



SAINT JOHN PORT AUTHORITY

PRACTICES AND PROCEDURES

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Table of Contents

1.0 INTRODUCTION	4
2.0 DEFINITIONS	5
3.0 AUTHORITY AND ROLES	6
3.1 Authority of Harbour Master	6
3.2 Role of MCTS	7
3.3 Incident and Non-compliance Reporting	7
3.4 Overriding Conditions	7
4.0 MANOEUVRING IN WATERS OF THE PORT	8
4.1 Pilotage	8
4.2 Tanker Operations	9
4.3 Use of Tugs	10
4.4 Under Keel Clearance and Maximum Manoeuvring Draught	11
4.5 Safe Speed	11
4.6 Towing Operations	12
4.7 Non-Conventional Vessels and Special Projects	12
4.8 Exclusion Zones	13
4.9 Freshet Conditions	13
4.10 Dredging Operations	14
5.0 ANCHORAGE PROCEDURES	15
5.1 General Provisions	15
5.2 Designated Anchor Positions	15
5.3 Weather Criteria	17
6.0 ACTIVITIES IN PORT (INCLUDING ANCHORAGES)	18
6.1 Securing Arrangements	18
6.2 Manning Levels	18
6.3 Berth Assignment	18
6.4 Demobilization or Testing of Manoeuvring Machinery	19
6.5 Shifting Berths	19
6.6 Nesting (Rafting) of Vessels	20
6.7 Equipment Protruding Beyond Vessel's Outboard Side	21

6.8 Over- side Maintenance.....	21
6.9 Overboard Discharges.....	22
6.10 Ship-to-ship Transfers, Lightering Operations.....	22
6.11 Drills and Exercises (Lifeboats and Otherwise).....	23
6.12 Diving and/or Waterborne Inspections.....	23
6.13 Transfer of Personnel Between Vessels.....	24
6.14 Hot Work.....	24
6.15 Shore-Based Equipment.....	25
7.0 SMALL VESSELS, INCLUDING RECREATIONAL AND COMMERCIAL.....	26
7.1 Recreational Vessels	26
7.2 Small Commercial Vessels.....	26
7.3 Radio Communication.....	27
7.4 Non-conventional Recreational Vessels	27
8.0 MARINE CONSTRUCTION	28
8.1 Authorization.....	28
8.2 Simultaneous Operations	28
9.0 EMERGENCY PROCEDURES AND SECURITY.....	29
9.1 Incidents.....	29
9.2 Reporting/Contact List.....	30
9.3 Security	30
10.0 DOCUMENTATION AND DANGEROUS GOODS PROCEDURES	31
10.1 General Requirements.....	31
10.2 Dangerous Goods Permit and Related Documentation.....	31
10.3 Explosives	32
10.4 Dangerous Goods Emergencies	32
11.0 USE OF PORT FACILITIES	32
11.1 Special Events	32
APPENDIX “A” – Contact List.....	33
APPENDIX “B” – CHS Chart 4116	34
APPENDIX “C” – Port Facility Map.....	35
APPENDIX “D” – Canaport LNG Exclusion Zones	36
APPENDIX “E” – Anchorage Layout	37

1.0 INTRODUCTION

- 1.1 The Practices and Procedures specified herein are made pursuant to clause 56(1) (b) of the *Canada Marine Act* and have been developed for the purpose of promoting safe and efficient navigation and environmental protection in the waters of the Port.
- 1.2 These Practices and Procedures are to be followed by all vessels entering, berthed, departing, manoeuvring, or at anchor in the waters of the Port and are to be considered as conditions of entry into the Port.
- 1.3 Except in an emergency, nothing in these Practices and Procedures shall supersede any requirement of the *Canada Marine Act*, the *Marine Transportation Security Act*, the *Canada Shipping Act*, the *Pilotage Act*, or regulations made pursuant to them. (All Canadian Acts referred to in this document may be obtained on Transport Canada's website: <http://www.tc.gc.ca/eng/acts-regulations/menu.htm>.)
- 1.4 Environmental protection and approvals may require the concurrence or involvement of the federal and provincial Departments of the Environment and the Department of Fisheries and Oceans.

2.0 DEFINITIONS

2.1 The definitions in this section apply in these Practices and Procedures.

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

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

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

“deleterious” means harmful or noxious material.

“draught” means the distance from the lowest part of the keel to the waterline at which the vessel is floating.

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

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

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

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

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

“Harbour Master” means the person appointed by the Port Authority responsible for port operations, his designate and the Port Operations Duty Officer.

“MCTS” means Marine Communications and Traffic Services Centre, providing VTS services using radio identifier “Fundy Traffic”

“near miss” means a situation that did not result in injury, illness, damage, loss or impact on the environment, but measures were taken to prevent such.

“Port” means the waters of the Port within the jurisdiction of the Port Authority and the federal real property managed by the Port Authority as described in Schedule B of the Letters Patent.

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

“Port Operations Duty Officer” means the person appointed by the Port Authority responsible for port operations after hours.

“power driven vessel” means the same as defined in the collision regulations.

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

“Safety and exclusion zones” Pursuant to Part 1 section 58 of the Canada Marine Act, in the interest of safety and good order the port authority can establish safety zones as deemed necessary to ensure safety and the protection of the environment.

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

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

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

“waters of the Port” means the navigable waters of the Port as described in Schedule A of the Letters Patent and shown on Canadian Chart 4116;

2.2 Unless a contrary intention appears, words and expressions used in these Practices and Procedures have the same meaning as in the *Canada Marine Act*.

