

# TERMINAL INFORMATION BOOKLET (TIB)

## Smålandshamnar AB



### CONTACT INFORMATION

IN CASE OF EMERGENCY	Oskarshamn	Västervik
Phone number	<b>112</b>	<b>112</b>

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Phone number	+46 491 872 00	+46 491 872 00

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VHF	13	13

This information paper provides important terminal and port information in a summarised form for easy reference by all port actors as well as vessels calling Smålandshamnar.

# TABLE OF CONTENTS

<b>1</b>	<b>EMERGENCY PROCEDURES .....</b>	<b>4</b>
1.1	GENERAL .....	4
1.2	OIL SPILL AND VAPOUR RELEASE .....	4
1.3	FIRE AND EXPLOSIONS .....	4
1.4	EVACUATION .....	5
1.5	COLLISION/DAMAGE TO BERTH .....	6
1.6	MEDICAL EMERGENCY .....	6
1.7	SECURITY BREACH .....	6
1.8	VESSEL BREAKOUT OR DRIFT ALONG BERTH .....	6
1.9	EMERGENCY SHUTDOWN (ESD) .....	6
1.10	INCIDENT NOTIFICATION POLICY .....	6
<b>2</b>	<b>HEALTH, SAFETY AND SECURITY POLICIES .....</b>	<b>7</b>
2.1	PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS .....	7
2.2	DRUGS/ALCOHOL .....	7
2.3	SMOKING .....	7
2.4	PORTABLE ELECTRONIC EQUIPMENT AND NAKED LIGHTS .....	7
2.5	REPAIRS WHILE ALONGSIDE (STATE OF ENGINE READINESS ETC.) .....	7
2.6	PROVISIONS AND STORES (OTHER CRAFT ALONGSIDE) .....	7
2.7	BENZENE AND HYDROGEN SULPHIDE (H <sub>2</sub> S) .....	8
2.8	STATIC ACCUMULATOR .....	8
<b>3</b>	<b>GENERAL INFORMATION .....</b>	<b>9</b>
3.1	TERMINAL LAYOUT OSKARSHAMN .....	9
3.2	TERMINAL LAYOUT VÄSTERVIK .....	9
3.3	LOCAL TIME .....	10
3.4	VESSEL/SHORE COMMUNICATIONS POLICY .....	10
3.5	LANGUAGE SPOKEN .....	10
3.6	ENVIRONMENTAL (WEATHER, TIDES, ETC.) MONITORING PROCEDURES .....	10
<b>4</b>	<b>BERTH INFORMATION .....</b>	<b>11</b>
4.1	OIL JETTY OSKARSHAMN DESCRIPTION AND PARAMETERS .....	11
4.1.1	<i>Products handled</i> .....	11
4.1.2	<i>Length overall (LOA), BCM and SCM</i> .....	11
4.1.3	<i>Maximum beam</i> .....	11
4.1.4	<i>Minimum Parallel Mid Body (PMB)</i> .....	11
4.1.5	<i>Controlling depth fairway and harbour basin</i> .....	11
4.1.6	<i>Water density</i> .....	11
4.1.7	<i>Maximum draft at jetty</i> .....	11
4.1.8	<i>Load rates</i> .....	11
4.1.9	<i>Discharge rates/Maximum Allowable Working Pressure (MAWP)</i> .....	11
4.1.10	<i>Hose(s) and/or arm(s) size</i> .....	11
4.1.11	<i>Vessel crane requirements</i> .....	11
4.1.12	<i>Vapour recovery</i> .....	11
4.1.13	<i>Safe working load of mooring components</i> .....	11
4.2	OIL JETTY/QUAY 3 VÄSTERVIK DESCRIPTION AND PARAMETERS .....	12
4.2.1	<i>Products handled</i> .....	12
4.2.2	<i>Length overall (LOA) BCM and SCM</i> .....	12
4.2.3	<i>Maximum beam</i> .....	12
4.2.4	<i>Minimum Parallel Mid Body (PMB)</i> .....	12
4.2.5	<i>Controlling depth</i> .....	12
4.2.6	<i>Water density</i> .....	12
4.2.7	<i>Maximum draft at jetty</i> .....	12

