



## **VALERO MERAUX VESSEL PRE-ARRIVAL PACKAGE**

- A. Vessel Masters shall be guided by this Valero Meraux pre-arrival package and terminal manual prior to and during operations at Valero Meraux. All vessels are required to comply fully with the following: “*International Safety Guide for Oil Tankers and Terminals*” (ISGOTT), Declaration of Security, and State, Federal, and International rules and regulations. Additionally, vessels shall comply with OCIMF mooring guidelines at all times. DELAYS OR DEMURRAGE INCURRED BY NOT COMPLYING WITH THESE REQUIREMENTS WILL BE FOR THE VESSELS ACCOUNT.
- B. **Vessel Masters shall revert with a completed pre-arrival package and documentation at within 72 hours of receipt. And as soon as possible prior to arrival if ETA is less than 72 hours. If vessel is contracted whole on the Mississippi river, please contact agent Agents and they will supply info directly to Valero. Vessel Master must resubmit if there are any changes.**
- C. **SEE LAST PAGE OF PRE ARRIVAL PACKAGE FOR LOCAL USCG INSPECTION CONCERNS / ISSUES.**
- D. **EMAIL**- Scanned copies of the pre-arrival package and documentation shall be transmitted to: [MerauxMarineOps@valero.com](mailto:MerauxMarineOps@valero.com)
- E. **Vessel Masters shall provide copies of the following documentation prior to arrival:**
1. Fully completed questions to this pre-arrival package beginning on **Page 4**.
  2. **USCG Certificate of Financial Responsibility** - as issued by the United States Coast Guard.
  3. **Safety Construction Certificate** - as issued by class authority detailing the official deadweight tonnage of the vessel. (Alternately vessels may provide the IOPP or Safety Equipment certificate as evidence of official DWT)
  4. **Official vessel particulars** - with ship’s stamp and Master’s signature.
  5. The vessel’s current crew and vessel visitor list.

**VESSELS ARE ADVISED TO CONTACT THEIR LOCAL AGENT FOR DRAFT RESTRICTIONS**

**\*\*1 FOOT UKC IS REQUIRED AT ALL TIMES\*\***

- F. **Vessels and/or their agents are required to inform the terminal immediately of any changes to ETA or the arrival condition of the vessel.**

**G. ETA UPDATES ARE REQUIRED AT 72/48/24 HOURS PRIOR TO ARRIVAL**

Prior to arrival and during the vessels port call, communications shall be directed to the appointed agent and to the following:

**Valero Meraux Marine Terminal**

Email: [MerauxMarineOps@valero.com](mailto:MerauxMarineOps@valero.com)  
[LAMXRFArea3Docks@valero.com](mailto:LAMXRFArea3Docks@valero.com)

Phone: 504-278-6255

**Valero Meraux Marine Assurance Manager**

Email: [Tim.Long@valero.com](mailto:Tim.Long@valero.com)

Phone: 504-223-3802

- H. The official language of the Valero Marine Terminal is English. While conducting business at Valero's berths, all vessels must have personnel on-duty who are proficient in the English language.
- I. Upon arrival, a Pollution and Safety Advisor (PSA) may be assigned to your vessel to serve as an advisor to the Master. The PSA's presence is to ensure compliance with Valero's safety and pollution prevention procedures. Customary hospitality for the PSA while onboard will be appreciated.
- J. Due to the particular location and nature of our wharf, special emphasis is placed on a proper mooring arrangement. All vessels are to berth starboard side too facing up river. If, in the opinion of Valero personnel, a vessel has not been adequately moored, the vessel may be asked to add additional lines, or to provide a standby tug, chargeable for the vessel's account. See page 6 for additional requirements for LR / Panamax size ships.
- K. The terminal prefers vessels to utilize vessel gangways if fitted, however based on the river gauge this may not be possible. Shoreside gangways are possible but only with permission of the terminal and must be provided by the vessel.

