



PORT OF HAMI<sup>N</sup>AKOTKA LTD

# General guidelines for liquid terminals



The Port Regulations, acts, degrees and other provisions give stipulations concerning the operations within the port areas of the Port of HaminaKotka. These guidelines concern dangerous substances carried and handled as bulk at the liquid terminals of the Port of HaminaKotka and, as applicable, at the gas terminal.

## Operating principle of port

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

In addition to the Port Regulations and these guidelines for liquid terminals, all operations must comply with the general guidelines, contractor guidelines as well as any other separate instructions. There are also separate first aid instructions and guidelines for emergencies. All guidelines are available at [haminakotka.com](http://haminakotka.com). Maps of the harbours can also be found on the website.

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## Dangerous goods

Dangerous goods mean a substance, which by hazard of explosion, inflammation, risk of infection or radiation, toxicity, corrosiveness or other such property may cause damage to people, the environment or property, and hazardous mixtures, objects, goods, empty packagings, genetically modified organisms and micro-organisms (act 719/1994).

The transport and handling of dangerous goods are governed by national and international laws and regulations.

The Finnish Ministry of Transport and Communications is responsible for the preparation of national legislation related to the transport of dangerous goods as well as for overall control and development. The Finnish Transport and Communications Agency Traficom is responsible for issuing technical provisions concerning the transport of dangerous goods.

Other competent authorities associated with the transport of dangerous goods include police, rescue service, Border Guard, Radiation and Nuclear Safety Authority, Customs, and Finnish Safety and Chemicals Agency Tukes.

National laws and decrees must be complied with in all operations.

The Finnish Standards Association SFS has also produced standards for the transport and handling of dangerous goods. Standard SFS 3355 Palavien nesteiden käsittely satama-alueella (Handling of flammable liquids in harbour area) defines the requirements for loading and unloading equipment, earthing devices, lighting on the quay areas, communications equipment used during cargo handling, fire-fighting equipment and warning signs.

### **International agreements to be complied with:**

- General cargo: IMDG Code (International Maritime Dangerous Goods Code) of Solas Convention

- Chemicals and oil products carried in bulk: IBC Code (International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk) and corresponding BCH Code applicable to old vessels
- Regulations on liquid fuels, regulations on the prevention of pollution of water from vessels Marpol 73/78
- As applicable, valid International Safety Guide for Oil Tankers and Terminals (ISGOTT)

### **National legislation:**

- Act on Transport of Dangerous Goods 719/1994
- 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 transport of dangerous goods by rail in domestic rail carriage must comply with the act 719/1994 with amendments, Government decrees as well as the order of the Finnish Transport and Communications Agency Traficom concerning the transport of dangerous goods.
- The rail carriage of dangerous goods between Finland and Russia as well as via Russia to the CIS countries and from these countries to Finland must comply with the agreement between the Government of the Republic of Finland and the Government of the Russian Federation on the transport of dangerous goods in direct international rail transport between Finland and Russia.

In other international rail transport, the transport of dangerous goods must comply with the international agreements in so far as they are valid in a manner that binds Finland.



## Responsibilities

Port of HaminaKotka Ltd and terminal operators are each responsible for the equipment owned by them respectively within the quay areas and areas closely associated with quay areas.

Port of HaminaKotka Ltd is responsible for the maintenance of fire-fighting equipment (emergency buttons, cannons, foam generation unit, pumping station, fire-fighting water lines, extinguishers, impregnation materials) within the port. The location of rescue and fire-fighting equipment is marked on the maps found at the end of this guideline:

- Mussalo, sivu 8
- Jänskä, sivu 9
- Hamina Pier Ö1, sivu 10
- Hamina Pier Ö2, sivu 11
- Hamina Pier Ö3, sivu 12

## Protective zones of liquid quays

A tanker vessel moored to a liquid quay is always surrounded by a protective zone that extends to a minimum distance of 30 metres from the vessel, in accordance with standard SFS 3355. During the loading/unloading of the vessel or during corresponding measures, no other operations or motor vehicle or water traffic is permitted within this protective zone.

Operations corresponding to loading/unloading include the bunkering and tank cleaning procedures of the vessel, making the vessel gas-free, and other land side operations on the quays, such as cleaning of supply lines.

If operations other than ones related to vessel operations are noticed in the protective zone, this must be reported immediately to the **ISPS security contact point, tel. +358 20 790 8850** or on **VHF channel 11**, and the loading/unloading operations must be suspended.

## Smoking, open flames, equipment causing sparks

Smoking, open flames, equipment causing sparks Smoking and open flames are prohibited in the liquid terminal areas, except in specifically designated facilities. In ATEX zones, all the tools and equipment used must be in accordance with the relevant ATEX zone.

## Permits for work and hot work

An application for a work permit, hot work permit and ATEX permit for work to be carried out within the general areas, quay areas and ATEX 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 **haminakotka.com**. Within the areas of specific companies, applications for work permits, hot work permits and ATEX 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 **spek.fi**.

