CAPE LAMBERT
AND
CAPE LOBOS

DEACTIVATION PLAN

Prepared by
Crowley Liner Services, Inc.
for
South Atlantic Region
U.S. Maritime Adminstration

M/V CAPE LOBOS and M/V CAPE LAMBERT

LAY-UP PLAN

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U.S. Department of Transportation
Maritime Administration - South Atlantic Region

January 2002

DISTRIBUTION LIST

No.	Location/Organization	Issue Date	Code
1	CLS RRF Program Office		
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3	M/V CAPE LOBOS		
4	M/V CAPE LAMBERT		
5	MARAD - SAR		
6			
7			
8			
9			
10			

LIST OF REVISIONS

Rev	Description of Changes	Pages Revised	Date
0	Original Issue		30 Jan, 2002
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

TABLE OF CONTENTS

TABLE OF CONTINUED (Continued)

A. LAY-UP OVERVIEW

Crowley Liner Services (CLS) is tasked with the responsibility of the Deactivation and Lay-up of CAPE LOBOS and CAPE LAMBERT after a period of operation. A thorough and proper lay-up is a necessary precondition to the successful future activation of these ships. The lay-up process is of critical importance whether the M/V CAPE LOBOS or the M/V CAPE LAMBERT is operational for brief periods, such as during no-notice activations or maintenance activations, or for significantly longer operational periods. After the operational period, the M/V CAPE LOBOS or the M/V CAPE LAMBERT will return to their lay-up berth (currently assigned at the James River Reserve Fleet, Viginia). This Deactivation and Lay-up Plan addresses a full RRF 10 lay-up.

The Ship Manager has following responsibilities related to returning the ships to Phase IV lay-up.

In general during the lay-up sub-phase, the Ship Manager is primarily responsible for the necessary planning and preparation procedures including the development of lay-up procedures. The ship Manager shall execute the Operations Plan requirements, especially, Section "S" ensuring that the vessel's crew detect and document all known material deficiencies accurately. In addition, CLS shall administer and supervise the performance of lay-up procedures, repairs and regulatory requirements.

The intent of this plan is to describe and discuss:

1. Procedures by which the Lay-Up Specifications shall be updated to reflect the vessel's condition and requirements following activation and/or operations;

2. Procedures for the issuance of RFQ's

3. Shipboard and shore-based procedures to prepare for lay-up

4. Lay-up contract administration and supervision

B. SPECIFICATION UPDATING AND ISSUANCE OF REQUEST FOR QUOTATIONS (RFQ) AND PURCHASE ORDER

1. Updating the Lay-Up Specifications

A comprehensive and up-to-date Lay-Up Specification is fundamental to the success of the lay-up process. Therefore, CLS will task the vessel's assigned Port Engineer, or assign an experienced Port Engineer to work closely with the MARAD COTR and ship's crew to draft up a lay-up and repair specification, or update the existing one. This drafted/updated Lay-Up Plan and Repair Specifications incorporate MARAD's Standard Lay-Up Procedures (SLPs) for selected equipment and systems provided in RRF Operations Management Manual, TE-1, Section 32. In addition to the SLP's, items observed and identified during the operation shall also be included in the Specification. These standard SLP procedures are based on the latest technology and experience gained through using alternative lay-up techniques and from lessons learned during RRF ship activations and operations. However, each standard Lay-Up Procedures will be tailored to the vessel's specific characteristics and systems.

In addition to the Standard Lay-Up Procedures, material deficiencies will also be corrected as part of the lay-up process based on availability of funds. Repairs undertaken during lay-up are the ones mainly required to improve ship material readiness and reduce the probability of casualties occurring during subsequent activations and operations. Obsolete equipment including those that are not part-supported or inefficient will also be identified for replacement/upgrade. Since equipment and system malfunctions are best detected under operating conditions, it is extremely important that all such material deficiencies be detected and accurately recorded by the vessel's activation / operating crew so that corrective action can be taken or at least planned for future accomplishment. If determined cost effective and funds are available, major regulatory requirements including near term inspections and surveys will be accomplished during lay-up to avoid the need for a separate industrial period during Phase IV. If possible, vessel's COI will be completed and a Full-term COI Certificate obtained before lay-up.

The Ship Manager is responsible for identifying and including all material deficiencies in the Lay-Up Specification. The ship's crew, during Phase O (Operations), continually identify and enter repair items in the MARTS. The Ship Manager will be continually updating the repair section of the Specification during Phase O in order to include new items and delete items that have been completed. In order to get the optimum results the Ship Manager will do the following:

1.1 The After Activation Report will be reviewed by the Ship Manager's Port Engineer and all lessons learned will be incorporated in the Lay-Up Specification, as appropriate.

1.2 The ship's engineering staff will forward all deficiencies noted during normal operation to the Ship Manager's RRF Port Engineer. Using this information the Ship Manager's RRF Port Engineer will update the MARTS program and develop specifications to correct these deficiencies. Those deficiencies that are not corrected as voyage repairs will be included in the Lay-Up Specification.

1.3 The crew will perform procedures described in Section "S" of the Operations Manual during the final voyage and record the results as a Summary Report required by TE-1. Any deficiencies noted will be forwarded to the Ship Manager's RRF Port Engineer for entry into the MARTS and to develop Specifications in preparation for lay-up.

1.4 A pre-lay-up sea trial will be conducted with the Ship Manager's RRF Port Engineer, the vessel's crew and the MARAD Sea Trial Team in accordance Sea Trial Guidance and Report provided in the Section TE-1. A Survey Report shall be prepared detailing the material condition of the ship as well as deficiencies noted during this trial. Special attention will be given to identify and record all deficiencies. The crew will also be debriefed in order to ensure that all deficiencies noted during operations are recorded. The Ship Manager's RRF Port Engineer will ensure that these items are properly written up and included in the Lay-Up Specification. Sea trial procedures under Section 22 of TE-1 are briefly discussed in Section D.2 of this Plan.

1.5 In addition, all of the ship's officers will provide the Master with a turnover letter before departure, which will cite deficiencies and offer recommendations within each officer's area of responsibility.

1.6 The Ship Manager will review the previous service reports from the manufacturers' representatives who have attended the vessel and have made recommendations for repairs or improvements.

1.7 The Ship Manager will update the Specification to reflect all USCG Form 835 outstanding requirements, operational Casualty Reports (CASREPs), ABS outstanding requirements or outstanding requirements of any other regulatory bodies. The Ship Manager will also review any near term regulatory survey requirements and with COTR/ACO approval, will include them in the Lay-Up Specifications.

1.8 The Specification will also be updated to reflect any vessel equipment or vessel class equipment upgrades as directed by MARAD.

2. Issuance of RFQ's and Purchase Orders

2.1 Overview

CLS will procure industrial services for the lay-up of the vessel in accordance with approved commercial procedures. These MARAD approved Purchasing / Sub-contracting practices are used to acquire materials and services in the accomplishment of this plan. Industrial repair type services required to complete the lay-up will be obtained as economically as possible within the framework of the requirements and departmental regulations. The Ship Manager will endeavor to use fixed price contracts whenever possible. CLS has been authorized to execute contracts up $2,000,000 in fixed price contracts per the approved purchasing procedure, based on the availability of funds. Authority to exceed the limits on fixed price contracts and time and material contracts shall be obtained from the cognizant MARAD South Atlantic Region ACO.

The Lay-Up Specification consists of several distinct work items. CLS will package the work items as one specification and will seek competitive bids by issuing a Request for Quotation to qualified contractors. CLS requires a minimum of three (3) responses from responsible bidders. The qualified contractor with the best value bid for the stated work item will be awarded a purchase order to commence work.

2.2 Procedure for RFQ Issuance

While the technical aspects of the Request for Quotation (RFQ) are the duties of the RRF Port Engineer and MARAD's COTR, the actual issuance of the Purchase Order, is the defined responsibility of the Contracting Officer and the Buyer at the Ship Manager's home office. The following procedures will be adhered to at all times:

2.2.1 The CLS Port Engineer will review the Lay-Up Specification and forward to the Senior Port Engineer / Director of Engineering and Contract Administrator for review.

2.2.2 After the home office review is completed, the Lay-Up Specification will be submitted to MARAD COTR for review. The estimated cost of the specification work items and the estimated time required to accomplish the specification will also be included.

2.2.3 Lay-Up Specification approved by the Ship Manager's RRF Port Engineer and MARAD COTR will be sent to the qualified contractors that have the capability and technical knowledge to carry out the work required in the time frame allotted. The (RFQ) package will consist of the following documents:

2.2.3.1 A clear and concise description of exactly what will be required of the work package. This may consist of the entire or portions of the Lay-Up Specification.

2.2.3.3 A time frame when the vessel will be available for all of the contractor's representatives who choose to bid on the work to visit the vessel. This may be the last discharge port prior to release from OPCON. If so, arrangements should be made with MSC.

The Ship Manager's Contract Administrator will contact MARAD ACO to verify that funding is available for this project and submit a copy of the cost estimates. After the Ship Manager's Contract Administrator has received a minimum of three (3) cost quotes for Lay-Up Specification work package, the Contract Administrator request funding from MARAD ACO and COTR for this work. Upon receipt of sufficient funding, a purchase order will be issued to the contractor.

Upon satisfactory completion of the work or during the interim periods as the work is completed, invoices will be submitted for payment.

C. SHIPBOARD PROCEDURES TO PREPARE FOR LAY-UP

The transition period from operations to lay-up is extremely important because it provides the Ship Manager, the vessel's crew and MARAD with the last opportunity to operate and observe. It is the only opportunity to observe the operation of the vessel, identify deficiencies and determine what additional items should be accomplished during the Lay-Up Phase in order to assure the highest probability of successful activation of the vessel in future.

A smooth orderly phase down requires close coordination between the vessel's crew and the Ship Manager's shore based staff. The Ship Manager's RRF Port Engineer will be responsible to ensure that both vessel's crew and shore staff are aware of the actions, which they must take once a vessel has been advised it will be removed from Phase O (Operations) and go into lay-up.

The following discussion assumes an extended operation and testing. The procedures described may need to be revised if the vessel is operated for a limited period during a no-notice or maintenance activation or if activated for an exercise of limited duration. Under normal circumstances a no-notice activation or a maintenance activation may not add many changes to the already existing Lay-Procedures. However, changes in procedures will be discussed between the CLS Port Engineer and the COTR and added as necessary.

A Shipboard Condition Survey Report shall be prepared detailing the material condition of the ship and the sea trial deficiencies, and submitted to the MARAD-COTR by the RRF Port Engineer per Para 7.3.21.1 of the RRF operations Manual SectionTE-1.

1. Disposal and/or Securing of Supplies and Equipment

1.1 Consumables and Outfitting

1.1.1 Upon receipt of notice to lay-up the vessel, the MARAD South Atlantic Region Office will advise the Ship Manager of where to redirect ship outfit material including consumables and any replacement equipage. The Ship Manager will provide the MARAD COTR a copy of any outstanding outfit material orders for the vessel. These documents will clearly identify the specific ship and the outfit material on order. The MARAD Region will use the documents to record material receipt and then return them to the Ship Manager to support payment.

1.1.2 As part of the vessel lay-up, all consumables will be consumed to the maximum extent possible and arrange for the removal of the remaining. All hazardous, flammable and corrosive items that are not consumed or returned to the manufacturer will be transferred to an active RRF ship, turned over to the MARAD Region

warehouse or disposed of as directed by the COTR. See Section F for a discussion of the disposal of hazardous materials.

1.1.3 If transfer is not practical, a list of items to be disposed of will be prepared and submitted to the Ship Manger's home office. A copy of the survey list will be provided to the MARAD South Atlantic Region COTR.

1.2 Provisions

1.2.1 All lifeboat provisions will be removed and stored ashore onboard as directed by the MARAD Region COTR.

1.2.2 Food items will not be stowed on board deactivated ships. Food items will be donated or disposed as found necessary in consultation with MARAD COTR.

1.2.3 Any broached food (less container) meats and fruit procured from foreign markets will be disposed of at sea in accordance with MARPOL regulations by the ship's crew prior to arrival at the last port before lay-up. A complete list of the items disposed of must be prepared and signed by two (2) crewmembers and the ship's Master as witnesses to the disposal. The witnessed list of items will be attached to the prepared Summary Report in accordance with the RRF Ship Manager's Vessel Operations Manual. This list shall be provided to the MARAD COTR on arrival.

1.2.4 A cooperative effort between the Ship Manager and MARAD South Atlantic Region Offices will be made to transfer any remaining long shelf life food items to any active RRF vessels in the immediate vicinity of the lay-up port. If such transfers are not practical, food items will be donated to local charities in accordance with the following procedures:

1.2.4.1 MARAD Region Offices or CLS will make the necessary arrangements for the charitable organization(s) to meet the ship and receive the food items. The arrangements will be documented and approved by a MARAD Region Office authorizing the donation.

1.2.4.2 Vessel's crew will prepare an inventory of food items to be donated. Inventory should be as accurate as possible, however, usage after inventory to be reconciled.

1.2.4.3 Vessel's crew will pack the foodstuff in a manner to ease difficulty in transportation and removal of the food.

1.2.4.4 Upon presentation of the authorized letter for donation, the Master or designated representative will make the donation. Care must be taken not to donate any food items that may be spoiled or otherwise contaminated. Receiving party will be responsible for any food items spoiled, contaminated or damaged following the turnover or transport to the charitable organization.

1.2.4.5 A copy of the inventory will be signed by the representative of the receiving organization and the Master or a designated representative. The signed inventory will be attached to the MARAD Region prepared Summary Report in accordance with TE-1, and then be provided to the MARAD Region COTR.

1.3 Medical Supplies

1.3.1 Drugs and pharmaceuticals, including narcotics are not to be retained on board the vessel. Durable medical supplies such as bandages, splints, crutches, etc. will be retained onboard and stored in the hospital space medical lockers. Items such as aspirin, cough medicine etc. with two (2) or more years of shelf life remaining may be transferred to another ship or disposed of.

1.3.2 Following procedures apply in all cases where the cost of medical supplies was reimbursed by MARAD:

1.3.2.1 CLS, with MARAD South Atlantic Region authorization, should dispose of it through local or Federal agencies authorized to receive all drugs and controlled substances.

Such agencies must be registered with the Drug Enforcement Administration (DEA), Department of Justice and be authorized to procure the particular controlled substances being transferred. The certification will include the registration number (on DEA Form 223, Certificate of Registration), issued by the DEA.

1.3.2.2 The Master or his representative will prepare an inventory list of drugs and controlled substances to be transferred; he and a representative of the receiving agency will sign indicating transfer. A copy of the signed removal inventory will be provided to the MARAD Region COTR.

1.3.2.3 A copy of the inventory of the medical supplies transferred will be signed by

the representative of the receiving organization and by the Master or a designated representative. The signed inventory will be attached to the MARAD Region prepared Summary Report and provide to the MARAD Region COTR.

1.4 Slop Chest

1.4.1 Under normal prolonged operations, Slop Chest items are funded by MARAD. Slop chest items will be reduced as much as possible after receiving the notice to return to lay-up. The remaining items on arrival will be inventoried and a copy of the list will be handed over to MARAD COTR. Non-perishable items may be transferred or donated / disposed of as directed by MARAD-COTR.

