



PORT OF HAMINAKOTKA LTD

# General guidelines

Valid from 1 April 2015

## Contact information

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tel. +358 (0)20 790 8800  
www.haminakotka.fi

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info tel. +358 (0)40 590 6562

Office Centre Merituuli Mussalo  
info tel. +358 (0)5 226 8056

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Maintenance Engineer Saana Vuorinen  
tel. +358 (0)20 790 8826  
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Duty Officers, tel. +358 (0)20 790 8840 / 24 h

Port Officer Ari Ström, tel. +358 (0)20 790 8833  
ari.strom@haminakotka.fi

Foreman Juha Reila, tel. +358 (0)20 790 8825  
juha.reila@haminakotka.fi

Emergencies and extraordinary situations

## Emergency response centre 112

Kymenlaakso Rescue Service, tel. +358 (0)5 23161  
Gate control room Hamina, tel. +358 (0)40 590 6562  
Gate control room Kotka Mussalo, tel. +358 (0)5 260 5081



# Operating principle of Port

The operating principle of the port is based on the Port Regulations, which can be found at [www.haminakotka.fi](http://www.haminakotka.fi).

These general guidelines contain practical instructions, and further instructions for the practical procedures can be found at [www.haminakotka.fi](http://www.haminakotka.fi).

Practical instructions for the liquid terminals of the Port of HaminaKotka can be found in the guidelines for the liquid terminal. There are also separate first aid instructions and guidelines for emergencies. All guidelines are available at [www.haminakotka.fi](http://www.haminakotka.fi).



The Port Regulations, acts, degrees and other provisions give stipulations concerning the operations within the areas of the Port of HaminaKotka. These guidelines contain a summary of the practical procedures at the Port of HaminaKotka.

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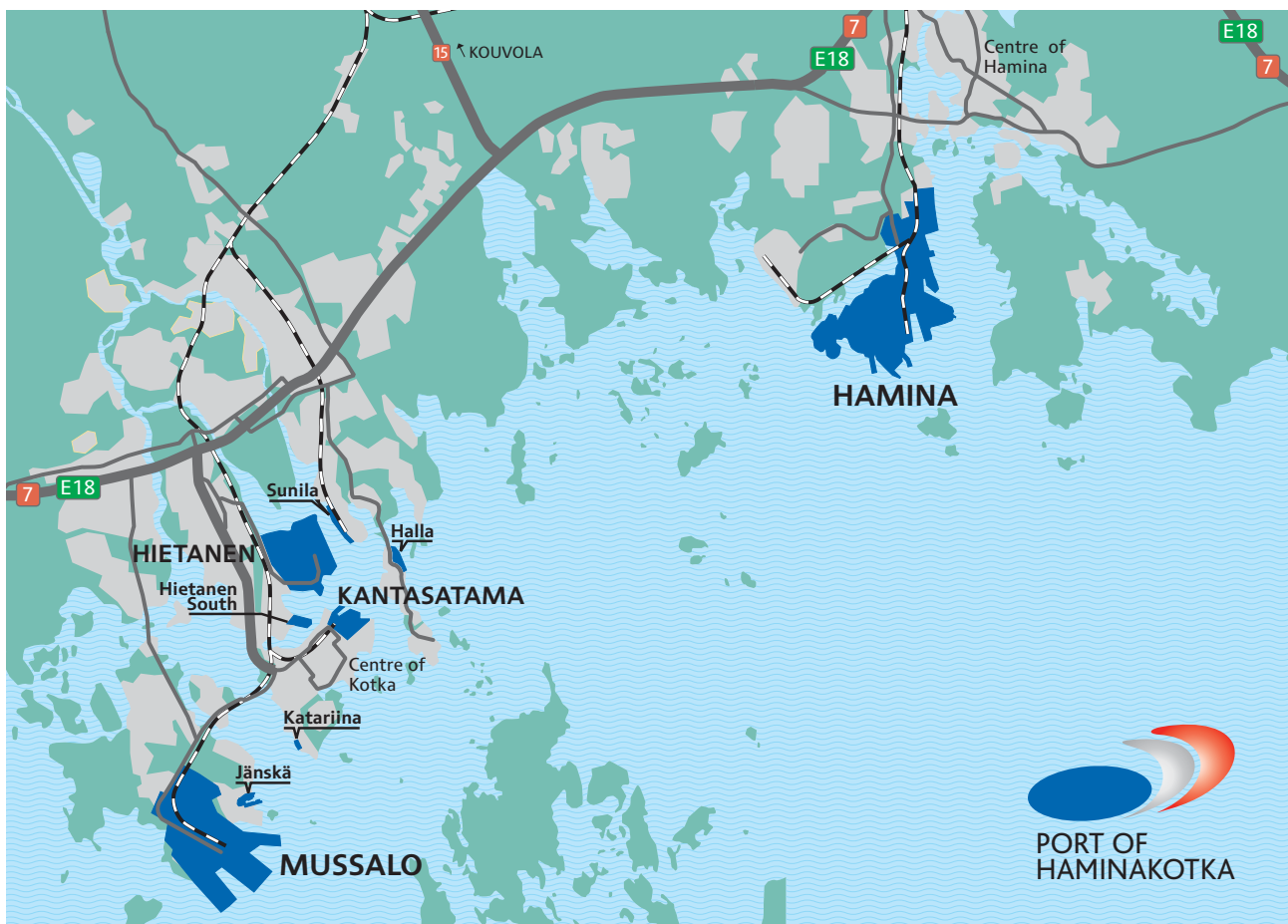
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# Harbours