- L. After your vessel is secure, the terminal will present cargo and vapor hoses (if loading) for the transfer.
  - 1. Cargo hoses specifications:
    - i. VALERO MERAUX INSIDE LOWER DOCK:
      - 1. 1 X 8 INCH CHICKSAN
      - 2. 1 X 8 INCH HOSES FOR VARIOUS PRODUCTS
      - 3. 1 X 6 INCH HOSE FOR ETHANOL
    - ii. VALERO MERAUX OUTSIDE LOWER DOCK:
      - 1. 1 X 8 INCH CHICKSAN
      - 2. 1 X 8 INCH HOSES FOR VARIOUS PRODUCTS
    - iii. VALERO MERAUX SHIP DOCK:
      - 1. 1 X 12 INCH HOSES FOR CRUDE
      - 2. 7 X 8 INCH HOSES FOR VARIOUS PRODUCTS
      - 3. 1 X 6 INCH HOSE FOR ETHANOL
  
- M. While alongside, attention must be fully focused on safe and efficient transfer of cargo. Any other activities, including disabling repairs or loading of bunkers or stores, are not permitted. Vessels must be able to get underway within 60 minutes at all times while alongside. Barges may be left unattended for brief periods of time if arrangements are made for standby tug to be in the vicinity and the terminal is notified of the standby tug boats phone number. Under no circumstances shall barges be left unattended while loading / unloading.
  
- N. **Tank washing is not allowed. However, crude oil washing is allowed with permission from the terminal.**
  
- O. Vessels intending to load are instructed to ensure that heating coils are isolated and cooled prior to loading.
  
- P. Inerted vessels intending to load must arrive with less than 5% oxygen in all cargo, slop, and residual tanks. Inerted vessels conducting discharge operations may arrive with 8% oxygen in cargo tanks but must deliver no more than 5% oxygen in inert gas as per OCIMF.
  
- Q. Vessels intending to load must arrive with cargo tank pressures of between 8 and 15 inches of water column (200-380 mmwc) for the operation of the facilities vapor destruction unit. Minimum IG pressure is preferred for gauging loaded vessels on arrival.
  
- R. Vessels intending to load must present a valid vapor tightness certificate.
  
- S. All vessels must have a current USCG certificate of compliance prior to arrival. Vessels with an out of date COC will not be permitted to berth at Valero. Any delays associated with obtaining or renewing the COC will be for the vessel's account. **Please note the NOR will not be accepted until after your vessel has completed the COC.**

**SHIP (OR ATB) QUESTIONNAIRE**

VESSEL: \_\_\_\_\_ FLAG: \_\_\_\_\_ OFFICIAL DWT: \_\_\_\_\_

IMO NUMBER \_\_\_\_\_ LOA \_\_\_\_\_ TPC OR TPI \_\_\_\_\_

ETA: \_\_\_\_\_ AGENT: \_\_\_\_\_ PREVIOUS VISIT: \_\_\_\_\_

VESSEL'S LOCAL AREA PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

Drafts: <b><u>1 FOOT UKC REQUIRED AT ALL TIMES</u></b> Arrival:	
Departure:	
Deepest Draft while @ Berth:	
Distances between manifold flanges (centerline-to-centerline), and flange-face to ship's rail:	_____ _____
Cargo manifold material of construction, (i.e. carbon steel, nodular iron, etc.):	_____
Number and type of mooring lines:	
Confirm all mooring equipment in good working order:	Y      N
Confirm Minimum mooring- 4 head lines, 2 forward spring lines, 2 aft spring lines, 4 stern lines. <b>Soft lines are preferred.</b>	Y      N
Confirm inert gas system is fully functional	Y      N      N/A
ETOPS or Fire wires are not required at this terminal.	
Does vessel need potable water? If so there is a flat fee of \$1500.00 USD.	Y      N      N/A
Previous Port of Call and Prior Cargo:	
Cargo Volume and Identification:	