1.5 Weapons and Ammunition

1.5.1 Upon lay-up, a 100% serial number inventory of MSC provided small arms will be conducted by the CLS representative. CLS will then arrange to have the weapons and ammunition returned to the custody of MSC or another designated Navy activity. A record of all such transfers including a full description of the weapons and serial numbers will be provided retained indefinitely at the MARAD Region Office.

1.6 Technical Publication and Drawings

Upon lay-up CLS will inventory, index and place all technical manuals and engineering drawings in secure stowage to ensure they will be available for future use. Normally MARAD Region Logistics personnel board the vessel and assist the CLS Port Engineer in completing such inventory and storage. Technical documentation shall not be removed from the ship except upon transfer of the associated equipment or upon specific direction of Reserve Fleet personnel.

1.7 Government Furnished Property

Government Property includes all property owned by or acquired by the Government and property acquired by the Ship Manager's for the Government, where the Government has reimbursed the cost. With the exception of personal property brought on board RRF ships and CLS provided items, all material is Government Property including outfit material (i.e. consumable, expendable and non-expendable), spares and food provisions. Under the Ship Manager's Ship Management contract, the Ship Manager is Property Custodian for the ships and the Ship Manager is responsible for the custody and security of all GFP on board the M/V CAPE LOBOS and the CAPE LAMBERT. As Property Custodians, the Ship Manager

will:

1.7.1 Maintain current custodial records and process necessary documentation with the MARAD Region Accountable Property Officer (APO) to support all transactions, which change these records.

1.7.2 Ensure GFP is accorded proper care and security and is used only for official purposes.

1.7.3 Submit reports of any property known to have been lost, damaged or destroyed.

1.7.4 Assist the MARAD Logistics department with physical inventories to reconcile property accounting records.

1.8 Controlled Equipage

The Ship Manager will place all Controlled Equipage under secure stowage and provide the list if stowage locations to the MARAD COTR. Additionally, the Ship Manager will submit a special Controlled Equipage lay-up inventory, carried in conjunction with MARAD-SAR Logistic Department to the MARAD Region COTR including nomenclature, quantities on hand and serial numbers. The Ship Manager's procedures for signature control of controlled equipage are included in Logistics Management Manual TE-5. CLS will take special care to ensure that equipment and/or supplies which are likely to be pilfered will be secured in sealed storage boxes in locked and/or sealed spaces and are properly inventoried. This includes but not limited to ship's tools, machinery fittings and supplies and navigational equipment that are not included in Controlled Equipage.

2. Procedures for Securing Plant and Machinery

During the final weeks of operation the crew will perform certain actions in order to prepare the vessel's machinery and other systems for lay-up. It will be the Chief Engineer's responsibility to insure that these procedures are carried out.

2.1 Operational Procedures: Machineries including Main propulsion System, Ship's Service Diesel Generators, Fresh Water Evaporator, Piping Systems, Ballast System, Cargo Gear and Equipment, Electronic Gear and Safety Equipment shall be operated in accordance with procedures provided in RRF Operations Manual TE-1 and Section "S" pages 3-8 in the Shipboard Operations Manual.

2.13 Oil Samples: Prior to arrival at the deactivation location, draw lube oil samples from all

systems as per the equipment listed the systems listed Section "S" of the Operations Manual. All samples shall be marked with information marked in the Section "S" of the Operations Manual. The samples should be drawn when the machinery is operating and from the pressure side of the system. On arrival the samples should be submitted to the laboratory as per instructions in Section "S" of the Operations Manual.

3. MARTS Updating and Reporting to the Ship Manager's Office

The Chief Engineer shall forward all discrepancies found during these pre-lay-up procedures to the Ship Manager's RRF Port Engineer as soon as it is available. The Ship Manager's RRF Port Engineer shall update the MARTS based on this information.

4. Redelivery From MSC OPCON

When so notified, the Ship Manager will accept the tender of the M/V CAPE LOBOS and CAPE LAMBERT from the Military Sealift Command (MSC) on behalf of the Maritime Administration (MARAD).

This change in ship phase shall subsequently be documented in writing between the Ship Manager and the MARAD Region. The date, time and location of the change will be committed to writing and signed by both the MARAD Region and the Ship Manager's authorized representatives.

5. Phase Down of Crew

The ship's crew, except for key personnel mentioned below will be discharged following the M/V CAPE LOBOS and CAPE LAMBERT's return to a lay-up contractor facility following the completion of pre-lay-up testing.

To insure an orderly phase out of crew, the Ship Manager, with the concurrence of the COTR/ACO, shall retain the full crew for one full day after arrival and shall then sign-off the complete crew except the Master and Chief Engineer. The Chief Engineer may be retained for a period in to the deactivation with the concurrence of the MARAD-COTR. The Master shall be retained for two days after the arrival of the M/V CAPE LOBOS and CAPE LAMBERT at the deactivation facility. All personnel will help to further ensure that all known deficiencies that surfaced during operations are accurately recorded and that their operational experience is passed on to the Ship Manager's shore staff.

During crew phase down the Master, Chief Engineer, First Assistant Engineer and the Steward's Personnel will have the following responsibilities:

Master: The Master shall oversee the transition from operations to lay-up. His duties shall include:

1. Completion of all ship's records and reporting including voyage reports, engine and deck logs.

2. Sign-off of crew and final voyage accounting including crew payroll and the slop chest.

3. Finalization of all personnel matters including reports on crew injuries and claims.

4. Organizing vessel documents and logs. The Master shall prepare a complete list of vessel documents and logs. He shall lock the documents and logs in the ship's safe and provide the document list and the combination to the ship's safe in a sealed envelope to the Ship Manager's Port Engineer.

5. The Master shall meet with the vessel's department heads and review the vessel deficiencies encountered during the voyage. These deficiencies with recommendations will be given to the Ship Manager's Port Engineer.

Chief Engineer - The Chief Engineer will supervise the preparation of the ship's machinery and systems for lay-up. His duties include:

1. Collect all repair items, update MARTS and fax repair/discrepancy list to Ship Manger's Port Engineer.

2. Ensure that all machinery preparation for lay-up not completed during the final leg of the voyage have been completed.

3. Oversee the stowage of spare parts and engine consumables in coordination with the Ship Manager's Port Engineer.

4. Ensure that all Engineering Department records and logs are in order and up-to-date. Engineering logs shall be turned over to the Port Engineer.

First Assistant Engineer - The First Assistant Engineer shall assist the Chief Engineer in the preparation for vessel lay-up. He shall also coordinate inventorying of the ship's equipment

and supplies.

Steward's Department Personnel - The Steward's Department Personnel shall ensure that the M/V CAPE LOBOS and CAPE LAMBERT ‘s accommodation spaces are clean and orderly prior to entering the lay-up facility. They shall inventory steward's department equipment and supplies and will coordinate with the Ship Manager’s Port Engineer regarding the disposition of remaining provisions.

Prior to the discharge of crew and key personnel, the Ship Manager’s Port Engineer will conduct an inspection to confirm that all provisions, particularly perishable items, medicine and pharmaceutical and controlled equipage have either been suitably disposed of or are separated for removal and all weapons transferred as discussed previously in this Section.

All ship's officers should provide a turnover letter to the Master upon departure from the M/V CAPE LOBOS and CAPE LAMBERT. The letter shall cite deficiencies and offer recommendations within each officer's respective area. The Master will forward copies of all turnover letters to the Ship Manager who will provide copies to the Regional COTR and MARAD Headquarters (MAR-742). A copy of each letter will be retained in the ship's file.

D. SHORESIDE PROCEDURE TO PREPARE FOR LAY-UP

CLS Port Engineer will complete a Survey Report in accordance the MARAD RRF Operations Plan, Para 7.3.21.1 of Section TE-1. In addition, he will prepare and submit the Summary Report detailing the material condition of the ship as well as all deficiencies noted.

1. Shore Staff Responsibilities

1.1 Lay-Up Coordination

Close coordination between the Ship Manager, MARAD, the appropriate regulatory bodies and the lay-up contractor is important to the success of the lay-up of the M/V CAPE LOBOS and the M/V CAPE LAMBERT. The Ship Manager's Contracting Officer and RRF Port Engineer will work together to ensure that the lay-up procedures and repairs are updated as intended, and communicated to all pertinent parties and that all necessary approvals are received. For contacting the relevant personnel, Ship Manger's Contact and Telephone List is provided in Appendix 1. Contact names and telephone numbers for MARAD, regulatory bodies and contractors are provided in the Activation Plan as well as the Operational Plan.

Prior to lay-up, CLS Port Engineer will notify the local USCG and ABS representatives of ship lay-up plans. This notification will include planned repairs plus any repairs that have been completed by the crew requiring regulatory tests or inspections. The Port Engineer will discuss ABS/USCG MOU in order to plan and schedule items that could be achieved during the deactivation and lay-up phase. With the concurrence of the COTR/ACO the Port Engineer will schedule any other regulatory tests, inspections and surveys to be performed during lay-up as discussed in Section "B".

1.2 Return of Ship to Deactivation Facility

The Ship Manager will arrange for the return of the vessel to the selected deactivation where the lay-up work will be accomplished. The Ship Manager's Contracting Officer and the Port Engineer will coordinate with the lay-up contractors and the Lay-up berth operator to ensure that the lay-up facilities are ready and appropriate to receive the vessels when the deactivation is completed.

1.3 Reporting

The Ship Manager will provide an After-Action Report including lessons learned within thirty (30) days of completion of deactivation. At a minimum this report will include:

1. A brief operating history of the ship since activation
2. Summary of operating casualties
3. Problems (and if applicable recommendations for correction)
4. Copies of voyage summary sheets and abstracts
5. Listing of deferred voyage repairs and recommendations
6. Cost summary
7. Constructive comments, photographs and anything that adds to the completeness and clarity of this report
8. Sea trial report

2. Pre Lay-Up Testing and Inspections

Pre-lay-up testing and inspections provide an excellent opportunity to determine the condition of ship's systems and to identify any malfunctions and material deficiencies that were not detected by operating crew. The collected performance data will also serve as a basis for trend analysis during other operating periods such as maintenance activations and no-notice activations.

Depending on MARAD approval, the Sea Trials described below will be performed by the vessel's crew on the passage back to the vessel's out-port. If a sea trial is not practical, tests that can be performed dockside shall be performed following the arrival of the vessel at the deactivation facility. In the event of a Sea Trial, a MARAD Trial Board may board the ship and will coordinate testing with the Ship Manager's RRF Port Engineer.

The extent and timing of this testing and inspection will be determined by the length of the operational period and by the location of the ship's redelivery from MSC. The testing described below is based on extended vessel operation. If the vessel has been activated for maintenance purposes or an exercise of moderate duration, the procedure discussed may be modified as appropriate with the approval of the COTR/ACO. In the case of a no-notice test activation depending on the vessel's duration of lay-up a sea trial may or may not be required.

The need for sea trial, dock trial and testing must be judged based on the then condition and documented discrepancies / repairs, without incurring unnecessary expense or resulting in needless delay. Changes in these procedures will be discussed with the COTR/ACO and their approval obtained prior to modifying the approved Lay-Up Plan.

2.1 Material Condition Survey

Prior to returning to the vessel's deactivation facility, the CLS Port Engineer and the COTR or his representative will conduct a Material Condition Survey of the M/V CAPE LOBOS and CAPE LAMBERT to reasonably assess ship condition following operations. A copy of form MA-58 to be used in the survey. Any deficiencies and material condition of the ship noted will be reported a Summary Report as described in the TE-1. The Port Engineer shall enter any deficiencies not entered already in the MARTS.

2.2 Sea Trial

As soon as practical following the turnover from OPCON, the vessel may proceed on a 24-36 hour sea trial period during the voyage from the last cargo discharge port to the lay-up facility. MARAD Trial Board may also board the vessel to participate in the trials. The agenda for sea trial activities shall be as per MARAD Trial Agenda and sea trial Report Form provided in Section 22 of TE-1, Sea Trial Guidelines and Report. Data will be collected by ship staff under the direction of the Port Engineer, and provide to MARAD-COTR for entry in to the MARAD Sea Trial Report. Upon satisfactory completion of all trials and with the agreement of the MARAD Trial Board, if present, the vessel shall proceed to the designated deactivation facility or temporary lay-berth as applicable.

CLS will arrange for technicians to perform vibration analysis of rotating machinery and thermographic analysis on shipboard electrical systems and equipment. CLS Port Engineer will evaluate the reports of these analyses and integrate in the Sea Trial testing report.

E. LAY-UP SUPERVISION AND CONTRACT ADMINISTRATION

M/V CAPE LOBOS and CAPE LAMBERT may be converted to RRF 10 status as per instructions from MARAD. This Plan, therefore, addresses conversion of the vessel to RRF-10 status.

The estimated time for accomplishing the M/V CAPE LOBOS or CAPE LAMBERT lay-up is twenty-five (25) days. Additional time may be required to comply with ABS and/or USCG regulations or to accomplish additional work assigned by MARAD-COTR.

1. Actions to Ensure that the Lay-Up Specifications Items are Completed

1.1 The Ship Manager's Contracting Officer and the Buyer will administer purchase orders subject to the approval of the MARAD Region ACO. CLS home office will coordinate with the Port Engineer who will supervise the industrial assistance effort.

1.2 CLS Port Engineer will accept Condition Reports, negotiate Change Orders and initiate additional Growth Items for inclusion in to the Shipyard Package. CLS Port Engineer has on-site authority to negotiate and settle and sign Change Orders up to his signature authority and in consultation with the Sr. Port Engineer and Director, Engineering as necessary.

1.3 The Port Engineer will accept completed work, resolves claims and contract close out. CLS Port Engineer will promptly report any proposed modifications to the MARAD Region COTR and CLS home office.

1.4 CLS Port Engineer will provide daily on-site supervision for the duration of the contract. CLS will provide adequate staffing to ensure that appropriate supervision is provided.

1.5 CLS Port Engineer will document his daily activities in the Project Administration System (PAS). He will record all activities including ship phase status change, interpretation of specifications, shipyard problems, daily weather, the number of workers on site, other ships working and all incidents and discussions with the contractor. Variation in specifications, growth items and change in work scope will be recorded in the PAS.

1.6 CLS Port Engineer duties:

1.6.1 Track and monitor the use of labor and material growth items during the entire industrial period.

1.6.2 Coordinate the utilization of growth items with MARAD Region COTRs and keep them advised of the status of vessel repairs

1.6.3 Negotiate and execute Change Orders, daily reports and weekly reports.

1.6.4 Submit all Change Orders and reports to the MARAD COTR through CLS home office

1.6.5 Communications with regulatory body representatives, schedule and witness tests, surveys and inspections

1.6.6 Determine percent of work completion for progress reporting

1.6.7 Prepare all cost estimates for Change Orders

1.6.8 Interpret specifications

1.6.9 Inspect, accept/reject all work

1.7 Monitor substitution of services and materials. All substitutions shall be governed by the terms and conditions negotiated and accepted in the contract.

1.8 CLS Port Engineer shall immediately notify the MARAD Region ACO in writing through CLS home office of all claims or protests by or against the facility providing industrial assistance or any other matters in dispute. Such notification will include the Ship Manager's position on the matter and the appropriate documentation to substantiate the position. Resolution of such claims shall be governed by the accepted terms conditions on the contract.