The Port of HaminaKotka serves as a versatile general port. It consists of the harbours of Halla, Hamina, Hietanen, Hietanen South, Jänskä, Kantasatama, Mussalo and Sunila.

## Harbours of Port of HaminaKotka and their main cargo types:

- Halla serves as a dry cargo harbour.
- Hamina houses Container, Bulk and Liquid Terminals.
- Hietanen serves as a roro and car import terminal.
- Hietanen South serves as a dry cargo harbour.
- Jänskä serves as a dry cargo harbour.
- Kantasatama works as a dry cargo and passenger harbour.
- Mussalo houses Container, Bulk and Liquid Terminals.
- Sunila serves as an import and export harbour for the Finnish wood-processing industry.





# Safety and security

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Port areas are surrounded by a fence, and access into a port area always calls for an access permit. Regulation 725/2004 of the European Parliament and of the Council integrated the ISPS (International Ship and Port Facility Security Code) of the International Maritime Organization (IMO) into the legislation of the European Union. ISPS was completed in 2005 by the Directive 2005/65/EC of the European Parliament and of the Council.

The national regulatory authority in Finland, the Finnish Transport Safety Agency Trafi, has audited and approved the security assessments and plans of the port. Information on port safety and security issues can be found at [www.trafi.fi](http://www.trafi.fi).

The notifications required from vessels and the regulations applied to them are defined in more detail the port regulations.

Photography and video recording in the port area are subject to a permit. The permits are issued by the Safety and Security Manager of Port of HaminaKotka Ltd, and by each operator for their own area.

The most important issue in the safety of the port is to guarantee the safety of the cargo and the persons working at the port.

**Safety and Security Manager Timo Kallio of Port of HaminaKotka Ltd, tel. +358 (0)20 790 8851, is responsible for issues related to safety and security at the port.**

## Access permit procedure

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In accordance with the ISPS regulations, access to the port area always requires a permit. As a rule, the access permits are granted by the enterprise which you are going to visit. If in doubt, contact the information points of the office centres:

**Hamina: Office Centre Kuorsalo,  
info tel. +348 (0)40 590 6562  
Kotka: Office Centre Merituuli,  
info tel. +348 (0)5 226 8056**

Anyone within the port area must always carry a valid identity card or equivalent official document.

More information on the access permit procedure at [www.haminakotka.fi](http://www.haminakotka.fi).

### Access to a vessel

In addition to the crew and passengers, access to the vessel is permitted for persons whose work is related to the loading/unloading, maintenance or safety and security of the vessel.

Immediately after the mooring of the vessel, the master/agent of the vessel must deliver a list of crew, passengers and expected guests by e-mail:

**In Hamina: [gate.hamina@haminakotka.fi](mailto:gate.hamina@haminakotka.fi)  
In Kotka: [gate.mussalo@haminakotka.fi](mailto:gate.mussalo@haminakotka.fi)**



# Occupational safety

The port is a workplace for many, and safety is everyone's concern. Port of HaminaKotka Ltd pays special attention to the occupational safety of those working within the port area.

The principles of the Road Traffic Act apply to the traffic routes within the port area. Use only the marked traffic routes. Maps of the port area are available at the information points of the office centres and on our website. Follow the speed limits, traffic signs and traffic lights. Note that trains, work machinery, cranes and any other stock on rails have the right of way over any other vehicles. Only work machinery can be operated and driven on container fields and on quay areas unless the assignment otherwise specifically requires. A flashing light must be used on the roof of a vehicle in the container terminals, in work areas and on the quay areas.