## Electrical and communications equipment

All electrical and communications equipment must be approved with the ATEX marking, and they must be in accordance with the ATEX Directive and standard SFS 3355. (ATEX directive of the European Parliament and the Council 94/9 EC.)

Further information on the safety and equipment safety of explosive atmospheres: Finnish Safety and Chemicals Agency TUKES **tukes.fi** .



## Notifications to port and rescue authority

The terminal operator must deliver safety data sheets of all handled dangerous goods to the port and to the rescue service before the goods are received.

An advance notification of an arriving consignment classified as dangerous must be delivered to the port at least 24 hours before the arrival of the consignment in the port area. Notifications of arriving vessels and dangerous cargoes must be made in the PortNet system **portnet.fi**.

The terminal operator must notify the port and the rescue service of the products stored. The notification must contain the following information:

- chemical/technical name and quantity of the product
- UN number
- number of storage tank.

The notification must be made when the quantities in question change significantly; however, at least annually.

The notification to the port must be made by e-mail: **safety@haminakotka.fi** .

The notification to the rescue service must be made by e-mail: **kotkaP3@kympe.fi** and to **kymenlaakso.pelastuslaitos@kympe.fi** .

## Arrival of vessel at liquid terminal, mooring on 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.

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.

The vessel shall be moored or anchored in the location indicated by the port. A vessel can be moored alongside another vessel only through the consent of the port. The transfer of cargo from one vessel to another (side by side) is not permitted. Bunkering side by side must be agreed separately with the port.

A vessel which is not loading or unloading cargo must not be moored to a quay without the permission of the port.

A vessel with a cargo of flammable liquid may only use ropes or cables equipped with a rope lining for mooring.

While at the port, the main engine of the vessel must be ready for use at all times. If the main engine of the vessel is not ready for use (for example due to engine repair) while the vessel is moored to a quay, the vessel is required the use of a standby tug if the vessel is not equipped with a replacing system.

While in port, vessels with a cargo of dangerous goods 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 so that these can be seen well in all directions.

## Safety watch of vessel

The master and officers of a vessel are obliged to familiarise themselves with the safety arrangements applied to the quay area. The location of rescue and fire-fighting equipment and emergency notification buttons on the quay areas is marked on the maps found at the end of this guideline:

- Mussalo, sivu 8
- Jänskä, sivu 9
- Hamina Pier Ö1, page 10
- Hamina Pier Ö2, page 11
- Hamina Pier Ö3, page 12

The vessel must also have a safety watch who belongs to the crew. The duties of the safety watch include monitoring the mooring lines and boarding bridge of the vessel, making sure that no leaks of chemicals or oil take place from the vessel, and reporting any incidents. The safety watch must also be aware of the guidelines of the port and know how to use the safety, rescue and fire-fighting equipment in the quay area.

## Cargo handling

The loading or unloading of the vessel must take place in co-operation between the operator and the master of the vessel. The operator is responsible for all operations and personnel related to loading or unloading on the land side. The operator must have written guidelines for its operations.

Reliable communications between the vessel and the operator must also exist by means of telephone, portable VHF/UHF or two-way radio. In addition to the primary communications system, there must be an arrangement for a back-up system. Before the beginning of loading or unloading, the operator and the master of the vessel must review the loading plan and the safety check list (Ship/Shore Safety Check List), which must be delivered to the port by e-mail: **safety@haminakotka.fi**.

The vessel must make sure that all doors, windows, gates and similar openings that lead from the main cargo deck of the vessel to the crew facilities are closed during cargo handling and corresponding operations. All rainwater outlet openings and other similar openings leading from the deck of the vessel to the sea must be closed before the starting of cargo handling operations.

Before the beginning of loading or unloading, the operator must make sure that the rainwater outlets on the quays are empty and that the shut-off valves are closed. The shut-off valves must remain closed throughout the berthing of the vessel and during operations which are similar to loading or unloading.

At the beginning of loading or unloading, the pumping pressure must be increased carefully to the full working pressure agreed in advance. At the same time the tightness of the connections between the vessel and the lines on land must be verified. The pressures given in the safety check list must not be exceeded. Great caution must be exercised when the tanks are beginning to become full. If loading or unloading is suspended, the hose valves and piping valves both on the vessel and on land must be closed. During a thunderstorm, the loading or unloading of the vessel or comparable operations must be discontinued. The master of the vessel, operator or port decides on discontinuation.

## Piping watch

The operator must provide a piping watch on land for the duration of loading or unloading.

## Sampling

Sampling must take place in accordance with the valid edition of International Safety Guide for Oil Tankers and Terminals (ISGOTT). The ATEX directive (94/9 EC) must also be taken into account in sampling.

## Cargo tank cleaning

As a rule, the washing of the cargo tanks of the vessel is prohibited while the vessel is berthed. Washing and measures referred to in Annex II of the Marpol Convention must obtain the consent of the port. Contacts: Duty Officer, tel. +358 (0)20 790 8840.