F. ARRIVAL AND INSPECTION OF THE VESSEL AT THE OUTPORT

CLS Port Engineer or the Senior Port Engineer will supervise the movement of the CAPE LOBOS and CAPE LAMBERT to the deactivation location and then to the lay-up facility. On arrival at the deactivation facility, a joint inspection by MARAD-COTR, Chief Engineer/Master, and the CLS personnel will conducted. During this inspection among other things, the lay-up specification, material condition of the ships and the hazardous material onboard will be discussed and evaluated.

1. Hazardous Materials

1.1 M/V CAPE LOBOS and CAPE LAMBERT's Chief Engineer will have inventoried and identified the quantity, type and location of hazardous material to be removed or disposed. However, the Chief Engineer, Port Engineer, MARAD-COTR and MARAD Environmental Department, if present, will conduct another joint inspection to identify and locate any hazardous material that may have missed. Additional hazardous materials found if any, will be evaluated and added to the already existing removal list.

1.2 Disposal/Retention Categories

Based on the results of the survey, the MARAD Surveyor in consultation with CLS Port Engineer, will make a determination as to the disposition of any hazardous materials, solvents, chemicals and waste products of known and unknown classification. This material will be placed in the following categories:

1.2.1 Hazardous wastes for disposal at a certified EPA disposal site.

1.2.2 Hazardous material for disposal at a certified EPA disposal site.

1.2.3 Hazardous material for retention onboard.

1.2.4 As a requirement, before delivery of the RRF ship at the JRRF Facility, all hazardous materials except the following items will be removed and disposed.

1.2.4.1 Bulk lubricating/hydraulic oils and fuel oils. This includes lubricating/hydraulic oils stored in designated settling, storage and head tanks, equipment sumps, machinery crankcases power assembly receivers, etc.

1.2.4.2 Fuel oils stored in double bottoms, deep tanks, settling and storage tanks.

1.3 Responsibilities

The inventory, storage and/or disposal procedures for hazardous material and wastes are conducted under the supervision of the CLS Port Engineer. Hazardous material removal will be governed by Federal, State and in most cases, local rules and regulations that address classification, labeling, handling, transportation, disposal and documentation.

1.3.1 Hazardous waste and material and the control of such removal / disposal shall be in accordance with Crowley's Vessel Operations Manual Section: RVO-09 included as Appendix 2.

1.3.2 All hazardous material identified and made part of this specification shall be removed and disposed in accordance with above.

1.3.3 All hazardous waste associated with this deactivation and lay-up shall be handled in compliance with all local, state and federal regulations, and other provisions as provided in the manual. Within five working days after the end of the availability the Contractor shall submit documented evidence of compliance with the above procedures. Evidence shall include the following:

A) Types and quantities of hazardous waste generated.
B) Procedures followed for custody and disposal.
C) Disposal sites.
D) Name of Contractors person responsible for hazardous waste.

1.3.4 The Contractor is responsible for the removal and disposal of all hazardous waste as required to perform the requirements of this specification or generated by this contract at his expense in accordance with all applicable Federal, state, and local rules and regulations as required by this Item. CLS reserves the right to audit Contractor and Subcontractors for compliance with above procedures. All reports related to this item shall be submitted to the attention of RRF Vessel Operations, c/o Crowley Liner Services, 9487 Regency Square Blvd., Jacksonville, FL 32225.

2.0 Lay-up Facility Other than JRRF

If MARAD decide to lay-up the CAPE LOBOS or CAPE LAMBERT in another lay-up facility, some materials may be retained onboard. However, those hazardous materials, which are left on board must be properly contained, covered, labeled, inventoried, a stowed as instructed below.

2.1 Hazardous Material Survey

Upon arrival at the Deactivation facility a joint survey will be conducted by the MARAD Surveyor, CLS Port Engineer and the ROS Chief Engineer.

1.3.1 Verify the physical inventory of all hazardous materials, solvents, chemicals and waste products of known and unknown classification compiled by the Chief Engineer.

1.3.2 Assess the condition of the containers and categorize retention, return to manufacturer and disposal items.

The results of these joint inspection and categorization shall be recorded on the as part of the Summary Report required by T.E 1. Copies of the survey will be provided to the COTR/ACO and will be maintained in the Ship Manager's office and Port Engineer's files.

2.2 General Disposal/Retention Guidance

The following paragraphs should only be used for guidance. Current regulations and disposal instructions shall be checked from a current source at the time of the survey/disposal.

2.2.1 Normally only those hazardous materials, solvents and chemicals in unopened, legibly labeled packages and in structurally sound carriers, having a shelf life in excess of two (2) years may be selected for retention on board. However, exceptions may be considered in cases such as broached containers of lubricant, hydraulic oil, gear and slushing grease, etc based on MSDS sheets, ROS usage etc.

2.2.2 The decision to retain hazardous materials on board an ROS ships should take into account a number of factors including, but not limited to climate, retention maintenance, arrangements, readiness status, whether or not a retention or ROS crew is to be aboard and the location of fire fighting and HAZMAT resources during Phase IV.

2.3 Ship Readiness Considerations

The amount of hazardous material to be retained on board the M/V CAPE LOBOS or CAPE LAMBERT should be developed in cooperation with the CLS Port Engineer. Normally, hazardous materials retained and stowed aboard should be limited to those, which are necessary for performance of retention maintenance.

2.4 Type of Material Considerations

In addition to Bulk lubricating/hydraulic oils and fuel oils stored in double bottoms, deep tanks, settling and storage tanks, the type of hazardous materials, chemicals and solvents to be retained and stowed aboard may include:

2.4.1 Fluorocarbons stored in receivers of refrigeration and air conditioning systems.

2.4.2 Maintenance related items, in easily resealable, properly labeled and structurally sound containers, barrels, drums, cans, etc. Examples include grease and grease removers and cleaners, cleaning solvents, aerosol type solvents, rust inhibitors, electrical dryers/cleaners, lubricants, hydraulic oils, paint and paint thinners and solvents, preservatives, etc.

2.5 Disposal Guidance

Hazardous wastes are defined in 40 CFR 2613 and include 1) all hazardous materials whose containers have deteriorated and 2) anything contained in an unmarked container. All materials that are in opened or partially filled packages/containers, or in containers/packages in which it is not possible to identify the contents or in packages/containers of questionable structural integrity and durability must be removed from the vessel and properly disposed of in accordance with Section 1.2 above.

All onboard waste products such as used oils, lubricants, cleaning solvents and the like, as well as waste products generated by the industrial assistance facility during the performance of the lay-up must be removed from the vessel and properly disposed of in accordance with Section 1.2 above.

On board items and material which are considered or suspected of being of a hazardous nature and having a remaining shelf life of less than two (2) years must be removed from the vessel and properly disposed of in accordance with Section 1.2 above.

2.6 Retention, Inventory and Stowage

For each hazardous material, solvent or chemical to be retained on board, there must be an accompanying MSDS. The following actions must also be completed:

2.6.1 The CLS Port Engineer will prepare and maintain an inventory of all hazardous material, solvents and chemicals retained on board. This inventory must include the

name, quantity, stowage location and shelf life expiration date. This inventory will be forwarded to the MARAD HAZMAT Officer.

2.6.2 Copy of the inventory will be maintained at the following locations.

1. Vessel's record files in Chief Engineer's office
2. The Ship Manager's Office
3 MARAD Region Office (COTR)
4. Port Engineer's Site Office

2.6.3 Stowage locations of hazardous materials, solvents and chemicals aboard the vessel will be as directed by the CLS Port Engineer. The physical containment and stowage of these materials aboard the vessel must comply with applicable Federal regulations. In general, containment and stowage shall consider the following:

1. preventing deterioration of container from moisture
2. preventing spillage/turnover of any container in a moderate sea
3. inhibiting or eliminating leakage and breakage of the containers, which could produce poisonous gases, flammable atmospheres, chemical corrosion or spontaneous chemical combustion.

2.6.4 For each stowage location for packaged fuels, lubricant, solvents, paints, chemicals and other hazardous materials, a fully charged and recently serviced portable fire extinguisher of a type suitable for the material stowed therein will be installed outside the door to the stowage location.

2.6.5 the door to each stowage location will be suitably marked as appropriate, i.e. "WARNING - HAZARDOUS MATERIALS STOWED INSIDE"

2.6.6 All refrigeration and air conditioning equipment receiver and refrigerant storage cylinders shall be labeled or stenciled with appropriate lettering/numeral identifying the specific type of fluorocarbons stored therein.

2.6.7 Section III of the RRF Supply Management Program Manual provides additional guidance for the proper storage of certain types of hazardous material.

3.0 Disposal Procedures

3.1 Multi copy shipping manifest system will be used to track the movement of hazardous material and wastes offered for disposal. Each time the custody of the hazardous material or waste changes, the manifest must be signed by the accepting party. The Ship Manager should receive the final (signed) copy of the manifest from the disposal activity within forty-five (45) days after acceptance of custody for the hazardous material or wastes by the transporter.

3.2 Hazardous material and wastes cannot leave the vessel for disposal or be transported without being in approved containers, properly labeled and an MSDS available for attachment to the manifest.

3.3 MARAD and the Ship Manager must ensure that the organizations used for both the transportation and disposal of hazardous material and wastes have current and valid permits and identification numbers issued by the EPA.

3.4 Hazardous material and wastes for disposal should only be turned over to the transporter and disposal activity named on the manifest.

4 Final Inspection

4.1 Forty-eight (48) hours prior to the ship being towed from the Contractor's facility, the Contractor, MARAD-COTR and/or his representative and JRRF personnel will make a joint survey of the ship from stem to stern and bilge to top of the wheelhouse surveying the general condition of the ship.

The inspection is to identify any items that may have been missed for which the Contractor is responsible in order that they may be completed prior to the tow. Any hazardous material such as soaps, aerosol, oil left over in the stateroom and heads will all be removed and disposed.

ABSOLUTELY NO HAZARDOUS MATERIAL WILL BE LEFT ONBOARD

4.2 Make the ship ready for tow to the JRRF mooring site. Contractor shall install exterior rudder locks and shafting locks.

4.3 Contractor shall mark the waterline reference markings at the vessels bow and stern with 4" wide 36" long bright yellow stripes.

5.0 Towing

Contractor shall provide tugs, pilots, towing equipment and personnel to move and/or tie up and let go of vessel for all towing. Tow the vessel as a dead ship tow in accordance with the MSO COTP policy from the Contractor's facility to its mooring at the U.S. Maritime Administration's James River Reserve Fleet (JRRF), Fort Eustis, Virginia. The vessel is considered an inactive vessel of the RRF Program.

6.0 Mooring at the Lay-up Facility and Activation of Ship's Systems

6.1 Lay-up at the James River Reserve Fleet, VA.

As noted previously, CLS Port Engineer will supervise the towing of the vessel from its deactivation facility to the lay-up facility. Port engineer coordinate the mooring of the vessel at JRRF facility with the Fleet Personnel. This includes reconnecting power and retention systems to the ship. The ship will enter Phase IV (Maintenance) upon the completion of hookup of systems. This change in ship phase shall be documented in writing between the Ship Manager and the MARAD Region. The date, time and location of the change will be communicated to writing and signed by both the MARAD Region and the CLS Port Engineer.

6.2 Activation of Lay-Up Systems and Alarms

The vessel's lay-up systems including dehumidification, intrusion, fire and flood alarms and hull cathodic protection system shall be reconnected and reactivated.

6.2.1 Proper Mooring at the Lay-up Berth

The vessel shall be moored at the JRRF Facility according to the Fleet regulations as well as USCG regulations. The deactivation and mooring shall comply with the standard regulations outlined for the size and classification of the vessel. The copy of the lay-up mooring plan developed by the berth operator listing lines, cables and fendering arrangements have been filed with the USCG.

6.2.2 Alarms

Fire and flood and intrusion alarms are installed on the ship for monitoring. An alarm condition will activate the local sirens, the audible horn and different colored lights on top of the bridge: Red for fire, Blue for intrusion, Orange for flooding and white is power available and alert the JRRF of the type of alarm that is activated. On arrival at the JRRF, Gately Communications will connect all alarms, reactivate and test its operation. The alarms will then be monitored by a shore-based monitoring company at the JRRF Lay-up facility.

6.2.2.1 The CAPE LOBOS and CAPE LAMBERT are equipped with Fire alarm sensors, smoke and heat sensors throughout the ship. On arrival at lay-up berth, these alarms will be activated. In addition, each vessel is provided with an approved Fire and Safety Control Plan. The copies of these Fire Control Plans are stored in red clearly marked contained at the ramp entrances and the gangways. This plan identifies all exits, fire fighting equipment, fire hoses, fire pump, valves, pipes, fire hydrant locations and portable and fixed extinguishing installations.

6.2.2.2 Flood: CAPE LOBOS and CAPE LAMBERT are equipped with early warning signals indicating flooding of the vessels. These alarms sensors located in the forward bow thruster, engine room port and stbd side. Any flooding situation will be activated alarms as given in section 2.2.2.1. In addition, the flooding marks will indicate any change in vessel's draft.

6.2.3 Dehumidification: CAPE LOBOS and CAPE LAMBERT are installed with dehumidification equipment. On arrival at the lay-up site, the dehumidification system will be reconnected, activated and monitored. CLS Port Engineer is responsible for monitoring the dehumification system and record humidity readings. Normally the humidity is maintained between 38 and 44 percentage.

6.2.4 Cathodic Protection System: CAPE LAMBERT and CAPE LOBOS are fitted with one CAPAC unit in the forward hydraulic ramp control room and another one at aft area on the mid-level of the engine room. There is no alarm for this system; however, the operation and readings will be monitored by the CLS Port Engineer and report to the MARAD as part of the Monthly Deliverables.

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7.0 Specification for Alarm and Dehumidification System Installation

7.1 Installation and reactivation of all alarms systems and hehumification system will be accomplished in accordance with the Lay-Up Specification. The lay-up contractor will install and test and the CLS Port Engineer will conduct the final acceptance testing. The CLS Port Engineer will monitor each of these systems and confirm that each is functioning as intended during his ship visits. He will note any operating deficiencies that may arise and identify any areas in which adjustments may be required.

G. PROCEDURES TO BE FOLLOWED IF MORE THAN ONE VESSEL IS TO BE LAID UP AT THE SAME TIME

In time of national emergency, the Ship Manager may be called upon to activate and operate more than one ship simultaneously. Accordingly, the Ship Manager may be called upon to lay-up more than one ship at a time. The procedures outlined in this plan will remain in force, except that the Ship Manager will mobilize a larger number of Port Engineers in order to provide appropriate supervision at the lay-up facilities. Additional operations, clerical and financial personnel will be called in to assist in contract administration, monitoring of lay-up costs and reporting.

Mooring arrangement of ones or more ships will be arranged by the berthing plan, developed by the JRRF based on the location, approach and weather conditions. CLS may inspect the "nesting" arrangement provided by the JRRF for its suitability.

H. UPDATING THE LAY-UP PLAN

The Lay-Up Plan for the M/V CAPE LOBOS and the M/V CAPE LAMBERT shall be updated within thirty (30) days within the commencement of Phase O (Operations). If there is no activation during a given year, then the plan should be reviewed and updated on an annual basis.

CLS in consultation with operational crew and the Port Engineer will make recommendations to the COTR/ACO for upgrade/outfit of the vessel.