**Oxygen content and H2S level status**

**1- Oxygen in the vapor space of the tanks (for inerted vessels):**

**DATE:** \_\_\_\_\_ **TIME** \_\_\_\_\_

<b>Port</b>		<b>Stbd</b>	
Tank	% O2	Tank	% O2

*Inerted vessels will not be permitted to discharge with oxygen over 8% in tanks upon arrival. Inert gas systems must deliver less than 5% oxygen during discharge operations.*

**2- CURRENT levels of H2S in the vapor space of the tanks:**

**DATE:** \_\_\_\_\_ **TIME** \_\_\_\_\_

<b>Port</b>		<b>Stbd</b>	
Tank	H2S	Tank	H2S

**NOTE - If the H2S level is 10 ppm or greater, SCBA will be required for all personnel involved with the connection and disconnection of the manifold. Please have SCBA available and SCBA trained personnel at the manifold for this operation.**

## **PANAMAX VESSEL REQUIREMENTS**

### **VALERO MERAUX SHIP BERTH**

Please note the following requirements for ALL Panamax vessels, as well as all vessels with a stern to center of manifold greater than 325 feet.

- 1) Berthing should be during “daylight only”. For scheduling purposes, this will be 30 minutes before sunset and 30 minutes after sunrise.
- 2) PSA’s will be assigned to Panamax vessels; oceangoing barges will not have this requirement.
- 3) Hold in tugs – one hold in tug will be required for all vessels berthing with a stern to center of manifold greater than 325 feet. Based on observations of vessels berthing, a second hold in tug may be required at high or low river gages.
  - a. Tentatively, a second hold in tug will be required above +14 Carrollton gage, however this may be adjusted based on observation.
  - b. Tentatively, a second hold in tug will be required below +5 Carrollton gage, when the vessel draft is 40’ or greater, however this may be adjusted based on observation.
- 4) The Crescent and Federal pilots should be engaged requesting slowest safe passage of passing ships while the vessel is berthed at the Meraux Terminal.
- 5) Overall mooring of vessel should be monitored throughout the transfer for movement along Dock. Each vessel will be provided expectations regarding constant and continuous tending of mooring lines while berthed at the Meraux Terminal.

## **STAGING MONOPILE “THE STIX” USE GUIDELINES**

### **VALERO MERAUX BARGE STAGING**

The following guidelines intended for use of the staging monopiles, located downriver of the Barge Dock.

- 1) Use of the monopile staging area is for Valero Meraux Docks ONLY. All other vessels are NOT allowed to utilize Valero-owned equipment and will be asked to vacate.
- 2) Approval must be received from Valero Meraux and will only be granted for vessels waiting for Valero Meraux docks.
- 3) This staging area is limited to 4 inland barges (loaded or empty) arranged side by side on the river side. No mooring on the shore side.
- 4) The attending tug must stay with equipment.
- 5) All tugs must be secured in a line and a minimum of 6 mooring lines must be used.
- 6) Any damage to the monopiles will be the sole responsibility of the barge/tugboat operator and must be reported immediately to Valero Meraux.

This communication has been provided to GICA, LaMa, New Orleans Trade Commission, and other harbor tug companies.

***USCG LOCAL ISSUES  
MSIB 41-13 SEE VERBIAGE BELOW***

## **Fixed Water-Based Local Application Fire-Fighting Systems**

This bulletin addresses the intentional securing of fixed water-based fire fighting systems onboard certain vessels.

