



# **Corpus Christi Marine Terminal Port Manual**

**EPIC Crude Terminal Company, L.P.**



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## PREFACE

This Port Manual (the “Manual”) is for the use of all vessels calling at EPIC’s Corpus Christi Marine Terminal (the “Terminal”), which is owned and operated by EPIC Crude Terminal Company, L.P. The Manual provides information vessel Owners, Charterers, Ship’s Masters, Operators, and Agents. The information contained in this manual does not supersede any information provided by, or any law or regulations enacted by, any local, state, federal, or other governmental agency.

Nothing contained in this Manual is intended to relieve the Ship’s Master of the obligation to conduct the loading operations in a safe and responsible manner. Terminal personnel have the authority to take action any time the terms of this Manual are not being adhered to and will take all steps necessary to protect the safety and integrity of EPIC’s assets and the environment, including refusal to permit a vessel to dock, stopping loading operations, or requesting that the vessel disconnect and vacate the dock.

A current copy of this Manual shall always be available on the vessel while docked at the Terminal. The vessel is responsible for ensuring that it has possession of the latest version of the Manual when calling on the Terminal, which is available for download at: <https://epicmid.com/projects/marine-terminal/>.

The vessel will be responsible for any and all clean-up charges relating to spills resulting from the vessel’s operation, vessel’s equipment malfunction or failure, or the negligence of the vessel’s crew.



## COMMUNICATION

<b>Corpus Christi Marine Terminal Official Address:</b>	<b>EPIC Corpus Christi Marine Terminal</b> Epic Crude Terminal Company, LP 5802 Up River Road Corpus Christi, TX 78407
<b>Requests for Port Information should be addressed to:</b>	<b>EPIC Crude Terminal Company</b> ATTN: Terminal Scheduler/Marine Terminal Operations 18615 Tuscany Stone, Suite 300 San Antonio, TX 78258
<b>Normal Business Hours of Operation</b>	Week Days 08:00-18:00

### Terminal Contacts

Email Communications are to be sent to following addresses as directed:

<b>Marine Operations</b>	<a href="mailto:MarineTerminalOperations@epicmid.com">MarineTerminalOperations@epicmid.com</a>
<b>Crude Terminal Scheduler</b>	<a href="mailto:CrudeTerminalScheduling@epicmid.com">CrudeTerminalScheduling@epicmid.com</a>
<b>Max Shipping as Terminal Agent</b>	<a href="mailto:Operations@max-shipping.com">Operations@max-shipping.com</a>

If a request or an issue needs to be discussed with an individual specifically, please contact the following individuals

VP of Operations	Dwight Van Dolah	O: (210) 920-2255 C: (580) 977-8204
Operations Manager	Norm Racicot	C: (210) 779-9190 O: (361) 600-1807
Operations Supervisor	Robert McQuarrie	C: (210) 425-4871 O: (361)600-1814
Lead Shift Operator	Operator on Duty	C: (210) 633-6987
Security Guard on Duty	24 HR on Duty	C: (361) 600-1829
Director of Scheduling	Veronica Lewand	O: (210) 865-1378 C: (210) 728-3039
Facility Security Officer	Norm Racicot	C: (210) 779-9190 O: (361) 600-1807
1 <sup>st</sup> Alternate Facility Security Officer	Robert McQuarrie	C: (210) 425-4871 O: (361)600-1814



2 <sup>nd</sup> Alternate Facility Security Officer	Brad Baker	O: (361) 600-1806 C: (210) 784-7386
Max Shipping – Terminal Vessel Agent	Adrian Wilson	O: (361) 887-4553 C: (361) 815-6000

## GENERAL INFORMATION

### Terminal Information

The Corpus Christi Marine Terminal is located at 5802 Up River Road, Corpus Christi, TX 78407, within the Inner Harbor of the Corpus Christi Ship Channel. The approximate coordinates for the dock are: Latitude 27° 49' 1" N, Longitude 97° 28' 13" W.

The Terminal currently has one dock at Corpus Christi, TX known as, EPIC Crude Terminal Co. IGC Terminal and loads crude oil.

Dock Name: EPIC IGC West  
Birth Code: EP1

Corpus Christi is in the US Central Time Zone (minus 6 hours GMT). All communications with the Terminal should refer to the local time zone. Daylight Savings Time is in effect from the second Sunday in March through the first Sunday in November. During Daylight Savings Time the local time is minus 5 hours GMT.

The taking of photographs or video recording of EPIC facilities is not allowed.

### Terminal Policies

The Terminal includes areas that have been designated by the Facility Security Officer (FSO) as public, secure, and restricted. Access to the Terminal is limited to EPIC personnel, government officials, and other contractors, customers, and visitors who are pre-approved for entry.

No vessel personnel may disembark, and no shore personnel may board the vessel until approved by US Customs and Immigration and the Terminal.

### Security and Access Requirements

Access to the Secure and Restricted Areas of the Terminal are strictly controlled, and unescorted access will only be granted to pre-approved individuals who are in possession of a valid Transportation Workers Identification Card (TWIC). A TWIC card must be presented to Security personnel to confirm a match of the photo on the card to the person presenting it, to verify the card has not expired, and to check the various security features present on the card to determine whether it has been tampered with or forged.



All persons who are granted unescorted access to the Secure or Restricted areas of the Terminal, other than law enforcement personnel, must always have their TWIC card on their person, and must be able to produce their TWIC card for inspection upon request. Any individuals who violate the access restrictions will be escorted from the area and the unauthorized entry will be investigated. Persons with no verifiable reason for being present shall be reported to local, state, and / or federal law enforcement as appropriate.

### Marsec Level

The Terminal normally operates at MARSEC Level 1. During elevated MARSEC levels (Level 2 or Level 3) the FSO will implement enhanced security measures. All vessels moored at the facility and any vessels scheduled to arrive at the facility within 96 hours of a MARSEC level change shall be notified of the new MARSEC level and the Declaration of Security will be revised as necessary.

### Vessel Stores

EPIC reserves the right to inspect all deliveries of vessel stores prior to granting access to the dock area. All deliveries must be approved in advance, and unscheduled deliveries will be rejected. The FSO may further restrict or suspend deliveries to the vessel from time to time as dictated by security conditions. All vendors and contractors arriving at the Terminal in support of vessels must present valid photo IDs issued by the State or Federal government and must also present documentation to validate their business at the Terminal. The vendors or contractors will require an escort from the security gate to the dock if they are not in possession of a valid TWIC card.

The following items can be delivered via water side:

- Consumable stores (food, perishables, etc.)
- Piping, parts, steel plate, and any replacement parts that do not contain environmentally sensitive materials
- Lube Oils
- Fuels / Bunkers
- Containers of any kind which contain hazardous materials
- Compressed gas cylinders
- Any other items that pose a risk to safety and / or the environment

The items listed above may be delivered via channel-side barge only. All vessels are prohibited from mooring at the Terminal, or within waters controlled by the Terminal, without the advance approval of EPIC. The vessel must notify the dock PIC when an approved barge is about to come alongside. The PIC will stop loading operations to allow the barge to moor to the vessel. Loading will resume when barge mooring is complete.

Barges delivering bunkers / oils are not allowed to connect hoses to the vessel piping while the Terminal is performing loading operations, unless otherwise agreed to by the Terminal. Bunkers/oils may only be transferred prior to or following the Terminal's loading operations. VESSEL SHALL FULLY AND COMPLETELY INDEMNIFY AND HOLD HARMLESS THE TERMINAL OPERATOR PARTIES FROM AND AGAINST ANY LOSSES ARISING OUT OF OR IN CONNECTION WITH SUCH BUNKERING ACTIVITY, UNLESS SUCH LOSS IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF TERMINAL OPERATOR

The vessel must notify the dock PIC when the barge delivery is complete. The PIC will stop loading operations to allow the barge to unmoor from the vessel. Loading will resume when the barge has departed.

Items to be delivered via dock access can be hand carried via ship's gangway while maintaining three points of contact at all time. All deliveries shall be packaged such that they can be safely transported across the dock to the vessel.

### Communications

All communication from vessels prior to arriving at anchorage should be directed through the Scheduling Department (see Terminal Contact List).

No later than 24 hours prior to a vessel's arrival, such vessel's agent shall provide to the [Marine Operations \(MarineTerminalOperations@epicmid.com\)](#) and to [Terminal Agent \(Operations@max-shipping.com\)](#) or other hard copy, a notice of arrival which shall contain the following:

- Name of the Vessel
- Estimated date and time of the vessel's arrival at the Aransas Pass Bar
- General description of the cargo onboard the vessel
- Confirm foreign or coastwise arrival
- Agent's billing details
- Confirm if any planned USGC inspection is planned
- Name and telephone number of a 24-hour point of contact for each port

Any changes to this information must be reported as soon as is reasonably possible.

### Photography

Photography is not permitted unless otherwise cleared by FSO/AFSO.

### Gate Lists

All on-signers and off-signers must be at least 18 years of age and must be listed on a valid gate list; that gate list must list all personnel that will require shore leave. If they are not listed, they will not be allowed to leave the gangway. A gate list inclusive of crew members onboard and persons addition to crew must be received prior to vessel berthing. Additions, deletions or changes are permitted but must be submitted within a reasonable lead time to permit the information to be provided to EPIC facility personnel. Individuals or groups that arrive at the facility and are not listed on any gate list will be asked to wait outside the gate until such time as the appropriate information and/or updates have been received by the Terminal. EPIC will not be responsible for any issues or delays caused by the late notice of the arriving and/or departing personnel. Gate list information must be e-mailed to the [Marine Operations \(MarineTerminalOperations@epicmid.com\)](#)



## Transportation

Only seafarers listed on the gate list will be allowed to exit the ship and board the transportation service vehicle. Crew members must remain on the vessel until transportation service vehicle arrives. All visitors to the vessel must be at least 18 years of age and must submit their business purpose to site security. This purpose must also be indicated on the gate list. Any visitor that does not have a stated valid purpose of business on the vessel will be denied access. Shore-side passage may be suspended at any time by the EPIC Facility Security Officer.