Cape Lambert
and
Cape Lobos

DEACTIVATION PLAN

APRIL 2002

APPENDICES

APPENDIX 1

SHIP MANAGER INFORMATION SHEET

CROWLEY
LINER SERVICES
A Subsidiary of Crowley Maritime Corporation

Updated
11/30/2001

SHIP MANAGER INFORMATION SHEET

Ship Manager:

Crowley Liner Services, Inc.

9487 Regency Square Blvd
Jacksonville, Florida 32225
Switchboard: **(8:00 a.m. - 6:00 p.m. EST)**
(904) 727-2200
Toll free (800) 874-6769
Central fax (904) 727-2501
24-hr marine dispatch (904) 727-2254
P/R Dept. toll free (800) 801-9956
website: www.crowley.com

Short Name: Known as "CLS"

Alternate mailing address:
P.O. Box 2110
Jacksonville FL 32203-2110

Parent Company:
Crowley Maritime Corporation
155 Grand Avenue
Oakland, California 94612
(510) 251-7500

JAX Warehouse (Ship to/Return to Address)
1150 Talleyrand Avenue
Jacksonville, FL 32206
(904) 727-2363 (5am - 12pm)

JAX Marine Operations Trailer
1163 Talleyrand Avenue
Jacksonville, FL 32206
Fax (904) 727-2185
24-hr marine dispatch (904) 727-2254
Dedicated RRF Fax (904) 726-4328

Management POC - MARAD Program Director:

** Coleman (Cole) Cosgrove
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Mobile: (904) 571-1176
Pager: (800) 329-2761
E-mail: cole.cosgrove@crowley.com

Administrative POC:

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24 hour: (904) 727-2254
Home: (904) 725-2576
Mobile: (904) 608-7860
E-mail: patricia.murphy@crowley.com

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** Paul Varghese
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Jacksonville, FL 32225
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24 hour: (904) 727-2254
Personal: (845) 300-4276
Mobile: (904) 607-9918
E-mail: paul.varghese@crowley.com

Engineering:

** Mike Golonka
Job Title: Director, Engineering
Business Address: 9487 Regency Square Blvd.
Jacksonville, FL 32225
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24 hour: (904) 727-2254
Home: (904) 724-2278
Mobile: (904) 613-3008
E-mail: mike.golonka@crowley.com

On-Site Port Engineers and Vessels:

James River RRF

VESSEL: Cape Lambert/Cape Lobos

** Del Price
9487 Regency Square Blvd.
Jacksonville, FL 32225
OFFICE: (904) 727-2408 FAX: (904) 726-4328
CELL: (904) 607-0164 HOME: (904) 272-5794
Email: del.price@crowley.com

same address as Port Engineer

Baltimore

VESSEL: Cape Wrath

** Ricky Bullock
OFFICE: c/o Maryland Nautical
1400 E. Clement Street
Baltimore, MD 21230
Work-office: (410) 539-4882
Vessel P/E office: (410) 752-2836
H: (832) 452-5616
Cell: (443) 742-5584
Fax: (410) 752-4251
Email: usnretird@aol.com

Port Covington, Pier 6
339 East Cromwell Street
Baltimore MD 21230-5012
C/E (410) 752-4264
fax (410) 752-4251
24-hr. security phone: (410) 808-4121

VESSEL: Cape Washington

North Florida Shipyards (Jax, FL)
2060 East Adams Street
Jacksonville, FL 32202
C/E (904) 358-5510
fax (904) 358-5511
24-hr. security phone: (904)545-1345
trailer:CLS (904)358-5622 (Ed Eckelhoff, Chris Dalton, Nancy Watkins)
fax (904) 358-5623
trailer: MARAD (904) 358-5624/5621

Tacoma: Robert Faro

VESSELS: Cape Intrepid/Cape Island

** Sperry Ocean Dock
611 Schuster Parkway
Tacoma WA 98403
Work: (253) 383-6066
Cell: (206) 399-7927
H: (360) 352-5929
Fax: (253) 383-7985
Email: robert.faro@crowley.com

Sperry Ocean Dock
611 Schuster Parkway
Tacoma WA 98403
(253) 627-6557 C/E Office-Cape Island
(253) 627-6701 C/E Office-Cape Intrepid
(253) 209-4595 24-hr. security Cape Island
(253) 209-1724 24-hr. security Cape Intrepid

Long Beach: Peter Johnson

VESSELS: Cape Isabel/Cape Inscription

** MARAD Office Trailer
2980 W. Nimitz Road
Navy Mole, Pier 15
Long Beach, CA 90802
Work: (562) 432-7975
H: (209) 383-1272
Cell: (562) 884-9671
Fax: (562) 435-5294
Email: peter.johnson@crowley.com

2980 W. Nimitz Road
Navy Mole, Pier 15
Long Beach, Ca. 90802
(562) 435-8165 Cape Inscription voice/fax
(562) 435-9589 Cape Isabel voice/fax
(562) 618-8917 24-hr. security Cape Inscription
(562) 618-8803 24-hr. security Cape Isabel

Marad Activation Cell Phone (904) 631-7648

Key Personnel Contacts:

	Department/Name:	Location	Job Title	Telephone
	Management:			
	Thomas B. Crowley	Oakland	CMC Chairman, Pres. & CEO	(510) 251-7515
	John Douglass	JAX	CLS Sr. VP & GM	(904) 727-2619
	Jim Gillen	JAX	Director of Marine Operations	(904) 727-2261
	Charlie Nalen	Seattle	VP, Environmental, Safety, QA	(206) 332-8031
	Engineering/Operations:			
**	Lester Williams	JAX	Sr. Rep. Labor Relations	(904) 727-2614
	" "		home:	(904) 353-7601
	" "		pager:	(904) 636-4270
**	Edwin Colon	JAX	Crewing Coordinator	(904) 727-2412
	" "		cell phone	(904) 616-3370
	Robert McFeeley	JAX	Mgr. Loss Prevention/HazMat	(904) 727-2230
	Tracy Odom	JAX	Mgr, Materials	(904) 727-2451
	" " "		home:	(904) 636-8518
	" " "		cell:	(904) 655-2186
**	Marian Mobley	JAX	Buyer	(904) 727-2610
			home:	(904) 744-1433
	Richard O'Malley	JAX	Bunker Specialist	(904) 727-2604
	Administrative:			
	Raymond Andersen	JAX	Director, Accounting Svcs.	(904) 727-2512
	Leo Fields	JAX	Director, Network Svcs.	(904) 727-2590
	Edward Fortunato	Wash DC	Director, Government Svcs	(703) 684-3132
**	Heike Lynagh	JAX	Payroll Supervisor	(904) 727-2560
	Jack Lavergne	JAX	Mgr. Accounts Rec.	(904) 727-2323
	Linda McKenzie	JAX	Mgr, Accounts Payable	(904) 727-2325
**	Joy Sargent	JAX	Spvsr, Personal Injury Claims	(904) 727-2691
			home:	(904) 737-4485
	Vicki Roberts	JAX	Specialist, Claims	(904) 727-2565
			Risk Mgt. Jax fax	(904) 805-1639
	Dwight Menard	JAX	Mgr, Personal Injury Claims	(904) 727-2231
	Pat Toner	Oakland	Mgr, Contractual Insurance Req.	(510) 251-7586
	Kimberly Stotler	Oakland	Analyst, Contractual Insurance Re	(510) 251-7587
			Risk Mgt.OAK fax	(510) 251-7625
**	Judy Hagerty	JAX	Activation Coordinator	(904) 727-2494
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			cell:	(904) 874-2857
**	Curt Hingson	JAX	Activation Coordinator	(904) 727-2152
	" " "		home:	(904) 262-3213
	Navigant(Getz) Travel - CLS specific			(904) 727-4210
	" " "		24 hour	1-800 777-4720
**	" Vickie Penton	JAX	Spvsr, Navigant(Getz) Travel	(904) 727-2215
	" " "		home:	(904) 642-1815

** Denotes a Notification/Alert Response Team Contact Person

APPENDIX 2

RVO-09 Hazardous Materials Handling Procedure

OVERVIEW

PART A. HAZARDOUS MATERIALS COMMUNICATIONS PROGRAM

Purpose

1.1 Ensure Company employees are provided with protection, training, and information on the hazardous chemicals/substances which may be present in the workplace. The program conforms with the Occupational Safety and Health Administration's (051-IA) hazards communication standards.

1.2 This program applies to all personnel and Company contractors working at Company facilities or on Company vessels. It also applies to visitors.

1.3 Allows hazardous chemicals/substances to be used, handled, and stored safely.

Senior Management's Responsibilities

1.1 Provide the resources necessary to ensure the program complies with 29 CFR 1910.1200 and Federal Standard 313B.

1.2 Establish a committee to assure hazardous chemicals are standardized and replaced, as practical, with products that are less hazardous.

Supervisor/Managers Responsibilities

1.1 Fully understand the hazardous communication procedures to be taken within his/her area of responsibility and ensure all personnel comply with these procedures.

1.2 One or more supervisor(s) from each area shall be trained and designated responsible for the hazardous materials communication program and its implementation.

1.3 Ensure all employees under his/her direction have received the required training.

1.4 Operations shall maintain a complete list of hazardous chemicals/ substances present in the workplace and assure labels are maintained or spare labels are available to be added to containers.

1.5 Inspect workplace regularly to ensure labels or other forms of warning are legible, written in English, and prominently displayed on the container or readily available in the work area throughout each shift. Labels in languages other than English are permitted as long as the required English label is also present. Assure chemicals are stored properly.

1.6 Assure direct reports have received the required training before using any hazardous product.

1.7 Review annually the information on Material Safety Data Sheets (MSDS) to ensure the safe handling of hazardous products used in the workplace. It is the supervisors responsibility to be knowledgeable of the known hazards and required compliance with the safety practices outlined on the MSDS.

1.8 Assure personal protective equipment (PPE) is available, in good condition, and worn by employees to meet the protection level requirements on the MSDS.

Purchasing Managers Responsibilities

1.1 Assure all new chemicals are received with a MSDS.

1.2 Assure only approved chemicals are purchased from an approved vendor list.

1.3 Approved materials list is as follows:

Selig Industries Approved Product List

PRODUCT NAME / NO.	CONTAINER	PRODUCT DESCRIPTION AND USE	SPECIAL NOTES
19-SX-93	5 gal. pail.	Oil-based cutting fluid containing anti-bacterial agents to lengthen coolant life	Concentrate can be added to water max. 30:1 dilution depending on application and equip
140-SX-90	5-gal. pails 55 gal. drums	Citrus solvent degreaser which can be diluted with water.	Flash point of 142F
68-SX-87Epoxy Repair Putty	12 sticks per case.	Two part epoxy putty stick for repairs on water & fuel tanks, electrical, ceramic connectors, pipes and wood surfaces.	Hardens in 20 minutes
AP Absorbent	50 lb. bag	Clay pellets oil dry floor absorbent	
Away II	12, 8 oz. aerosol cans per case	Mosquito repellant for use on skin	
Big Easy	12 qts. per case with squirt top nozzle	Acid based rest room cleaner and lime scale remover.	Works great on running rust on painted deck surfaces
Brite Crème	12 qts. per case	Mild abrasive crème cleanser that leaves no residue when rinsed. Bacteriostatic registration for disinfecting hard surfaces..	Use on metal surfaces, pots & pans, sinks, and showers
Bully	45 lb., 5 gal. pail	Heavy-duty laundry detergent	
Clear Choice		Water based cleaner with a relatively neutral pH for maintaining waxed floors. Product works well when cleaning surfaces over head due to compatibility with skin. Safe on painted surfaces on deck areas of vessels. Good degreaser for removal of wet oils, however, it is not recommended for baked on carbon.	
Deluxe Sprazit Sprayer		Heavy duty, adjustable trigger sprayer for quart bottles.	Bottle sold separately.
Dial Bar Soap	72 bath size bars per case		.

Double Trouble	12, 24 oz. aerosols per case	Insecticide for killing flying or crawling insects.	
Emerald Glo	5 gal. pail	Liquid hand dishwashing detergent	Pump available.
Environmental Master Mechanic	12, 20-oz. aerosols per case	Penetrating oil, lubricant and demoisturant. Excellent on electrical components, solenoids, armatures, bus work, switchgear, running lights.	Nonconductive, prevents corrosion and corona, 28 KV, 230 F. flash point.
Formula 098	12, 22 fluid oz. cans with 2 sprayers per case	Pure citrus extracts with no petroleum solvents for removal of heavy grease in drains, adhesives and light paint over spray.	Makes an excellent deodorizer. Flash point 118 F
Gabes Grit	9, 2500ml bottles per case	Abrasive grit lanolin hand soap for removal of heavy grease and oils.	Recommended for use in Iron Man metal wall dispenser.
Germaway	12 quart bottles with 2 sprayers per case	Ready to use liquid disinfectant cleaner.	Lemon fragrance
Gosh	12-quart case 55-gal. drum	Ready to use all-purpose degreaser	
Green Kleen	5-gal. pails 55 gal. drums	Concentrated water based degreaser	
Handyman	12, 24-oz. cans per case	Heavy duty paint, decal & gasket remover.	Excellent vertical cling.
Herbal Spring	12 qts. with 2 sprayers per case	Ready to use deodorant	Pleasant herbal fragrance
Hi-temp RTV Gasket Maker	12, 10oz. pressurized cans per case	Red silicone sealant/adhesive gasket maker in convenient pressurized tube.	
Iron Man Dispenser		Heavy-duty metal hand soap dispenser for mounting on walls.	Use with Gabes Grit, Orange Ruffy or Pink Magic handsoaps.
Klenite	45#, 5 gal. pail	Non-foaming, chlorinated, mechanical dishwashing powder.	Safe on aluminum
Kwik Zinc	12, 16 oz. cans per case.	Cold galvanizing in aerosol form for prevention of rust on metal.	Resistant to salt corrosion & water. Non-chlorinated.

Lava	48/4 oz. bars of hand soap per case		.
Lectron 2020	12, 20 oz. cans per case	Non- flammable contact cleaner for cleaning of circuit boards, and electronic equipment. Do not use on plastics prior to testing.	
Linebacker	12, 24 oz. cans per case 5 gal. pails	Permanent protection against rust on metal surfaces. Durable in temperatures of 40 to 174 F. Dries to a flexible non-tacky, rust colored, wax type film.	Meets Mil-C-16173E Grade 4 specifications
Liquid Laundry Bleach	4, 1 gal.s per case	Industrial bleach which is approximately twice the strength of regular bleach	
Mold & Mildew Stain Remover	12 qts. per case with 2 sprayers	Ready to use chlorine based spray for cleaning tile & grout, showers, ceramic, Fiberglas.	
MR 50-5 Pump		Plastic pump designed to fit 5 gallon pails and various drum sizes.	Can be used with any water-based chemical.
NJ Finish	4/1 gal.s per case	High gloss non-yellowing floor finish.	Can be removed with Re-Mov wax stripper.
Nothing	12 qts. per case with 2 sprayers	Non-ammoniated glass cleaner.	Non-streaking, can be used on tinted windows, plexiglas, plastic and television screens.
No Grab	12, 8-oz. cans per case	Anti-seize lubricant effective in temperatures –250 F. to 2100 F. Extreme pressure characteristics up to 32000 psi. Resists water washout, salt spray, and steam.	
On & Off	12 qts. per case with 2 sprayers	Non-flammable oven and grill cleaner.	Low odor viscous liquid has excellent vertical cling.
Orange Ruffy	9/2500 ml. per case	Heavy duty citrus abrasive hand cleaner for removing tenacious soils of grease, oil, ink, paints adhesives.	Recommended for use in Iron Man wall mounted dispenser.
Pas-Key	4/1 gal.s per case	Converts rust to a blue-black metallo-organic complex ready for painting after a 24-hour cure period..	
Pinetax	4/1 gal.s per case	Extremely concentrated disinfectant cleaner containing 70 % Pine Oil. Designed for use throughout bathroom	Only 1.25 oz. per gallon water needed to disinfect.