3.0 AUTHORITY AND ROLES

3.1 Authority of Harbour Master

3.1.1 All vessels in the waters of the Port shall comply with these Practices and Procedures.

3.1.2 The Harbour Master is responsible for ensuring adherence to these Practices and Procedures, and instructions to vessels may be made directly to the vessel by the Harbour Master or through the Canadian Coast Guard Marine Communications and Traffic Services (MCTS), *“Fundy Traffic”* on VHF channel 12.

3.2 Role of MCTS

3.2.1 Marine Communications and Traffic Services Centre (MCTS) have facilities which enable the operators to track the movement of vessels, and communicate with those vessels in their region. MCTS may pass instructions to vessels in the waters of the Port on behalf of the Port Authority.

3.2.2 Vessels receiving instructions from MCTS relating to the movement or operation of vessels, work or services in the waters of the Port are to assume these to be measures required by the Harbour Master, and relate to port operations, safety or environmental protection. Periodic notices requiring action by vessels in port waters will be promulgated by MCTS or by the Port Authority through MCTS as Notices to Shipping.

3.3 Incident and Non-compliance Reporting

3.3.1 These Practices and Procedures are for the purpose of promoting safe and efficient navigation and environmental protection in the waters of the Port, and violation of any of the conditions set forth in these Practices and Procedures, including incidents and near misses, are to be reported directly to the Harbour Master or via MCTS.

3.4 Overriding Conditions

3.4.1 Where, in the interest of safety or environmental protection, the Port Authority requires that a vessel or operation secures the services of tugs, pilots, or other agencies or services, such services will be at the expense and risk of the vessel concerned.

3.4.2 The Port Authority, in executing its duty to ensure the safety of all port users, is aware of the additional expenses that such services may bring to the vessel and will only require such services it deems necessary.

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

3.4.4 Where a situation dictates, the Harbour Master will establish priorities for movements of vessels; and where an agent specifically requires a priority for their vessel, they must contact the Harbour Master who will establish such priority based on the Port's operating requirements at the time.

4.0 MANOEUVRING IN WATERS OF THE PORT

4.1 Pilotage

4.1.1 The Port is a compulsory pilotage area under management of the Atlantic Pilotage Authority.

4.1.2 Vessels are required to comply with the requirements of the *Pilotage Act* and the *Regulations* there under.

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

4.1.4 The boarding station for the compulsory pilotage area is situated at Lat. 45° 10.8' N Long. 66° 03.7' W, 2.25 nautical miles bearing 200 (T) from the Racon buoy at VTS calling-n point number 6.

4.1.5 A tanker or Liquefied Natural Gas carrier that is proceeding to the Canaport Marine Facilities shall embark the pilot at 45° 09.1' N 66° 04.8' W (approx).

4.1.6 If the pilot directs a vessel at anchor or approaching Saint John, to proceed to a point within the compulsory area, this is to be relayed to the vessel by the MCTS on channel 12, and vessels are not to enter the compulsory pilotage area unless directed to do so on behalf of the pilot by MCTS.

4.1.7 Vessels entering the waters of the Port while awaiting a pilot will be advised by MCTS to anchor in anchorage area 'B' or 'D', and the anchorage designated will be within the navigable waters of the Port, but outside the compulsory pilotage area. (See Appendix B – Saint John Harbour Limits (Regulatory Limitis))

4.1.8 In extreme weather the pilot boat may be “off-station”, effectively curtailing pilotage services.

4.1.9 In heavy weather conditions, the pilot boat may be able to embark or disembark a pilot at a point within the compulsory pilotage area, and in such cases the attending pilot will monitor the vessel’s progress and direct the vessel to proceed to a position designated by the pilot.

4.1.10 No vessel requiring a pilot shall proceed into the compulsory pilotage area without a pilot onboard, unless directed to do so by the attending pilot on the pilot vessel.

4.2 Tanker Operations

4.2.1 This procedure has been developed to promote safety of operations and the protection of the environment in the vicinity of the terminals handling hydro carbons and other volatile liquids in bulk including LNG. Recognising that close quarters manoeuvring in conjunction with tanker cargo is a high risk operation, mitigation is necessary to reduce the threat of collision and damage to the environment. Recognising also that the Classification Societies have Provisional Rules for machinery notation in respect of “Redundancy” for propulsion and steering, these measures will be reviewed for individual vessels obtaining the Classification Society’s notation, subject to acceptance of the relevant notation by the International Maritime Organization (IMO) and the vessel demonstrating its capability at the Port.

4.2.2 In section, “close quarters” means a distance of less than two times the manoeuvring ship’s beam; and “tanker” means any vessel used to carry liquid or gaseous hydro carbons, or other volatile liquid in bulk.

4.2.3 The following procedure applies to all tankers manoeuvring to pass in close quarters to any other vessel, and all other vessels manoeuvring to pass in close quarters to a tanker in the waters of the Port.

4.2.4 Vessels referred to in section 4.2.3 shall

- (a) proceed at the slowest possible speed to maintain steerage and manoeuvrability, and
- (b) secure the services of a tug or tugs
- (c) in the case of LNG tankers, all vessels shall give a 0.5nm clearance when in transit within the harbour limits. No vessel shall attempt to cross ahead or overtake an LNG tanker underway within the harbour limits

4.2.5 Tankers utilizing the Canaport Single Point Mooring must utilize tug support for the approach and connection to the buoy. A tug (or tugs) must remain connected to the tanker during the entire period while the tanker is secured to the buoy and must be available for maneuvering at all times.

4.2.6 See section 5.10 for requirements pertaining to ship to ship (lightering) operations.

4.3 Use of Tugs

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

4.3.2 In the case of LNG tankers, a minimum of three tugs shall at all times be employed in escorting while in port waters.