4.2.8	Load rates.....	12
4.2.9	Discharge rates/Maximum Allowable Working Pressure (MAWP) .....	12
4.2.10	Hose(s) and/or arm(s) size .....	12
4.2.11	Vessel crane requirements .....	12
4.2.12	Vapour recovery.....	12
4.2.13	Safe working load of mooring components .....	12
<b>5</b>	<b>PRE-ARRIVAL COMMUNICATIONS .....</b>	<b>13</b>
5.1	PRE-ARRIVAL INFORMATION EXCHANGE REQUIREMENTS TERMINAL.....	13
5.1.1	Mandatory ship notification.....	13
5.1.2	Pilotage procedures/anchorage .....	13
5.1.3	Tug requirements .....	13
5.1.4	Minimum mooring requirements per berth and mooringplan per berth .....	13
5.1.5	Line handling procedures .....	13
5.1.6	Garbage and slops disposal procedures .....	13
5.2	PRE-ARRIVAL INFORMATION EXCHANGE REQUIREMENTS VESSEL .....	13
5.3	PRE-BERTHING INFORMATION EXCHANGE REQUIREMENTS TANKER .....	14
5.4	PRE-BERTHING INFORMATION EXCHANGE REQUIREMENTS VESSEL.....	14
<b>6</b>	<b>OPERATIONAL INFORMATION .....</b>	<b>15</b>
6.1	GANGWAYS (SHIPS AND BARGES) .....	15
6.2	PRE-TRANSFER CONFERENCE POLICY .....	15
6.3	SHIP/SHORE SAFETY CHECKLIST .....	15
6.4	BALLASTING POLICY .....	15
6.5	HOSE CONNECTION AND DISCONNECT/DRAINING PROCEDURES .....	15
6.6	CARGO TRANSFER POLICY.....	16
6.7	VAPOUR RECOVERY .....	16
6.8	SAFETY OPERATIONS REQUIREMENTS (WIND, LIGHTNING, TIDE, CURRENT, WAVES, ICE) .....	16
6.9	TANK CLEANING AND TANK ENTRY POLICY .....	16
6.10	INERT GAS SYSTEMS POLICY .....	16
6.11	BUNKERING POLICY .....	16
6.12	POLLUTION PREVENTION .....	16
6.13	POTABLE WATER .....	16
<b>7</b>	<b>APPENDIX .....</b>	<b>17</b>
7.1	MOORING PLANS.....	17

# 1 EMERGENCY PROCEDURES

## 1.1 General

Anyone who discovers an emergency must call for help and or initiate measures that limit emissions, leakage, fire or other damage.

## 1.2 Oil spill and vapour release

In the event of an oil spill measures must be taken immediately such as:

- Stop pumping.
- Close manifold valves ed immediately.
- Alarm Port Authority and receiving terminal representative.
- Start clean-up procedure.
- If it is a major spill, alarm 112 immediately.

## 1.3 Fire and explosions

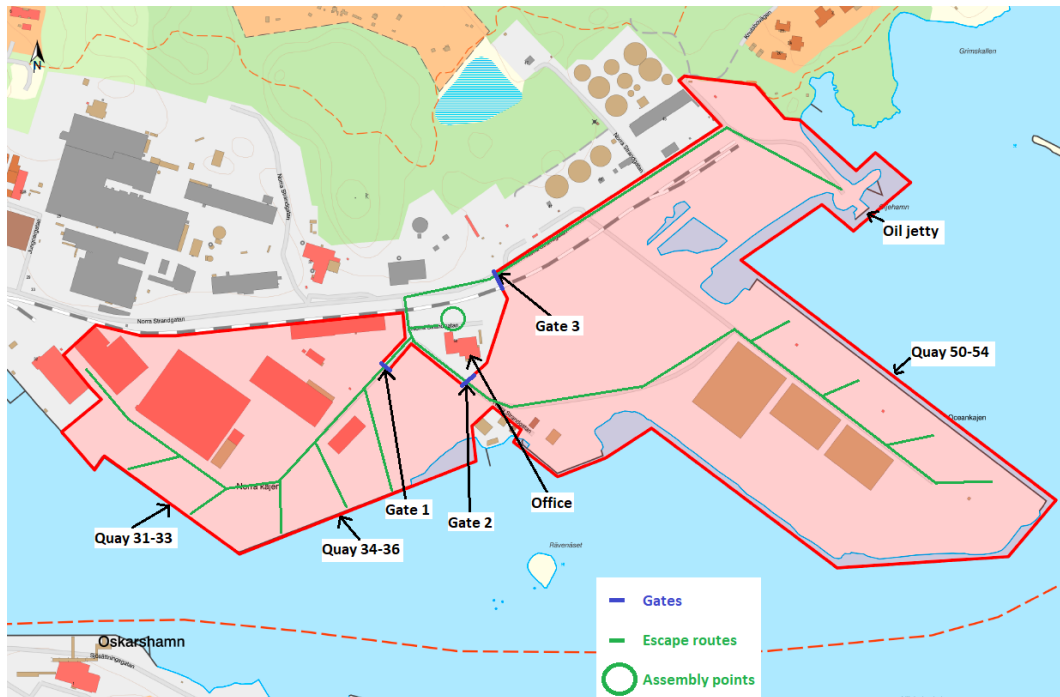
In the event of fire onboard or on the jetty, following action must be taken immediately:

- Save life.
- Stop cargo operation and close manifold valves.
- Larm signal via the vessel's tyfon.
- Alert emergency services, Port Authority and receiving terminal representative.
- Start fire fighting.

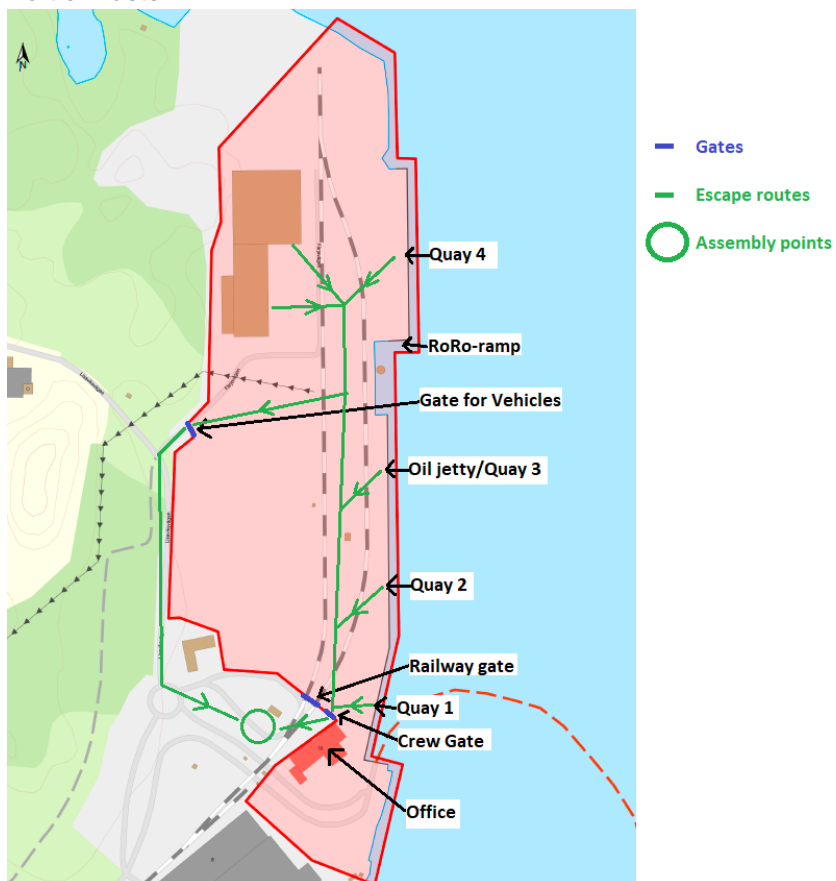
## 1.4 Evacuation

Evacuation plans for Oskarshamn and Västervik below.

Port of Oskarshamn.



Port of Västervik



### 1.5 Collision/damage to berth

In the event of collision, grounding or damage to berth within the harbour area, immediately alert Port Authority. The vessel should not leave the harbour area before Port Authority permit.

### 1.6 Medical emergency

In the event of personal injury or need of urgent medical assistance, alert emergency services at phone number 112.

### 1.7 Security breach

In the event of security breach or issue, alert Port Authority and if urgent security matter alert the police.

### 1.8 Vessel breakout or drift along berth

In the event of vessel breakout or major excursion, alert receiving terminal representative and Port Authority.

### 1.9 Emergency Shutdown (ESD)

Remote Emergency Shutdown (SD) system is not available at any jetty.

### 1.10 Incident notification policy

All Incidents causing damage to the port facility or persons involved in the operation should be reported to the receiving terminal representative and port authority.