Pink Magic	9/2500 ml. per case	Pink hand and body soap	Can be used in Iron Man dispenser..
Re-Mov	4/1 gal.s per case	Non-ammoniated floor stripper.	Works fast, leaving no ammonia smell.
Rust Off W	5 gal. Pail	Concentrated Phosphoric Acid rust remover.	Leaves protective film if not rinsed
Seeze-Eze	12, 16-oz. cans per case	Aerosol anti-seize spray lubricant.	Contains copper and graphite and is effective up to 2000 F.
Selcoshine		Stainless steel cleaner and polish	Light lemon fragrance. Safe on all metals and Formica furniture and counter tops.
Slick	12 convenient 32 oz. shaker bottles per case.	Chlorinated, mild abrasive scouring powder	Removes stains easily and rinses well without leaving a residue behind.
Staph Kill Country	Dozen 20-oz. aerosols per case	Aerosol spray disinfectant	Pleasant country fragrance
Sunrise	4/1 gal.s per case	Blue colored dish detergent for washing dishes by hand.	
Super 101	5-gal. Pails 55 gal. Drums	Super concentrated, water based degreaser for removal of heavy greases, oils and baked on carbon.	Product works great in Engine room of vessels
Syn Tap	12, 16 oz. Aerosols per case	Water & Isopropyl Alcohol based cutting and tapping fluid	Low odor, safe on all metals, transparent for excellent visibility while working. Not for use on plastics..
T-Solv	5 gal. Pails	Non-flammable, fast evaporating safety solvent degreaser with a high dielectric strength.	Excellent for cleaning engines, generators, and radiators. Not for use on plastics.
Zone Defense	20 oz. aerosol cans 5 gal. Pails	Citrus based solvent degreaser for cleaning of heavy greases and oils.	Meets General Electric and Pratt Whitney specifications for cleaning of non-energized motors. Can also be used on non-energized circuit breakers, switches, armatures, stators, and porcelain insulators. Flash point of 142 F.

Safety/Loss Control Managers Responsibilities

1.1 Develop and maintain a hazardous communication program to meet federal and state requirements.

1.2 The program shall include requirements and procedures for:

a) labeling and warnings

b) MSDS

c) training

d) non-routine tasks, communication of hazards

e) communication of hazards contained in unlabeled piping.

1.3 Assure MSDSs are current, and provide all locations with appropriate updates.

1.4 Provide each workplace with copies of the program.

1.5 Participate on the committee to approve the use of hazardous chemicals in the workplace.

Employee's Responsibilities

1.1 Fully understand the MSDS for chemicals to which he/she is exposed and wear the required PPE.

1.2 Attend training sessions on hazardous communication.

1.3 Notify supervisor of damaged or illegible labels, and any other program deficiencies.

1.4 Request information on hazardous chemicals if not available on site.

PART B. WASTE MINIMIZATION PROCEDURE

Purpose

1.1. To define procedures, which meet federal, state, and local requirements, to reduce the use, accumulation, and storage of waste hazardous materials generated by the company; and to maximize efficiency and minimize potential impacts to the safety and health of personnel and to the environment by operating in a manner which prevents pollution and minimizes the generation of waste.

Scope

1.1. This policy applies to company activities which have the potential to affect air, land, and water quality.

1.2. The Pollution Prevention Act of 1990 (42 U.S.C. 13101) establishes the following national policy:

"The congress hereby declares it to be national policy of the United States that pollution should be prevented or reduced at the source whenever feasible; pollution that cannot be prevented should be recycled in an environmentally safe manner, whenever feasible; pollution that cannot be prevented or recycled should be treated in an environmentally safe manner whenever feasible; and disposal or other release into the environmental [sic] should be employed only as a last resort and should be conducted in an environmentally safe manner."

1.3. The 1984 Hazardous and Solid Waste Amendments (HSWA) established as national policy that wherever feasible, the generation of hazardous waste is to be reduced or eliminated. Hazardous wastes that continue to be generated must be treated, stored, and disposed of to minimize any future threat to human health and the environment. RCRA requires that hazardous waste generators who are shipping wastes certify on the manifest the following:

"If I am a large quantity generator, I certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and that I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment; OR, if I am a small quantity generator, I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford" [40 CFR 262, Item 16].

Responsibility

1.1. Personnel involved in waste minimization shall comply with procedure requirements to his/her level of authority and responsibility.

Objective

1.1. Improve workplace safety and health.

1.2. Reduce company liability and cost associated with the use, management, transportation, and disposal of waste hazardous materials.

1.3. To maintain only minimal amounts of HAZMAT onboard vessels for use in Phase IV Maintenance Procedures, general ROS operations aboard ROS vessels, and potential transition to full operating status.

Procedure

1.1. Personnel shall only order chemicals which are on the Hazardous Materials Standardized List.

1.2. The Pollution Prevention Committee shall only approve chemicals which are less hazardous than existing products when reviewing requests for replacement products on the company's Hazardous Materials Standardized List.

1.3. Personnel shall order only the amount of product needed for the job or that can be expected to be used before the product's shelf life expires. All expired shelf-life items are to be disposed of in accordance with procedures and guidelines specified in this manual as much as they are not contradictory to Federal, State, or local regulation.

1.4. No RRF vessel shall transfer (donate hazardous materials or hazardous waste) to any private sector , state, or local/city government.

1.5. Personnel shall perform preventive maintenance and properly adjust equipment, in order to reduce emergency repair and waste generation.

1.6. Personnel shall use lids on volatile organic compound containers to slow evaporation.

1.7. Personnel shall use circulating hot water washers, or clean parts mechanically instead of using solvents, where possible.

1.8. Supervisors shall schedule similar tasks together to reduce cleanup.

1.9. Chlorinated solvents shall not be used on vessels or at facilities.

1.10. Products shall be reused, whenever possible, after operational approval and in compliance with the manufacturer's guidelines.

1.11. Personnel shall use out-of-date products for "non-spec" projects rather than purchasing new products, after operational approval and in compliance with manufacturer's guidelines.

1.12. Supervisors shall recycle wastes whenever possible. The company currently recycles newspapers, lead/acid batteries, white bond and computer paper, cardboard, and scrap metal.

Definitions

1.1. Disposal - For the scope of this procedure disposal means the permitted technique to permanently remove wastes generated by company facilities or operations.

1.2. Hazardous Waste - A waste may be deemed to be a hazardous waste if: (1) it is, or contains a hazardous waste listed in 40 CFR §261 Subpart D, or (2) exhibits any of the following characteristics: i) flash point <140° F; ii) pH>12 or <2; iii) reacts violently with water; or iv) exhibits a toxic characteristic as noted in 40 CFR §261 Subpart C.

1.3. NOTE: This term is frequently used incorrectly for any waste derived from hazardous materials. In this document the term will only be used in reference to wastes which have been determined to be hazardous by this definition.

1.4. Resource Conservation and Recovery Act (RCRA) - The federal act which forms the basis for all federal and state hazardous waste regulations. State hazardous waste regulations may be more stringent than federal regulations (see Non-RCRA Hazardous Waste definition).

1.5. Recycling - In general, the use of discarded materials in original or changed form rather than sending the materials for disposal. Precisely used, the term refers to using the material in the process from which it was first formed, e.g. paper being reused to make paper.

NOTE: Burning a waste for energy is not recycling.

1.6. Waste - Any discarded material, which includes any material which is abandoned, recycled, or considered inherently waste like (e.g. scrap metal).

Hazardous Materials Management System Inventory

MARAD WR-RRF Vessel 01/31/2001

INSPECTION DATE: _____ **INSPECTED BY:**_____

LOCATION (USED/STORED*):_____

Shelf	Product Name or Contents	Manufacturer	Container Size & Type	QTY	MSDS #	Shelf Life Expiration	EPA Hazard Category	Toxic Chemical (Y/N)	CAS No.	UN #

SELF-AUDIT CHECKLIST

NAME OF VESSEL:_____

Name of Auditor:_____

Date of Evaluation:_____

AUDIT QUESTION	YES	NO
GENERAL		
1. Have any external inspectors been granted access to the ship for an inspection related to environmental issues since the last inspection? If yes, have reports or correspondence relating to he inspection been retained? External inspectors include representatives from Customs, USCG, ABS, etc. Ref: COMSCINT 5090 1B, 3-1a3.		
a) Did the external inspectors in No. 1 present appropriate credentials?		
b) If the inspectors expressed an interest in liquid discharges (other than in MSD or OWS effluent from the ship, have the Port Engineer or shoreside staff been informed of that interest?		
c) If a "Notice of Violation," "USCG 835," or other official discrepancy was issued by the inspectors,was the Port Engineer or shoreside staff notified?		
d) Has the "Notice of Violation," "USCG 835," or other official discrepancy been corrected?		
2. Have requests for environmental inspections by representatives of a foreign country been refusedand proper notification made? Ref: COMSCINT 5090 1B, 3-1a4.		
3. Does the ship do a self evaluation annually for environmental compliance with procedures, practices, and training? Ref: COMSCINT 5090 1B, 3-2, and TE-1 Section 19.2.3		
a. Was this checklist used to assist in the performance of this evaluation?		
4. When operating in foreign territorial waters or when visiting foreign ports, does the ship abide by environmental provisions contained in port visit clearances and/or in status of forces agreements (SOFA)? Ref: COMSCINT 5090 1B, 3-3, and TE-1 Section 19.2.1.2.		
5. Has the ship's Master assigned a person as the Ship Environmental Protection Coordinator? Ref:COMSCINT 5090 1B, 2-4d.		
POLLUTION PREVENTION		
1. Have all ROS/Non-ROS/MSC/MARAD employees presently on board, received general and MARAD specific environmental awareness training commensurate with the employee's position in the company to ensure that they fully understand the environmental protection responsibilities of MARAD, as well as their roles in the proper execution of those repsonsibilities? Ref: TE-1 Sec 19 and COMSCINT 5090 1B, 4-1.		
HAZARDOUS MATERIALS POLICY		
1. Have all ROS/Non-ROS/MSC/MARAD employees presently on board, received general and MARAD specific hazardous material training commensurate with the employee's position in the company to ensure that they fully understand the hazardous material policies of MARAD, as well as		

their roles in the proper execution of those policies? Ref: TE-1 Sec 19 and COMSCINT 5090.1B.		
2. Has the ship maintain an inventory of all hazardous materials onboard, and performed the annual joint survey with the MARAD Marine Surveyor. Ref: TE-1 Sec 19.2.3 .		
a) Has the ship manager acquired MSDS for all hazardous materials on board the vessel, and maintain them in a Right-To-Know Folder or Yellow Folder labeled "Ship's Name - Inventory of Hazardous Materials Aboard". Ref: TE-1 Sec 19.2.3.1		
b) Has all portable fire extingisher and installed fire suppressant for hazardous material storage areas been inspected and re-certified on an annual basis.		
SEWAGE		
1. Marine Sanitation Devices (MSDs) Ref: COMSCNOTE 4730 of 3 Dec 92, enclosure (1)		
a) Are signs posted a all toilets and slop tanks warning against introducing disinfecting cleaners, paper towels, grease, solvents, industrial wastes, unapproved cleaning products, etc. into the sewage system?		
b) Are procedures posted for discharging the sewage to a shore facility through a deck connection?		
c) Is the shore connection clearly labeled?		
d) Does the MSD space contain warning plaques and operational procedures indicating		
(1) Spill and leak cleanup procedures?		
(2) Personnel cleanup procedures?		
(3) Prohibition on smoking, eating, and drinking in the space?		
(4) Procedures for handling and storage of MSD chemicals?		
(5) Schedule for adding chemicals?		
e) Is overboard effluent collected for testing?		
f) Have there been any complaints about the systems operation? If yes, have port engineers or other shore personnel been notified of the problems?		
g) Are instructions posted regarding the proper operation of the MSD within 3 nm of shore? Ref: 33USC 1322.		
2. For ships with Collection, Holding and Transfer (CHT) systems. Ref: COMSCNOTE 4730 of 3 Dec 92, enclosure (2).		
a) Are signs posted at all toilets and slop tanks warning against introducing disinfecting cleaners,paper towels, grease, solvents, industrial wastes, unapproved cleaning products, etc. into the sewage system?		
b) Are procedures posted for discharging the sewage to a shore facility through a deck connection?		
c) Is the shore connection clearly labeled?		
d) Are all valves and piping stenciled to identify service and direction of flow?		
e) Does the CHT space contain warning plaques and operational procedures indicating:		
(1) Presence of toxic or flammable fumes in the tank?		
(2) Spill and leak cleanup procedures?		
(3) Personnel cleanup procedures?		
(4) Prohibition on smoking, drinking, and eating in space?		
f) Are instructions posted regarding the proper operation of the CHT within 3 nm of shore? Ref: 33 USC 1322		
OIL TRANSFER AND CARGO SLOPS DISPOSAL PROCEDURES		

1. Does the ship have written procedures with clearly defined responsibilities for oil transfer operation? Ref: 46CFR35.35 Cargo Handling, 33CFR151.10 Control of Discharge of Oil, andTE-1 Section 19.6.2.-MARD & MSC Directives Governing the Discharge of Oil & Oily Mixtures.		
AIR		
1. Is the ship implementing operations and maintenance procedures to prevent stack emissions in violations of State and local regulations? Ref: COMSCINT 5090 1B, 4-5.		
a) Specifically does the ship comply with the regulations on smoke opacity during the operation and lighting off, securing, baking out, or testing of boilers or the lighting off, securing, and testing of internal combustion engines.		
b) In port, does the ship minimize the operation of boilers and diesel engines by using shore supplied"hotel" services such as steam and electricity?		
2. Does the ship ensure that ODS (Ozone Depleting Substance) equipment is in properly functioning, leak-free state? Ref: COMSCINT 5090 3B, 7c1.		
3. Does the ship procure mission critical ODS from the ODS Reserve (Stockpile)? If no, see 3a. Ref: COMSCINT 5090 3B, 7c2.		
a) Does the ship obtain an ODS Procurement Approval (Waiver) for the open purchase of ODS? Ref:COMSCINT 5090 3B, 7c2.		
4. Are personnel performing maintenance on refrigeration and air conditioning equipment EPA certified? Ref: COMSCINT 5090 3B, 6a6.		
5. Does the ship record consumption of ODS? Ref: COMSCINT 5090 3B, 7c3.		
a) Do records show that the ship is meeting established leakage rates? Ref: COMSCINT 5090 3B, 7c3.		
6. Does the ship have a policy of replacing small refrigeration equipment (ice makers, coolers, etc.)when it no longer functions properly? Replacement equipment must use an alternate refrigerant. Ref:COMSCINT 5090 3B, 6b3.		
OIL AND OILY WASTE		
1. Does the ship report the occurrence of a sheen or oil spill in accordance with the MSC Oil Spill Response Plan? Ref: COMSCINT 5090 1B, 5-5, MARAD Vessel Response Plan TE-1 Section 19.1.1.		
2. Does the ship have a "Non-convention" International Oil Pollution Prevention (IOPP) certificate? ABS issues this certificate on behalf of the USCG. Ref: COMSCINT 5090 1B, 2-1b4.X-perMARAD/USCG MOU		
3. Does the ship maintain an Oil Record Book(s)? Ref: 33 CFR 151.25, and MARAD TE-1 Section 19.6.4 - Maintenance of Oil Record Books (All Phases).		
a) Does the Oil Record Book demonstrate that the ship is compliant with oil discharge restrictions? Ref: 33 CFR 151.10 and 33 CFR 157.25.		
4. Does the ship conduct Emergency Procedures Drills once a quarter? Ref: COMSCINT 5090 1B, 5-2a.		
5. Does the ship conduct a "Qualified Individual Notification" drill quarterly (if operating in US waters)? Ref: COMSCINT 5090 1B, 5-2b.		
6. Does the ship record when the above drills are held? Ref: COMSCINT 5090 1B, 5-2d.		
USED OIL MANAGEMENT POLICY		
1. Does the ship collect, separately store, and label, used lube oils for shoreside reclamation? Ref:COMSCINT 5090 1B, 4-10b.		
WASTE (HAZARDOUS, MEDICAL AND SOLID)		