4.3.3 After their manoeuvrability has been determined as satisfactory by the pilots, certain vessels may apply, on a voyage-by-voyage basis, for authorization to manoeuvre without tugs. Certain other vessels other than loaded tankers that meet the conditions listed below will be given a continuing authorization to manoeuvre without tugs:

- (a) vessels with a gross tonnage of less than 10,000 with a fully functional bow thrusters;
- (b) vessels with bow thrusters, stern thrusters and/or steering systems that have been developed to introduce greater than normal side thrust; or
- (c) vessels, which by their frequency of calls into Saint John and accepted manoeuvrability, have been approved by the Saint John Pilots to berth or depart from the berth without tug assistance in normal weather conditions.

4.3.4 Notwithstanding vessels meeting the conditions in section 4.3.2, authorization must be sought:

- (a) during the period of the spring freshet, (identified by the period that Saint John Pilots place restriction on the manoeuvring of vessel);
- (b) during periods when the component of the wind will apply a force onto the beam on the vessel equivalent to 25 knots or greater; or

(c) in conditions when the thrusters are not operating at design capability.

4.3.5 Under circumstances and conditions relating to environmental protection, safety of navigation or safety of facilities or works, the Harbour Master may require that a vessel secure the services of a tug or tugs.

4.3.6 Masters of vessels, with the concurrence of the pilot, may manoeuvre without the use of tugs provided that notification is given to MCTS and the Harbour Master prior to manoeuvre.

4.4 Under Keel Clearance and Maximum Manoeuvring Draught

4.4.1 A vessel manoeuvring in the waters of the Port should not proceed with an underkeel clearance of less than 10% of its draught, except that in Courtenay Bay vessels over 200 m and 40,000 DWT require 15% under keel clearance.

4.4.2 The Port Authority will advise on dredged channel depth and the necessary maximum draught for port entry. Vessels berthed at Port Authority facilities will be advised of the maximum draught in order to ensure safety of the vessel while allowing the vessel an optimum load.

4.4.3 The speed of vessels in and out of port must be reduced to a rate that minimizes increase in draught due to squat.

4.4.4 Other under keel clearance requirements may be made on a case by case basis when conditions warrant, such as periods of a freshet. See section 4.9 Freshet Conditions.

4.5 Safe Speed

4.5.1 Masters are reminded that in accordance with the Collision Regulations, vessels must proceed at a safe speed.

4.5.2 In the waters of the Port, safe speed means a speed at which the wash and wake from the vessel will not cause the risk of damage to property or to the safety of life, and where necessary, a velocity relating to safe speed will be defined by the Port Authority.

4.5.3 Notices to Shipping will identify work in progress, and in accordance with the Collision Regulations vessels must proceed at the minimum speed at which the vessel can be kept on her course in the vicinity of any such work in progress.

4.6 Towing Operations

4.6.1 The measures in this section apply to all vessels towing other non-propelled vessels in the waters of the Port, and are supplementary to any requirement made under the *Canada Shipping Act* and the *Regulations* there under and the *Pilotage Act* and *Regulations*. The measures also apply to vessels being moved “dead ship”, that is, without use of its own engines.

4.6.2 The measures in this section do not apply to towing vessels aiding the manoeuvring of a power driven vessel operating under its own power on to or away from a berth or location in the waters of the Port.

4.6.3 Towing vessels and tows operating in the tidal waters and currents in the Port respond to these forces in different ways. In the limited available sea room, vessels approaching from opposite directions or overtaking may increase the risk of a close quarter’s situation. These measures are set to minimize the risk.

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

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

4.6.6 Where the towing vessel, or in the case of more than one towing vessel, the principal towing vessel is unable to visually ascertain the location of the extremities of the towed vessel in relation to other vessels or structures, the master of the towing vessel shall provide a look-out on the towed vessel, and the look-out is to have the ability to communicate with the principal towing vessel.

4.6.7 In navigational channels, towing vessels are not to enter the channel if, in so doing, they will impede the transit of other piloted vessels scheduled to use the channel. It is necessary for towing vessels to indicate their intention to enter a navigational channel and request clearance to do so, and such clearance will be given through MCTS/Port Authority.

4.7 Non-Conventional Vessels and Special Projects

4.7.1 Non-conventional vessels (such as floating cranes, construction vessel or oil rigs,) that are restricted in their ability to manoeuvre will be authorized to enter, move within, or depart from the waters of the Port only after a passage plan is approved by the Harbour Master. Other vessels moving in the waters of the Port may be controlled or curtailed during

the process as directed by the Harbour Master. The authorization will identify any special precautions and measures to be taken by all vessels concerned.

4.8 Exclusion Zones

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

4.8.2 Canaport SPM Exclusion Zone:

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

4.8.3 Canaport LNG Exclusion Zone shall:

- (a) have a permanent zone established extending 90 metres from the centre point of the terminal extending to seaward. This shall remain in effect during times when the terminal is void of LNG tankers
- (b) have a permanent zone established extending in a 429 metre radius to seaward from the flare tower of the terminal. This shall remain in effect at all times;
- (c) during times when an LNG tanker is alongside the terminal an exclusion zone extending 620 metres from the centre of the terminal shall be in effect during the alongside period.
- (d) during simultaneous operations at the SPM buoy and the LNG terminal, assist tugs and vessels engaged in servicing these terminals are authorized to be in the exclusion zone subject to observing safe operations of the respective tankers.

4.9 Freshet Conditions

4.9.1 From approximately April until June each year, the spring freshet from the St. John River system will be experienced in the Harbour. Saint John Harbour Pilots advise agents in writing each year of the criteria for moving vessels during freshet conditions. In respect to berthing, attention is brought to the importance of ensuring vessels are securely and effectively moored, using additional moorings where necessary. See Section 5.0 for further details.

