



PORT OF HAMINAKOTKA LTD

# General guidelines

## 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).

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

Practical instructions for the liquid terminals of the Port of Hamina-Kotka 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 [haminakotka.com](http://haminakotka.com).

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.



## Contents:

Harbours .....	3
Security .....	4
Access permit procedure.....	4
Occupational safety.....	5
Permits for work and hot work.....	5
Construction and excavation work .....	6
Environmental matters .....	6
Waste management .....	7
Cargo handling.....	7
Fresh water supply.....	7
Emergencies and extraordinary situations .....	8
Transport of dangerous goods .....	8
Packed unit cargoes under IMDG Code.....	9
Arrival of vessel at the port, stay at the quay.....	11
Bunkering .....	11

## Harbours

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

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

- Halla serves as a dry cargo harbour.
- Hamina houses Bulk, Dry Cargo and Liquid Terminals.
- Hietanen serves ro-ro transport and car imports.
- Hietanen South serves as a dry cargo harbour.
- Jänskä serves as a dry cargo and liquid 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.



## Security

For security reasons, 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.

Moreover, port areas are subject to a prohibition on unauthorised access and stay (Decrees of the Ministry of the Interior 1104/2013, 1348/2015, 480/2018).

The national regulatory authority in Finland, the Finnish Transport and Communications Agency Traficom, has audited and approved the security assessments and plans of the port. Information on port security issues can be found at [www.traficom.fi](http://www.traficom.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 Manager, Security and Rescue of Port of HaminaKotka Ltd, and by each operator for their own area.

The operation of an unmanned aerial vehicle always requires a permit from the Safety and Security department of the port.

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

## Access permit procedure

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. +358 (0)40 590 6562**

**Kotka: Office Centre Merituuli, info tel. +358 (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 [haminakotka.com](http://haminakotka.com).**

## 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 of common dangers, and safety is everyone's concern. There may be several common workplaces in the port. Companies operating in the port area exercise primary control over the leased areas under their control under certain conditions. In these areas, the safety instructions issued by the company in question are followed in addition to the instructions issued by the port.

The principles of the Road Traffic Act apply to the traffic routes within the port area. Use only the marked traffic routes. Find out in advance the route to your destination within the port area. 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. One must move in the quay areas with great caution and without disturbing the work. A flashing light must be used on the roof of a vehicle in the container terminals, in work areas and on the quay areas. When moving around the port, the limited visibility from the work machines must be considered and going into the work areas must be avoided.

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**.

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

Special caution must be exercised when moving in the port. Unnecessary movement on the quay, in the so-called snapback area, must be avoided when the ship is using a mooring rope to assist in berthing.



**In matters of occupational safety at Port of Hamina-Kotka Ltd, the contact person is Occupational Safety Manager.**

The website of the Centre for Occupational Safety at [ttk.fi](http://ttk.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 of the port, at quay areas and in EX facilities must be made to the Port Officer or foreman. The form and contact information can be found at [haminakotka.com](http://haminakotka.com). 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 [spek.fi](http://spek.fi).

## Construction and excavation work

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 [tyoturvallisuuskortti.fi](https://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

If structures, systems, equipment, pipelines, cable lines etc. are to be built in the general areas of the port, execution plans of these must be delivered to the Technical Services department of the port for approval before starting the construction work, and an installation permit must be requested. This also applies to any modification work of existing installations.

### 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:**

**Maintenance Manager Saana Vuorinen, tel. +358 (0)20 790 8826**

**Foreman Topi Vehmaa (roads, areas, quays), tel. +358 (0)20 790 8822**

**Foreman Miikka Liikkanen (rail tracks), tel. +358 (0)20 790 8827**

## Environmental matters

All operations within the port area require extreme care and caution regarding 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.

## Waste management

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, mixed waste, hazardous waste and 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 [haminakotka.com](http://haminakotka.com).

Black and grey waters, 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, [dutyofficer@haminakotka.fi](mailto:dutyofficer@haminakotka.fi)**, 24 hours prior to the delivery of waste.

## Cargo handling

Cargo handling must not result in any emissions to the environment. 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 inlets 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, [dutyofficer@haminakotka.fi](mailto:dutyofficer@haminakotka.fi)**

## Fresh water supply

An order for fresh water must be placed 24 h prior the actual supply. An additional fee is charged for fresh water orders placed less than 6h prior the actual supply time.

**Contact the Duty Officer, [dutyofficer@haminakotka.fi](mailto:dutyofficer@haminakotka.fi)**

## Emergencies and extraordinary situations

**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

Transport units containing dangerous goods 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).

**Stipulations for the transport of dangerous goods are given in the act 719/1994 (with amendments) concerning all modes of transport.**

**The transport of dangerous goods must comply with the valid act (with amendments) as well as the decrees and decisions with orders and other instructions, given by virtue of the act.**

**The storage and handling of ammonium nitrate in bulk and bringing it to the port area in bulk are prohibited. This also applies to any such cargo on a vessel when the cargo is not handled at the port.**

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 is subject to 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.

The sea transport of dangerous bulk cargoes must comply with the regulations of the IBC Code, IMSBC Code and the corresponding BCH Code, which is applied to old vessels, and, as applicable, the valid International Safety Guide for Oil Tankers and Terminals (ISGOTT).