1. Hazardous Waste		
a) Has the ship discharged Hazardous Materials (HM) at sea?		
2. Solid Waste		
a) Does the ship have waste (garbage) management plan? Ref: COMSCINT 5090 2A para 7a1.		
b) Does the ship maintain a garbage disposal log? Ref: COMSCINT 5090 2A para 7a2.		
c) Are placards showing garbage disposal restrictions posted? Ref: Annex V of the International Convention for the Prevention of Pollution by Ships, 1973 (MARPOL 73/78) 33 CFR 151.59.		
. **SHIP BALLAST WATER AND ANCHOR SEDIMENT CONTROL**		
1. Does the ship routinely perform washdowns of the anchor and chain? Ref: COMSCINT 5090 1B, 4-11d.		
2. Does the ship manage ballast water in accordance with its Ballast Management Plan and existing Navy policy? Ref: COMSCINT 5090 1B, 4-11a.		
PROTECTION OF MARINE MAMMALS		
1. Is the ship aware that marine mammals are protected from unpermitted taking under the Marine Mammal Act and as such does not engage in any unpermitted taking? Taking=to harass, hunt,capture, or kill or attempt to harass, hunt, capture, or kill any marine mammal? Ref: OPNAVINST 5090 1B, 4-13.		
a) Does the ship report whale strikes or other incidents involving marine mammals? Ref: OPNAVINST5090 1B, 4-13.		
NOISE POLICY		
1. Does the ship incorporate into its daily planning, MSC's noise policy, to the maximum extent possible? Ref: COMSCINT 5090 1B, 4-14a.		
REMARKS:		
Audit Questions		

PART C. HAZARDOUS WASTE GENERATION PROCEDURE

Purpose

1.1. To define procedures which meet federal, state, and local requirements for company and contractor operations which generate hazardous wastes.

Scope

1.1. This procedure is applicable to company facilities and operations which generate hazardous wastes and contractors who generate waste at company facilities, except where such facilities or operations are required to comply with alternative, equally stringent procedures.

Responsibility

1.1. Personnel involved in hazardous waste generation or contractor-generated waste shall comply with procedure requirements to his/her level of authority and responsibility.

Procedure

1.1. Company facilities which generate hazardous wastes shall follow the hazardous waste management standards of a large quantity generator as defined by the appropriate state or federal regulations (see “Related Documentation”).

1.2. ESQA

1.2.1. Determine which facilities generate hazardous wastes, and what quantity of hazardous wastes are generated annually by each facility, by calendar month.

1.2.2. Obtain and maintain a United States Environmental Protection Agency (EPA) Identification Numbers (ID No.) for company facilities which generate more than 220 pounds of hazardous waste per calendar month.

1.2.3. The following wastes shall not be included in generator status determination:

- Wastes specifically exempted from regulation as hazardous wastes (for example, spent lead-acid batteries accumulated and sent off-site for recycling);
- Residues in empty containers that did not contain acute hazardous waste; and
- Used oil accumulated to be sent for recycling.

1.2.4. The following wastes shall be included in generator status determination: hazardous wastes generated during the calendar month; hazardous wastes packaged and shipped off-site for treatment, storage, or disposal; hazardous wastes treated on-site; residues in empty containers that contained acute hazardous wastes; unknown wastes; and wastes awaiting test results to determine RCRA characterization.

1.2.5. Perform annual facility/operation inspections to ensure that the facility or operation is in compliance with applicable regulations.

1.3. Facility/Operations Manager

1.3.1. Coordinate compliance with appropriate hazardous waste accumulation and storage, and documentation procedures in order to provide the information required for compliance with this procedure (see Section “Related Documentation”).

1.3.2. Ensure the documentation of quantities of hazardous waste generated by the facility in a calendar month and forward this information to ESQA.

1.4. Vessel Personnel

1.4.1. Ensure that wastes removed from vessels are appropriately containerized and labeled (see Section “Related Documentation”).

1.4.2. Vessels shall not offload waste hazardous materials without the approval of the Facility/Operations Manager or his/her representative.

1.4.3. Vessel personnel must develop and maintain an inventory of all hazardous materials onboard. The Hazardous Materials Management System Inventory Sheet in Section. “Forms” is to be used.

1.5. RRF Vessel Inventory

1.5.1. Prior to deactivation, and/or on an annual basis if no activation has occurred, the Ship Manager shall conduct a joint survey with the MARAD Marine Surveyor to determine:

a) The physical inventory of hazardous materials, solvents, chemicals, and waste products of known and unknown classification.
b) An assessment of their containers.
c) Based upon the results of the survey, the MARAD representative will make a determination as to the retention or removal of any hazardous materials, solvents, and chemicals.
d) Waste shall be removed as required.

1.5.2. Four (4) binders with bright yellow characteristics will be prepared and labeled “SHIP’s NAME - Inventory of Hazardous Materials Aboard”. Each folder will contain a copy of the inventory and copies of the complete set of all appropriate MSDS. Distribution of the folders and their contents shall be as follows:

- Ship’s record files in Chief Engineer’s office
- Ship Manager
- MARAD Region Office (COTR)
- Reserve Fleet Site Office if vessel is at NDRF site

1.6. Containment and stowage shall consider the following:

- Preventing deterioration of containers
- Preventing spillage/turnover of containers
- Inhibiting or eliminating leakage and breakage of containers which could produce poisonous gasses, flammable atmospheres, chemical corrosion, or spontaneous chemical combustion

1.6.1. Ensure waste awaiting transport has the required labeling on waste containers and documentation of wastes prior to the waste being accepted for storage in an

area designated the "waste hazardous materials storage" area by the senior vessel officer.

1.7. The door to each stowage location will be posted with appropriate signs, i.e. "WARNING - FLAMMABLE Materials Stowed Inside." If a door is not marked, it is the senior vessel officer's responsibility to post it.

1.8. Contractor

1.8.1. Ensure that contractor-generated waste is discharged in compliance with appropriate company procedures, as outlined in Section "Related Documentation."

1.8.2. Supply the appropriate material safety data sheets for materials that are not company standard to the responsible company representative before bringing the material onto a company facility.

1.8.3. Ensure that wastes are containerized at the end of each work shift, when possible, and removed from the company facility at the end of the job.

1.8.4. Ensure that waste containers are adequately labeled during the performance of the contract.

1.8.5. Perform an adequate profile of each waste stream that is generated as part of the work to ensure appropriate waste disposal.

1.8.6. Complete required labeling of waste containers and documentation of wastes awaiting transport prior to the waste being accepted for storage in the waste hazardous materials storage area by the hazardous materials coordinator.

Definitions

1.1. Disposal - For the scope of this procedure disposal means the permitted technique to permanently remove wastes generated by the company, contractors, or operations.

1.2. Documentation - The paperwork, including but not limited to, manifests, bills of lading, waste profiles, land ban restriction declarations, dangerous cargo manifests associated with accumulation and storage, and transportation of waste hazardous materials. Documentation as defined for this procedure also includes, the marks, labels, and placards required by the Department of Transportation for the shipment of hazardous materials and defined in 49 CFR §172.

1.3. EPA ID Number - Any facility which generates more than 220 pounds per month or any company which transports hazardous waste must have an EPA ID number. EPA ID numbers are used in two ways: i) to identify generators of hazardous waste; and ii) to identify transporters of hazardous waste. A Generator EPA ID Number is facility specific - one for each address where hazardous wastes are generated. A Transporter EPA ID Number is company specific.

1.4. Hazardous Material - A substance or material, including a hazardous substance, hazardous waste, marine pollutant, or elevated temperature material (as defined by 49 CFR §172.101) which has been determined to be capable of posing an unreasonable risk to health, safety, and property when transported. NOTE: Throughout this document the term "hazardous materials" will be used to include all regulated wastes, including hazardous wastes.

1.5. Hazardous Substance - Any substance as designated by 40 CFR §302.4. NOTE: Hazardous substances, which include hazardous wastes, are a subgroup of hazardous materials.

1.6. Hazardous Waste - A waste may be deemed to be a hazardous waste if: (1) it is, or contains a hazardous waste listed in 40 CFR §261 Subpart D, or (2) exhibits any of the following characteristics: i) flash point <140° F; ii) pH>12 or <2; iii) reacts violently with water; or iv) exhibits a toxic characteristic as noted in 40 CFR §261 Subpart C. NOTE: This term is frequently used incorrectly for any waste derived from hazardous materials. In this document the term will only be used in reference to wastes which have been determined to be hazardous by this definition.

1.7.

1.8. Recycling - In general, the use of discarded materials in original or changed form rather than sending the materials for disposal. Precisely used, the term refers to using the material in the process from which it was first formed, e.g. paper being reused to make paper. NOTE: Burning a waste for energy recovery is not recycling.

1.9. Waste - Any discarded material, which includes any material which is abandoned, recycled, or considered inherently waste like (e.g. scrap metal).

Related Documentation

1.1. Safety, Health, and Environmental Procedures Manual

1.2. Code of Federal Regulations

1.2.1. Title 40: Chapter I - Environmental Protection Agency large quantity generator §262.34

- Subchapter D - Water Programs, §100 to §149
- Subchapter I - Solid Wastes, §260 to §399
- Subchapter R - Toxic Substances Control Act, §700 - §789

PART D. WASTE HAZARDOUS MATERIALS MANAGEMENT PROCEDURE

Purpose

1.1. To define procedures for the management of waste hazardous materials generated or transported by the company.

Scope

1.1. This procedure is applicable to company facilities which generate, accumulate, or store waste hazardous materials, and to company operations which transport waste hazardous materials, except where such facilities or operations are required to comply with alternative equally stringent procedures.

1.2. The Federal Facilities Compliance Act clarifies the regulations concerning military ships and other public vessels for the generation and storage of hazardous waste. The law specifies that the vessel shall not be subject to the storage, manifest, inspection, or record-keeping requirements of RCRA until the waste is transferred to a shore facility. However, the RCRA rules would apply if:

- • The waste is stored on the vessel for more than 90 days after the vessel is placed in reserve or otherwise is not longer in service," or
- • The waste is transferred to another vessel, within the territorial waters of the United States, and the waste is stored for 90 days after the date of transfer

Responsibility

1.1. Personnel involved in waste hazardous materials documentation, characterization, and transportation shall comply with procedure requirements to his/her level of authority and responsibility.

Procedure

1.1. Characterization of waste hazardous materials

1.2. The Hazardous Materials Coordinator (HMC) shall make the primary waste characterization of waste streams generated at the facility based on the documentation provided by facility or vessel personnel generating the waste.

1.2.1.1. For outported vessels, vessels in the RRF Fleet, or other managed vessels, the local port manager, port engineer, port captain, or senior vessel person (in order of his/her level of authority and responsibility) is designated as the Hazardous Materials Coordinator (HMC).

1.2.2. ESQA shall determine whether or not waste streams at the company's facilities are hazardous wastes.

- Review the regulations which control the waste.
- Review documentation associated with the products used in the generation of the waste.
- Review the process that generated the waste.
- Perform an analysis on a sample of the waste stream.

1.2.3. Unknown wastes shall be managed as a hazardous waste until proven otherwise.

1.3. Documentation of waste hazardous materials

1.3.1. Facility Managers shall ensure that the documentation associated with the accumulation, storage, and transportation of company generated waste hazardous materials complies with local, state, and federal regulations, as well as company policy (see Section "Related Documentation").

1.3.2. The Operations Manager shall ensure that the documentation associated with the transportation of third party waste hazardous material complies with local, state, and federal regulations *specifically Title 49: Subtitle B - Other Regulations Relating to Transportation, Chapter I - Research and Special Programs Administration, Department of Transportation, Subchapter C - Hazardous Materials Regulations, §171 to §177, as well as company policy (see Section* "Related Documentation"*).*

1.3.3. The Facility Manager or Operations Manager shall contact ESQA in the event that interpretation of documentation regulations or procedures is required.

1.3.4. Documentation shall be in English and legible.

1.3.5. Abbreviations and jargon terms shall not be used.

1.3.6. Documentation which may be exposed to adverse weather conditions shall be protected from such weather.

1.3.7. Labeling kits shall be used to document facility and vessel wastes (see Hazard Communication Part A. of RVO-09).

1.3.8. The Facility Manager shall ensure that a record is kept of hazardous wastes shipments sent off site for disposal. At a minimum this shall include:

1.3.8.1. A spreadsheet of each hazardous waste shipment which will include:

- Date of shipment.
- Hazardous Waste Transporter Company and EPA ID number.
- Type of waste (as described on the manifest).
- Quantity of Waste.
- Transfer, Storage or Disposal Facility and EPA ID number.
- Date of Completed Manifest Return.

1.3.9. Original completed (signed by authorized disposal facility) Uniform Hazardous Waste Manifest for each shipment

1.3.10. Original applicable waste profile documentation

1.3.11. Original "Land Ban Restriction" documentation, if applicable.

1.3.12. The Facility Manager or Operations Manager, in coordination with ESQA, shall ensure that any state required annual report relating to hazardous waste generation or transportation is completed.

NOTE: This reporting is mandatory for Alaska, California and Washington facilities, or facilities which send waste to Missouri for disposal.

1.4. Transportation of company generated waste hazardous materials

1.4.1. ESQA shall approve the disposal site of company generated waste hazardous materials before the waste is removed from the facility.

1.4.2. Waste hazardous materials shall only be transported by contractors who have been approved by the ESQA and Risk Management.

1.4.3. Contractors

- Contractors shall be registered with the United States Environmental Protection Agency for the transportation of hazardous wastes.
- Contractors shall have a valid Department of Transportation Hazardous Materials Certificate of Registration, as well as appropriate local and state permits and licenses.

1.4.4. Only wastes which have been determined to be hazardous wastes shall be transported on a Uniform Hazardous Waste Manifest.