## Measures to minimize environmental impacts

The loading and unloading operations as well as other comparable operations must be performed so that there are no emissions to the sea, air, or land.

## Inspections

The master of the vessel must comply with the Port Regulations, the guidelines and safety instructions of the port as well as separate regulations issued by the port. The port has the right to inspect the vessel in terms of the Port Regulations and other regulations, and the master of the vessel must assist here whenever necessary





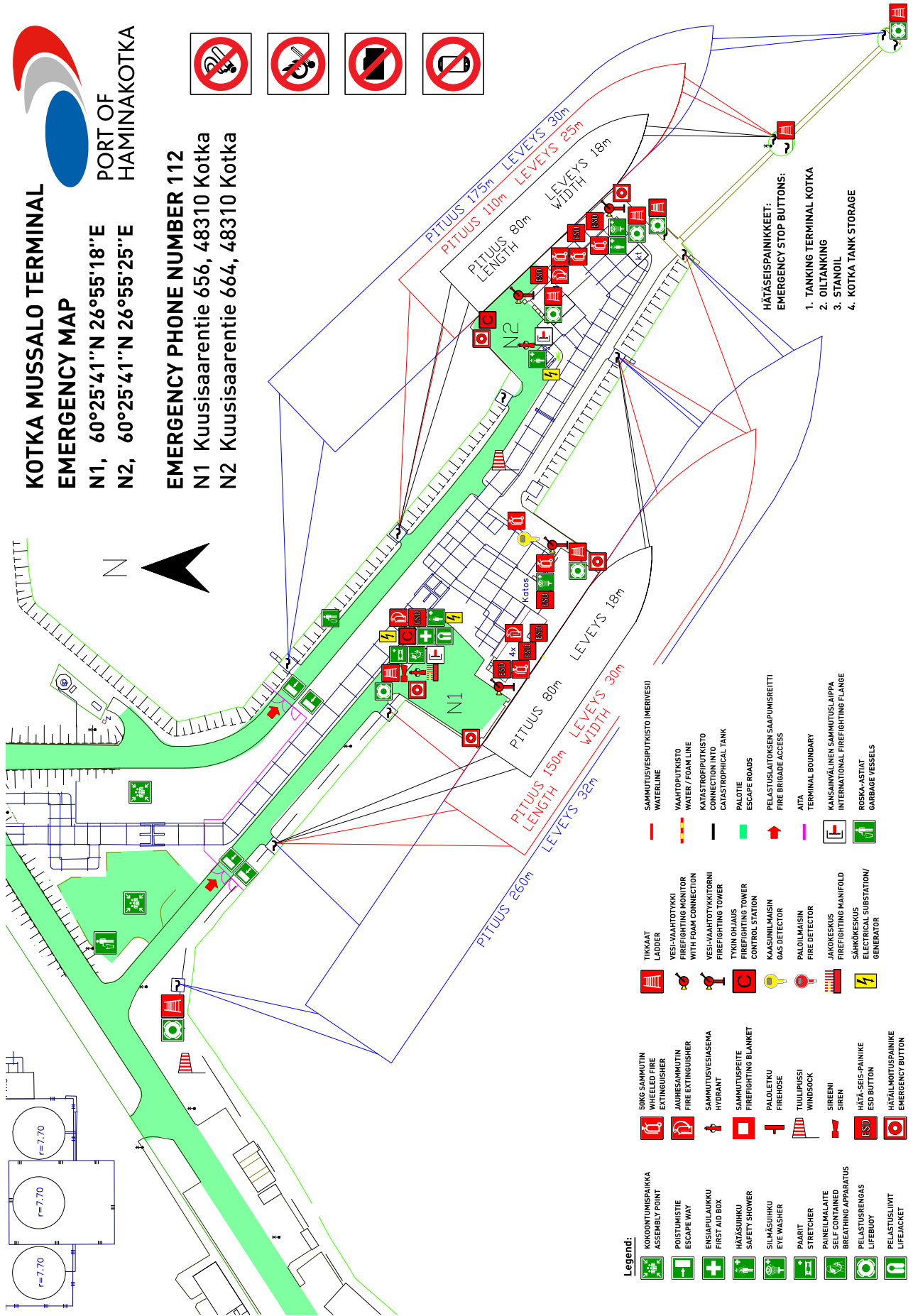