The idle running of vehicles and work machinery is prohibited.

Containers or other materials must not be placed or stored on traffic routes even temporarily. The storage of goods on the quay area must be separately agreed with the **Operative Manager, tel. +358 (0)20 790 8832.**

In rail areas, the reach of the free area required by rail traffic (250 cm from the centre line of the track) must be taken into account. Further information on rail safety is available on the website of the Finnish Transport Safety Agency at **www.trafi.fi.**

**Rails within the port are the responsibility of the Technical Services department, Technical Director Teppo Jokimies, tel. +358 (0)20 790 8820.**



When working and moving within the port area, all persons must wear CE-marked (EN 471) high-visibility clothing (Government decree 633/2004 Section 21). It is also recommended that the high-visibility clothing used within the port area be marked clearly with the identification of the bearer's company. Antistatic clothing must also be considered within the liquid terminals as applicable.

**Occupational safety at Port of HaminaKotka Ltd is the responsibility of Operative Manager Tapani Pasanen, tel. +358 (0)20 790 8832.**

The website of the Centre for Occupational Safety at **www.tyoturva.fi** contains further information on the principles of occupational safety and welfare.

## Permits for work and hot work

An application for a work permit, hot work permit and EX permit for work to be carried out within the general areas, quay areas and EX areas of the port must be made to the Duty Officer, and in Hamina also to the Port Officer or Foreman. The form and contact information can be found at **www.haminakotka.fi.** Within the areas of specific companies, applications for work permits, hot work permits and EX permits must be submitted to the company in question.

A person performing hot work at a temporary hot work site must have a valid hot work card acceptable in Finland. More information on the hot work card can be found on the website of Finnish National Rescue Association at **www.spek.fi.**

## Construction and excavation work

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All construction and excavation work within the port area requires a permit. The Technical Services department of Port of HaminaKotka Ltd issues the permits for construction and excavation work carried out within the general areas of the port.

Within the areas of specific companies, applications for construction and excavation work permits must be submitted to the company in question.

A person performing construction and excavation work must have an Occupational Safety Card issued by the Centre for Occupational Safety. Further information on the Occupational Safety Card is available at [www.tyoturvallisuuskortti.fi](http://www.tyoturvallisuuskortti.fi).

The traffic arrangements during construction and excavation work must be planned so that no unnecessary inconvenience is caused to the actual port traffic.

### Installation permit

Whenever new equipment (such as electricity distribution centres) needs to be installed or when the location of existing equipment needs to be changed in the general areas of the port, an installation permit from the Technical Services department is required.

### Winter maintenance

The port takes care of the snow ploughing of the general areas and rail tracks within the port. The companies take care of the snow ploughing of their own areas and rail tracks. Companies can bring snow to the general snow disposal areas marked by the port if there is too much snow to fit in the companies' own sites. The Technical Services department can provide a map of the snow disposal areas, and instructions.

**Contact persons of Technical Services department:**  
**Technical Director Teppo Jokimies,**  
**tel. +358 (0)20 790 8820, Maintenance Engineer**  
**Saana Vuorinen, tel. +358 (0)20 790 8826,**  
**Foreman Juha Reila tel. +358 (0)20 790 8825.**

## Environmental matters

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All operations within the port area require extreme care and caution with regard to environmental aspects.

The operations of Port HaminaKotka Ltd are guided by the environmental permits concerning the port operations. Port of HaminaKotka Ltd complies with the ISO 9001 quality management system and ISO 14001 environmental management system.

The environmental permits held by Port of HaminaKotka Ltd do not cover the independent operators that work subject to a permit within the port area. They must apply for their own environmental permits and work in accordance with the permit conditions.

## Cargo handling

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Cargo handling must not result in emissions into the sea, air and land. The handling of liquid bulk cargoes must comply with the guidelines for the liquid terminal.

After cargo handling, the loading/unloading areas must be cleaned immediately from loose material.

### Dry bulk handling

The handling of dry bulk must comply with the valid BLU Code (Code of Practice for the Safe Loading and Unloading of Bulk Carriers).

The stevedoring operator must close the rainwater outlets in the quay area with detachable covers during the loading and unloading of fine-grained or light-weight bulk.

### Cargo hold washing water

If cargo hold cleaning and washing water or cargo residues subject to the IMSBC Code (International Maritime Solid Bulk Cargoes Code) are left at the port, this must be agreed 24 hours in advance.