1.4.5. Wastes which have been determined to be non-hazardous shall be transported on a bill of lading or non-hazardous waste manifest.

1.4.6. Waste hazardous materials shall be removed from a company facility only after the Hazardous Materials Coordinator has given approval.

1.4.7. No unscheduled pickups of waste hazardous materials shall be permitted.

1.4.8. Facility or Operations Manager

- Understand the waste hazardous materials transportation procedure to be implemented within his/her area of responsibility and ensure personnel comply with this procedure.
- Ensure that contractors comply with company procedures for the transportation of waste hazardous materials as outlined in “Related Documentation”.
- Contact ESQA with respect to questions which may arise from the contractor’s handling or storage of wastes or the interpretation of local,

1.4.9. ESQA

- Perform due diligence audits of proposed contractors for the transportation of hazardous waste.
- Coordinate with the Risk Management Department in the approval of waste disposal and transportation subcontractors.
- Review the Waste Hazardous Materials Transportation Procedure annually.

1.4.10. Hazardous Materials Coordinator

- Coordinate compliance with the waste hazardous materials transportation procedure at his/her facility.
- Coordinate approval of hazardous material disposal subcontractors, and ultimate disposal method selection, with ESQA. Contractors shall not be utilized until the approval of ESQA has been given.
- Ensure that the correct packaging, containers, labels and placards are used for the transportation of hazardous materials.
- Ensure that appropriate documentation is completed before any shipment of hazardous materials leaves the facility (see “Related Documentation”.

1.5. Third Party Hazardous Waste

1.5.1. Shipments of hazardous waste shall only be accepted for transportation after review with ESQA.

1.5.2. Shipping personnel shall ensure that the documentation associated with the hazardous waste offered for shipment complies with appropriate company requirements (see “Related Documentation”).

Definitions

1.1. Disposal - For the scope of this procedure disposal means the permitted technique to permanently remove wastes generated by company facilities or operations.

1.2. Documentation - The paperwork, including but not limited to, manifests, bills of lading, waste profiles, land ban restriction declarations, dangerous cargo manifests associated with accumulation and storage, and transportation of waste hazardous materials. Documentation as defined for this procedure also includes, the marks, labels, and placards required by the Department of Transportation for the shipment of hazardous materials and defined in 49 CFR §172.

1.3. EPA ID Number - Any facility which generates more than 220 pounds per month or any company which transports hazardous waste must have an EPA ID number. EPA ID numbers are used in two ways: i) to s of hazardous waste and ii) to identify transporters of hazardous waste. A Generator EPA ID Number is facility specific - one is assigned to each address where hazardous wastes are generated. A Transporter EPA ID number is company specific.

1.4. Hazardous Material - A substance or material, including a hazardous substance, hazardous waste, marine pollutant, or elevated temperature material (as defined by 49 CFR §172.101) which has been determined to be capable of posing an unreasonable risk to health, safety, and property when transported. NOTE: Throughout this document the term “hazardous materials” will be used to include all regulated wastes, including hazardous wastes.

1.5. Hazardous Material Coordinator - A company representative appointed by the department or facility manager to be responsible for compliance with hazardous materials regulations and procedures. This individual shall provide a single point of contact for ESQA with respect to waste hazardous and non-hazardous materials management.

1.6. Hazardous Waste - A waste may be deemed to be a hazardous waste if: (1) it is, or contains a hazardous waste listed in 40 CFR §261 Subpart D, or (2) exhibits any of the following characteristics: i) flash point <140° F; ii) pH>12 or <2; iii) reacts violently with water; or iv) exhibits a toxic characteristic as noted in 40 CFR §261 Subpart C. NOTE: This term is frequently used incorrectly for any waste derived from hazardous materials. In this document the term will only be used in reference to wastes which have been determined to be hazardous by this definition.

1.7. Uniform Hazardous Waste Manifest - The documentation as specified in 40 CFR §262 Appendix to be used as shipping papers for the transportation of hazardous waste.

1.8. Waste - Any discarded material, which includes any material which is abandoned, recycled, or considered inherently waste like (e.g. scrap metal).

Related Documentation

1.1. Code of Federal Regulations

1.2. Title 49: Subtitle B - Other Regulations Relating to Transportation, Chapter I - Research and Special Programs Administration, Department of Transportation, Subchapter C - Hazardous Materials Regulations, §171 to §177

1.3. Title 40: Chapter I - Environmental Protection Agency

- Subchapter D - Water Programs, §100 to §149
- Subchapter I - Solid Wastes, §260 to §399
- Subchapter R - Toxic Substances Control Act, §700 - §789

1.4. Company EPA identification number for the transportation of hazardous waste: Crowley Liner Services, Inc. can be obtained through the Dir., Vessel Operations Office.

PART E. WASTE HAZARDOUS AND NON-HAZARDOUS MATERIALS STORAGE PROCEDURE

Purpose

1.1. To define procedures, which meet federal, state, and local requirements, for the accumulation and storage of waste hazardous and non-hazardous materials generated by the company.

Scope

1.1. This procedure is applicable to company facilities which generate, accumulate, or store waste hazardous and non-hazardous materials, except where such facilities or operations are required to comply with alternative equally stringent procedures.

Responsibility

1.1. Personnel involved in waste hazardous and non-hazardous materials accumulation and storage shall comply with procedure requirements to his/her level of authority and responsibility.

Procedure

1.1. Company facilities which generate waste hazardous materials shall follow the accumulation requirements stipulated for a large quantity generator of hazardous wastes in federal regulations (see Section “Related Documentation”).

1.2. Company facilities shall store non-hazardous wastes prior to disposal in a manner not to attract, or be accessible, to animals.

1.3. Wastes streams which are not hazardous wastes but could pose a hazard if not properly managed shall be handled in a more controlled manner than other non-hazardous wastes [e.g. asbestos-containing materials, PCBs (polychlorinated biphenyls),

glycols, regulated garbage, and non-hazardous oily spill debris and gravels (petroleum contaminants other than crude, including but not limited to turbine fuel, diesel fuel, hydraulic fluid, etc.)].

1.4. The length of time facilities may accumulate hazardous wastes on site depends on the hazardous waste generator status of the facility.

1.4.1. Facilities which are classified as conditionally exempt small quantity generators (CESQGs) do not have an accumulation time limit as long as the 220 pound per month limit is not exceeded, and no more than 2,200 pounds are accumulated at one time.

1.4.2. Facilities which are classified as small quantity generators (SQGs) can accumulate hazardous waste for up to 90 days, with the following exceptions:

- If the nearest treatment, storage, or disposal facility (TSDF) is more than 200 miles from the facility, hazardous waste may be accumulated on site for a maximum of 270 days.
- If the nearest TSDF is less than 200 miles from the facility hazardous waste may be accumulated on site for a maximum of 180 days.

1.4.3. Facilities which are classified as large quantity generators (LQGs) can accumulate hazardous waste for a maximum of 90 days on-site.

1.5. ESQA (or designee)

1.5.1. Determine the hazardous waste generator category of each company facility. This determination shall be performed annually.

1.5.2. Perform site inspections to ensure that the hazardous and non-hazardous material storage areas are in compliance with applicable regulations and that waste disposal documentation is being adequately performed.

1.5.3. Assist Operations in the establishment of correct documentation, waste hazardous materials control procedures, and regulation interpretation.

1.6. Supervisor/Manager

1.6.1. Understand the waste hazardous and non-hazardous materials accumulation and storage procedure to be implemented within his/her area of responsibility and ensure personnel comply with this procedure.

1.6.2. Contact ESQA with respect to questions which may arise from the accumulation and storage of waste materials or the interpretation of local, state, or federal regulations.

1.6.3. Designate one person who shall be trained as the hazardous materials coordinator (HMC).

1.6.3.1. For outported vessels, vessels in the RRF Fleet, or other managed vessels, the local port manager, port engineer, port captain, or senior vessel person (in order of his/her level of authority and responsibility) is designated as the Hazardous Materials Coordinator (HMC).

1.6.4. Designate an area of the facility to be the hazardous waste storage area for the accumulation and storage of waste hazardous materials scheduled for disposal.

- The hazardous waste storage area shall only be used to: store waste hazardous materials; and accumulate sufficient quantities of materials for economic disposal.
- The hazardous materials shall be segregated according to waste/chemical type, and shall be clearly labeled.
- The hazardous waste storage area shall be able to contain liquid hazardous waste (secondary containment - in a bermed area with a liner compatible with the waste, or inside a building with a cement floor (no cracks) and a lip on the doorway, etc. The containment shall have a sufficient volume to hold at least 110 percent of the volume of the single largest container. Outdoor secondary containment shall have a sufficient volume to hold at least 110 percent of the volume of the single largest container, plus an allowance for precipitation or be covered.
- The HMSA shall be clearly posted with appropriate signs, which at a minimum include: “Waste Hazardous Materials Storage Area” and “No Smoking” signs.

1.6.5. Designate, with the assistance of ESQA, satellite accumulation areas where waste hazardous materials may be accumulated before being moved to the hazardous waste storage area. Satellite accumulation within a facility's boundaries shall adhere to the following criteria:

- One type of waste hazardous material may be accumulated in a satellite area.
- The waste hazardous material shall be accumulated in a container, the total capacity of which shall not exceed 55 gallons for a single satellite accumulation area.
- The container used shall be good condition.
- The container or its liner material must be compatible with the waste hazardous material it is storing.
- The container shall be covered and tightly sealed during storage.
- The container shall not opened, handled, or stored in a manner which may cause it to rupture or leak.
- The container shall be marked with the words “Hazardous Waste” and the contents clearly identified.
- The container shall be managed in compliance with hazardous waste container requirements once the container is full. The full container shall be moved to a central accumulation area within three days.
- The designated satellite accumulation area shall be posted with a sign stating “Hazardous Waste Satellite Accumulation Area.”

NOTE: Multiple satellite accumulation areas can be designated for separate waste streams if the separate areas are clearly posted and the floors marked (using paint or tape) to separate the areas.

1.6.6. Designate at least one area of the facility to be a Non-Hazardous Waste Storage Area for the accumulation and storage of non-hazardous waste scheduled for disposal.

- This area shall ***only*** be used to store non-hazardous waste and accumulate sufficient quantities of materials for economic disposal.
- The non-hazardous materials shall be segregated according company procedures, and shall be clearly labeled.
- This area shall be clearly posted with appropriate signs, which at a minimum include: “Non-Hazardous Waste Only.”
- Waste containers are correctly labeled and other forms of warning are legible, written in English, and prominently displayed on the storage container.

1.7. Hazardous Materials Coordinator

1.7.1. Coordinate implementation of the waste hazardous materials accumulation and storage procedure at his/her facility, including appropriate documentation (see Section “Related Documentation”).

1.7.2. Inspect workplace, satellite accumulation areas, and HMSA regularly to ensure:

1.7.2.1. No unauthorized accumulation of waste hazardous materials which require disposal or transfer to the HMSA.

1.7.2.2. Ensure that hazardous materials are being stored in appropriate containers.

1.7.2.3. Ensure empty containers are removed from HMSA, and all annotations are removed from the containers.

- Empty containers are not hazardous waste, unless the container contained an acute hazardous waste.

NOTE: Regardless of the criteria listed below a container is not considered to be empty until all possible material is removed from it by common practice such as pumping, pouring, scraping, or aspirating.

- Containers of 100 gallons or less must contain no more than 1 inch of residue on the bottom, or no more than 3 percent by weight of the container's total capacity.
- Containers larger than 110 gallons must contain no more than 0.3 percent residue by weight of the container's total capacity.
- Waste pressurized gas containers and pressurized cylinders are considered empty when their pressure approaches atmospheric pressure.

1.7.2.4. Waste containers are correctly labeled and other forms of warning are legible, written in English, and prominently displayed on the storage container (see Section “Related Documentation”).

1.7.2.5. Waste containers holding hazardous waste must be:

- In good condition. If the container begins to leak, contents must be transferred to a new container or overpacked in a larger container.
- Compatible with the waste they hold.
- Handled in a manner to avoid leaks or spills.
- Marked with the words “Hazardous Waste” and the date accumulation of the waste began.

1.7.3. Assure that hazardous waste manifest record keeping and reporting requirements are in compliance (see Section “Related Documentation”).

1.8. Facility/Vessel Personnel

1.8.1. Understand the non-hazardous waste accumulation and storage procedure to be implemented within his/her area of responsibility.

1.8.2. Ensure that wastes to be removed from a vessel or facility are appropriately containerized and labeled.

1.8.3. Ensure that wastes are placed in the appropriate accumulation area. Wastes shall not be left outside designated accumulation areas.

Definitions

1.1. Disposal - The discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that such waste or any constituent thereof may enter the environment or be emitted into the air or be discharged into any waters including groundwater.

1.2. Documentation - The paperwork, including but not limited to, manifests, bills of lading, waste profiles, land ban restriction declarations, dangerous cargo manifests associated with accumulation and storage, and transportation of waste hazardous materials. Documentation as defined for this procedure also includes, the marks, labels, and placards required by the Department of Transportation for the shipment of hazardous materials and defined in 49 CFR §172.

1.3. Hazardous Material - A substance or material, including a hazardous substance, hazardous waste, marine pollutant, or elevated temperature material (as defined by 49 CFR §172.101) which has been determined to be capable of posing an unreasonable risk to health, safety, and property when transported. NOTE: Throughout this document the term “hazardous materials” will be used to include all regulated wastes, including hazardous wastes.

1.4. Hazardous Material Coordinator - A company representative appointed by the department or facility manager to be responsible for compliance with hazardous materials regulations and procedures. This individual shall provide a single point of contact for ESQA with respect to waste hazardous and non-hazardous materials management.

1.5. Hazardous Substance - Any substance as designated by 40 CFR §302.4. NOTE: Hazardous substances, which include hazardous wastes, are a subgroup of hazardous materials.

1.6. Hazardous Waste - A waste may be deemed to be a hazardous waste if: (1) it is, or contains a hazardous waste listed in 40 CFR §261 Subpart D, or (2) exhibits any of the following characteristics: i) flash point <140° F; ii) pH>12 or <2; iii) reacts violently with water; or iv) exhibits a toxic characteristic as noted in 40 CFR §261 Subpart C. NOTE: This term is frequently used incorrectly for any waste derived from hazardous materials. In this document the term will only be used in reference to wastes which have been determined to be hazardous by this definition.

1.7. Non-Hazardous Waste - A waste which is defined as solid wastes but does not meet the definition of hazardous under the Resource Conservation and Recovery Act (RCRA), and which is to be discarded. Examples of non-hazardous wastes include materials such as kitchen refuse (garbage), glass, paper, cardboard, wood, Styrofoam, and punctured empty aerosol cans.

1.8. Non-RCRA Hazardous Waste - A waste which is defined as a hazardous waste by state regulations, although not by federal definition (e.g. any soil containing more than 1,000 parts per million of lead is a California Hazardous Waste).

1.9. Resource Conservation and Recovery Act (RCRA) - The federal act which forms the basis for all federal and state hazardous waste regulations. State hazardous waste regulations may be more stringent than federal regulations (see non-RCRA hazardous waste definition).

1.10. Satellite Accumulation Area - An area at the point where the waste hazardous material was generated used to accumulate the waste. This area is distinct from a central storage area where waste hazardous materials are consolidated for off-site shipment. Interpretation of the definition of what constitutes a satellite area differs by state.