## Anchorage

There is anchorage available at the Aransas Pass Bar with permission of Aransas Corpus Christi Pilots Association and the Corpus Christi Harbor Master.

## Launch Services and Line Handling Services

All launch services and line handling services shall be arranged by vessel or vessel's agent.

## Vessel Inspections

Vessel inspections are not permitted while the vessel is alongside the docks without permission from the Terminal Scheduler or designee. Any vessel granted permission will be charged as per the dockage rates shown later in this document.

## Layberthing

Layberthing at the Terminal may be provided to those vessels waiting scheduled loading/discharging berths or for general purposes; lay berth will be on an as available basis only.

## Line Handling Services

All line handling services shall be arranged by vessel's agent with a third-party company. All costs related to line handling are the responsibility of the vessel.

## Gangway

It is the responsibility of the vessel to provide safe access. Gangway is to be provided by Terminal Operator and shall be used at the vessel's expense for all vessels intending to load. Any means of access must meet regulatory standards and should be correctly rigged by the vessel or by the terminal, as appropriate. Personnel should only use the designated means of access between the vessel and shore. If an accommodation latter is to be used, it should be provided by the vessel.

With terminal approval, in the event that the ship's gangway or another rental gangway arranged by vessel's agent at vessel's expense is be used, it should meet the following minimum



requirements: recommended minimum length of 60 feet / 18 meters, must provide a continuous handrail on both sides, safety net, and shall provide electrical insulation between the vessel and the dock structure. Gangway angle not to exceed 30 degrees.

The Vessel should take all precautions to make the gangway as safe as possible. This may include taking on additional ballast to ensure the angle of the gangway does not exceed 30 degrees.

### Loading Arms Hoses and Hose Connections

Hoses are currently provided by EPIC. Any reducers needed to safely connect hoses to the vessels must be supplied by the vessel or its agents.

The Terminal will load via two 12-inch cargo hoses and will collect vapors via a 12-inch vapor hose. Any reducers required to connect Terminal's hoses to the vessel's piping is the responsibility of the vessel. The Terminal will not provide reducers for use by the vessel. For any questions or concerns you may contact the [Marine Operations \(MarineTerminalOperations@epicmid.com\)](mailto:MarineTerminalOperations@epicmid.com).

The ship's crane will be used to lift the hoses to the ship's manifold. The Terminal dock is not equipped with a crane.

### Vapor Collection

The Terminal will collect all vapors resulting from loading operations via a 12-inch hose connected to the vessel. All vessels are required to be inerted, and the oxygen content of all compartments must be less than 8% oxygen by volume. The maximum acceptable compartment pressure when the vessel arrives at the dock is 6-inches WC.

If a vessel arrives at the dock with either oxygen or compartment pressure exceeding the values listed above, the vessel may be required to vacate the dock. Should the vessel be allowed to remain, hose connections and loading operations will not be allowed to begin until the oxygen and pressure parameters are within an acceptable range. EPIC will not be held responsible for time lost due to the vessel arriving out of compliance with this guidance.

### Vessel Maintenance and Repairs

No maintenance or repairs to the vessel which may interfere with Terminal loading operations or pose a safety risk to the facility will be allowed while berthed at the Terminal.

### Pilot Services

The Aransas-Corpus Christi Pilots provide pilotage for the Port of Corpus Christi. Their website is [www.accpilots.com](http://www.accpilots.com). The 24-hour dispatch number is (361) 888-6230, and the e-mail address is [dispatch@accpilots.com](mailto:dispatch@accpilots.com).



Vessels calling to report an ETA to the sea buoy may call “Aransas Pilots” VHF Channel 12.

All vessels are required to give 3-hour notice to the Pilots for all movements, arrivals, sailings, and shifting.

Pilots are required for all travel between the Aransas Pass Bar and, through the Corpus Christi Ship Channel, to the EPIC Marine Terminal dock, in both directions.

Details relative to the Pilots tariff can be found at <http://accpilots.com/documents/tariff.pdf>.

The Rules and Regulations governing Pilots and pilotage on the Corpus Christi Ship Channel can be found at <https://corpuschristipilotboard.com/wp-content/uploads/2019/02/RULES-AND-REGULATIONS-GOVERNING-REVISED-9-14-2018.pdf>.

## Medical Facilities

**The medical facility nearest to the Terminal is:**  
CHRISTUS Spohn Hospital Corpus Christi – Memorial  
2606 Hospital Blvd  
Corpus Christi, TX 78405  
(361) 902-4000  
[www.christushealth.org/spohn/memorial](http://www.christushealth.org/spohn/memorial)

## Dock Information

The suitability of a berth for a Vessel will be subject to vetting and approval by the **Terminal’s 3<sup>rd</sup> Party Vetting Agent**, Terminal Operator and the Vessel’s operator.

Rightship is acting as **3rd Party Vetting Agent** and can be contacted at [Petroleum@rightship.com](mailto:Petroleum@rightship.com).

Epic Terminal does not warrant the water depth at any berth. Vessel shall at all times maintain the proper UKC while at the facility.

<i>Name of Dock</i>	EPIC Crude Terminal Co. IGC Terminal	
<i>Dock Construction</i>	Steel & Concrete	
<i>Water Depth in Approaches</i>	45-ft	
<i>Water Depth Alongside Dock/Berth</i>	45-ft	
<i>Required Under Keel Clearance</i>	1-ft	
<i>Maximum LOA</i>	835-ft	254.51 M
<i>Minimum LOA</i>	555-ft	169.164 M
<i>Maximum Beam</i>	155-ft	47.244 M

<i>Maximum Approach Velocity</i>	0.36 fps	
<i>Maximum Approach Angle</i>	6 degrees	
<i>Maximum Deadweight</i>	120,000 MT	
<i>Loading Rate</i>	Up To 20,000 BPH	
<i>Manifold Position</i>	Starboard Side	
<i>Maximum Bow to Manifold Distance</i>	415-ft	126.49 M
<i>Maximum Manifold Height Above Waterline (Ballast &amp; Loaded)</i>	56-ft in	17.07 M
<i>Dock Operating Hours</i>	24 hours / day, 365 days / year	

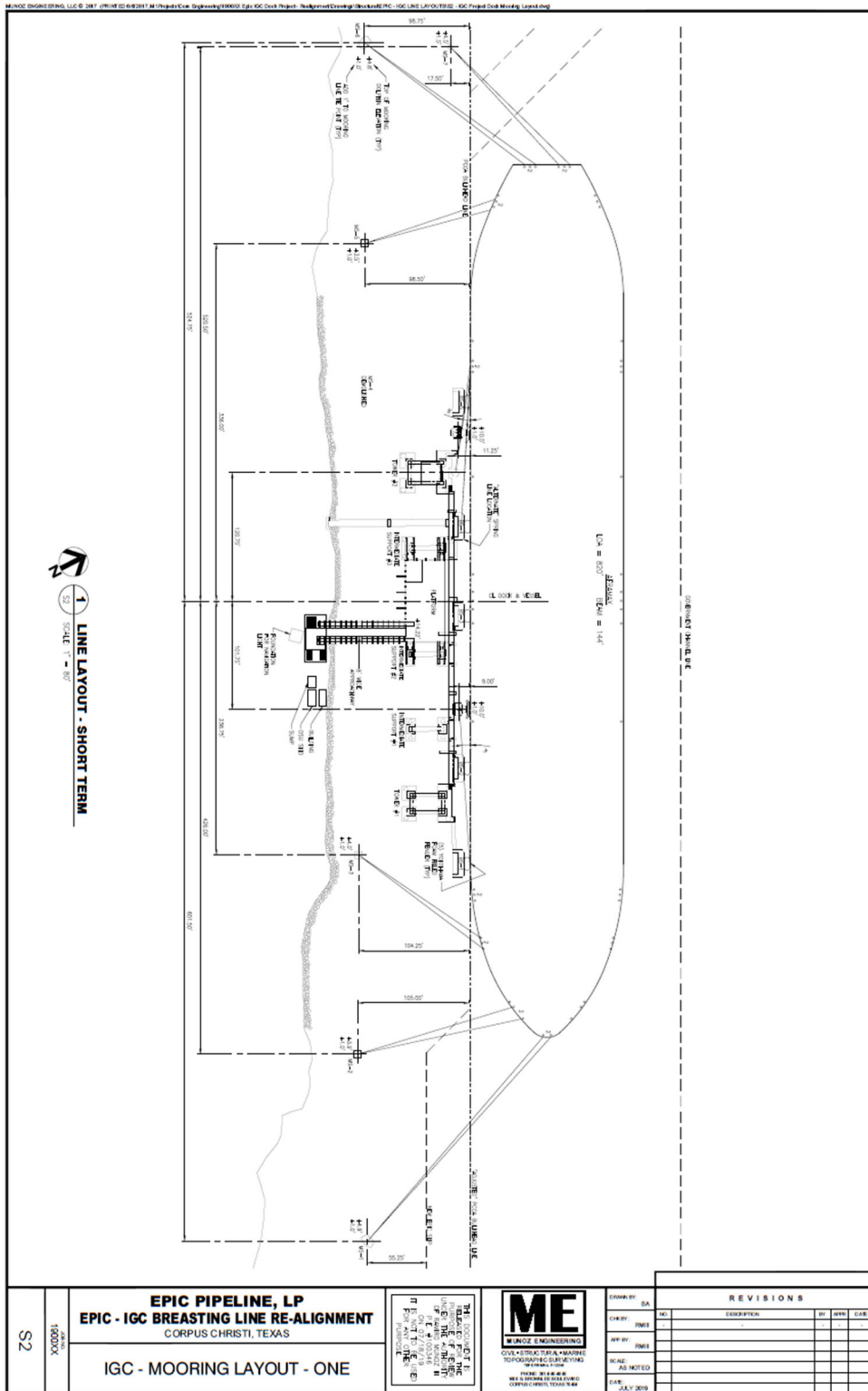
## Mooring Configuration

The following is the minimum required mooring line arrangement. Reference the Mooring Layout sketch on Page 15.