4.9.2 Freshet advisory notices from the pilots may impose specific under keel clearance requirements and other operating parameters, such as time of day.

4.10 Dredging Operations

4.10.1 Annual maintenance dredging of Harbour Channels and berths may be carried out from January to April and July to November, approximately. Mariners are advised to check local Notices to Shipping for details, or contact MCTS (Fundy Traffic) on Channel 12.

4.10.2 Normal dredging operations entails the use of spud barges and dump scows, with associated tugs and work boats. Dredge spoils are towed to an authorized disposal site. Vessels encountering such operations are required to pass at slow speed, giving the operation as much sea room as possible.

4.10.3 Hydrographic surveys are conducted on a frequent basis during dredging operations. Mariners must exercise caution, observe a low wake, and monitor local Notices to Shipping (via Fundy Traffic, ch 12 VHF) during this activity.

4.11 Radio Communications

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

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

5.0 ANCHORAGE PROCEDURES

5.1 General Provisions

5.1.1 While at anchor all vessels must comply with the deck, engineering and radio watch requirements of the Canada Shipping Act and associated Regulations, and the STCW Code.

5.1.2 No vessel shall engage in equipment or machinery tests or demobilize its main engine(s), steering gear or other shipboard system that affects the vessel's propulsion or manoeuvrability, without permission from the Harbour Master.

5.1.3 Every vessel shall inform MCTS, "Fundy Traffic" of their intentions, and in the event that more than one vessel will be getting underway, MCTS will co-ordinate the movements.

5.1.4 The minimum separation for vessels at anchor is 1 nautical mile; with the exception of LNG Carriers (LNGC's) which require a 1.5 nautical mile separation (LNGC's require a 0.5 nautical mile exclusion zone).

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

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

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

5.1.8 With authorization from the Harbour Master, exceptions may be made to any of the procedures in this section for special operations such as ship-to-ship transfers.

5.2 Designated Anchor Positions

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

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

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

5.2.4 The following table describes the designated anchorage positions and any specific parameters to be observed. LNG Carriers are only permitted in the two anchorage positions noted below (B4 and B6):

Anchorage Area	Position	Vessel Size/Type	Further Info
Anchorage B			
B1	45° 11.51' N ; 66° 05.98' W	< 40,000 GT	
B2	45° 10.66' N ; 66° 07.29' W	< 40,000 GT	
B3	45° 10.28' N ; 66° 05.60' W	< 40,000 GT	
B4	45° 09.58' N ; 66° 08.87' W	Unlimited ; LNGCs	
B5	45° 09.53' N ; 66° 06.92' W	Unlimited	Last in/out of B area
B6	45° 08.25' N ; 66° 10.54' W	Unlimited ; LNGCs	
B7	45° 08.25' N ; 66° 08.59' W	Unlimited	
B8	45° 08.25' N ; 66° 06.82' W	Unlimited	
Anchorage D			
D1	45° 10.40' N ; 66° 01.96' W	Unlimited	
D2	45° 09.28' N ; 66° 02.87' W	Unlimited	
D3	45° 09.28' N ; 66° 01.04' W	Unlimited	See Note
D4	45° 08.23' N ; 66° 03.71' W	Unlimited	
D5	45° 08.23' N ; 66° 01.96' W	Unlimited	
D6	45° 08.23' N ; 66° 00.16' W	Unlimited	Last to be used in D

			area. See Note
Anchorage A			
	Exact position is at the discretion of the Master/Pilot, but must be in accordance with section 5.1.4	< 25,000 GT	

- Note: During the open lobster fishery season, anchorage positions D3 and D6 should only be used if all other suitable positions in Anchorage Area B and D are occupied.

See Appendix E for a diagram of the above areas.

5.3 Weather Criteria

5.3.1 During periods when the winds are forecast to be in excess of 30 knots (Beaufort force 7) the vessel's main engine must be on standby and capable of responding at short notice.

5.3.2 Vessels at anchor must weigh anchor and get underway when:

- a) the vessel drags anchor when the maximum scope of cable is in the water; or
- b) the winds at the surface reach 50 knots for a period exceeding 1 minute, and the wind direction is from the southern sector between ESE and WSW.
- c) given the large sail areas of LNG tankers special provisions may need to be considered on a case by case basis such as traffic density, manoeuvring requirements for these vessels at anchorage.
- d) due to the increased risk of LNG tankers in the anchorages and depending on the circumstances, the Harbour Master may require that the escort tug(s) remain with the vessel at anchorage.

5.3.3 When the winds are from the northern sector, a vessel at anchor in the anchorage areas is less likely to be affected by the forces of wind and sea and may not be required to get underway.

6.0 ACTIVITIES IN PORT (INCLUDING ANCHORAGES)

6.1 Securing Arrangements

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

6.2 Manning Levels

6.2.1 Vessels operating in the Port are required to be manned to ensure that sufficient crew is on board to tend the lines, operate the machinery, and respond to an emergency. This requirement must be considered when the requirements of other procedures are identified. For example, in circumstances requiring the disembarkation of crewmembers from a vessel the need to tend the lines must be taken into account. This measure, requiring sufficient crew at all times, is paramount as it relates to the safety of the vessel, other vessels and those crew members aboard.

6.2.2 Vessel operators wishing to have a barge or other unmanned vessel alongside must have approval in writing from the Harbour Master. The vessel operator must have the following procedures in place (as a minimum):

- Lines with sufficient scope to remain properly secured at all stages of the tide
- Local person or company designated to be responsible for all aspects of safety and security of the vessel
- Assistance must be available on short notice, with contact numbers given to the Harbour Master's office. Frequent inspections are to be carried out
- Any other requirements as deemed necessary by the Harbour Master, based on the vessel and the prevailing conditions at the time

6.3 Berth Assignment

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

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

6.4 Demobilization or Testing of Manoeuvring Machinery

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

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

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

6.4.4 The Harbour Master will only give authorization subject to favourable weather forecasts, and berth requirements. Conditions may be placed on the authorization requiring the equipment undergoing maintenance to be ready for use after a specific time period, additional mooring lines to be run out, or a tug to be standing by the vessel.