1. Machinery spaces onboard vessels are particularly high risk areas for fires. Locations such as main and auxiliary engine tops, fuel oil purifiers, burners and incinerator burners are major areas of concern. Fires in these areas can spread very quickly, causing serious damage placing vessels, their crews, and the ports they visit at risk. To protect against this fire risk, Category A machinery spaces containing oil-fired boilers or oil fuel units must be fitted with a fixed fire-extinguishing system (SOLAS II-2/10.5.1.1). In addition, Category A machinery spaces above 500 m<sup>3</sup> in volume must have an approved type of fixed water-based or equivalent local application fire extinguishing system (SOLAS II-2/10.5.6.1). This fixed water-based local application fire-fighting system is intended to protect the crew and affected machinery quickly, and without the necessity of engine shutdown, personnel evacuation, or sealing the space.
2. Where the Category A machinery space protected by the local application fire-extinguishing system is periodically unattended, the system must be provided with both automatic and manual release capability.
3. During recent port state control examinations, units have observed fixed water based fire-fighting systems that protect periodically-unattended Category A machinery spaces secured either by closing supply valves or otherwise placing the system in a manual mode of operation. Doing so disables the system's quick response capability, reducing the effectiveness of the system by not having it ready for immediate use when the machinery space is unattended. Vessels found in such a condition may be at risk for a port state control detention.
4. When the system that requires automatic operation capability is placed in manual mode, the sensors and alarms are not engaged; increasing the chances a fire will spread in an unattended machinery space. Ships which operate with periodically-unattended machinery spaces must therefore ensure any local application water-based fire-extinguishing systems are placed in automatic mode whenever the protected machinery space is unattended.
5. In the case of continuously-manned machinery spaces, including spaces served by a continuously-manned engine control room, the fire extinguishing system is only required to have manual release capability.

Questions regarding this issue should be forwarded to the Office of Commercial Vessel Compliance, Foreign and Offshore Vessel Division (CG-CVC-2) at **202-372-1218** during regular business hours or by email at [CGCVC@uscg.mil](mailto:CGCVC@uscg.mil).

Commander Michael B. Zamperini, Chief, Foreign and Offshore Vessel Compliance Division (CG-CVC-2) in the Office of Commercial Vessel Compliance sends.

## COVID-19 PROTOCOLS

### VALERO MERAUX TERMINAL

- DOI's to be performed by email. They will need to be signed, scanned and emailed to the vessel and then the same back to the terminal. All DOI's must be signed.
- Key meetings to be performed by email and phone communication. They will need to be signed, scanned and emailed to the terminal and then the same back to the vessel.
- Crew changes are preferred to take place at anchorage. However, case by case decision will be made to allow crew changes across the dock.
- All non-essential personnel are not to attend the vessel. If Valero personnel are to attend, proper social distance and sanitary procedures are required. They are not to enter the accommodation space, or any deck houses or forepeak spaces.
- All regulatory personnel are allowed unfettered access to the vessel

**Any non-Valero personnel who believe their presence is essential must be approved on a case by case basis by Valero Terminal.**

**PLEASE FILL THE BELOW FORM FOR ALL VISITORS PLANNING ON ATTENDING THE VESSEL WHILE BERTHED AT A VALERO FACILITY**

**Please complete this form for all visitors the vessel plans to have on board and remit to [MXRFDockSecurity@valero.com](mailto:MXRFDockSecurity@valero.com).**

**Note: If possible all third party visitors should arrange to board at anchor if the opportunity is available.**

Vessel Name:		Port of planned visit:	
Purpose of Visit onboard vessel:		What date/s is the visit planned for:	
Name of Visitor:		Organization / Company:	

Section B : attendance	Questions for Visitors prior to	Y/N	Comments / Action taken
Q 1.	Have you been out of the county in the last 14 days? On a cruise? Where have your travels been domestically in the last 14 days?		
Q 2.	Have you had any close contact with individual/s suspected or diagnosed with COVID - 19 in the last 14 days?		
Q 3.	Are you experiencing respiratory illness with fever, cough or shortness of breath or are on medication that could be suppressing the symptoms of fever?		
Q 4.	Are you experiencing any ill health / pre-existing health conditions that would make you more sensitive to COVID-19?		
Q 5.	Do you have access to basic medication if you become unwell?		
Q 6.	Do you have hand sanitizer?		
Q 7.	Are you carrying a face covering for your visit to the vessel?		
Q 8.	Would you be staying onboard?		
Q 9.	Would you be having meals on board?		

Section C: Supplementary comments