- (4) Head Lines
- (4) Stern Lines
- (2) Breast Lines Forward
- (2) Breast Lines Aft
- (1) Spring Line Forward
- (1) Spring Line Aft

If wire rope mooring lines are used, they must be equipped with pennants. Mooring lines must always remain taut. Loading operations will be stopped if lines become slack.

## Mooring Layout Sketch



## Fees

### Port of Corpus Christi and State Charges

The Terminal is within the jurisdiction of the Port of Corpus Christi Authority of Nueces County, Texas (the “Port Authority”). Compliance with these Terminal Regulations by a Vessel does not in any way relieve the Master and/or Vessel from complying with any rules issued by, or Vessel paying any applicable fees owing to, the Port Authority, State, or government office of the State, including all fees and obligations under the Tariff of the Port Authority, as the same may be amended or revised from time to time, including all applicable harbor safety fees, wharfage, and surcharges; accordingly, a Vessel is subject to any such applicable rules issued and fees required by the Port Authority, independent and apart from and in addition to the Vessel’s obligations to EPIC Crude Terminal Company under these Terminal Regulations.

### Dockage Fees

Dockage for vessels will be charged on the vessel’s length per the rate schedule shown below. The dockage rates are calculated per each 24-hour period, or any portion thereof.

Any Vessel that docks at the Terminal shall pay a Daily Dockage Fee should the vessel intend to:

- Layberth at the facility, with written terminal approval
- Depart more than 2 hours after release by 3rd party inspector
- Require lay berthing prior to commencement of loading operations to allow Vessel to perform a required USCG COC inspection, Classification Society inspection, or any other inspection
  - If the Vessel is cargo restricted, vessel must make layberth arrangements with the Terminal prior to loading, and full dockage rates will apply
  - If the Vessel is not cargo restricted, the inspection can be handled during loading. Any stop or delay in cargo operations ordered will be for the Vessel’s account
  - In the event that any inspection exceeds three (3) hours, Vessel will be charged a layberth fee until loading is allowed to resume at prorata daily rate per LOA for time in excess of the three (3) hours.

### LOA Rate Schedule

LOA (ft)	Dockage Rate (\$/ft)
550 – 599	\$ 7.55
600 – 699	\$ 8.64
700 – 799	\$ 11.12
800 – 820	\$ 13.41



900 – 999	\$ 16.01
1000 – 1099	\$ 20.90
Over 1100	\$ 25.79

[LOA in meters is equivalent to 3.281 feet/meter ]

Terminal reserves the right to modify the Daily Dockage Rate from time to time based upon market conditions and berth availability at Terminal.

### Wharfage Fees

Wharfage, Harbor Safety Fees, Surcharges, and fees charged by the Port of Corpus Christi will be passed through to the vessel per the rates published within the Port of Corpus Christi Authority Tariff 100-A. Tariff 100-A can be viewed at <https://portofcc.com/business/tariffs/>

### Security Surcharge

A security surcharge of 10% will be charged on all dockage and wharfage fees.

### Potable Water

Potable water will be provided to the vessel upon request via a 2-inch connection on the dock. The vessel is responsible for providing all hoses and fittings to connect to the Terminal water supply. A flat fee of \$500 will be charged for the vessel to take on up to 50,000 gallons of potable water.

### Vehicle Access to Dock

\$150/vehicle/trip for deliveries via dock access. Arrangements to be made through vessel agent to [Terminal Agent](#) and approved by terminal.

### Barge Bunkering Access Fee:

\$3,000 each operation. Master or Owner is responsible for all delay, dock occupancy and any other costs associated with bunker transfer. Bunkering is allowed before, after, or to be completed within first twenty-four (24) hours of loading operations, with prior terminal approval. To obtain approval, please contact [Terminal Agent](#) to request a Bunker Request Form to be filled out accordingly and returned to [Terminal Agent](#). Once terminal approves, agent will send back approved form.

### Stores Delivered via Barge Fee:

\$1,000 per delivery. Arrangements to be made through vessel agent to [Terminal Agent](#) and approved by terminal.

#### Use of Terminal Gangway, required:

\$1,500 per use. Arrangements to be made through vessel agent to [Terminal Agent](#) and approved by terminal.

#### Payments

Terminal Operator shall invoice the Vessel or Vessel Agent from time to time for all charges, fees, costs or expenses owing by such Vessel under this Manual. Such Vessel or Vessel Agent shall pay any amount included in an invoice, without the right to setoff for amounts that may be owing under this Manual or otherwise from Terminal Operator, within thirty (30) calendar days of the date of such invoice.

Failure to pay any invoice may result in the Vessel and / or Agent being suspended from accessing the Terminal.

Charges can be also levied against a Vessel in respects of costs incurred for manpower, equipment or supplies that may be used in the containing or removal of oil or other pollutants spill by that Vessel.

## Nominating Procedure and Vessel Scheduling

The official language at the Terminal is English. Therefore, responsible personnel must always be on board who can effectively communicate in English with Terminal personnel.

#### Nominating Procedure

##### Window Assignment

#### **Procedures valid May 2020 – January 2021 Nomination Cycle**

On or before the fifteenth (15th) day of the month by 2PM CST (if not business day, then on the last business day prior to the fifteenth) two months prior to the loading month, each customer shall submit to EPIC a Load Nomination Form ([Appendix B](#)) specifying for such loading month:

- Specify volume of Crude Petroleum by Crude Type
- Specify 3 (three) day window(s) requested

On or before the 20th day of two months prior to the loading month, Epic Scheduling will provide notice of customer's assigned 3 (three) day window(s), in which customer will submit a revised nomination accordingly. Additionally, no later than 10 (ten) days before the 1st day of the assigned 3 (three) day window, customer will further narrow the window to 2 (two) days.

**Procedures beginning February 2021 Nomination Cycle**

On or before the fifteenth (15th) day of the month by 2PM CST (if not business day, then on the last business day prior to the fifteenth) two months prior to the loading month, each customer shall submit to EPIC a Load Nomination Form ([Appendix B](#)) specifying for such loading month:

- Specify volume of Crude Petroleum by Crude Type
- Specify 2 (two) day window(s) requested

On or before the 20th day of two months prior to the loading month, Epic Scheduling will provide notice of customer's assigned 2 (two) day window(s), in which customer will submit a revised nomination accordingly.

**Expected Nomination Updates**

After window(s) have been confirmed, subsequent updates to nomination are expected for following:

- As EPIC has confirmed and accepted vessel vetted, advise of name of performing vessel ("To Be Nominated" (TBN) vessel accepted with initial nomination)
- Direction of either ship or shore stop
- Subsequent revisions to provide window narrowing as specified by timeline below
- No later than 72 hrs prior to last window narrowing, Customer must submit:
  - Nominated Inspector (must be approved by the terminal)
  - Nominated Loss Control Agent (Optional)
  - Nominated Vessel Agent

As vessel(s) are vetted and approved by EPIC scheduling, customer should provide a revision updating vessel name.

In accordance with crude supply, window remains valid only for volume with confirmed supply from EPIC Crude Pipeline LP.

**Window Narrowing Example:*****Nomination Cycle May 2020***

- *Customer Nominates by Mar 13<sup>th</sup> 2PM CST a window of May 12 – 14*
- *On or before Mar 20<sup>th</sup>, EPIC confirms 3 day window of May 14-16.*
  - *Customer submits a revised nomination accordingly*
- *Customer must then narrow window to 2 (two) days by May 4 23:59*
  - *Customer submits a revised nomination accordingly to May 14-15*

*If Customer does not provide notice accordingly, then terminal will assign accordingly.*

***Nomination Cycle February 2020***

- *Customer Nominates by Dec 15<sup>th</sup> 2PM CST a window of Feb 14-15*
- *On or before Dec 20<sup>th</sup>, EPIC confirms 2 day window of Feb 17-18*
  - *Customer submits a revised nomination accordingly*
- *No further narrowing required*

## Vessel Scheduling

The Crude Terminal Scheduling group provides the current dock schedule information, via email, daily Monday through Friday to vessel agents, barge companies and inspection companies as requested via email. The email contains the most current dock schedule information four to five days out. If a vessel appears on the dock schedule, it does not necessarily indicate the Scheduling group has received the cargo operations orders from our customer(s). It simply identifies that the vessel or barge in question has been scheduled for cargo operations at EPIC at the request of our customer(s).

## Vessel Vetting

EPIC Crude Terminal utilizes Rightship, a Third Party Vetting Agent, for vetting of vessels for all crude oil loading performed by EPIC Crude Terminal. Vessel clearance will be based on overall vessel performance and the suitability of the berth for the vessel.

To submit a vet, customer must provide the following documents. EPIC Crude Terminal may require additional documents on a case by case basis. EPIC Crude Terminal reserves right to modify the required document list.