6.4.5 Vessels may be required to shift to a lay-by berth to carry out or complete repairs.

6.5 Shifting Berths

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

6.5.2 If the vessel is to be moved and the lines require to be moved on the dock, linesmen are to be employed.

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

6.5.4 No vessel shall move between one berth and another in the Port or between a private berth and a berth in the Port without authorization of the Harbour Master.

6.6 Nesting (Rafting) of Vessels

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

6.6.2 At a private facility in the Port, when a vessel is required to secure alongside another vessel the terminal operator shall inform the Harbour Master of its intention to do so.

6.6.3 At a Port Authority facility, every vessel, when ordered by the Harbour Master, shall permit any other vessel to make fast to, or secure alongside it, and sufficient mooring lines from the outboard vessel shall be passed ashore to ensure that excessive stresses are not placed on the inner ship's lines.

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

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

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

6.7 Equipment Protruding Beyond Vessel's Outboard Side

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

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

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

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

6.8 Over- side Maintenance

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

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

6.8.3 Measures must be taken to ensure that the wastes or hull coatings or abrasive materials do not enter the waters of the Port. Substances used for cleaning the hull or coating the hull must be used with care, so that the residue, dripping or spillage does not enter the waters of the Port.

6.9 Overboard Discharges

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

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

6.9.3 All accidental discharges, must be reported to the Port Authority and any regulatory body having jurisdiction, and immediate remedial action shall commence and the appropriate government department must approve all actions.

6.10 Ship-to-ship Transfers, Lightering Operations

6.10.1 The measures in this section shall apply to all vessels, other than fishing vessels, engaged in transferring any commodity, other than ship's bunker fuel or portable water between vessels in the waters of the port.

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

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

- a) the nature of commodity to be transferred, and quantity;
- b) the method of transfer
- c) an overview of the load-out plan – details of the lifting or ro-ro arrangements being used.
- d) that appropriate fendering is in place;

- e) that the vessels are secure with linesmen in attendance if necessary;
- f) that communication between vessels has been tested and confirmed to be working; and
- g) that spill cleanup procedures are in place.
- h) that sufficient tugs are on standby or on site as required

6.10.4 Vessels transferring persistent oils or other deleterious liquids must have a fully detailed Ship to Ship Transfer Plan, which has been approved by Transport Canada Marine Safety and the Harbour Master. Approval to commence operations will not be granted until all authorities are satisfied that the operation can be conducted safely.

6.11 Drills and Exercises (Lifeboats and Otherwise)

6.11.1 No drills or exercises are to be conducted in the Port without the authorization of the Harbour Master, and once authorization is granted, vessels must report to MCTS their intentions prior to the actual drill or exercise commencement and report when completed.

6.11.2 Caution must be given at all times to local tides and currents. Lifeboats and small craft must not interfere with any Commercial Vessels manoeuvring in Saint John Harbour.

6.11.3 Upon notification, MCTS will broadcast a local Notice to shipping as appropriate.

6.11.4 Vessels such as tugs and other work craft that are routinely engaged in activities to service the Port are not required to obtain permission from the Harbour Master to conduct routine drills such as Fire, Boat, and Man Overboard. However, MCTS shall be notified of such intentions.

6.12 Diving and/or Waterborne Inspections

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

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

6.12.3 Upon notification, MCTS will broadcast local Notice to Shipping and advise when operation is completed.

6.13 Transfer of Personnel Between Vessels

6.13.1 When vessels are under way, moored offshore or at anchor within the waters of the Port and embark or disembark persons, other than marine pilots, and where the distance from the water to the point of access of the ship is more than 5 metres, access from the pilot ladder to the ship shall be by means of an accommodation ladder or other equipment that provides equally safe and convenient access to the ship.

The Safe Working Practices and Regulations of the *Canada Shipping Act* state:

“74. Every person shall wear a buoyancy aid that is not dependant on manual control to produce its buoyancy when:

- (a) required to work over water; or
- (b) transferring between a ship and a tow.

75. Except as provided in Section 74, every person shall wear a life jacket when:

- (a) crossing between a ship and the shore during the berthing or docking of the ship; and
- (b) crossing between one ship and another ship, where one or both of the ships are not moored.”

6.14 Hot Work

6.14.1 Hot work which is to be conducted on Port Property, or on board ships moored at port facilities, will require a Hot Work Permit from the Port. Anyone wishing to carry out these operations can apply for a Hot Work Permit from the Saint John Port Authority. 24 hour notice is required. Exceptions will be made for emergency situations.

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

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

(a) a qualified person must be assigned to patrol the working area and the adjoining areas and maintain a fire protection watch of the area for the duration of the work and, if necessary, for a period of 30 minutes after the work is completed; and

(b) a sufficient number of fire extinguishers shall be provided in the working area and the adjoining areas.

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

(a) flammable gas, vapour or dust may be present in the atmosphere, unless the area has been freed of gas, tested by a marine chemist or other qualified person, and found to be safe for that work to be performed in the area; and

(b) an explosive or flammable substance may be present in the working area, unless a marine chemist or other qualified person has ensured that adequate protection exists to permit that work to be safely performed in the area.

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

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

6.15 Shore-Based Equipment

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

6.15.2 If cranes or derricks must extend outboard of the dock face for the purposes of maintenance, testing, or training, MCTS "Fundy Traffic" shall be advised and a notice to shipping issued as required.