**KOTKA MUSSALO TERMINAL  
EMERGENCY MAP**

**N1, 60°25'41"N 26°55'18"E  
N2, 60°25'41"N 26°55'25"E**

**PORT OF  
HAMINAKOTKA**

**EMERGENCY PHONE NUMBER 112**

**N1 Kuusisaarentie 656, 48310 Kotka  
N2 Kuusisaarentie 664, 48310 Kotka**



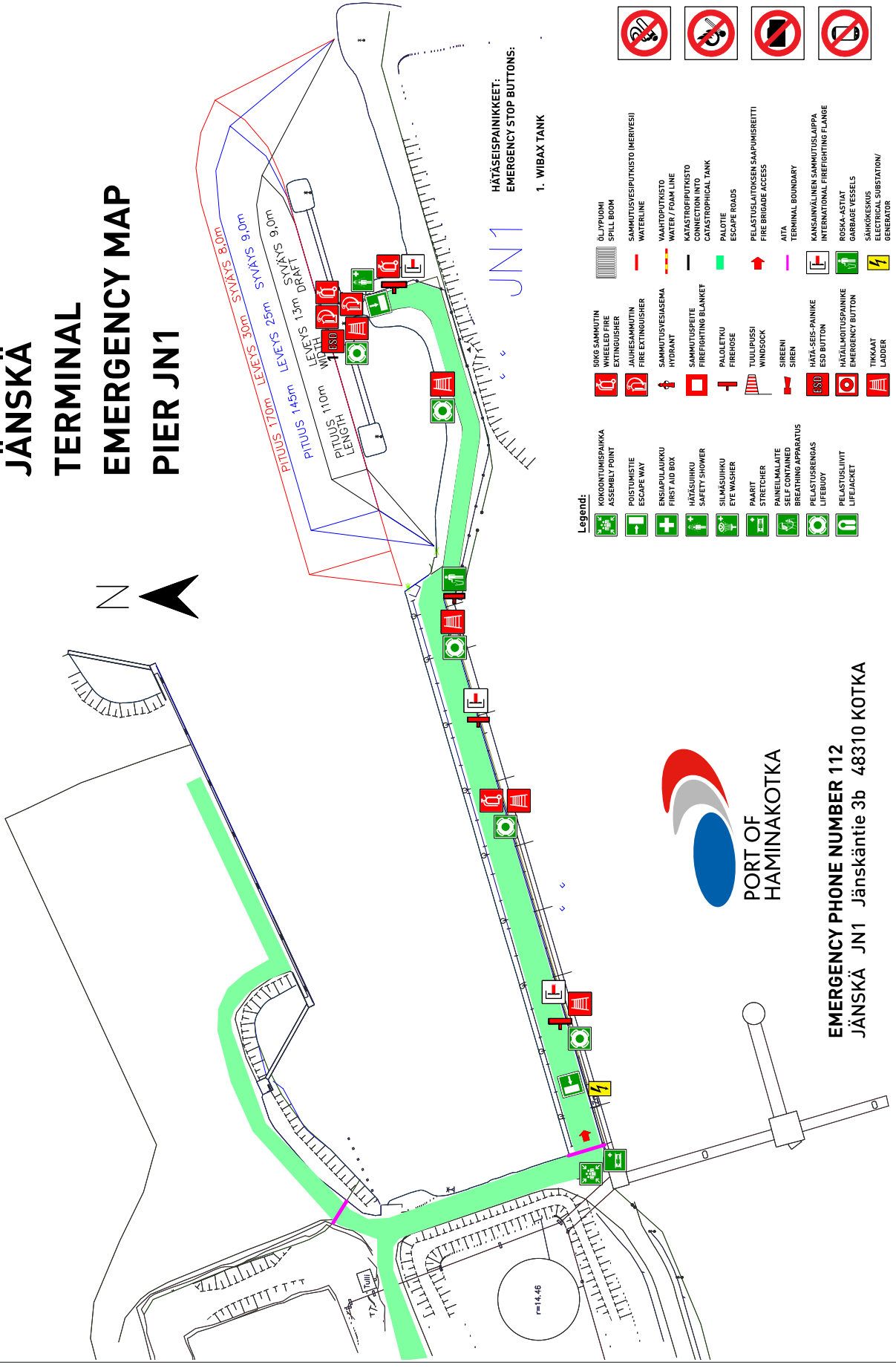
**Legend:**

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- HÄTÄSEISIPAINIKKEET:  
EMERGENCY STOP BUTTONS:**
1. TANKING TERMINAL KOTKA
  2. OILTANKING
  3. STANOIL
  4. KOTKA TANK STORAGE



# JÄNSKÄ TERMINAL EMERGENCY MAP PIER JN1



HÄTÄSEIPAINIKKEET:  
EMERGENCY STOP BUTTONS:

1. WIBAX TANK

**Legend:**




PORT OF  
HAMINAKOTKA

EMERGENCY PHONE NUMBER 112  
JÄMSKÄ JN1 Jämskäntie 3b 48310 KOTKA

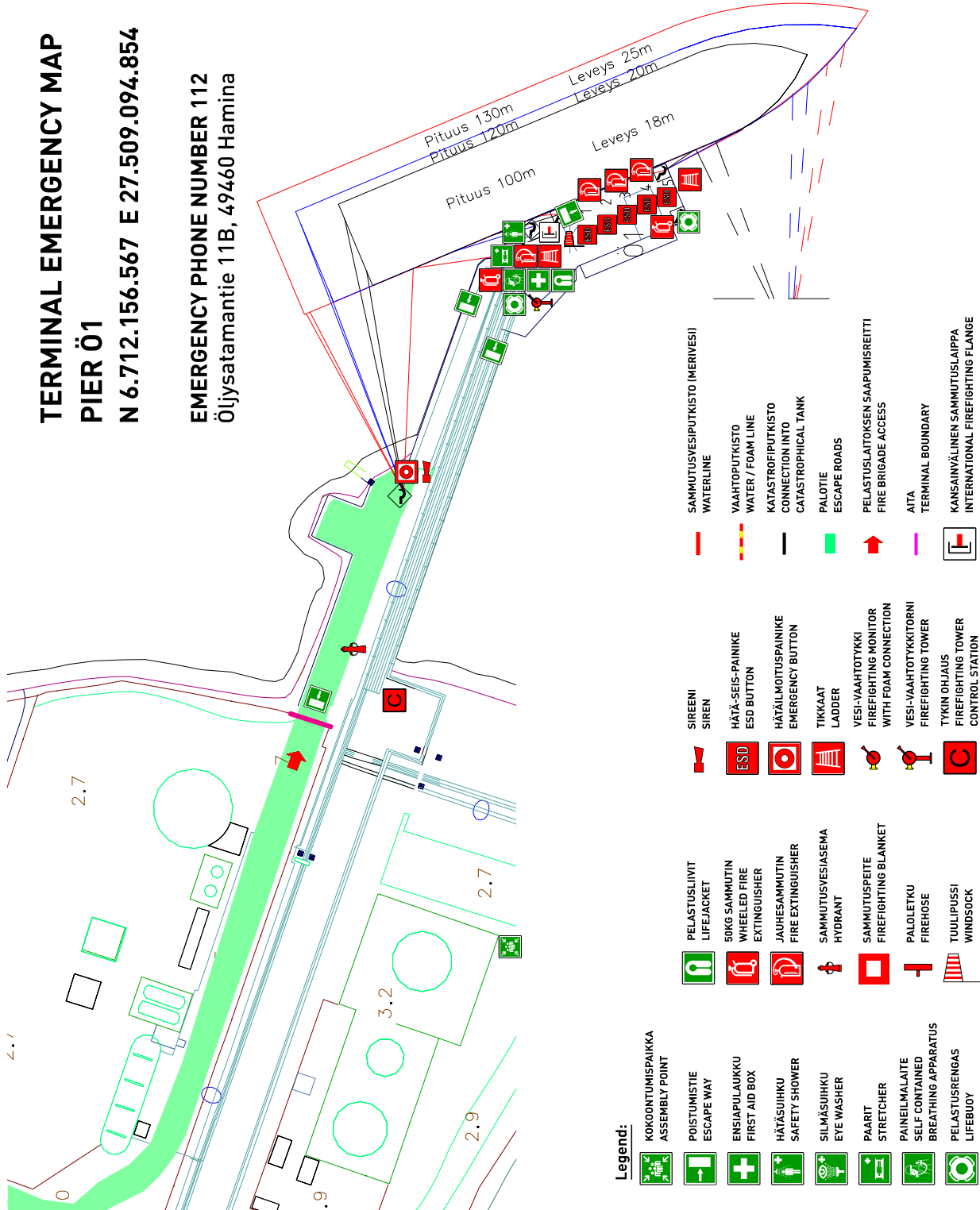
**TERMINAL EMERGENCY MAP**  
**PIER Ö1**  
**N 6.712.156.567 E 27.509.094.854**