- Q88 (verify latest SIRE Inspection date is accurate)
- Class Status Survey Report (updated and full version)
- If vessel is on subs, advise when subs expire
  - Any delays in providing documents can delay ability to meet deadline
- Terminal Questionnaire
  - Completed questionnaire is to be sent to Rightship at [Petroleum@rightship.com](mailto:Petroleum@rightship.com)
- DO NOT send a SIRE report; it will be obtained via OCIMF directly by Terminal Scheduler

Terminal reserves the right to not commence Vessel Vetting process until all necessary documents are provided.

## Vessel Notices

Customer must provide EPIC with the Estimated Time of Arrival (ETA) of vessels at 168 hours (7 days), 72 hours (3 days), 48 hours (2 days) and 24 hours (1 day) in advance of their ETA. Each notice shall be sent to EPIC Schedulers. The ETA shall also be sent to the United States Coast Guard Captain of the Port.

The Terminal will recognize a vessel's notice of arrival, via email from the vessel or its designated agent, for a vessel at the Port of Corpus Christi. The Terminal will not recognize a vessel's Notice of Readiness (NOR) until the vessel has moored at a Terminal dock and the Terminal Operations group from EPIC along with a vessel representative agree the vessel is ready to commence cargo operations.

Vessel's NOR will not be accepted unless it meets terminal requirement of maximum 10 ppm of H<sub>2</sub>S in both vapor space and all cargo holds.

## Vessel Arrivals

No later than 24 hrs prior to arrival at the Terminal, all vessels and barges are required to complete a pre-arrival questionnaire, example of Questionnaire - [Appendix C](#). The information provided assists the Terminal's preparation for the arriving vessel or barge.

## Notice of Readiness

The Vessel shall tender NOR after arrival at the customary anchorage or other waiting area for the Terminal and is in all respects ready (including in receipt of all required certificates from Governmental Authorities and any documentation required by Terminal Operator) to proceed to berth or to commence loading or discharging the Cargo, as appropriate. Customer shall give notice to Terminal Operator or its appointed representative of readiness by wireless, radio telephone, telephone or email, berth or no berth. If notice is given verbally, confirmation in writing shall be made within twelve (12) hours.

Terminal Operator shall not be required to accept NOR before the first day of the Arrival Window. If, however, Terminal Operator, at its sole discretion, agrees to accept NOR before the Arrival Window, such agreement must be in writing.

## Late Arrival

If the Vessel tenders NOR after the assigned Arrival Window expires, a new Arrival Window, "Reservation Window", shall be established by Terminal Operator taking into consideration all accepted nominations from other customers of the Terminal, Dock availability and Terminal operational considerations.

Notwithstanding anything herein to the contrary, if the Vessel tenders NOR to the Terminal after the expiration of the assigned Arrival Window, then Terminal Operator may refuse to load or discharge stores and bunkers onto or from the Vessel or any other access to Vessel, all without prejudice to the other rights and remedies of Terminal Operator.

Neither the acceptance by Terminal Operator of a Vessel or a substitute Vessel nomination with an ETA beyond the assigned Arrival Window, nor the assignment by Terminal Operator of a Reservation Window extending beyond the assigned Arrival Window, shall delay the expiration of the Arrival Window.

## Vacating the Berth

The Vessel shall vacate the applicable berth within two (2) hours of

- (i) Release by the third – party inspector following the loading of a Vessel
- (ii) The Terminal Operator issuing an order to vacate
- (iii) The Terminal Operator issuing an order to shift berths

Whenever a Vessel, in the Terminal Operator's sole opinion, is unable or refuses to load within

the allotted time, shift within or between berths, or otherwise comply with this Manual, or if weather conditions threaten the safety of any Vessel berthed or moored at the Terminal and / or the Terminal itself, the Vessel shall be deemed to have caused the need for an order to vacate and the Terminal Operator may order the vessel to vacate her berth by delivery of a notice to vacate to the Vessel's Master or agent.

In the event a Vessel refuses or fails to vacate the applicable berth when released or ordered by the Terminal Operator, the Terminal operator may be entitled to charge an overage fee equal to \$5,000.00 per hour beginning (2) hours after the notice to vacate is given by the Terminal Operator and continuing until the Vessel vacates the berth, regardless of any intervening circumstances of any nature. In addition to the overage fee, the Terminal Operator shall be entitled to be compensated for all Losses, costs and expenses in connection with the moving of the Vessel, which shall be solely for the Vessel's Account and at the full risk of the Vessel.

Terminal shall not be liable for any costs incurred by a Vessel, its Owners, Charterers or Agents as a result of a refusal from the vessel to load / discharge all or part of the nominated shipment or as a result of an order to vacate the berth.

## DOCK COMMUNICATIONS

Two-way intrinsically safe portable radios are used for primary communication between operations personnel and vessel personnel. Radios will be issued by **EPIC CRUDE TERMINAL COMPANY**.

Communications between the dock watch employee and plant personnel is also made by two-way portable radios.

Emergency transfer shut-off is positioned in the dock house on the dock platform and in the operations control room.

## CARGO DOCKS

EPIC Crude Terminal Company has 1 ship dock to accommodate cargo transfers. This dock is known as the West Dock. The dock consists of two 12" cargo hose and one 12" vapor hose connections. All connections are isolated for grounding. Static ground cable is provided.

## CARGO TRANSFER

### Declaration of Security

A Declaration of Security (DOS) is an agreement executed between the FSO or his/her designee and the Vessel Security Officer (VSO) or his/her designee. The DOS provides a means for ensuring that all shared security concerns are properly addressed, and security will remain in place throughout the time a vessel is moored to the facility. Each facility owner and/or operator must establish procedures for requesting and/or handling a request for a DOS from a vessel.

### Procedures for Requesting and/or Handling a Request for a DOS

- DOS should be completed by the master or VSO of a vessel and the FSO of a facility or his/her designee
- The DOS should address the security requirements that could be shared between a facility and vessel and should state the specific responsibilities of each
- Both the facility and vessel should keep a copy of the DOS
- The DOS will be made available to the COTP or their representative upon request

### MARSEC Level 1

At MARSEC Level 1, a DOS is not required for vessels, excluding cruise ships or manned vessels carrying Certain Dangerous Cargoes.

At MARSEC Level 1, a facility that receives cruise ships or manned vessels carrying Certain Dangerous Cargoes as defined in 33 CFR 160.204 must comply with the following:

- Prior to arriving at the facility, the FSO and the VSO must coordinate security needs and procedures and agree upon the contents of the DOS for the period the vessel is moored at the facility.
- Upon arrival at the facility, the FSO or his/her designee and the VSO or his/her designee must sign the DOS.
- Neither the facility nor the vessel may embark or disembark passengers, nor transfer cargo or vessel stores until the DOS is signed and implemented.

### Elevated MARSEC Levels

At MARSEC Level 2 or 3, a DOS will be completed for all vessel/facility interfaces.

### Frequent Interface with the Same Vessel

At MARSEC Level 1 or 2, FSO's of facilities that frequently interface with the same vessel may implement a continuing DOS for multiple visits provided that:

- The DOS is valid for a specific MARSEC Level
- The effective period at MARSEC Level 1 does not exceed 90 days
- The effective period at MARSEC Level 2 does not exceed 30 days
- If the MARSEC Level increases beyond that contained in the DOS, the continuing DOS is void and a new DOS must be executed
- Copies of valid continuing DOSs must be kept with the FSP

The COTP may require at any time, at any MARSEC Level, for any facility subject to the requirements of an FSP, to implement a DOS with the VSO prior to any vessel-to-facility interface when he or she deems it necessary.

### EPIC site training

Personnel designated for training as a 'Person in Charge of Facility Oil Transfer Operations' (PIC) must meet the following requirements:

No person may serve, or use the services of a person, as person in charge of facility transfer operations unless:

- The facility operator has designated that person as a person in charge
- The person has had at least 48 hours of experience in transfer operations at a facility. The person also has enough experience at the facility for which qualification is desired to enable the facility operator to determine that the person's experience is adequate;
- The person has completed a training and qualification program established by the facility operator and described in the Operations Manual, that provides the person with the knowledge and training necessary to properly operate the transfer equipment at the facility, perform the duties to follow the procedures, and fulfill the duties required of a person in charge during an emergency, and

The facility operator must certify that each person in charge has the knowledge of, and skills necessary to

- The hazards of each product to be transferred;
- The facility operating procedures as described in the operations manual;
- Vessel transfer systems, in general;
- Vessel transfer control systems, in general;
- Each facility transfer control system to be used;
- Follow local discharge reporting procedures; and
- Carry out the facility's response plan for discharge reporting and containment.

### Operator Instructions

The job classification 'Operator' was established to permit coverage of dock activities by trained personnel to efficiently handle receipts of products by barges or vessels via dock lines and to protect company property and equipment. Personnel in this classification are under supervision of the Person in Charge. Operating and maintenance personnel working in the Operators job are considered temporary and will work under these instructions:

Instructions below are in accordance with the U.S. Coast Guard, Port of Corpus Christi and **EPIC CRUDE TERMINAL COMPANY**. Failure to comply with these instructions could result in criminal proceedings by the U.S. Coast Guard and disciplinary action by **EPIC CRUDE TERMINAL COMPANY**. They are authorized to board a vessel during hose connecting operations or to assist personnel in carrying sample equipment and containers. They will board vessels to obtain samples as directed by the Person in Charge. Boarding the vessel for meals, coffee or smoking is not permitted. Personnel are expected to stay in the immediate vicinity of the dock to which assigned. If a shift is not relieved, the Person in Charge will be notified and the person affected will remain until properly relieved.