7.0 SMALL VESSELS, INCLUDING RECREATIONAL AND COMMERCIAL

7.1 Recreational Vessels

7.1.1 Recreational vessels operating in the waters of the Port are required to comply with the Small Vessels Regulations under Canada Shipping Act and other Regulations as applicable.

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

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

7.2 Small Commercial Vessels

7.2.1 Vessels with a gross tonnage of less than 15 tonnes which are acting as a commercial tour vessel must apply to the Harbour Master for authorization to operate in the waters of the Port.

7.2.2 The following minimum requirements must be satisfactorily demonstrated to the Harbour Master prior to approval being granted for the operation.

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

- (i) any specific requirement relating to age, size, or physical impairment of passengers; and
- (j) any other restrictions that may apply as a result of other operations or activities, such as securing arrangements, security, and monitoring.
- (k) appropriate valid certificate for the vessel issued by Transport Canada Marine Safety

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

7.3 Radio Communication

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

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

7.3.3 All operators of radios must comply with deck, engineering and radio watch requirements of the Canada Shipping Act Crewing And associated Regulations as applicable.

7.4 Non-conventional Recreational Vessels

7.4.1 The measures listed in 7.4.2 relate to all vessels that by their design or operation are not considered to be conventional vessels, and will include, but not be limited to the following:

- (a) non displacement vessels;
- (b) vessel towing a person on or above the waters;
- (c) a semi-submersible or submersible vessel;
- (d) personal water craft; and

- (e) vessels with experimental power or design.

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

8.0 MARINE CONSTRUCTION

8.1 Authorization

8.1.1 No marine construction work shall commence within the Port until a full description of the project is received by the Harbour Master. The project description must include a list of all Federal, Provincial and Municipal permits that may be required and any relevant safety and environmental protection measures that will be observed.

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

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

8.1.4 Contractors are required to contact MCTS "Fundy Traffic" for the issuance of a relevant Notice to Shipping.

8.2 Simultaneous Operations

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

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

9.0 EMERGENCY PROCEDURES AND SECURITY

9.1 Incidents

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

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

9.1.2 The emergency service responding to any incident must be given all support necessary from the Master and the crew including, but not limited to information in respect of dangerous goods and hazardous materials aboard.

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

9.2 Reporting/Contact List

9.2.1 Contact List

Port Security	1-506-636-5044
Fire, Police, Ambulance	911
MCTS “Fundy Traffic”	Ch 12 VHF, 1-506-636-4696
Canadian Coast Guard	1-800-565-1633 (toll free)
Dangerous Goods Incidents	CANUTEC at 613-996-6666

9.3 Security

9.3.1 The SJPA and respective terminal operators maintain compliance with the International Ship and Port Facility Security Code, Marine Transportation Security Act and the Marine Transportation Security Regulations. 8.1.2 The Port maintains a 24/7 Port Security contact line: (506) 636-5044.

9.3.2 The primary point of contact for port security issues is Manager, Security and Emergency Services (506) 636-5044.

9.3.3 Marine Facility Security Officers (MFSO’s):

Facility Name	MFSO	Contact Number
Pugsley A/B/C, Lower Cover, Long Wharf, Pier 10-12	Saint John Port Authority	(506) 636-5044
BTI – Forterm	Logistec	(506) 636-1909
Barrack Point Potash Terminal	Furncan Marine	(506) 633-6624
Irving Terminals and Canaport SBM	Irving Oil Ltd.	(506) 202-7271

Canaport LNG	Canaport LNG	(506) 638-1300
Spruce Lake Barge Facility	To be named	To be named

10.0 DOCUMENTATION AND DANGEROUS GOODS PROCEDURES

10.1 General Requirements

10.1.1 All goods moving through the Port must comply with the Transportation of Dangerous Goods (TDG) Act and Regulations.

10.1.2 Any deficiencies of the TDG Act will be reported to Transport Canada.

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

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

10.2 Dangerous Goods Permit and Related Documentation

10.2.1 Application for a Dangerous Goods Permit may be made via the Port’s website at www.sjport.com. Specific requirements and procedures are contained on the website.

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

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

10.2.4 Rail and road transport companies must confirm that a permit has been issued by the Port Authority before bringing dangerous goods on Port property. Rail cars or vehicles loaded with such goods must be kept in a segregated area.

10.3 Explosives

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

10.4 Dangerous Goods Emergencies

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

11.0 USE OF PORT FACILITIES

11.1 Special Events

11.1.2 Authorization for special events on the Port must be obtained at least 48 hours prior to the event. Written terms and conditions for the event must be signed and returned prior to the event. Enquiries are to be directed through the office of the Harbour Master. Normal marine activities will have precedent over special event activities, at all times.

