
TASPORTS NON-CARGO LIQUID TRANSFER PROCEDURE

1.0 Purpose

This procedure outlines the requirements for Non Cargo Liquid Transfer (NCLT) within areas controlled by Tasmanian Ports Corporation Pty Ltd (TasPorts) and is designed to minimize the risk of injury to personnel and environmental impact during transfer operations.

2.0 Scope

This procedure covers all NCLT operations where a flexible/portable hose is used including but not limited to:

- Oil based products
- Fuel
- Liquid Waste containing oil based products and fuel
- Grey water and sewage
- Ballast water not approved by Australian Quarantine Inspection Service (AQIS)
- Land based fuel transfers

This procedure applies to persons involved in any of the above activities carried out on TasPorts controlled site.

3.0 References

- TasPorts Occupational Health & Safety Policy Statement
- TasPorts Permit to Work System & Procedure
- TasPorts Environment Policy
- Marine and Safety (definition of operational areas) By - Laws 2003 (Tasmania)
- Marine and Safety Authority & Tasmania Ports Corporation Pty Ltd & The Crown Deed of Agreement 20 Jan 2009 (Tasmania)
- Environmental Management and Pollution Control Act 1994 (Tasmania)
- Environmental Management and Pollution Control (Waste Management) Regulations 2000
- Pollution of Waters by Oil and Noxious Substances Act 1987 (Tasmania)
- Environmental Protection (Sea Dumping) Act 1987 (Federal)
- TasPorts Non-Cargo Liquid Transfer Application / Permit
- TasPorts Non-Cargo Liquid Transfer Safety Checklist

4.0 Definitions

- **Tasports Representative** – (as per the Non cargo Liquid Transfer Permit) including Master or Engineer of a Tasports Vessels.
- **Tasports Operations Supervisor** – Tasports Operations Supervisor or his nominated person
- **Agent** – A person or organisation responsible for the administrative details of a ship's visit to the port
- **AQIS** – Australian Quarantine Inspection Service (Commonwealth)
- **NCLT** – Non Cargo Liquid Transfer
- **ISGOTT** – 'International Safety Guide for Oil Tankers and Terminals'
- **MARPOL** – 'International Convention for the Prevention of Pollution from Ships, 1973' as modified by the Protocol of 1978
- **Receiver** – The vessel Master or Person in control of equipment at the time of NCLT
- **Ullage** is the measurement between the top of the tank and the surface of the liquid it contains

5.0 Procedure

- Vessels requiring NCLT must submit a NCLT Application/Permit to TasPorts via their relevant fuel/waste management company.
- For a NCLT that is less than 100,000 Litres minimum of 24 hours notification is required
- For a NCLT that is greater than 100,000 Litres minimum of 48 hours notification is required along with a 'Transfer Management Plan'
- Refer to below chart for required documentation

Litres	Safety Checklist	NCLT Permit	Transfer Management Plan
Less than 5,000	YES	YES	NO
5,000 to 100,000	YES	YES	NO
More than 100,000	YES	YES	YES

- NCLT operations may only occur during daylight hours Monday to Friday unless otherwise approved by the Tasports Supervisor or his/her nominated person.
- Restrictions apply to some areas where refuelling must be completed prior to specific times.

6.0 Application Lodgement

All required documentation is to be lodged via email:

Hobart	Email: operationsadmin@tasports.com.au
Bell Bay, Burnie, Devonport, Stanly, Strahan	Email: northernports@TasPorts.com.au
Flinders Island, King Island	Email: islandports@TasPorts.com.au

7.0 Application Approval

When an application is received, the following will occur:

- The permit will be signed and approved by a TasPorts Operations Supervisor or his/her nominated person, who will then return via email to the fuel company requesting the transfer.
- If a Tasports vessel is requesting the NCLT then a copy of the approved permit will also be sent to the Receiver/Vessel Master/Owner nominated on the NCLT Permit.
- The Tasports Operations Supervisor or his/her nominated person approving the permit will enter it into the permit to work log for the relevant port.

8.0 Spillage occurrence, the following actions MUST be implemented immediately:

- Cease transfer operations
- Take appropriate measures to stop or limit the spillage
- Notify TasPorts as per the NCLT Safety Checklist

9.0 Audit records

- Application / Permit form
- Safety Checklist

10.0 Charges

- Fees for NCLT's will be payable by the relevant company in accordance with TasPorts schedule of charges. All other services will be payable by the requestor.

11.0 Responsibilities

The TasPorts Maintenance Manager is responsible for ensuring that this procedure is maintained and its effective implementation with all key stakeholders.

The TasPorts Operation Supervisor or his/her nominated person is responsible for ensuring that all NCLT permits are only approved after taking into consideration all other operational activities that may be taking place at the same time and location.

For all NCLT above 5000 litres the TasPorts nominated representative (as per the NCLT Permit) must complete the safety checklist in conjunction with the Fuel Company and Vessel master/owner and implement required control measures prior to the NCLT commencing.

For all NCLT under 5000 litres the Receiver/Vessel Master/Owner and the fuel company are responsible for completing the safety checklist and forwarding it to the nominated Tasports Operations Supervisor or his/her nominated person.

The Supplier and the Master or Engineer (If this is a Tasports vessel) or the vessel undergoing a NCLT is responsible for ensuring that all of conditions are met in accordance with the NCLT Safety Checklist.