## Duties and Responsibilities

The duties and responsibilities of the PIC shall include, but are not limited to, the following:

### Loading:

- Connecting ground cable.
- Connecting hoses as necessary.
- Display proper 'Cargo Identification Card' in stand provided.
- Sign properly completed D O I.
- Record usage, thieving and temperature of tanks and compartments after loading and prepare necessary papers.
- Inspect all bleeder valves prior to start of unloading to see that they are closed. Operating dock valves as instructed. The Person in Charge is the only person authorized to give orders to start loading operations once the barge or vessel says they are ready to discharge cargo.
- always Maintain communications between vessel and Operator during the loading operations.
- Keep oil drain collection sump emptied out as it fills to prevent overflowing.
- Operator shall not start the loading operation, or if already started shall shut down the operation, if any of the following conditions occur:
  - A severe electrical storm.
  - A fire occurs on the facility or near vicinity.
  - A break occurs in the cargo hose.
  - If requested by 'Person in Charge' of vessel.
  - A situation occurs where it is obvious that an immediate shutdown is necessary (such as an overflow or leak on the vessel).
  - If pollution occurs in the area.
  - In the event of a shutdown due to one of the above, loading and/or unloading will not be resumed until directed by the Person in Charge.

## Minimum Number of Persons on Duty and Their Duties

The minimum number of persons on duty during the transfer operations will be two (2):

**Lead Operator** – The Lead Operator oversees operation of the tank farm. He/She oversees all shift operations and is fully qualified in all aspects of blending activities including dock watch marine operations. He/She is also a “hands on” operator and may work at any position in the tank farm operations.

**Dock Operator** – The Dock watch Operator/Dockman will assume the duties of dock watch over marine operations. This operator is independent of all terminal operations other than the orderly transfer of materials across the dock. The duties include properly initiating a formal Declaration of Inspection made prior to loading, completing a dock watch check list and leading a pre-load conference, which is conducted at the start of operations; the dock watch operator will monitor the cargo transfer at hourly intervals to ensure no spillage is taking place and that the loading is being carried out in accordance with all applicable regulations. They shall be trained in emergency procedure operations and will remain in the immediate transfer area where visual contact can be maintained at all times during loading operations.

## Shore Stops

Requests for EPIC to stop the transfer of cargo at a predetermined volume must be made in writing. Any such request must include the statement by the vessel's Master that EPIC will not be held responsible for any error in calculations or level determined for such shore stop. These calculations will be performed by the customer's Third-Party Inspector/Lost Control if deemed necessary.

## Transfer Rates

The pre-load conference will determine the agreed upon transfer rates, pressures and procedures.

## SAFETY

### Personal Protective Equipment (PPE)

EPIC requires the following minimum PPE is worn while performing any tasks on the site or walking through restricted areas on the premises:

- Hard hat
- Steel toed safety shoes
- Safety glasses
- Personal H2S monitor
- Fire retardant clothing (FRC)
- Personal Floatation Device (PFD) only required if within 8 ft of bulk headline demarked by yellow strip on dock

## Ship Movement

Anchoring is not allowed at any of EPIC's docks.

Vessel lines must always be kept taut and secure. The vessel's Deck Watch must remain continuously alert for vessel movement off spot. If the vessel moves more than 2 feet away from the dock or in either direction along the dock, all cargo transfer operations will be immediately suspended, and the proper manifold valves will be closed by the vessel's deck watch and terminal dock watch. Operations must not resume until the situation is corrected and the EPIC Dock Operator is notified.

## MARINE TERMINAL SAFETY REGULATIONS

These Marine Terminal Safety Regulations ("Regulations") are prescribed for the protection of personnel, property, and the environment at our Marine Terminal.

## 1. Definitions

In these Regulations the following words and expressions have the following meanings:

**Approved Equipment:** Approved Equipment is equipment of a design that has been tested and approved by an appropriate authority, such as a government agency or Classification Society. The authority shall have certified the equipment as safe for use in a specified hazardous atmosphere.

**Authorized Persons:** Authorized persons are those with entry permits issued by the Terminal, allowing access to the Terminal and dock areas, Terminal authorized personnel, personnel authorized by Vessel's agent through an approved list and Vessel's crew members whose names appear on the Vessel's crew list.

**Customer:** Refers to the party that has an active commercial agreement providing access to nomination crude to be loaded onto vessel(s).

**Dockage:** The charge assessed against a vessel for berthing at the Terminal.

**Gas free:** A tank, compartment or container is gas free when sufficient fresh air has been introduced into it to lower the level of any flammable, toxic or inert gas to the level required for a specific purpose; such as hot work or tank entry.

**Inert Gas:** Inert gas is a gas or a mixture of gases, such as flue gas, containing insufficient oxygen to support the combustion of hydrocarbons, and having an oxygen content of less than 8% by volume.

**Terminal PIC (PIC):** The PIC is a person appointed by the Terminal having overall charge of dock operations.

**Vessel PIC:** The Vessel PIC is a person appointed by the Master having overall charge of transfer operations aboard the Vessel.

**Master:** The Vessel's master or his duly authorized deputy or any person who for the time being is in charge of the Vessel.

**Naked Lights:** Naked lights are open flames or fires, lighted cigarettes, cigars, pipes or similar smoking materials, any other unconfined sources of ignition, electrical and other equipment liable to cause sparking while in use, and unprotected light bulbs.

**Operations:** Operations are the loading of crude.

**Regulations:** Regulations are the regulations contained within this document and any amendment.

**Terminal:** A Terminal is a place where Vessels are berthed or moored for the purpose of loading crude cargo and includes any premises owned by this Terminal, such as tank farms.

**Vessel:** A Vessel is a ship designed for the carriage of bulk liquid hydrocarbons.

**Government Authority:** Any national, regional, state, local or municipal government, political

subdivision, court, tribunal, authority, agency, commission, official or other instrumentality having jurisdiction over the applicable person, entity or subject matter, including the Port Authority.

## 2. General

2.1. These Terminal Safety Regulations are based on safe working practices widely accepted by the petroleum and tanker industries.

2.2. The responsibility for safe cargo handling operations is shared between the Vessel and the Terminal, and rests jointly with the Master and the Terminal PIC's.

2.3. EPIC personnel do not operate third party equipment under any circumstances, including valves, cranes or hoists, pumps, etc....

2.4. In an emergency, none of these Regulations shall prevent the Master or the Responsible Vessels Officer from taking measures that, in his opinion, are most effective to remove the cause of emergency and to protect human lives and property.

## 3. Access to Dock Areas and Vessels

3.1. The Terminal operates under the International Ship and Port Facility Security Code (ISPS) and Marine Transportation Security Act of 2002 (MTSA) [as amended]. Only authorized persons are allowed access to premises or dock areas.

3.2. Visitors to Vessels, unless on Terminal business, are the responsibility of the Master who shall ensure that they comply with these Regulations.

3.3. Terminal personnel and Governmental officials shall have the right to board any Vessel at any time to ensure that these Regulations are being observed and have the right to stop operations and order Vessels from the berth in the event of contravention of the Regulations.

3.4. No road vehicle may enter the Terminal facility unless permission has been granted by the Terminal Manager in respect of such vehicle. No vehicle may be parked to restrict free access to roadways, to the dock, or to any safety and firefighting equipment.

3.5. Within the Terminal, security staff will be arranged by Terminal to control Vessel visitors. Security staff will normally be positioned at the main gate or near the dock.

3.6. All visitors may be escorted to and from the Vessel. Visitors to Vessels are not permitted to board a Vessel unless their entry to the premises is recorded at the main gate. Access from small boats is strictly prohibited.

3.7. Vessels are expected to maintain a strict gangway watch with adequate controls to ensure visitor safety and control. Vessels unable to perform this function are subject to Terminal requesting outside personnel to perform this function at Vessel's expense.

#### 4. Mooring

4.1. Only authorized Government Officials, Terminal staff and Terminal contractors are allowed access on to the dock during the mooring and unmooring of a Vessel.

4.2. A Terminal representative will be on the dock for the arrival of the Vessel to:

4.2.1. communicate with the Vessel

4.2.2. assist in correct positioning of the Vessel

4.3. Masters of Vessels are responsible for ensuring that:

4.3.1. Their Vessels are adequately secured alongside the dock or within the buoy mooring with, at least, the minimum number of mooring lines as advised by the Harbor Master.

4.3.2. Mooring lines used in any direction of service (head/stern lines, breast lines, springs) shall be of similar breaking strength, elasticity and material.

4.3.3. Mooring wires or ropes are secured only to the proper Vessel and shore fixtures provided for this purpose. The practice of turning up mooring lines on drum ends is not acceptable

4.3.4. Self-tensioning winches are not to be used in automatic mode and the ropes or wires used on such winches are secured with hardened up winch brakes, with winches disengaged.

4.3.5. A strict watch is kept on their Vessel's moorings and they are to be tended as required to prevent slack or over-taut lines and undue movement of the Vessel. Movement of the Vessel is to be avoided and attention shall be given to the effects of tides and other Vessels passing the dock. At no time is the Vessel to be allowed to drift off the breasting dolphins.

4.3.6. Sufficient persons are on duty to attend to moorings whilst Vessel is alongside.

#### 5. Pre-Operations Meeting and Vessel Inspection

5.1. Before any operations commence, the PIC and the Responsible Vessels Officer will:5.1.1. Carry out a safety inspection.

5.1.2. Complete the Ship/Shore Safety Check List(s) and Declaration of Inspection.

5.1.3. Discuss any deficiencies found by 9.1.1 and 9.1.2 above and agree any additional precautions required. The Terminal reserves the right to refuse to load or discharge a Vessel if the required standards are not met. Any delays experienced while Vessel rectifies such deficiencies shall be for Vessel's account.