**Contact the Duty Officer, tel. +358 (0)20 790 8840.**

## Waste management

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Companies operating within the port area are responsible for the cleanliness of their area, collection of waste generated by them, and transfer of waste for appropriate processing. All waste containers must have lids.

### Utilisation of concrete and brick waste and ashes

Port of HaminaKotka Ltd has a permit given by the Regional State Administrative Agency to utilise concrete and brick waste and ashes in certain areas at Mussalo and in Hamina. Contacts related to the utilisation of waste: **Technical Services, tel. +358 (0)20 790 8800.**

### Waste management of vessels

The Port of HaminaKotka currently receives the following solid waste fractions: energy waste, metals, hazardous waste and waste taken to landfill, as well as food waste originating from international transport. The waste must be taken to marked waste collection points.

The waste management instructions and a map of the waste collection points can be found at **[www.haminakotka.fi](http://www.haminakotka.fi)**.

Oil-containing water as well as liquid and solid hazardous waste from vessels are only received by prior arrangement. An order for these must be placed with the **Duty Officer, tel. +358 (0)20 790 8840**, 24 hours prior to the delivery of waste.

## Emergencies and extraordinary situations

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**Any emergencies, extraordinary situations, damage, emissions and their detection must be reported immediately to the emergency response centre, tel. 112, and to the gate control room:**

**Hamina gate control room, tel. +358 (0)40 590 6562**

**Kotka Mussalo gate control room, tel. +358 (0)5 260 5081**

## Transport of dangerous goods

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Transport units containing dangerous substances within the port area must be marked with class-specific symbols in accordance with the international maritime transport regulations, indicating the relevant hazard (IMDG label).

The transport of dangerous goods by road must comply with the legislation on the transport of dangerous goods (VAK) in domestic transport and with the ADR legislation in international transport.

The international rail carriage of dangerous substances must comply with the RID regulations appended to the Convention concerning International Carriage by Rail (COTIF). The rail carriage of dangerous substances between Finland and Russia, via Russia to the CIS countries and from these countries to Finland must comply with the provisions of Appendix 8 of the transport tariff in the agreement on rail transport between Finland and the Soviet Union (treaty series 1/1948). Domestic rail transport is subject to the provisions of act 719/1994 and relevant Government decrees.



# Packed unit cargoes under IMDG Code

When substances subject to the IMDG Code (The International Maritime Dangerous Goods Code) are carried through the Port of HaminaKotka as packed unit cargo, the following reporting procedure must be followed:

## Advance inquiry

An advance inquiry must be made at least 3 days prior to the planned transport. The advance inquiry must be made to the Safety and Security department of Port of HaminaKotka Ltd by e-mail [safety@haminakotka.fi](mailto:safety@haminakotka.fi).

An advance inquiry must be made of the following IMDG classes:

Class 1 = explosives

Class 7 = radioactive substances

The maximum permitted cargo in Classes 1 and 7 is six cargo units (containers) per vessel.

An advance inquiry must also be made of cargoes of acrylonitrile (UN 1093) and epichlorohydrin (UN 2023).

The advance inquiry must contain the following details:

- technical name of the substance
- IMDG class
- UN number
- total and net quantity of the substance
- intended transport route
- contact information on the forwarding agent of on-carriage

Cargoes subject to the advance inquiry (Class 1, Class 7, acrylonitrile (UN 1093) and epichlorohydrin (UN 2023)) only as direct transport via the Mussalo Container Terminal, Hietanen, and Hamina Container Terminal.

## Advance notification

An advance notification must be made of all substances subject to the IMDG Code, carried through the Port of HaminaKotka. The advance notification must be made at least 24 hours before the goods arrive at the port area. An advance notification must also be made of all such substances subject to the IMDG Code, carried on board, which are not unloaded or loaded at the Port of HaminaKotka.

The advance notification must be made in the **Portnet system**.

The notification must contain the following information:

- name of vessel
- time of arrival of vessel
- technical name of the substance
- IMDG class
- UN number
- total and net quantity of the substance

## Storage of products subject to the IMDG Code

The storage of products subject to the IMDG Code is only permitted in designated storage areas.

## Direct transport

Cargoes under IMDG Class 1 (explosives) and Class 7 (radioactive materials) can be transported as direct transport only via the Mussalo Container Terminal, Hietanen, and Hamina Container Terminal. The maximum permitted cargo is six cargo units (containers) per vessel.

Acrylonitrile (UN 1093) and epichlorohydrin (UN 2023) cargoes can also be carried as direct transport via the Mussalo Container Terminal, Hietanen, and Hamina Container Terminal.

