessel and storage tank.
- c. Confer with the vessel PIC to review and agree on:
  - i. The sequence of acts required for transfer
  - ii. The rate, maximum working pressure, and minimum working temperature of transfer.
  - iii. The duties, stations, and watches of each person assigned for transfer.
  - iv. The Emergency Manual procedures.

- d. Determine that the vessel is securely moored and that the transfer connections allow the vessel to move to the limits of its moorings without placing a strain on the piping loading arm used for transfer:
  - e. Ensure that each part of the transfer system is properly aligned.
  - f. Ensure the display of the warning signs.
  - g. Ensure no smoking in area and fire protection available.
  - h. Ensure that a qualified Vessel PIC is on duty.
  - i. Test the following to determine that they are operable:
    - i. The sensing and alarm systems or.
    - ii. Gas detectors required by 127.1203
    - iii. The emergency shutdown system.
    - iv. Test the communication system.
- 7.1.3 Declaration of Inspection (DOI).
- a. The Facility PIC shall ensure that no transfer of NH<sub>3</sub> from a vessel until a DOI is executed and signed by both the Facility and Vessel PIC's.
  - b. The Facility PIC shall not sign the DOI unless that person has performed the pre-transfer Inspection and initialed each requirement on the DOI.
  - c. The facility PIC shall not sign the DOI unless the Vessel PIC has fulfilled each requirement and initialed each requirement on the DOI.
  - d. The Facility and Vessel PIC's shall sign and date the DOI indicating that they are both ready to begin NH<sub>3</sub> transfer.
  - e. The DOI shall include the signature of each relief PIC and the date and time of each relief.
  - f. The Facility PIC shall give one signed copy of the DOI to the Vessel PIC and retain the other.
- 7.1.4 Cargo Transfers.
- a. The NH<sub>3</sub> dock and surrounding area is under the supervision of the Facility PIC who has no other assigned duties during the transfer.
  - b. During transfer, each Facility PIC shall:
    - i. Maintain communication with the Vessel PIC
    - ii. Ensure that an inspection of the NH<sub>3</sub> transfer piping and equipment for leaks, frost, defects, and other threats to safety takes place at least once every transfer;
    - iii. Discontinue transfer as soon as a NH<sub>3</sub> release or fire is detected in the area or aboard the vessel
    - iv. Discontinue transfer when electrical storms approach near the area
    - v. Ensure that the outdoor lighting is turned on between sunset and sunrise.
  - c. Ensure that the loading arm is drained of NH<sub>3</sub> residue and de-pressurized before disconnecting from the vessel.
- 7.1.5 NH<sub>3</sub> liquid or vapor Releases - the Facility PIC shall:
- a. Immediately notify the Vessel PIC that transfer must be shut down.
  - b. Shut down transfer in coordination with the Vessel PIC.
  - c. Notify the management and the COTP of the release.
- 7.2 Mosaic Ammonia Facility PIC tasks
- 7.2.1 Supervisors Responsibilities shall include:

- a. Sending the four hour pre-transfer notification to the Coast Guard (CG Notification Form).
  - b. Assuring Vessel folder has proper paper work.
  - c. Determining that the Facility is ready to receive vessel.
  - d. Supervising vessel mooring.
  - e. Supervising connection of Loading Arm (L-1) to vessel manifold.
  - f. Conducting pre-transfer Conference with Facility PIC and Vessel PIC.
  - g. Completing DOI and Miscellaneous Services form.
  - h. Assuring the e Vessel's PIC initials the DOI in the appropriate places and signs the form.
  - i. Supervising personnel and transfer operations.
  - j. Supervising the disconnection of Loading Arm (L-1) from the vessel.
  - k. Supervising the sailing of the vessel.
  - l. Assuring l the vessel folder paperwork is complete and is returned to the clerk.
- 7.2.2 Facility PIC Responsibilities shall include:
- a. Assuring all necessary equipment such as APR's, fire hoses, valves, grounding mechanism, etc. are in good working order prior to vessel arrival.
  - b. Mooring of vessels.
  - c. Connection of Loading Arm (L-1).
  - d. Completion all items on Pre Discharge Checklist.
  - e. Assuming duties as Facility PIC for transfer after signing the DOI transfer.
  - f. Monitoring transfer of ammonia from vessel to tank.
  - g. Controlling entry of personnel to unloading area.
  - h. Making entries on Dock Monitoring Log.
  - i. Disconnection of loading arm (L-1).
  - j. Completing all items on the Post Discharge Checklist.
  - k. Sailing the vessel.

## 8. CONTRACTORS

- 8.1 Contractors shall not work in the dock area during transfers unless:
  - 8.1.1 Their presence is necessary to maintain the transfer.
  - 8.1.2 They are working under the direction of the Facility PIC.
- 8.2 Vendors transferring fuel from transport vehicles to vessel at Mosaic Phosphate Marine Terminal facilities shall :
  - 8.2.1 Obey instructions and requests from the Facility PIC.
  - 8.2.2 Produce appropriate documentation and manuals upon request to indicate compliance with Coast Guard regulations contained in 33CFR154 and 333CFR 156.