## 6. Conditions to be Observed During Operations

6.1. Operations shall be conducted in accordance with US Federal, State, and local laws.

6.2. Sufficient crew must remain on board the Vessel, under the supervision of the Responsible Vessel's Officer, to control routine operations and emergencies. Vessels are to have on board at least one Senior Deck Officer (Master or Chief Officer) and one Senior Engineer (Chief Engineer or Second Engineer) always.

6.3. An English-speaking Responsible Vessel's Officer must be on the Vessel's main deck at all times for the purpose of supervising Cargo Handling operations. In this context, on a Vessel's main deck shall be interpreted as including a Vessel's cargo control room. The Terminal will supply each Vessel with a portable UHF radio for communication with the PIC. The Responsible Vessel's Officer must maintain a continuous listening watch on the agreed communication channel throughout cargo operations. On ships, a responsible member of the ship's crew, capable of understanding instructions and relaying them to his Responsible Vessel's Officer, shall always be stationed at Vessel's manifold, to:

6.3.1. observe manifolds in case of leakage

6.3.2. observe gangway, record visitor information

6.3.3. communicate with Terminal PIC

6.3.4. keep a watch on moorings

6.4. At suitable intervals (and not more than 4 hours having regard to the estimated duration of cargo transfer), a Terminal representative and Responsible Vessel's Officer will carry out operational checks and confirm that:

6.4.1. the Ship/Shore Safety Check List remains valid.

6.4.2. operational procedures are continuing in a satisfactory manner.

6.4.3. Terminal Safety Regulations are not being contravened.

## 7. Prevention of Sparking

7.1. The opening and closing of tank hatches and the connecting and disconnecting of hoses shall be carried out with care so as to avoid the generation of sparks.

7.2. Immediate steps must be taken to eliminate sparking from funnels and during such events all operations must stop.

## 8. Blinding of Unused Connections

8.1. Unused cargo and bunker connections must be closed and blinded. These blind flanges shall be fully bolted and other types of fittings, if used, properly secured. Manifold blinds

shall be capable of withstanding the maximum design pressure of the system.

## 9. Weather Precautions

9.1. Operations shall be suspended during periods of high winds [N] 35 mph sustained or greater as discussed in pre-transfer meeting.

9.2. In the event of a thunderstorm (electrical storms) being present or anticipated in the proximity of the Vessel, all transfer operations shall be suspended if necessary. Lightening perimeter of 5 miles or less to be monitored by local operations.

9.3. At such times as operations are suspended due to weather, all tank openings and cargo valves shall be closed.

## 10. Smoking

10.1. On shore, smoking is strictly prohibited.

10.2. On board tankers, smoking is strictly prohibited except under controlled conditions and then only in "Approved Smoke Areas".

10.3. A tanker's smoke-rooms, which shall be nominated by the Master and approved by the PIC, shall be situated abaft cargo tanks and shall have no doors or ports opening directly onto open decks.

## 11. Matches and Lighters

11.1. Except in approved smoke-rooms, the carrying and use of matches and lighters is prohibited. Matches must be of the safety type and confined to approved smoke-rooms.

11.2. Under no circumstances are matches or lighters to be carried within the Terminal by Vessel's crew or visitors.

## 12. Use of Naked Lights

12.1. The use of naked lights is prohibited.

## 13. State of Readiness and Engine Immobilization

13.1. Vessels must be able to move under their own power within thirty minutes of notification by the Terminal or Port Authority.

13.2. Maintenance, repairs, or other work that may immobilize a Vessel shall not be undertaken while at the berth.

13.3. Should immobilization occur, Terminal reserves the right to order the Vessel to vacate the berth via tug assist.

#### 14. Emergency Services

14.1. On a Vessel's arrival alongside, the Responsible Vessel's Officer and the PIC shall discuss action to be taken in the event of an emergency or fire. This shall include emergency procedures and means of communication.

#### 15. Maintenance & Repair Work

15.1. Maintenance or repair work involving either "hot" or "cold" work or the use of naked lights is prohibited on board the Vessel unless permission has been requested and given in writing by the Terminal Manager and the conditions and precautions required are rigidly observed.

15.2. Such work includes, but is not restricted to, boiler and boiler tube cleaning, chipping and scraping, hull painting, testing or servicing of electrical equipment (including radar and radio installations).

15.3. No hot work is permitted on the jetty and surrounding area within 100 feet of the Vessel's manifold whilst cargo loading operations are taking place.

#### 16. Landing of Material

16.1. No materials may be landed from Vessels on to the dock without the consent of the Terminal Manager.

#### 17. Pollution

17.1. Neither petroleum nor mixture containing petroleum shall be discharged over-side or allowed to escape from a Vessel

17.2. Neither garbage nor other materials, either liquid, or solid shall be discharged over the side from a Vessel. No garbage, waste oil, or sludge handling facilities exist at this Terminal, however under MARPOL regulations the Terminal will allow a means for the Vessel to remove waste and/or Hazardous Materials via a third-party contractor.

17.3. Any overflow, leakage, or spillage of oil or oily mixture must be reported immediately to the PIC and to the Port Authority. Operations shall be suspended until the overflow, leakage, or spillage has been cleaned up to their satisfaction. The PIC may employ resources to assist in the containment and cleaning of pollution caused by a Vessel without the authority of the Master, but in taking such action he shall be considered to be acting on behalf of the Master and with his approval.

17.4. During cargo and bunker transfer operations, deck scuppers and holes must be suitably



plugged to prevent oil spilled on deck from escaping to the water around the Vessel. Accumulations of water on deck shall be drained periodically and scupper plugs replaced immediately after the water has been drained off. Oily water shall be transferred to a slop tank or other suitable receptacle.

17.5. Drip trays must be placed under manifold connections. Excessive amounts of oil and / or water shall not be allowed to accumulate in the drip tray and means shall be provided to transfer the contents to either, a slop tank or to another suitable receptacle.

17.6. Vessels shall have a pollution contingency plan and shall have oil pollution clean-up equipment available at the cargo manifold area for dealing with small spills on deck.

17.7. The application of dispersants onto the water is not allowed.

17.8. Soot blowing and excessive funnel smoking is prohibited.

17.9. On arrival alongside, the chief engineer will personally ensure that the engine-room Bilge Overboard valve is locked in the closed position

## 18. Tank Washing and Gas Freeing

18.1. Tank washing and gas freeing operations are not permitted during a Vessel's stay alongside without prior permission.

## 19. Health Hazards

19.1. Masters are responsible for ensuring that the hazards of the petroleum products to be received are made known to their crews by means of notices posted in the Vessel's cargo office or gangway area and that all applicable precautions are taken in product handling.

## 20. Evacuation

20.1. Evacuation signage will be provided on the dock.

## GENERAL SAFETY

When a vessel is berthed at the Terminal's docks, EPIC always expects the vessel's Master to give top priority to safety and efficiency, and to comply with all safety regulations mandated by various governmental agencies, as well as those included in this Manual.

All cargo handling operations on the vessel are the responsibility of the vessel's Master. To assist in ship-to-dock communications, a 2-way radio will be given to the vessel's deck watch so that communications between the vessel and Terminal can remain intact; the 2-way radio is to be returned to the Terminal upon completion of the vessel cargo transfer.

**Boiler Tube Blowing** – do not blow boiler tubes and take every possible precaution to prevent

sparks from escaping the stack. If vessel safety is at stake, stop transfer operations prior to blowing the tubes.

**Cargo Tank Tops** – Before berthing, all tank tops, ullage plugs, and sighting ports must be closed and dogged down unless the Vessel’s Master certifies that the tanks are gas free and all ballast in such tanks are clean. Cargo and bunker tank tops are to be kept closed while at the EPIC docks.

**Ship Manifold Connections, Unused** – unused cargo and bunker connections will be blinded. All blind flanges must meet current US Coast Guard requirements.

**Engines** – keep the engines ready and the vessel trimmed so that it can leave the docks under short notice. If the engines become inoperable, keep 2 tugboats of adequate size standing by until repairs are complete.

**Fire Fighting** – Firefighting equipment must be available as per applicable US Coast Guard regulations including a universal connection easily accessible at either the gangway of vessel’s manifold.

**Fire Alarm** – in the event of fire on board vessel, however minor it may be, the Fire Alarm shall be given immediately, as follows: Rapid and continuous ringing of vessel’s bell, together with succession of long blasts on vessel’s whistle or siren.

**Gas Venting** – ullage points – KEEP ALL ULLAGE or sighting ports completely closed while alongside EPIC docks unless the closed system gauging, or sampling equipment is secured to the ullage point.

**Gas Freeing and Tank Cleaning** – do not gas free or clean any tanks at berth without approval of Terminal Management.

**Sewage Discharge** – no facilities for sewage discharge are available at the Terminal.

**Smoking** – Smoking on board the vessel is allowed only in places which the vessel’s Master has approved. There is to be a sign in open and plain view on the deck of the vessel which clearly states: NO SMOKING ON THE DECK OF VESSEL AT ANY TIME.

**Suspension of Operations** – any vessel operation may be suspended at the discretion of the vessel’s Master or the Dock Operator as set forth in this manual or during events where suspension would be prudent.

**Communications Breakdown** – In the event of any breakdown of communications between the vessel and EPIC, operations may cease, and the vessel will sound an emergency signal consisting of a continuous sounding of the vessel’s whistle – this signal shall continue until the flow of cargo is confirmed to have ceased.