**EMERGENCY PHONE NUMBER 112**  
Öljysatamantie 11B, 49460 Hamina



**HÄTÄSEISPAINKIKKEET:**  
**EMERGENCY STOP BUTTONS:**

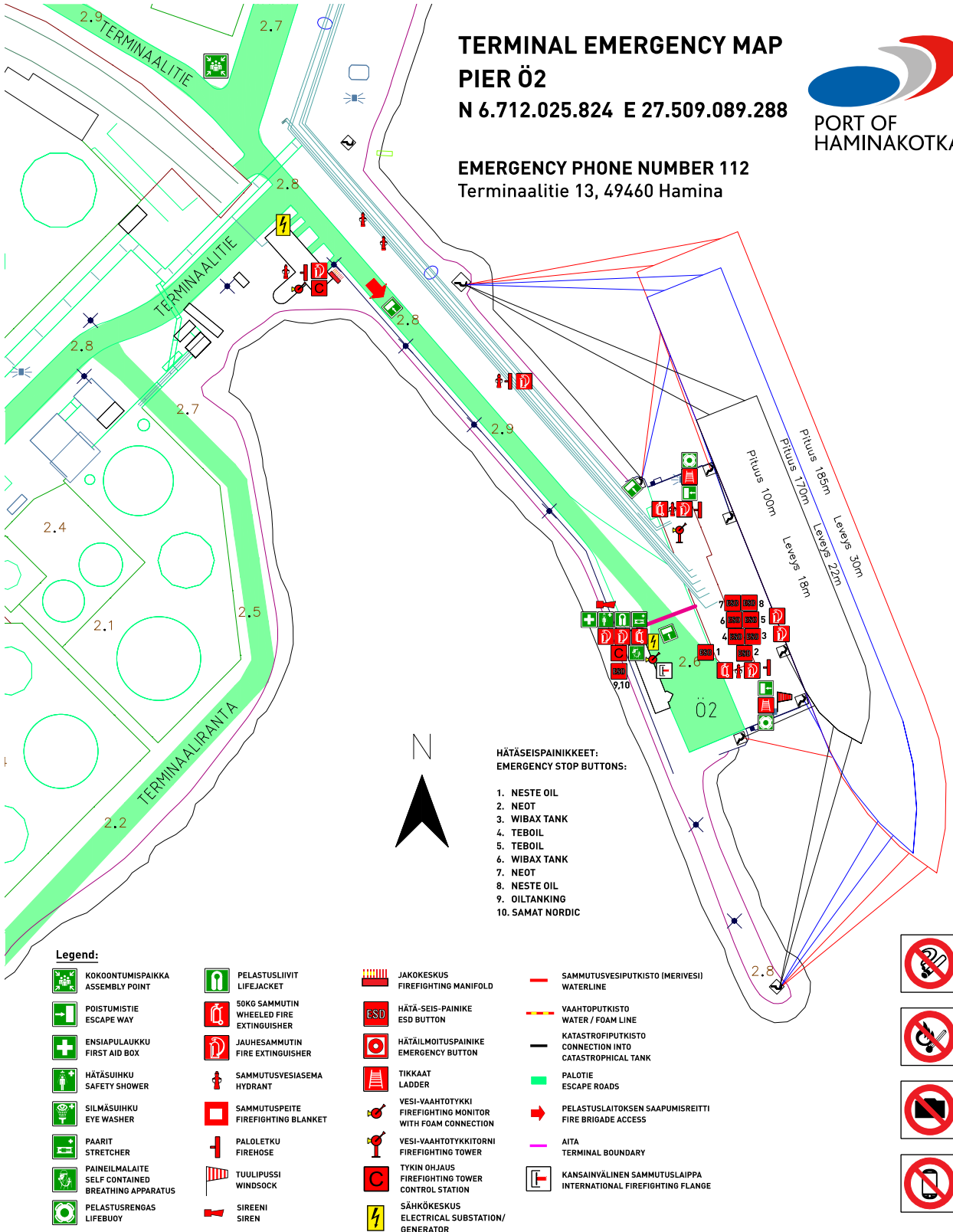
1. WIBAX TANK
2. TEBOIL
3. LUKOIL
4. OILTANKING
5. NEOT/ST1



# TERMINAL EMERGENCY MAP PIER Ö2

N 6.712.025.824 E 27.509.089.288

EMERGENCY PHONE NUMBER 112  
Terminaalitie 13, 49460 Hamina



**HÄTÄSEISPAINIKKEET:  
EMERGENCY STOP BUTTONS:**

1. NESTE OIL
2. NEOT
3. WIBAX TANK
4. TEOBIL
5. TEOBIL
6. WIBAX TANK
7. NEOT
8. NESTE OIL
9. OILTANKING
10. SAMAT NORDIC

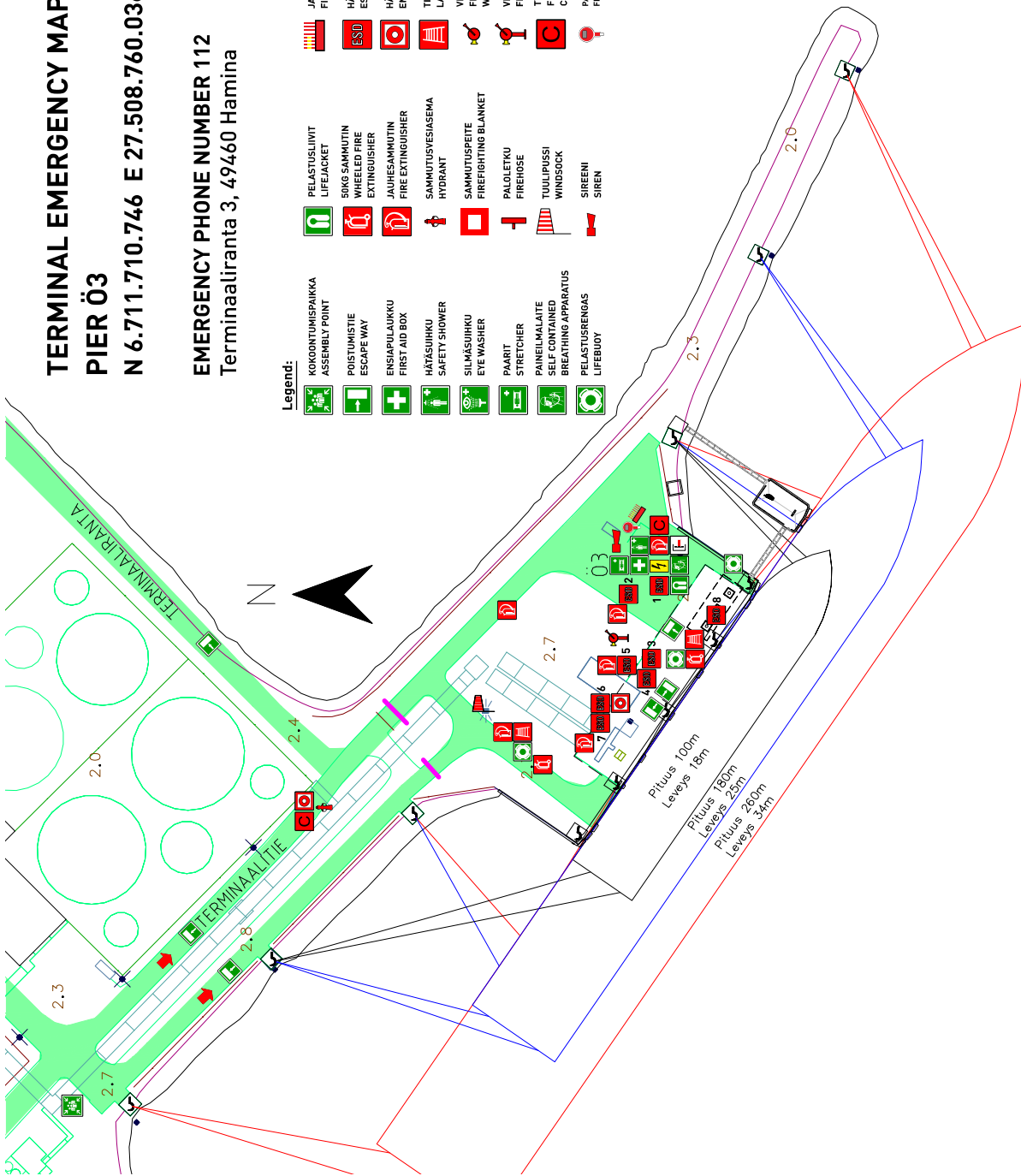
**Legend:**

KOKOONTUMISPAIKKA ASSEMBLY POINT	PELASTUSLIIVIT LIFEJACKET	JAKOKESKUS FIREFIGHTING MANIFOLD	SAMMUTUSVESIPUTKISTO (MERIVESI) WATERLINE
POISTUMISTIE ESCAPE WAY	50KG SAMMUTIN WHEELED FIRE EXTINGUISHER	HÄTÄ-SEIS-PAINIKE ESD BUTTON	VAAHTOPUTKISTO WATER / FOAM LINE