## 2 HEALTH, SAFETY AND SECURITY POLICIES

### 2.1 Personal Protective Equipment (PPE) requirements

Ship's crew and terminal personal on jetty as well as other persons shall use the following minimum personal protective equipment as follows:

- Full body and fire protective clothing
- Safety shoes with protective toe caps.
- Safety Helmet.
- Safety goggles.
- Gloves
- Life jacket when working on the jetty.

Specific PPE may be required for certain products, please refer to the Safety Data Sheet(SDS) for the product being handled.

Visitors only passing the jetty should wear appropriate clothing, safety vest, safety footwear and safety helmet.

### 2.2 Drugs/alcohol

All personnel working in Smålandshamn port area must not be under the influence of alcohol or drugs.

### 2.3 Smoking

The use of open fire or smoking must not occur where signs for such a ban have been set up and during cargo operation.

### 2.4 Portable electronic equipment and naked lights

Naked lights and portable electronic equipment are prohibited on the tanker deck, jetty, in the terminal and in any other place where flammable gas may be present.

Portable very high frequency and ultra high frequency radios, or other critical electrical equipment, must be intrinsically safe, e.g. Ex-approved.

### 2.5 Repairs while alongside (state of engine readiness etc.)

While a tanker is berthed at a terminal, its boilers, main engines, steering machinery and other equipment essential for manoeuvring should be kept in a condition that will permit the ship to be moved away from the berth in the event of an emergency.

The tanker may obtain permission from the terminal Representative and Port Authority pre-arrival before taking any action affecting the readiness of the ship to move under its own power. The terminal representative should always be notified of any unexpected event that affects operations and their safety.

### 2.6 Provisions and stores (other craft alongside)

The terminal representative should always be notified prior any supply of provisions and stores.

## 2.7 Benzene and Hydrogen Sulphide (H<sub>2</sub>S)

The tanker vessel and the terminal should have procedures to verify the effectiveness of the closed loading system in reducing the concentrations of benzene vapours around the working deck and jetty. This will involve checks to determine the potential for exposing personnel to benzene vapour during operations such as loading, discharging, sampling, hose handling, tank cleaning, gas freeing and gauging.

## 2.8 Static accumulator

The tanker vessel and the terminal should be aware of that the surface of a non-conducting liquid (static accumulator) may be charged and at a high potential during and immediately after loading.

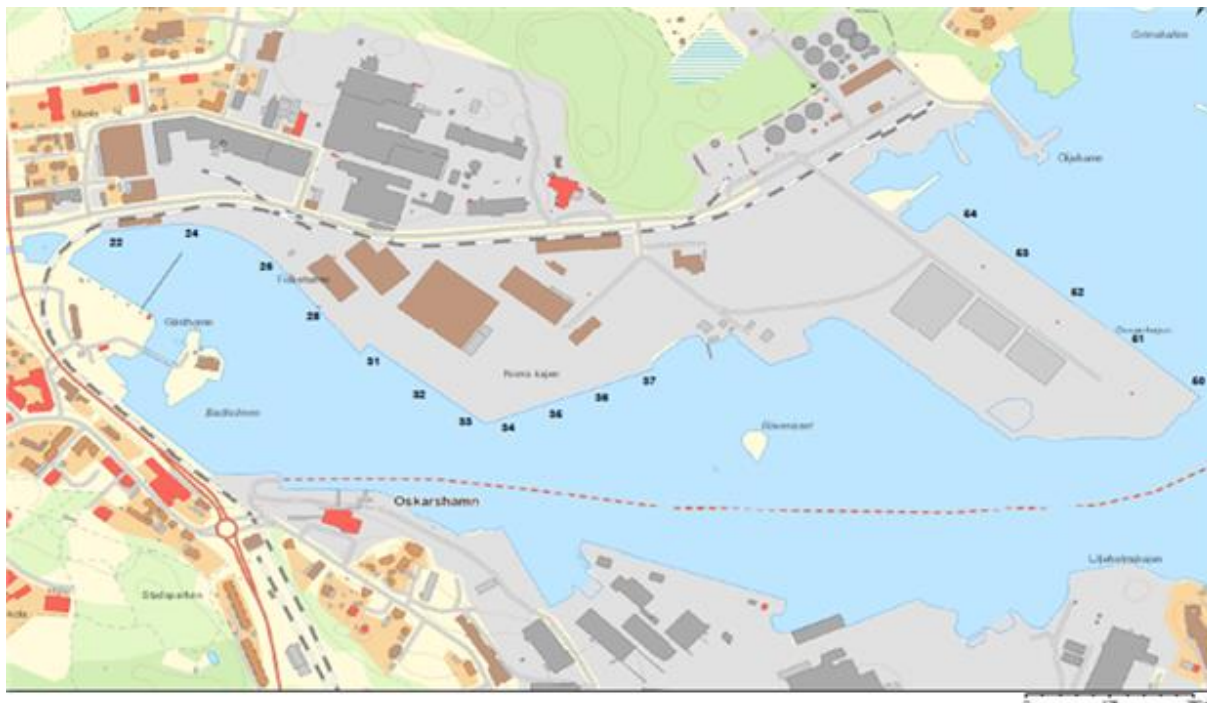
After loading a tank, allow a settling time of 30 minutes before starting dipping, ullaging, sampling and any other operation that introduces equipment into the tank. This allows gas bubbles, water or particulate matter to settle in the liquid and any electrical potential to dissipate.