### Special Stock Hazards

**Static-Ignition Hazards** – Some kinds of stock require special precautions because of the static they accumulate. Review the instructions by owners/charterer for handling such static stock and discuss during pre-loading conference.



**Hydrogen Sulfide Hazards** – If 10PPM in vapor is detected on the deck of the vessel while alongside the dock, all personnel will evacuate to an area upwind and out of range of the vapors. The EPIC Terminal Management is to be notified immediately should such an occurrence take place.

**Lifebuoys** – lifebuoys are available at all docks. Life rings are placed along the dock for emergency response use.

## ENVIRONMENTAL COMPLIANCE

### Marpol 73/78 Compliance

#### OPERATING PROCEDURES FOR COMPLIANCE WITH MARPOL 73/78 (33 CFR 151 and 158)

U.S. Coast Guard regulations require that marine terminals maintain a Certificate of Adequacy to handle certain specified quantities of sludge, bilge water, cargo residue, oily ballast water, and garbage from oceangoing ships. Effective August 1, 1989, the following terms, conditions and procedures shall apply to the handling and receipt of the above materials.

### Conditions and Procedures

#### Eligible Vessels

Handling of the above materials is reserved for vessels which load at Marine Terminals owned by EPIC.

#### Ballast

Ballasting operations, which result in violation of the United States Pollution Prevention Regulations, are prohibited at the Terminal.

#### Maximum Quantities

In no event shall quantities of oily ballast or oily wastes in excess of those set forth in MARPOL 73/78 be accepted from any vessel on one occasion. The following are the maximum amounts of materials which the terminal will accept as required by 33 CFR 151 and 158:

Oily bilge	10 metric tons
Sludge	10 metric tons
Cargo residue	0.2% of the cargo capacity of the vessel, as measured in metric tons
Oily ballast	30% of the deadweight tonnage of the vessel, as measured in metric tons

#### Generator EPA ID Numbers

Any vessel offering bilge water and sludge (defined as solid wastes under federal law) or federal or state regulated hazardous waste for discharge ashore will be considered the generator of such wastes and must have an EPA Waste Generator Identification Number. Before accepting oily ballast or allowing oil ballast or hazardous wastes to be transferred to a third-party contractor, terminal operators shall ascertain that the vessel is registered as a hazardous waste

generator and has an EPA identification Number.

Disposal of all Garbage (defined in [Appendix A](#)) will be handled through third party contractors. It is preferred that the vessels make direct contractual arrangements with the contractors. As required by MARPOL regulations, any vessel wishing to discharge Garbage must notify the terminal and the third-party contractor of the nature and type of Garbage at least 24 hours in advance of approval.

#### **APHIS, Hazardous Waste, Solid Waste**

Marine Terminals operated by EPIC do not have permits to accept APHIS waste, federal or state hazardous waste, Garbage containing hazardous waste, or solid waste such as bilge water, sludge, or cargo residue. Therefore, third party waste contractors utilizing dumpsters, vacuum trucks, or barges must handle these materials. The vessel offering such material for discharge ashore will be responsible for furnishing test reports or waste characterizations directly to third party waste contractors. A copy of the test reports will also be furnished to the terminal. As required by MARPOL regulations, vessels wishing to discharge APHIS regulated garbage must notify the terminal and the third-party contractor 24 hours in advance of arrival.

#### **Oily Ballast and Wastes**

As required by MARPOL regulations, vessels wishing to discharge oily ballast or oily wastes must notify the Terminal 24 hours in advance of arrival. Oily ballast water and wastes must be tested and certified to be non-hazardous under the requirements of Chapter 40 Part 261 of the Code of Federal Regulations. This testing must take place and the results made available at least 24 hours prior to vessel arrival.

Commonly, oily water contains more than .5 mg/Liter of benzene, which characterizes it as a RCRA Hazardous Waste. If the material is hazardous then it must be received through third party contractors according to the conditions and procedures for hazardous waste (above). All third-party waste contractors utilized for removal of oily ballast or oily wastes from vessels must have prior approval of the terminal. Non-hazardous oily ballast water, if accepted, may be sent to any properly permitted tank(s) of adequate capacity at the discretion of terminal operating personnel.

#### **Unloading**

Prior to commencing transfer of waste materials to barges and/or shore, the vessel shall demonstrate to the terminal operating personnel that the safety procedures have been followed including, but not limited to, those pertaining to connections, hoses, and pipelines. The Terminal shall be held harmless from any damages resulting from incidents during transfer operations.

Slops:

48-hour notice must be submitted with estimated volume of oil and water to [Marine Operations](#) ([MarineTerminalOperations@epicmid.com](mailto:MarineTerminalOperations@epicmid.com)) for approval. All slops would be removed from vessel by contractor and vessel will be responsible for fees and charges.

#### [Third Party Waste and Garbage Contractor Costs](#)



The vessel will be responsible to contract with and pay directly to a third-party contractor any and all fees or costs charged by that contractor for the services rendered to or for the vessel.

## National Response Center (NRC)

The accidental spillage/discharge of oil into the navigable waters of the Corpus Christi Ship Channel while berthed at the Terminal docks and/or lay berths shall be reported in accordance with all applicable rules and regulations: (800) 424-8802

## Emergency Response Team

Operations Director	Dwight Van Dolah	O: (210) 920-2255 C: (580) 977-8204	<a href="mailto:dwight.vandolah@epicmid.com">dwight.vandolah@epicmid.com</a>
Operations Manager	Norm Racicot	C: (210) 779-9190 C: (361) 542-0079	<a href="mailto:normand.racicot@epicmid.com">normand.racicot@epicmid.com</a>
Facility Security Officer	Brad Baker	O: (361) 600-1806 C: (210) 784-7386	<a href="mailto:brad.k.baker@epicmid.com">brad.k.baker@epicmid.com</a>
Alternate Facility Security Officer	Norm Racicot	C: (210) 779-9190 C: (361) 542-0079	<a href="mailto:normand.racicot@epicmid.com">normand.racicot@epicmid.com</a>

### **Federal On Scene Coordinator**

(866) 372-7745

US EPA Region 6 1445 Ross Avenue  
Dallas Texas 75202-2733 214-665-6444  
(800) 887-6063

### **State Emergency Response Commission (SERC) Chief W.**

**Nim Kidd, Assistant Director** Texas Department of Public Safety

Texas Division of Emergency Management P.O. Box 4087  
Austin, TX 78773

### **Chase Yarbrough**

(512) 424-2447

Chase.yarbrough@dps.texas.gov

### **Local Emergency Planning Committee (LEPC)**

(361) 826-3960

2406 Leopard Street  
Corpus Christi, TX 78408

### **Local Water Supply System**

(361) 653-2110

**400 Mann Street, Suite 1002  
Corpus Christi, TX 78401**



**Local Waste Water Treatment** (361) 241-2831  
Allison Treatment Plant  
Allison & MacKenzie Corpus Christi, Texas

**TCEQ Single Point of Contact:** (361) 825-3100

**Hospital:** (361) 902-4000  
Christus Spohn Hospital CC – Memorial  
2606 Hospital Boulevard  
Corpus Christi, TX 78405

### Police

**State Police** (512) 424.2000  
**Corpus Christi Police** (361) 886-2600  
**Nueces County Sheriff** (361) 887-2222  
**Port of Corpus Christi Police Dept** (361) 882-5633

### Fire

**Corpus Christi Fire Dept** (361) 826-3932

**Refinery Terminal Fire Company** (361) 882-6258

Excessive emissions from vessels, resulting in soot being deposited on land or in the waters of the state, is a violation of the Texas Clean Air Act and must not occur while berthed at the Terminal's docks.

Terminal operations are subject to various Federal and State environmental protection laws and regulations which have been promulgated under the following and other statutes:

### Federal Laws

The Clean Water Act  
The Comprehensive Environmental Responsibility Compensation and Liability Act of 1980  
The Emergency Planning and Community Right to Know Act of 1986  
The Federal Water Pollution Control Act  
The Oil Pollution Act of 1990 (OPA-90)  
The Pollution Prevention Act of 1990  
The Resource Conservation and Recovery Act of 1976  
The Toxic Substances Control Act



## **State Laws**

The Texas Clean Air Act  
The Texas Oil Spill Prevention and Response Act of 1991  
The Texas Solid Waste Disposal Act  
The Texas Water Code

**Regulatory Agencies**– Regulatory agencies with jurisdiction over environmental matters at the Terminal include but are not limited to the following:

## **Federal Agencies**

The United States Coast Guard  
The United States Army Corp of Engineers  
The United States Department of Transportation  
The United States Environmental Protection Agency

## **State Agencies**

The Texas Commission on Environmental Quality  
The Railroad Commission of Texas  
The Texas General Land Office  
The Texas Department of Health

**PERMITS** – EPIC, pursuant to these and other local, state and federal regulations, is required to obtain permits, approvals or registrations for operations that may result in air emissions, water discharges and waste disposal activities. Certain approvals from the regulator agencies may require extended periods of time and could require the modification of existing facilities and operations or the installation of new equipment at the Terminal.