ENSIAPULAUKKU FIRST AID BOX	JAUHESAMMUTIN FIRE EXTINGUISHER	HÄTÄILMOITUSPAINIKE EMERGENCY BUTTON	KATASTROFIPUTKISTO CONNECTION INTO CATASTROPHICAL TANK
HÄTÄSUIHKU SAFETY SHOWER	SAMMUTUSVESIASEMA HYDRANT	TIKKAAT LADDER	PALOTIE ESCAPE ROADS
SILMÄSUIHKU EYE WASHER	SAMMUTUSPEITE FIREFIGHTING BLANKET	VESI-VAAHTOTYKKI FIREFIGHTING MONITOR WITH FOAM CONNECTION	PELASTUSLAITOKSEN SAAPUMISREITTI FIRE BRIGADE ACCESS
PAARIT STRETCHER	PALOLETKU FIREHOSE	VESI-VAAHTOTYKKITORNIN FIREFIGHTING TOWER	AITA TERMINAL BOUNDARY
PAINELMALAITE SELF CONTAINED BREATHING APPARATUS	TUULIPUSSI WINDSOCK	TYKIN OHJAUS FIREFIGHTING TOWER CONTROL STATION	KANSAINVÄLINEN SAMMUTUSLAIPPA INTERNATIONAL FIREFIGHTING FLANGE
PELASTUSRENGAS LIFEBUOY	SIRENI SIREN	SÄHKÖKESKUS ELECTRICAL SUBSTATION/ GENERATOR	