NCLT may only commence when the TasPorts Operations Supervisor or his/her nominated person or fuel company is satisfied that all of the requirements are met.

Vessels over 500 GRT are recommended to display the 'B Flag' while undergoing non-cargo liquid transfers.

12.0 FORMS

Annex 'A' Non-Cargo Liquid Transfer Application / Permit form

Annex 'B' Non-Cargo Liquid Transfer Safety Checklist



NON-CARGO LIQUID TRANSFER APPLICATION/PERMIT

This application is to be submitted by email to the port in which the transfer is to take place.
Port contact details are as follows.

Hobart	Email: operationsadmin@tasports.com.au
Bell Bay, Burnie, Devonport, Stanly, Strahan	Email: northernports@TasPorts.com.au
Flinders Island, King Island	Email: islandports@TasPorts.com.au

Transfer Details

Vessel:	From: Road Tanker / Pipeline / Barge / Other
	To: Waste Removal Vehicle / Other

Application is hereby made to transfer (Qty) _____ Litres of: **Fuel / Gas / Waste**
 Waste type (if applicable) _____

Date:	Time Commence:	Berth:
	Time Complete:	
Number of road tankers / collection vehicles:	Supplier/Receiver (Name):	

The supplier will submit the original NCLT Application/Permit and ensure both the fuel company representative and vessel master/owner complete NCLT safety checklists prior to commencement of transfer.

For waste disposals the vessel representative is responsible for lodging the Application and ensuring that safety checklists are completed.

	Yes	No
Will a NCLT management plan be submitted? (Yes if volume to be transferred exceeds 100,000 liters.)		
Will the transfer be completed within normal business hours? (Note that appropriate fees may be charged where the attendance of a TasPorts officer is required outside of normal business hours.)		
I/We have read, understand & will comply with the requirements of TasPorts' Non-Cargo Liquid Transfer Procedure.		

Fuel Company Rep		TasPorts Approved	
Name:	Date:	Name:	Date:
Signature:		Signature:	
Receiver/Vessel Master/Owner		TasPorts Representative	
Name:	Name:		
Contact number:	Contact number:		

Note:

- The Safety Check List is to be completed by the Supplier, Vessel Master and TasPorts representative.
- On completion of the check list contact TasPorts Representative for permission to commence transfer.

NON-CARGO LIQUID TRANSFER SAFETY CHECKLIST

Note: For NCLT operations all questions must be a **YES** or **N/A** before operations can commence.

	ANSWER ALL QUESTION	Yes	NO	N/A
1	Is there sufficient ullage in vessels' tanks to hold the volume of product to be delivered?			
2	Have pumping rate, tank ullages and agreed amounts been confirmed prior to the NCLT commencing?			
3	Have emergency shut down procedures been agreed upon?			
4	Emergency pump stops are operational and have been checked prior to transfer?			
5	There is no source of ignition within 25m of operations where the flashpoint of the liquid is or exceeds 62°C. (Diesel, Heating Oil, Antarctic Diesel, Engine / Hydraulic Oils etc.)			
6	There is no source of ignition within 50m of operations where the flashpoint of the liquid is or less than 62°C. (Motor Spirits, Zoom Mixtures, and Degreasers etc.)			
7	Has the vessel's main engine been shut down prior to commencement of transfer?			
8	Is the ship securely moored to ensure hoses are not stretched or damaged?			
9	Is the hose/s in good condition? (Valid test certificate?)			
10	Is signage "No Smoking/No Naked flames & Bunkering/NCLT in progress" available and displayed?			
11	Has all combustible material been removed from within a 10m radius of the transfer?			
12	Is firefighting equipment on board and ready for immediate use?			
13	Is there safe access between the ship and shore?			
14	Have effective communication been established between ship and shore based operator?			
15	Is a competent deck watch on duty for the duration of the transfer?			
16	Is there adequate lighting for the transfer operation to be done safely?			
17	Is there sufficiently large enough spill containment under hose connections?			
18	Is sufficient pollution equipment ready and available on site?			
19	Are the hoses and all joints secure and correctly supported?			
20	No electrical or hot work to be undertaken whilst NCLT is in progress.			
21	Are the scuppers closed off or sealed or is there an absorbent donut or matting around the fuelling point?			
22	Have cargo/stores handling ceased in the immediate vicinity?			
23	Have all personnel involved in operations sighted and understood the agreed emergency procedures?			
24	Is the TasPorts' Oil response trailer on site for NCLT >5000 litres?			
25	If the vessel is over 500GRT are you displaying your 'B Flag' to signal a dangerous cargo transfer?			
26	<p><i>In the event of a spill, transfer operations are to cease immediately and all means taken to stop or limit the spill. TasPorts must be notified immediately as follows:</i></p> <p style="text-align: center;">All Ports: VHF Channel 16 or 03 6380 3013</p>			
27	TasPorts must be notified immediately prior to the commencement and at completion of NCLT >5000 litres. Completed checklists are to be delivered to TasPorts by hand or email.			

Supplier / Receiver	Vessel	TasPorts
Name: _____	Name of Vessel: _____	Name: _____
Contact #: _____	Name of Vessel Representative: _____	Contact #: _____
Signature: _____	Signature: _____	Signature: _____
Date/Time: _____	Date/Time: _____	Date /Time: _____