### 3 GENERAL INFORMATION

#### 3.1 Terminal layout Oskarshamn

Västervik and Oskarshamn are subordinate to Smålandshamn.



The oil jetty in the north part of Oskarshamn's harbour. The port is open 24/7 365.

#### 3.2 Terminal layout Västervik

Västervik and Oskarshamn are subordinate to Smålandshamn.



The oil jetty in the north part of Västervik's harbour. The port is open 24/7 365.

### 3.3 Local time

GMT + 1 hour.

Daylight saving time (+ 1 hour forward) is in effect from the last weekend in March to the last weekend in October.

### 3.4 Vessel/shore communications policy

Communication between terminal representative and vessel command takes place by VHF/UHF. The communication set-up during any cargo operation is described in Ship Shore Safety Checklist (SSSCL).

### 3.5 Language spoken

English and Swedish language.

### 3.6 Environmental (weather, tides, etc.) monitoring procedures

Swedish Maritime Administration shows nautical environmental information on a website and mobile phone application, named VIVA. Please find web site links below.

OSKARSHAMN

[HTTP://vivadisplay.sjofartsverket.se/#/station/83](http://vivadisplay.sjofartsverket.se/#/station/83)

[HTTP://vivadisplay.sjofartsverket.se/#/station/72](http://vivadisplay.sjofartsverket.se/#/station/72)

[HTTP://vivadisplay.sjofartsverket.se/#/station/156](http://vivadisplay.sjofartsverket.se/#/station/156)

VÄSTERVIK

[HTTP://vivadisplay.sjofartsverket.se/#/station/149](http://vivadisplay.sjofartsverket.se/#/station/149)

[HTTP://vivadisplay.sjofartsverket.se/#/station/93](http://vivadisplay.sjofartsverket.se/#/station/93)

## 4 BERTH INFORMATION

### 4.1 Oil Jetty Oskarshamn description and parameters

#### 4.1.1 Products handled

Light products such as: Diesel (ULSD), Heating oil, Kerosene.

#### 4.1.2 Length overall (LOA), BCM and SCM

LOA 145 meters.

BCM and SCM not applicable.

#### 4.1.3 Maximum beam

Breadth 33 meters.

#### 4.1.4 Minimum Parallel Mid Body (PMB)

N/A

#### 4.1.5 Controlling depth fairway and harbour basin

Fairway water depth is 11,0 meters and minimum UKC of 0,7 meters.

Harbour basin water depth is 10,8 meters and minimum UKC of 0,5 meters.

Sea chart reference is MWL, but will change to BSCD2000, Baltic Sea Chart Datum 2000 (RH2000).

#### 4.1.6 Water density

Brackish water

#### 4.1.7 Maximum draft at jetty

Maximum vessel draft is 10,0 meters, (UKC of 0,5 meters).

#### 4.1.8 Load rates

200-550 m<sup>3</sup>/h.

#### 4.1.9 Discharge rates/Maximum Allowable Working Pressure (MAWP)

Maximum working pressure is 10 bar.

#### 4.1.10 Hose(s) and/or arm(s) size

The size of the hoses is DN200 PN10.

The length of all hoses is 21 meteres.

#### 4.1.11 Vessel crane requirements

No requirements but crane is available on the jetty.