Other IMDG class cargoes can also be transported as direct transport via Kantasatama, Hietanen South, Jänskä, Sunila, Halla, Hiirenkari, Lakulahti and Hillo.



## Limited Quantities of packaged dangerous substances

Instruction for the handling of Limited Quantities units at Mussalo, Hietanen and Hamina

Government Decree on the Transport and Temporary Storage of Dangerous Goods in a Port Area (251/2005), Section 14, Segregation of Dangerous Cargoes: "The provisions of the Annex need not, however, be complied with in the segregation and placement of cargo transport units containing minor quantities of dangerous goods. The port authority may issue instructions on the placement of these units."

Cargo units provided with Limited Quantities markings can be stored at Mussalo and Hietanen in Kotka as well as within the Hamina Container Terminal in places other than IMDG areas reserved for dangerous goods if the following conditions are fulfilled:

- Cargo units provided with Limited Quantities markings are subject to the same reporting procedures and documentation requirements as other cargo units containing dangerous goods.

- The cargo unit must be placed in a place shown separately by the operator, where its location is safe and where potential control measures can be carried out without obstruction. The port (Safety and Security Manager) and Kymenlaakso Rescue Service must be informed of the safe location shown by the operator.

**Port of HaminaKotka Ltd, Safety and Security Manager, tel. +358 (0)20 790 8851**

**Kymenlaakso Rescue Service, tel. +358 (0)5 231 61, kotkaP3@kympe.fi and copies to:**

**ilpo.tolonen@kympe.fi and  
jukka.ruusunen@kympe.fi**

- Further information on the instruction is provided by the Safety and Security Manager of Port of HaminaKotka Ltd.
- Each entrepreneur in the area is independently responsible for the fact that the handling and storage of substances are in compliance with the prescribed laws and regulations.

## Arrival of vessel at the port, stay at the quay

Vessels must not moor to a quay, leave a quay or move within the port area without the permission of the port. The arrival of the ship, mooring and precautions while at the port have been defined in the Port Regulations. With liquid terminals, practical instructions are also provided in the guidelines for the liquid terminal.

### Tug assistance

In order to ensure safe manoeuvring, vessels are obliged to use tug assistance to the extent that the master of the vessel deems it necessary. During tug assistance, no hatches or valves must be opened on a vessel carrying dangerous cargo.

The port may order a vessel to use a tug or tugs for safety reasons.



# Bunkering

The ship's agent must notify the port of the filling of the fuel tanks of the vessel. This must be notified 24 hours before the beginning of bunkering. The notification must be made to the **Duty Officer of Port of HaminaKotka Ltd, tel. +358 (0)20 790 8840.**

Bunkering usually takes place from a bunker vehicle. If bunkering is performed from a barge or another vessel, this requires a separate plan which has been approved by the port before the commencement of bunkering.

## Issues to be taken into account during bunkering:

- The bunkered vessel and the driver of the bunker vehicle must take all necessary safety measures to prevent the fuel from flowing to water or soil.
  - During bunkering, the vessel must display, on the mast or in some other visible location, international signal flag B in the daytime and red light at the night time.
  - Before bunkering, the bunkered vessel must place a watch who can order the pumping to be stopped if necessary.
  - The bunkered vessel is required to ensure communications between the vessel and the bunker vehicle.
  - The bunkered vessel must be grounded or insulated during bunkering.
  - The drainage holes on the bunkered vessel must be closed during bunkering.
  - The driver of the bunker vehicle must be notified the maximum pumping pressure and the fuel volume that each tank can take.
  - The hoses and fittings must be in good condition and secured in such a way that they are not damaged by the movements of the vessel.
  - After bunkering, the hose must be detached so that no fuel leaks into the soil or water.
- Both the crew of the bunkered vessel and the driver of the bunker vehicle must monitor continuously that no leaks occur.

## Measures in the event of a fuel leak:

The operations must be finished, and immediate measures to prevent the spreading of the leak must be taken. The emergency response centre and the port must be informed immediately of the leak.

### Emergency response centre 112

**Hamina gate control room, tel. +358 (0)40 590 6562**  
**Kotka Mussalo gate control room,**  
**tel. +358 (0)5 260 5081**

## LNG refuelling

LNG refuelling requires a separate plan and the approval of the competent authority.



## Contact information

Port of HaminaKotka Ltd tel. +358 (0)20 790 8800  
www.haminakotka.fi

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Office Centre Merituuli Mussalo, info tel. +358 (0)5 226 8056

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## Emergencies and extraordinary situations

Emergency response centre 112  
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