**TERMINAL EMERGENCY MAP  
PIER Ö3**

**N 6.711.710.746 E 27.508.760.036**

**EMERGENCY PHONE NUMBER 112**  
Terminaaliranta 3, 49460 Hamina



**Legend:**



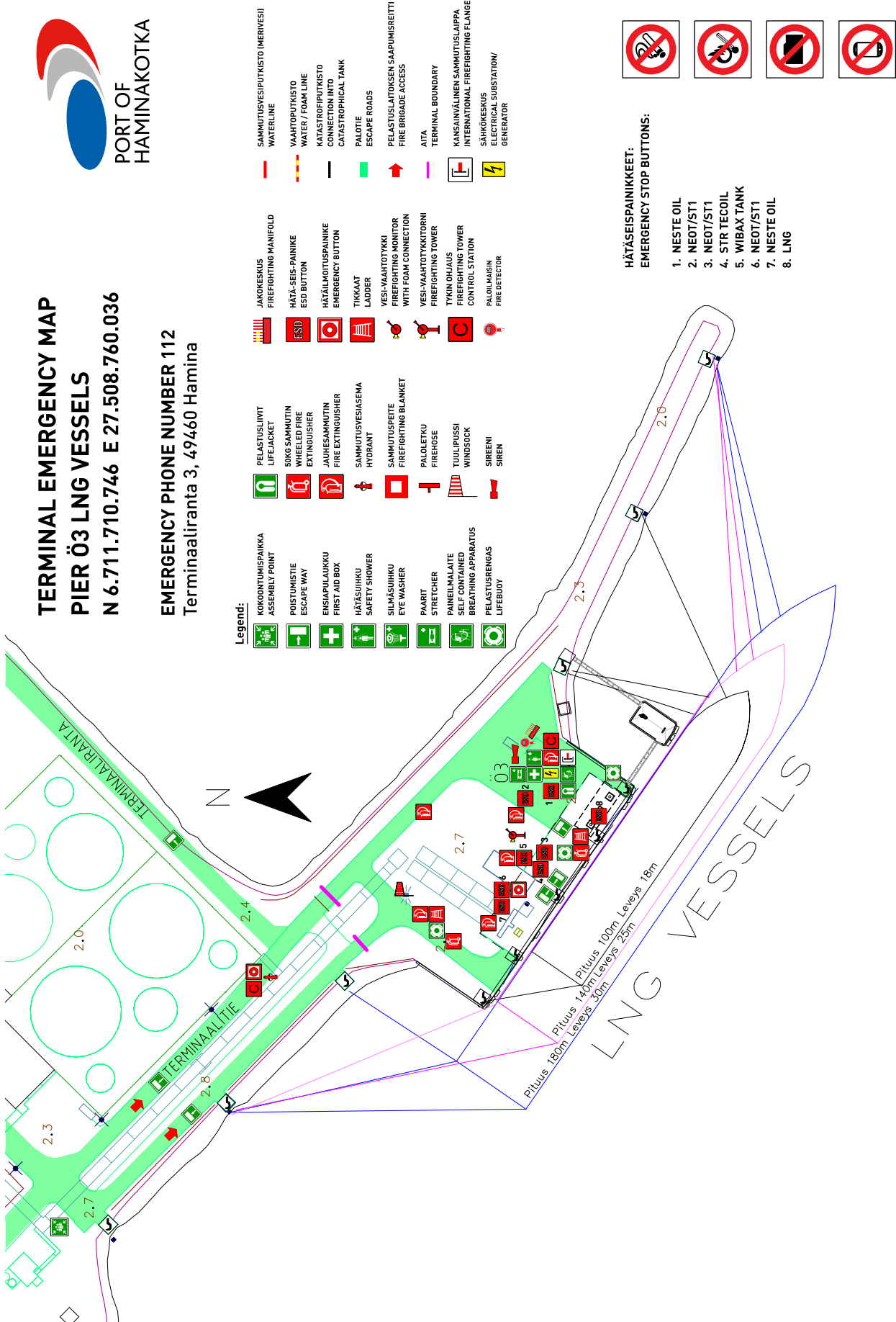

**HÄTÄSEISPAINIKKEET:  
EMERGENCY STOP BUTTONS:**

1. NESTE OIL
2. NEOT/ST1
3. NEOT/ST1
4. STR TECOIL
5. WIBAX TANK
6. NEOT/ST1
7. NESTE OIL
8. LNG



**TERMINAL EMERGENCY MAP  
PIER Ö3 LNG VESSELS  
N 6.711.710.746 E 27.508.760.036**

**EMERGENCY PHONE NUMBER 112**  
Terminaaliranta 3, 49460 Hamina



## Contact information

Port of HaminaKotka Ltd,  
tel. +358 (0)20 790 8800  
haminakotka.com

Office Centre Kuorsalo Hamina,  
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Office Centre Merituuli Mussalo,  
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Port Officer Ari Ström, tel. +358 (0)20 790 8833  
ari.strom@haminakotka.fi

Foreman Miikka Liikkanen, tel. +358 (0)20 790 8825  
miikka.liikkanen@haminakotka.fi

Duty Officers, tel. +358 (0)20 790 8840 / 24 h

## 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

ISPS security contact point, tel. +358 (0)20 790 8850 / 24 h



PORT OF HAMINAKOTKA

Port of HaminaKotka Ltd

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