## 9. FACILITY PIC TRAINING

- 9.1 Initial Training of Facility PIC's.
  - 9.1.1 All employees designated to act as Facility PIC's shall receive a minimum of 48 hours of classroom instruction and 48 hours under instruction experience in the transfer of the specific cargo. (Appendix A).
  - 9.1.2 Employees designated as PIC's shall have a minimum of of classroom training and 48 hours under instruction experience in the transfer of the specific cargo.
- 9.2 Refresher Training of Facility PIC's.



- 9.2.1 All Facility PIC's will receive refresher training annually from a PIC qualified supervisor in accordance with the applicable Training of Marine Terminal Facility PIC's (Appendix A) and (Appendix B).

## 10. PROGRAM REVIEW/PERIODIC INSPECTIONS

- 10.1 The Safety and Health Policy and program shall be reviewed every three years by representatives from EHS and the Marine Terminals.
- 10.2 The Coast Guard and Hazardous Cargo Reference Manuals shall be reviewed annually by representatives from EHS and the Marine Terminals.
- 10.3 Piping, hoses and loading arms shall be hydrostatically tested annually or whenever major repairs have been made in accordance with the applicable Hydrostatic Testing Of Cargo Lines (Appendix B - Phosphoric Acid) & (Appendix C - Anhydrous Ammonia) or an approved method.
- 10.4 Mosaic Ammonia Facilities ammonia cargo line relief valves and gages shall be tested and certified annually by an authorized code repair facility. These valves will be placed in the automatic work order system and replacement of these valves shall coincide with the annual hydrostatic testing of the ammonia cargo line.
- 10.5 Mosaic Ammonia Facilities ammonia loading arm (L1) shall be inspected by a manufacturer's representative annually.
- 10.6 Mosaic Ammonia Facilities ammonia emergency shutoff valves and emergency alarm shall be tested monthly and prior to the arrival of vessels.

## 11. DOCUMENTATION

- 11.1 All required documentation shall maintained ready for immediate inspection by Coast Guard and other authorized personnel.
- 11.2 The Coast Guard and Hazardous Cargo Reference Manuals shall be maintained up to date and readily available at the dock during transfers.
- 11.3 Records of Coast Guard inspections shall maintained for three years.
- 11.4 DOI's shall be maintained in the applicable vessel file for the applicable vessel for a minimum of one year.
- 11.5 COA's shall be renewed every five years and maintained along with vendor performance documentation in the Coast Guard Manual.
- 11.6 Hot Work Permit shall be renewed every five years and maintained in the LHG Manual.
- 11.7 Facility PIC training records shall be maintained at the applicable Marine terminal office. Training records shall maintained for the duration of employment plus one year. Records of non-Coast Guard inspections shall maintained by the Maintenance Department for three years.

## 12. REFERENCES

- 12.1 Coast Guard - 33 CFR
  - 12.1.1 126 - Handling of Class 1(Explosive) Materials or Other Dangerous Cargoes within or Contiguous to Waterfront Facilities
  - 12.1.2 127 - Waterfront Facilities Handling Liquefied Natural Gas And Liquefied Hazardous Gas
  - 12.1.3 154 - Facilities Transferring Oil Or Hazardous Material In Bulk
  - 12.1.4 156 - Oil And Hazardous Material Transfer Operations
  - 12.1.5 158 - Reception Facilities For Oil, Noxious Liquid Sub-Stances, And Garbage
- 12.2 Coast Guard Marine Safety Manual
- 12.3 Coast Guard Waterfront Facility Compliance Booklet, CG-5562A (Rev1-97)
- 12.4 Coast Guard Internet Site (<http://www.uscg.mil/>)



13. APPENDICES

13.1 Appendix A - Mosaic Terminals/Docks Facility Person-In-Charge Training

13.2 Appendix B - Testing of the cargo line, piping, and loading arms



14. REVISION LOG

Revision Log				
Rev. No.	Requested By	Approved By	Revised By	Rev. Date
0	Initial Issue	Safety Advisory Panel	CSIP Task Team	11/14/00
1	Logo Change	Safety and Health	J. Marshall	5/15/07
1	Reformat for ISO		D. Allen	9/28/2011
2	Safety Department		Gerald Lasseigne	4/23/2012
	Reformat for ISO		R. Withers	5/18/2012
3	Safety Department	Mike Neal	Gerald Lasseigne	8/21/2012
4	Safety Department	Mike Neal	Gerald Lasseigne	8/27/2012
N/A	Review for out of date	PMO	PMO	12/9/2021

Contact the Subject Matter Expert for additional information on this program.