#### 4.1.12 Vapour recovery

N/A

#### 4.1.13 Safe working load of mooring components

See mooring plan in chapter 7.

## 4.2 Oil Jetty/Quay 3 Västervik description and parameters

### 4.2.1 Products handled

Gasoil, Diesel class 1, Gasoline, HVO.

### 4.2.2 Length overall (LOA) BCM and SCM

LOA 150 meters.

BCM when port side alongside is 70 meters.

The RoRo terminal impacts on the vessel position alongside as well as vessel's maximum length over all to be considered.

### 4.2.3 Maximum beam

Breadth 33 meters.

### 4.2.4 Minimum Parallel Mid Body (PMB)

N/A

### 4.2.5 Controlling depth

Fairway water depth is 11,0 meters and minimum UKC of 0,7 meters.

### 4.2.6 Water density

Brackish water

### 4.2.7 Maximum draft at jetty

8,0 meters in harbour basin (UKC of 0,5 meters)

### 4.2.8 Load rates

About 350 m<sup>3</sup>/h due to natural pressure, (gravity).

### 4.2.9 Discharge rates/Maximum Allowable Working Pressure (MAWP)

Gasoil and HVO about 600-700 m<sup>3</sup>/h, Gasoline and Diesel class 1 about 500 m<sup>3</sup>/h.

Maximum pressure of 7 bar.

### 4.2.10 Hose(s) and/or arm(s) size

The size of the hoses is DN200 PN10.

- Hose for products such as B95/B98, the length of the hose is 21,0m.
- Hose for products such as MK1S/MK1K, the length of the hose is 18,0m.
- Hose for products such as D10/D32, the length of the hose is 21,0m.

### 4.2.11 Vessel crane requirements

No crane on jetty available. Vessel crane to be used for hose handling.

### 4.2.12 Vapour recovery

N/A

### 4.2.13 Safe working load of mooring components

See mooring plan in chapter 7.

## 5 PRE-ARRIVAL COMMUNICATIONS

### 5.1 Pre-arrival information exchange requirements terminal

From terminal to vessel and communication process according to ISGOTT ch. 21.2.2

#### 5.1.1 Mandatory ship notification

Notification 24 hours before arrival at the port anchorage or pilot station. The vessel (or agent) shall notify, by e-mail or phone, person in charge as well as the port on:

- E-mail: [trafik@smalandshamnarnar.com](mailto:trafik@smalandshamnarnar.com) or phone: +46 491 872 10.

#### 5.1.2 Pilotage procedures/anchorage

Pilots can be ordered directly by the vessel or by its designated agent.

Contact details:

E-mail: [southcoastpilot@sjofartsverket.se](mailto:southcoastpilot@sjofartsverket.se)

Phone +46 771-63 06 80

VHF Ch: 13

Further information may be displayed on Swedish Maritime Administration website, Pilot area Kalmar.

Website: <https://www.sjofartsverket.se/en/services/pilotage/lotsomrade-kalmar/>

#### 5.1.3 Tug requirements

Tugboat recommendations for Smålandshamnarnar is based on each specific port call and type of vessel as well as current weather conditions.

For further information please contact the pilots at Swedish Maritime Administration.

#### 5.1.4 Minimum mooring requirements per berth and mooringplan per berth

See mooring plan in chapter 7.

#### 5.1.5 Line handling procedures

Mooring men may be required during berthing and unberthing due to safety reasons.

Smålandshamnarnar does not offer the mooring service.

#### 5.1.6 Garbage and slops disposal procedures

Waste plan of Smålandshamnarnar must be followed, see Operating regulations.

Ordering of waste management and sludge are done by broker, not later than 24 hours before arrival or at departure for sea voyages shorter than 24 hours.

Form regarding notification of delivery of waste, see website: Smålandshamnarnar.com

### 5.2 Pre-arrival information exchange requirements vessel

From vessel to terminal as per ISGOTT ch. 21.2.3

### 5.3 Pre-berthing information exchange requirements tanker

From terminal and/or pilot to vessel and communication process according to ISGOTT ch.

21.3.2. Before mooring, the Master and Pilot should verify they have received details of the mooring plan, safe access plan, e.g. gangway placement, and the terminal's operating limits.

Any deviation from the agreed mooring plan required by changing weather conditions should be communicated to the Master as soon as possible.