1.11. Waste - Any discarded material, which includes any material which is abandoned, recycled, or considered inherently waste like (e.g. scrap metal).

Related Documentation

1.1. Safety, Health, and Environmental Procedures Manual

1.2. Code of Federal Regulations

1.2.1. Title 40: Chapter I - Environmental Protection Agency

- Subchapter D - Water Programs, §100 to §149
- Subchapter I - Solid Wastes, §260 to §399
- Subchapter R - Toxic Substances Control Act, §700 - §789

PART F. HAZMAT CARGOES :

Purpose

1.1. To define procedures for the management of waste hazardous materials accepted for transport or shipment aboard owned or managed vessels.

Scope

1.1. This procedure is applicable to company vessels which transport hazardous waste or materials, except where such operations are required to comply with alternative equally stringent procedures.

Responsibility

1.1. Personnel involved in hazardous materials documentation, characterization, and transportation shall comply with procedure requirements to his/her level of authority and responsibility.

Procedure

1.1. Before accepting any hazardous cargoes on board, the vessel has to be equipped and certified for receiving such cargo. All deck officers are to have completed training and have valid Hazmat certification in accordance with 49 CFR § 172.704.

1.2. Before actually loading any Hazmat cargoes, proper notification and information about the Hazmat cargo intended to be loaded on board has to be given to the vessel.

1.2.1. This information should include:

- a basic description and technical name as described in 49CFR §§172.202 and 172.203(k) as applicable
- amount of the hazardous cargo

- trailer/container number, or any other type of container used for transport
- Emergency Response telephone number in accordance with 49CFR §172.604

1.2.2. This basic information on the Hazmat cargo as described is to be handed over to the Chief Mate on board in advance of the loading, allowing for sufficient time to plan the stowage correctly with respect to safety zones, segregation, separation, and securing. Preparations for emergency's, crew safety meetings, and training, where applicable, are to be done in accordance with regulated safety standards.

1.3. This information, once verified by the Chief Mate, should be communicated to each watch officer responsible for cargo storage.

1.4. Hazmat cargo that has not been properly prestowed and documented as described above should be rejected for loading and not be allowed to enter the ship. The Master or senior officer on board is to be notified immediately. Should this cause any delays to operations, the Marine Manager is to be notified as well and a log book entry made detailing the circumstances.

1.5. The Chief Mate or the Officer in charge shall also check that the Hazmat container or trailer is properly placarded and marked and that no leaking or damage to the unit can be observed.

1.6. Before allowing any Hazmat unit to be loaded on board, the Chief Mate shall carefully plan the loading in accordance with the IMDG Code. Once properly stowed and secured the Chief Mate shall convene, as necessary, appropriate crew for instruction and preparedness in emergency procedures.

1.7. All relevant information and all the dangerous goods documents shall be stored in the Hazmat storage pocket located on or near the bridge and in the Hazmat binders.

HANDLING AND STOWAGE OF HAZMAT CARGO

The Handling and Stowage of Hazmat Cargo :
Carefully plan all Hazmat cargo to be loaded and stowed on board in accordance with requirements given in the IMDG-Code, considering such aspects as separation, segregation, safety zones and general safety. A special safety meeting should be held on the particular hazards involved, depending on the commodity. Discussions should include, clean-up and handling procedures, safety hazards, health and emergency medical requirements after the cargo is loaded for the coming voyage.

Check and compare the Dangerous Cargo Manifest with the cargo being loaded in order to verify that all paperwork is accurate. Any discrepancy should be corrected, and the incident should be reported to the DPA for follow up corrective action with land operations in that port.

An annotated Cargo Plan, which indicates the location of each Hazmat unit, and a copy of the hazard information shall be posted in a conspicuous place in the accommodation area.

Empty containers, trailers, or other receptacles that previously contained Hazmat cargo and have not yet been cleaned or sanitized, shall be considered to contain the same Hazmat material they previously carried. Particular attention is to be paid to proper placarding of these types of loads.

When Class 1 (Explosives other than Class 1.4s) cargo is loaded or discharged, neither radio nor radar transmitters shall be used. Portable VHF or UHF radios may be used, but no closer than 2 meters from the Class 1 material. No bunkering is allowed during these operations, unless prior authorization has been issued in writing by the Port Authority. Class 1 cargo that appears to be affected by moisture shall be refused.

Materials, such as protective clothing, SCBA units, fire-fighting equipment and medical equipment are to be maintained in accordance with applicable references. Ensure, during monthly Safety Equipment Inspections there is sufficient supply on board. The Chemical Response Locker is to be inventoried and checked at least quarterly.

Maintain a heightened safety awareness and training for the duration of the voyage and have contingencies planned for each Hazmat unit, in the event of an accident with the hazardous material.

PART G. WASTE MANAGEMENT PROGRAM

PURPOSE

1.1 The purpose of this procedure is to ensure that wastes including trash, food waste garbage, oily waste, plastics or other refuse wastes generated aboard CLS vessels are handled in accordance with 33 CFR §151.57(c)(3).

SCOPE

2.1 This procedure is applicable to CLS vessels and shall be adhered to by vessel personnel.

RESPONSIBILITY

3.1 The vessel master shall ensure adherence to this procedure.

DEFINITIONS

4.1 For the purpose of this Procedure the following definitions apply:

4.1.1 "**Trash**" means dry waste generated by ship's personnel and their activities aboard.

4.1.2 "**Garbage**" means food associated material, food-waste associated material or trash that has come in contact with food or food waste generated in the galley and messrooms.

4.1.3 "**Food Waste**" means unused food or organic material used in the preparation of food or the organic waste derived from the preparation and serving of food.

4.1.4 "**Oily Waste**" means waste containing oil or contaminated with oil. This includes oily rags used in cleaning or wiping oil, oil soaked absorbent materials, used filters containing oil and clothing contaminated with oil.

4.1.5 "**Waste Hazardous Materials**" is materials that are deemed to be wastes by vessel personnel and are a substance or material, including a hazardous substance, hazardous waste, marine pollutant, or elevated temperature material (as defined by 40 CFR § 172.101) which has been determined to pose an unacceptable risk to health, and property when transported.

GENERAL

5.1 Two types of ship-generated wastes require special handling, but are not specifically covered in the Coast Guard regulations. These are Garbage and Oily Wastes.

5.2 Garbage which is to be disposed of in the United States and originates on any ship which has been in the last two years engaged in foreign commerce outside of the United States; or which has transited the Panama Canal; or which is arriving from Hawaii or other U.S. Territories is regulated by the U.S. Department of Agriculture, Animal and Plant Health Inspection Service.

5.3 Garbage that arrives in the State of California from any other state is regulated by the State of California Department of Food and Agriculture (USDA). Due to the broad base of the California regulations almost any Garbage disposed of in California will be designated as APHIS-regulated waste. Therefore, any Garbage that could be identified as APHIS-regulated garbage shall be treated as APHIS garbage, regardless of the origin of the stores on board the vessel. (See Section 6.7).

5.4 The disposal of ship-generated Oily Wastes are regulated more stringently than other ship-generated trash. These restrictions vary on a state-by-state basis, but are particularly stringent for Oily Wastes to be disposed of in California, where Oily Wastes are designated as a non-RCRA hazardous waste (see ROV-09, PART E).

PROCEDURE

6.1 Vessel personnel shall follow the Summary of Trash and Garbage Disposal Restrictions, for Disposal at Sea (see Table 1) which serves as a means to decipher the regulations for disposing trash and garbage at sea and the coding required for record keeping. (See ROV-09, PART E.)

Table 1 – Summary of Trash and Garbage Disposal Restriction For Disposal at Sea

Trash or Garbage Type	Code	Disposal Area
Plastics – includes synthetic ropes, plastic bags, wrappings, 6-pack holders, plastic containers, plastic packing material.	1	Disposal prohibited anywhere.
Floating dunnage, lining and packing material.	2	Disposal prohibited less than 25 miles from nearest land.
Paper, rags, glass, metal, bottles, crockery and similar trash.	4	Disposal prohibited less than 12 miles from nearest land.
Paper, rags, glass, metal, bottles, crockery and similar trash ground to less than 1 inch (25 mm).	5	Disposal prohibited less than 3 miles from nearest land.
Food waste not ground.	5	Disposal prohibited less than 12 miles from nearest land.
Food waste ground to less than 1 inch (25 mm).	5	Disposal prohibited less than 3 miles from nearest land.

6.1.1 When ship-generated waste is mixed with either Oily Wastes or Garbage, the mix of material shall be treated as if the entire mix is made up of the most stringently regulated waste.

6.2 Trash

6.2.1 Trash generated by crewmembers through the course of their daily activities aboard the ship shall be collected for disposal ashore at facilities which have the capability of receiving trash. This includes trash that is collected from crewmembers' living quarters, lounges, and work areas (such as the cargo control room or engine control room).

6.2.2 Because ships staying in port for extended periods cannot dispose of other trash and garbage into the marine environment, shoreside facilities shall be capable of receiving all ship-generated wastes while the ship is at that facility.

6.2.3 This trash may or may not contain plastics, but in order to avoid the possibility of trash containing plastics being inadvertently disposed of at sea this type of trash shall be collected and disposed at ashore.

6.2.4 Trash shall be collected and contained in the trash bags provided by the company.

6.2.5 These bags shall be tied shut with the tying device provided to prevent the contents from spilling out when the bags are transported from the ship for disposal ashore.

6.2.6 Plastic trash bags are also available but every effort shall be made to avoid using them.

6.2.7 Trash collected shall be compacted using the trash compactor in order to reduce the volume of the trash.

6.2.8 When the trash-compactor boxes are full they shall be removed from the compactor and sealed with the tape provided.

6.2.9 Full boxes shall be stowed in the trash compactor room until they can be deposited ashore to a proper shore reception facility.

6.2.10 Large trash items such as cardboard boxes, newspapers, scrap steel or other metals, glass or crockery, or other items in which plastic is not mixed or a part of may be disposed of at sea in accordance with the above listed restrictions. Every effort shall be made, however, to avoid littering the surface of the ocean with any ship-generated trash.

6.2.11 All trash generated in the galley shall be segregated from other trash. This trash may have small quantities of food waste in it, or it may have been in contact with food or food waste garbage. Therefore, it shall be handled according to APHIS regulations when it is disposed of ashore (See Section 6.5).

6.2.12 Non-APHIS regulated trash shall not be placed into APHIS bins ashore. APHIS bins are reserved for regulated galley trash.

6.3 Plastics

6.3.1 Disposal of plastics of any type from the ship into the marine environment is prohibited.

6.3.2 Plastics from ships shall be disposed of to shoreside facilities.

6.4 Food Waste

6.4.1 Food waste generated in the galley and messrooms shall be retained on board the ship for disposal at sea in accordance with the above listed restrictions.

6.4.2 For sanitary reasons food waste shall be disposed of daily, through the garbage disposal, when the ship is more than 3 miles from the nearest land.

6.4.3 When the ship is in port, food waste shall be held aboard in sealed containers until the ship returns to sea where the food waste shall be disposed of according to the restrictions listed above.

6.4.4 Food waste may be disposed of in port, however, if sufficient quantities of food waste garbage accumulate so as to create a sanitation hazard, while the ship is in port, then the food waste shall be compacted, packaged, and disposed of ashore in accordance with APHIS regulations.

6.4.5 While food waste is being held aboard for any period, care shall be taken to ensure that it is kept in properly-sealed containers which do not leak and which protect it from scavenging sea gulls or other birds or rodents.

6.5 Garbage

6.5.1 Garbage which is scheduled for disposal in the United States shall be handled in the manner described below.

6.5.1.1 Garbage shall be collected in the trash bags provided and compacted in the trash compactor for handling.

- The full compactor boxes shall be sealed with the tape provided.
- The box shall then be marked with the letters "APHIS" using a black marker pen to ensure that this trash is handled according to APHIS regulations.

6.5.1.2 When retained on board the boxes shall be kept in a covered, and closed container which is stowed inboard of the ship's rail.

6.5.1.3 Garbage can only be removed from the ship with the authorization and supervision of the USDA (or the Department of Food and Agriculture (DFA) in the State of California.)

6.5.1.4 The local USDA or California DFA officer shall be contacted to obtain authorization to remove regulated garbage from the ship.

6.5.1.5 When transported from the ship to shore it shall be ensured that garbage boxes are closed and not leaking.

6.5.1.6 Garbage shall be deposited ashore in an USDA approved storage bin or dumpster maintained by an establishment/facility which is in compliance with APHIS regulations.

- If this storage bin or dumpster is not directly supervised by USDA then it shall be kept closed and locked until it is supervised by USDA or by a facility in compliance with APHIS regulations.

6.5.1.7 Only garbage shall go into an APHIS bin.

6.5.1.8 APHIS-marked boxes shall only be placed inside a shoreside APHIS container. None may be placed on the ground.

6.5.1.9 Enough room shall be left in the container for the lid to close properly. If there is insufficient room in the APHIS container to place the boxes and still allow the container to close, excess boxes shall be returned to the vessel until another APHIS container is supplied.

6.6 Oily Wastes

6.6.1 Oily wastes are not to be discharged from the ship into the marine environment at any time or in any location.

6.6.2 These wastes are to be retained aboard the ship and tightly packed in steel drums with a sealed top until picked up by a waste hazardous materials disposal firm for transportation to an EPA-approved disposal site.

6.6.3 Trash or garbage shall not be put in the drums with the oily waste.

6.6.4 Arrangements for the off loading and proper disposal of oily wastes shall be made through the operations department in the office.

6.6.5 Two oily waste reduction programs shall be employed where the vessel's trade permits.

6.6.5.1 Oily Rags will be recycled where possible.

- Washable shop rags shall be used at every opportunity to clean up spills or wipe down equipment.
- These rags shall be retained until provisions can be made for their cleaning and recycling. The only restriction for turning in rags soiled with oil is that they shall be free of standing liquid.
- Rags retained aboard awaiting recycling shall be treated as oily waste while aboard and kept in tightly sealed drums.
- A laundry service to clean and return oily shop rags.

6.6.5.2 Oil filters will be recycled where possible.

- Oil filters shall be drained as much as possible and stored in a separate 55-gallon Department of Transportation-approved barrel until arrangements can be made for their recycling.

6.7 Recordkeeping

6.7.1 Waste disposal both at sea and on shore shall be appropriately documented on the form "Discharges of Refuse" (CLS Form No.: CC-655) which is included as part of this procedure as Attachment 1.

- All waste discharges, whether to shoreside facilities or overboard at sea, shall be recorded in the section in the left column of the form labeled "For All Discharges".
- The quantity of waste discharged shall be recorded in cubic meters (m^3).
- The waste discharged shall be assigned a type code according to the codes presented at the bottom of the form.

6.7.2 For disposal to shore the center portion of the form shall be completed.

- Multiple codes can be used for mixed wastes.
- APHIS regulated waste shall be identified with Code 5.

6.7.3 For waste discharges at sea the right-hand portion of the form shall be completed.

- One line shall be used for each code.
- The distance to shore shall be estimated and is entered in miles.

6.7.4 The master shall sign the form and certify its accuracy.

6.7.5 The form shall be retained aboard ship for two years.

RELATED DOCUMENTATION

7.1 Code of Federal Regulations Title 33, Chapter O, Part 151