**Customers are advised to inquire as to the impact of these regulatory requirements on their business operations as early as possible to prevent unexpected delays.**

## Appendix A

### DEFINITIONS

(from 33 CFR Part 158)

<u>APHIS Waste</u>	Garbage regulated by the Animal and Plant Health Inspection Services (APHIS) of the U.S. Department of Agriculture under 7 CFR 330.400 or 9 CFR 94-5.
<u>Garbage</u>	All kinds of virtual, domestic and operational waste excluding fresh fish and parts thereof, generated during the normal operation of the ship and liable to be disposed of continuously or periodically, except dishwater, graywater and those substances that are defined or listed in other Annexes to MARPOL 73178.
<u>Graywater</u>	Drainage from dishwasher, shower, laundry, bath and washbasin drains and does not include drainage from toilets, urinals, hospitals and cargo spaces.
<u>Maintenance Waste</u>	Materials collected while maintaining and operating the ship, including, but not limited to, soot, machinery deposits, scraped paint, deck sweepings, wiping wastes and rags.
<u>Medical Waste</u>	Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes and potentially contaminated laboratory wastes, dialysis wastes, and such additional medical items as prescribed by the Administrator of the EPA by regulation.
<u>Operational Waste</u>	All cargo associated waste, maintenance waste, cargo residues, and ashes and clinkers from shipboard incinerators and coal burning boilers.





## Appendix B

### Load Nomination Form

Please email **Crude Terminal Scheduler** [CrudeTerminalScheduling@epicmid.com](mailto:CrudeTerminalScheduling@epicmid.com) for an electronic version of this form. Scheduling reserves right to modify template as necessary.

**Template valid May 2020 – January 2021 Nomination Cycle:**

<b>NOMINATION - EPIC CRUDE TERMINAL COMPANY, L.P.</b>											
Shipper Name: _____					Send To: EPIC Crude Terminal, L.P. <a href="mailto:CrudeTerminalScheduling@epicmid.com">CrudeTerminalScheduling@epicmid.com</a>						
Nominated By: _____					Veronica Lewand 210-865-1378						
Phone Number: _____					Address: 18615 Tuscany Stone, Suite 300 San Antonio TX, 78258						
Email Address: _____											
Nomination Period: Jan-00											
Revision No: 0											
Date Submitted: 1/1/1900					Days in Month: 31						
VESSEL NOMINATIONS											
CRUDE TYPE	VESSEL NAME	REQUESTED VOLUME (BPD)	REQUESTED VOLUME (BBLs)	SHIP / SHORE STOP	REQUESTED 3 DAY WINDOW	ASSIGNED 3 DAY WINDOW	NARROWED 2 DAY WINDOW	INSPECTOR	LOSS CONTROL AGENT (OPTIONAL)	VESSEL AGENT	NOTES
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			< -- Volume will be confirmed with EPIC Pipeline for agreement								

**Template valid beginning with May 2020 nominations:**

<b>NOMINATION - EPIC CRUDE TERMINAL COMPANY, L.P.</b>											
Shipper Name: <input type="text" value="[ENTER NAME]"/>					<input type="button" value="Create New Revision"/>		Send To: EPIC Crude Terminal, L.P. <a href="mailto:CrudeTerminalScheduling@epicmid.com">CrudeTerminalScheduling@epicmid.com</a>				
Nominated By: <input type="text" value="[SCHEDULER NAME]"/>					<input type="button" value="Email Nomination"/>						
Phone Number: _____					Veronica Lewand 210-865-1378						
Email Address: _____					Address: 18615 Tuscany Stone, Suite 300 San Antonio TX, 78258						
Nomination Period: May-20											
Revision No: 0											
Date Submitted: 1/1/1900					Days in Month: 31						
VESSEL NOMINATIONS											
CRUDE TYPE	VESSEL NAME	EPIC PIPELINE SUPPLIER	REQUESTED VOLUME (BPD)	REQUESTED VOLUME (BBLs)	SHIP / SHORE STOP	REQUESTED 2 DAY WINDOW	ASSIGNED 2 DAY WINDOW	INSPECTOR	LOSS CONTROL AGENT (OPTIONAL)	VESSEL AGENT	NOTES
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			-								
			< -- Volume will be confirmed with EPIC Pipeline for agreement								



## Appendix C

An electronic version of the Vessel Arrival Questionnaire will be requested by Max Shipping. EPIC and Max Shipping reserves right to modify template as necessary.

### Vessel Arrival Questionnaire

From: Max Shipping, Inc.

To:

Subj: M/T "TBN" - Loading At EPIC Corpus Christi Marine Terminal

Good day,

Max Shipping has been appointed as terminal agents for EPIC Corpus Christi Marine Terminal (EPIC). In this capacity all berth in and berthing prospects will flow through Max Shipping.

Pls copy the following e-mail addresses on all updates however please do not direct any questions to EPIC. These should be directed to Max Shipping.

[marineterminaloperations@epicmid.com](mailto:marineterminaloperations@epicmid.com)

[crudeterminalscheduling@epicmid.com](mailto:crudeterminalscheduling@epicmid.com)

[operations@max-shipping.com](mailto:operations@max-shipping.com)

Please keep us copied on your daily updates and advise any changes in ETA. Once prospects / berth assignment are confirmed we will revert with berth details.

***Pls take note of EPIC's Vapor restrictions:***

Max H<sub>2</sub>S in Cargo Tanks: 10 ppm

All Vessels are required to be inerted, and the oxygen content of all compartments must be less than 8% oxygen by volume.

Maximum acceptable compartment presume when the vessel arrives at the dock is 6-inches WC.

If a vsl arrives at the dock with either oxygen or compartment pressure exceeding the values listed above, the vessel may be required to vacate the dock.

**\*\*\*VESSEL'S AGENT MUST CONFIRM THAT VESSEL HAS CORRECT REDUCERS TO CONNECT CARGO AND VAPOR HOSES PRIOR TO VSL'S ARRIVAL. IF NOT AVAILABLE ON BOARD, THE AGENT MUST ARRANGE ALL REDUCERS ON VSLS EXPENSE\*\*\***

***Following charges will be billed to each vsl loading at EPIC:***

EPIC terminal Dockage – as per below policy/schedule

EPIC terminal Security – 10% of Dockage and Wharfage

Port of Corpus Wharfage (50% of POCCA wharfage per most recent tariff)

Port of Corpus Security (10% of wharfage)

Truck Delivery fee: \$150.00 per vehicle/trip (with prior approval from tml)

Bunker Barge fee: \$3000 per barge



Stores Barge fee: \$1000 per barge  
Terminal Gangway Use: \$1500 per use

If any contradiction in rates or information listed above, the most recent port manual will govern. All other fees / restrictions (Stores delivery, Fresh Water, etc) can be found in the Marine Terminal Manual at : <https://epicmid.com/projects/marine-terminal/>.

***Dockage Schedule:***

<b>LOA (ft)</b>	<b>Dockage Rate (\$/ft)</b>
550 – 599	\$ 7.55
600 – 699	\$ 8.64
700 – 799	\$ 11.12
800 – 820	\$ 13.41
900 – 999	\$ 16.01
1000 – 1099	\$ 20.90
Over 1100	\$ 25.79

**DOCKAGE POLICY/INFO:**

Pls note that Dockage will not be charged if vessel is loading at EPIC terminal. However dockage will be charged at above rates if any of the below apply.

- If Vessel is cargo restricted due to expired COC, Vessel must make layberth arrangements with the Terminal prior to loading, and full dockage rates will apply until the vsl is able to load.
- If Vessel is not cargo restricted, the inspection can be handled during loading (any stop or delay in cargo operations ordered will be for Vessel's account as per above dockage rates).
- In the event that any inspection exceeds three hours, Vessel will be charged an hourly lay-berth fee (equal to dockage charges based on LOA divided by 24 hours) until loading is allowed to resume.
- Vessel must vacate dock within 2 (two) hours of being released by the cargo surveyor. If unable to sail for any reason the above dockage rate will apply at an hourly rate (prorated) until Vessel vacates the berth.

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Please provide the following Terminal Notice of Arrival. This information is due 24 hours prior to vsls docking. Pls fwd to our attention and we will pass to the terminal.

***EPIC Notice of Arrival information request:***

Name of Vessel  
Estimated Date and time of vsls arrival at the Aransas Pass Bar  
General Description of the cargo onboard the vessel



Confirm Foreign or coastwise arrival  
Agents Billing details  
Confirm if any planned USCG inspections  
Name and telephone number of a 24 hour point of contact  
Is vsl equipped with a portable gangway? Length?  
TPE # issued by CBP  
H2S levels by Tank

## **Berth info:**

### **EPIC West Dock:**

-----  
Position: N 27 49' 1.0" W 097 28' 13.0"

Heading: Head out / Stbd side to (vsl turn prior to berthing)

DEPTH alongside berth: 45 Feet . [As stated per Port Manual, the depth alongside is 45 ft. Vessel should maintain 1 ft of UKC. If draft is over that limit, customer does so at their own risk and assumes **all** liability and responsibility.]

Required Under Keel Clearance: 1 foot

Max LOA: 835 Feet

Minimum LOA: 555 Feet

Max Beam: 155 Feet

Max Deadweight: 120,000 MT Summer

Cargo connection: 2 x 12 inch Cargo hoses

Vapor Connection: 1 x 12 inch vapor hose

**Reducers: Terminal will not provide reducers. Any reducers needed to safely connect hoses to the vessels must be arranged by Vessel / Vessel agent**

Ave Load rate: Up to 20,000 bbls per hour

Gangway: Tml gangway only (\$1500)

Stores allowed: By barge only / With terminal approval (small hand carry items are allowed with 3 points of contact on the gangway at all times)

Bunkers allowed: Yes - by barge only / Preferred within 24 hours of vessel's arrival at berth, but can be done before or after cargo ops with terminal approval (all options require bunkering request form / approval from EPIC). Dockage rates noted above to apply if vsl taking bunkers prior to or after loading operations.

MARSEC Level: 1



# Marine Terminal Port Manual

Mooring arrangement: 4 head lines / 4 stern lines / 2 breast lines fwd / 2 breast lines aft / 1 spring line fwd / 1 spring line aft