### 5.4 Pre-berthing information exchange requirements vessel

Pre-berthing information to be exchanged from vessel to terminal as per ISGOTT ch. 21.3.1.

On arrival at the designated position and/or pilot station, the Master should establish direct communications with the terminal and/or pilot station.

After the Pilot has boarded, the following information should be exchanged:

- Master/Pilot information exchange documentation (see ICS' Bridge Procedures Guide).
- Location of the chocks, bollards and strong points that can be used for towing.
- Safe Working Load (SWL) of towing equipment.
- Number and location of areas on the tanker's hull that are strengthened or suitable for pushing, and details of the identification marks.
- Summary of up-to-date critical information for the port call.
- Details of the tanker's mooring system.

## 6 OPERATIONAL INFORMATION

### 6.1 Gangways (ships and barges)

The vessel's gangway or accommodation ladder must be used.

Prior a port call, the vessel has to inform the terminal regarding gangway layout and equipment issues that emerge from the combination of tanker and terminal equipment (e.g. landing areas, gangway placement, manifold access).

Safe access should be available at all times with appropriate guard rails and safety nets. The gangway should be monitored at all times and a watch should control access to the ship.

### 6.2 Pre-transfer conference policy

The responsibility for safe cargo handling is shared between the ship and the terminal and rests jointly with the Master and the Terminal Representative. How this responsibility is shared should be agreed at the pre-transfer conference so that all aspects of the operations are covered.

The procedure must follow the procedure described in ISGOTT Edition 6.

### 6.3 Ship/Shore Safety Checklist

The Ship Shore Safety Checklist procedure described in ISGOTT edition 6 must be followed including:

- Tanker and terminal Pre-arrival checks
- Tanker and terminal checks after mooring
- Tanker and terminal pre-transfer conference
- Tanker and terminal agreements pre-conference
- General tanker checks pre-transfer
- Declaration by tanker and terminal
- Tanker and terminal checks during transfer

### 6.4 Ballasting policy

Ballasting and de-ballasting should be planned and programmed around the cargo operations to avoid exceeding the specified draught, trim or list requirements, while at the same time keeping shear force, bending moments and metacentric height within prescribed limits.

IMO regulations regarding Ballast Water Management and clean ballast handling must be followed at all times.

### 6.5 Hose connection and disconnect/draining procedures

The Hoses should always be handled with care and should not be dragged over a surface or rolled in a manner that twists the body of the hose. Hoses should not be allowed to come into contact with a hot surface such as a steam pipe. Protection should be provided at any point where chafing or rubbing can occur.

## 6.6 Cargo transfer policy

All personnel and crew involved in cargo handling shall ensure a safe cargo operation with regard to the risk of fire, spillage and personal injury.

Fire fighting equipment must always be ready for use immediately.

Emergency stop procedure must be informed to all involved and good communication between the parties ensured.

## 6.7 Vapour recovery

N/A

## 6.8 Safety operations requirements (wind, lightning, tide, current, waves, ice)

If the weather forecast indicates average wind speeds in excess of 20 m/s, cargo handling operations may be suspended, hoses may be disconnected and securely blanked.

The responsible terminal representative shall in collaboration with the vessels command make the decision when the cargo operation shall be suspended.

In the event of a thunderstorm, the general rule is that if the time lapse between the flash of lightning and the subsequent bolt of thunder is less than 5 seconds, cargo handling operations must be suspended immediately, all ventilation valves must be closed and operations cannot be resumed until the time lapse is more than 5 seconds.

## 6.9 Tank cleaning and tank entry policy

Cleaning ship's cargo tanks (tank washing) at the quayside within the area of the port of Smålandshamn is not allowed without a special permit.

## 6.10 Inert gas systems policy

N/A

## 6.11 Bunkering policy

Notification of bunkering must be done prior the port call and include following details:

- Name of receiving vessel.
- Name of bunker barge or tank truck company name.
- Time and position of bunkering.
- Quantity of bunker to be transferred.

## 6.12 Pollution prevention

The ship shall during the port call, by all available means, ensure that emissions do not occur to either air or sea.

The vessel must ensure that the scuppers are in place during the port call.

## 6.13 Potable water

Portable water is available on each jetty. The vessel shall notify the terminal representative if the vessel intends to receive portable water during the port call.

In Västervik potable water is supplied by Smålandshamn.

In Oskarshamn potable water is supplied by the lines men.



## 7 APPENDIX

### 7.1 Mooring plans