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

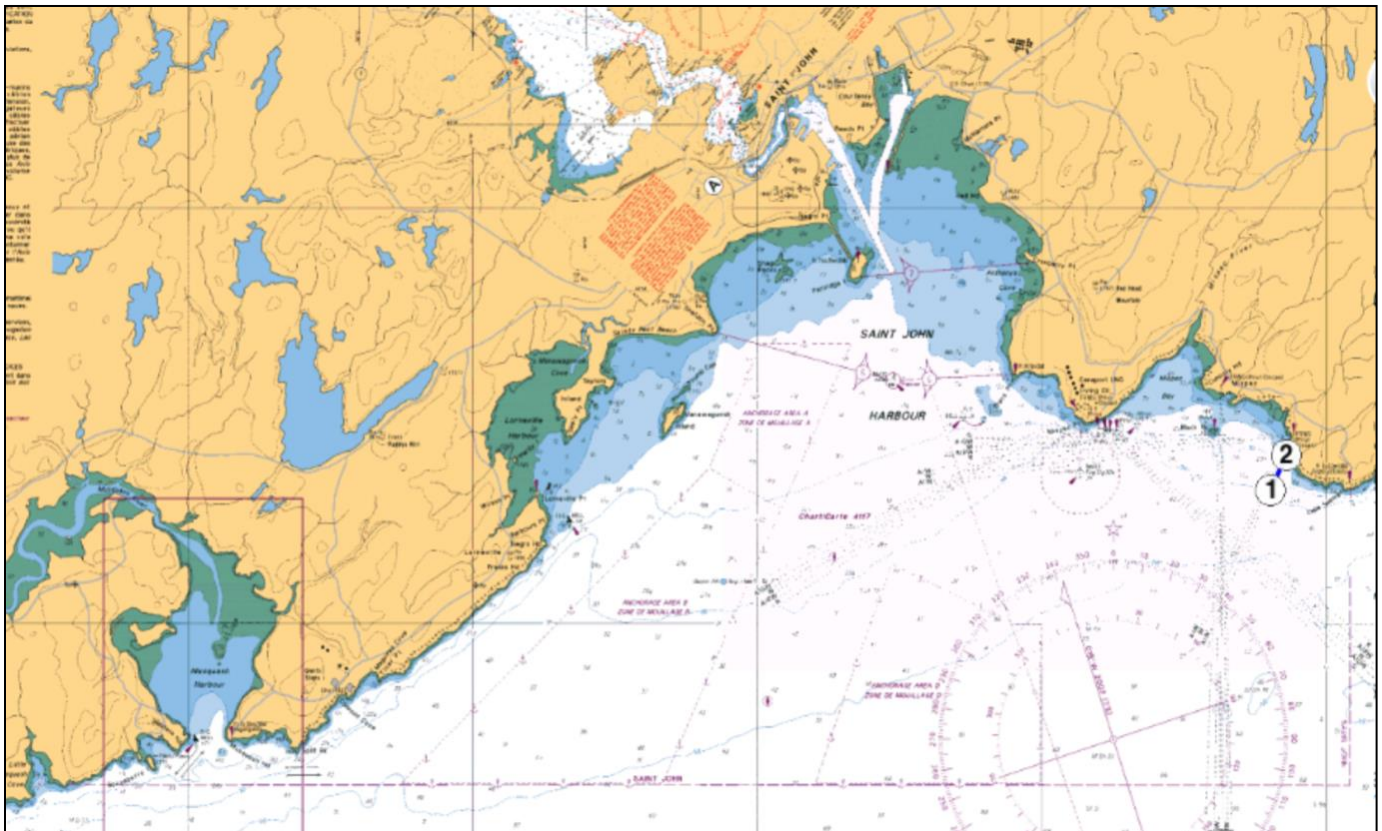
11.1.4 No marine contract work shall commence within the Port until authorization has been given by the Harbour Master and a Notice to Shipping has been issued.

APPENDIX "A" - Contact List

Telephone Contact List	
MCTS (Fundy Traffic) (24 hours)	(506) 636-4696
Port Security (24 hours)	(506) 636-5044
Port Operations Normal working hrs	(506) 636-4869
Security and Port Operations after hours	(506) 636-5044

APPENDIX "B" – CHS Chart 4116

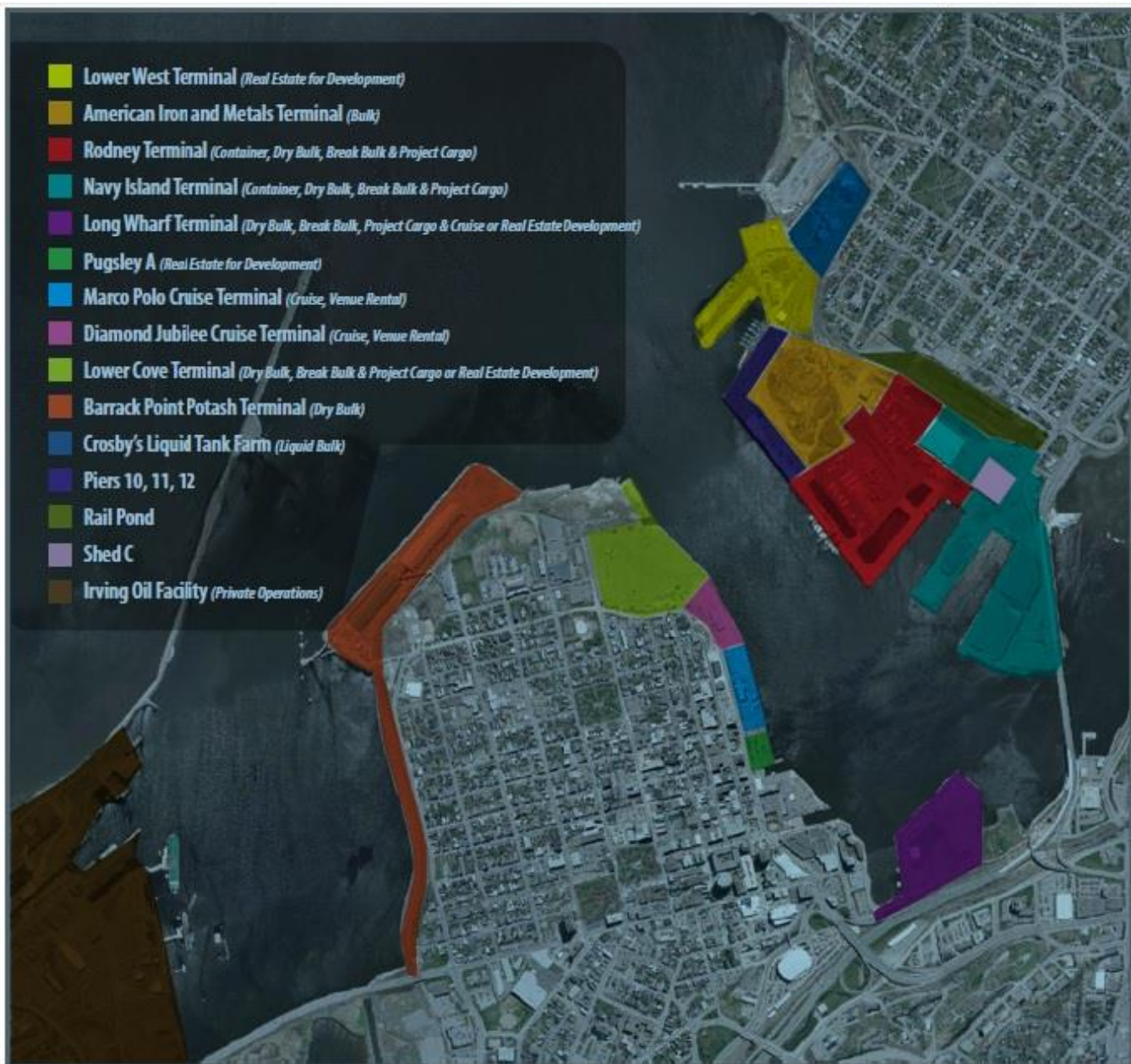
- Excerpt from CHS Chart 4116



APPENDIX “C” – Port Facility Map

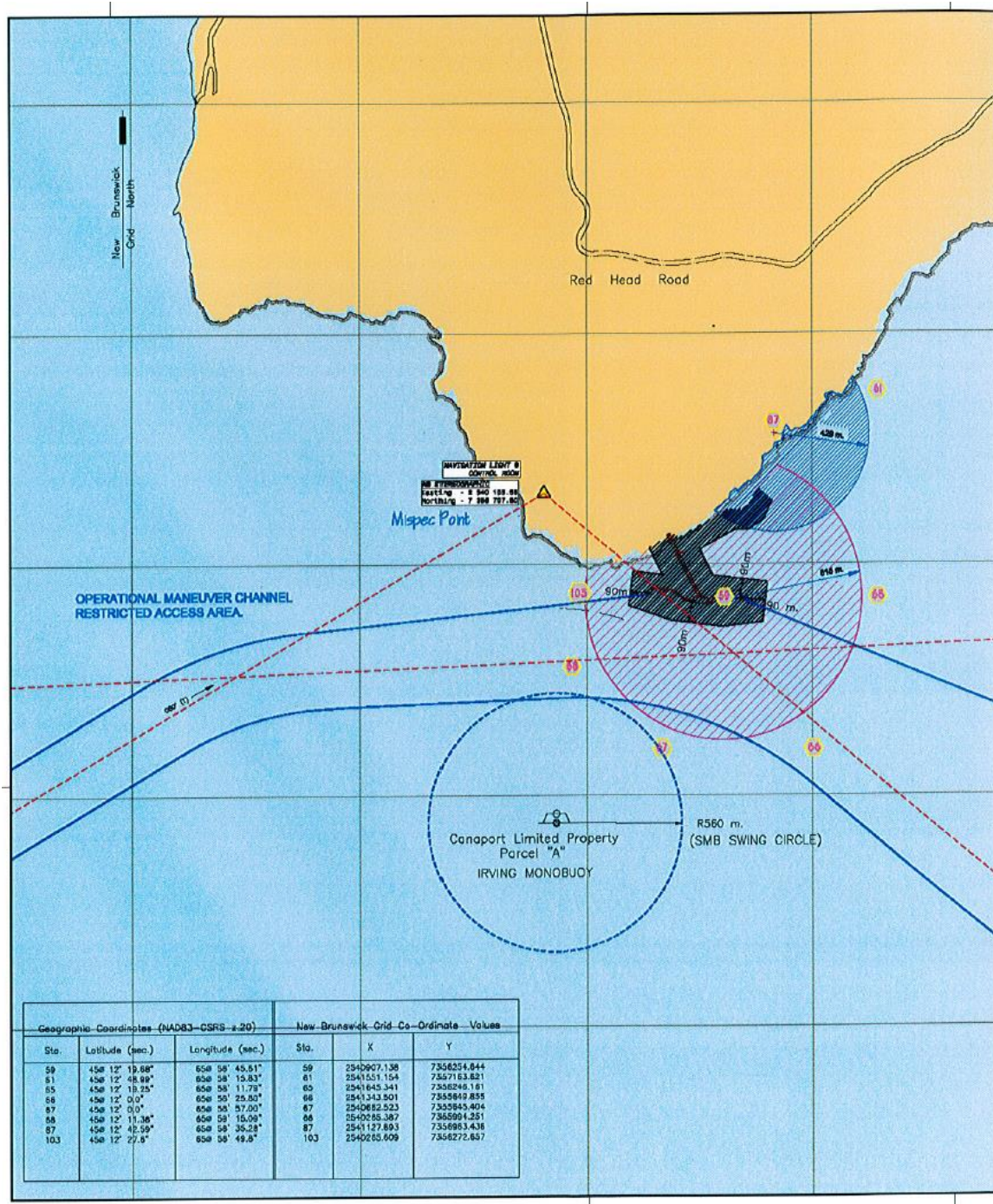
Refer to:

<https://www.sjport.com/facilities-and-operations/facility-map/>



APPENDIX “D” – Canaport LNG Exclusion Zones

Canaport LNG Exclusion Zones



APPENDIX “E” – Anchorage Layout