## Packed unit cargoes under IMDG Code

When cargoes 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

The 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**.

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
- 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.

### Advance notification

An advance notification must be made of all cargoes 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 cargoes 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 (DGM) of cargo arriving at the port by land must be made by e-mail **safety@haminakotka.fi**.

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. 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.

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

### Limited Quantities of packaged dangerous substances

The below instruction is to be followed in 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 in Hamina 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 (Manager, Security and Rescue) and Kymenlaakso Rescue Service must be informed of the safe location shown by the operator.

**Port of HaminaKotka Ltd, Manager, Security and Rescue, tel. +358 (0)20 790 8851  
Kymenlaakso Rescue Service, tel. +358 (0)5 231 61, kotkap3@kymenhva.fi  
and copies to: pelastuslaitos@kymenhva.fi**

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

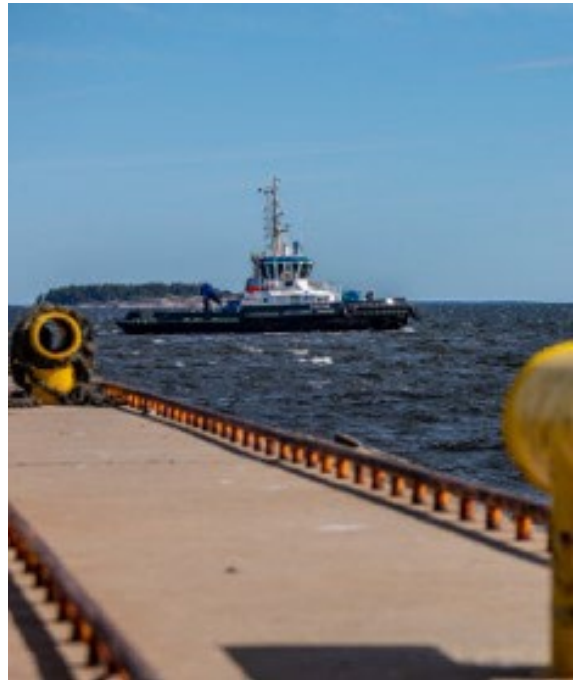
## Arrival of vessel at the port, stay at the quay

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 vessel, 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 maneuvering, 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 replenishment 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**, [dutyofficer@haminakotka.fi](mailto:dutyofficer@haminakotka.fi).

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.

An enterprise performing bunkering must fulfil the requirements laid down in Regulation (EU) 2017/352 of the European Parliament and of the Council. [www.haminakotka.com/sites/default/files/attachment/Tankkauspalvelun\\_tarjoajien\\_vahimmaisvaatimukset\\_060319\\_en.pdf](http://www.haminakotka.com/sites/default/files/attachment/Tankkauspalvelun_tarjoajien_vahimmaisvaatimukset_060319_en.pdf)

### 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 continuous 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.

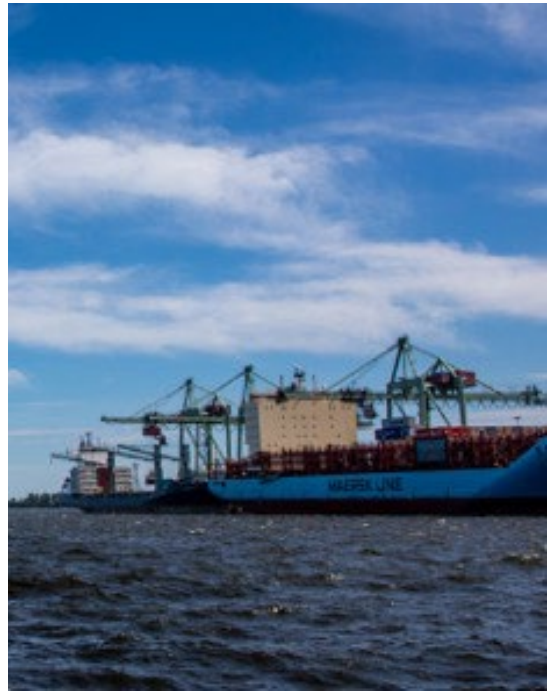
### Emergency response centre 112

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 (TUKES).



## Contact information

Updated 30 October 2023

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

Office Centre Kuorsalo Hamina,  
info tel. +358 (0)40 590 6562

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

Manager, Security and Rescue Maria Kämäräinen  
tel. +358 (0)20 790 8851  
maria.kamarainen@haminakotka.fi

Operations Manager / Occupational Safety Manager  
Oskari Aarnio, tel. +358 (0)20 790 8832  
oskari.aarnio@haminakotka.fi

Maintenance Manager Saana Vuorinen,  
tel. +358 (0)20 790 8826  
saana.vuorinen@haminakotka.fi

Foreman Miikka Liikkanen,  
tel. +358 (0)20 790 8827  
miikka.liikkanen@haminakotka.fi

Foreman Topi Vehmaa  
tel. +358 (0)20 790 8822  
topi.vehmaa@haminakotka.fi

Port Officer Vesa Silvennoinen  
Tel. +358 (0)20 790 8846

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

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



Port of HaminaKotka Ltd

Merituulentie 424, 48310 Kotka • office@haminakotka.fi • haminakotka.com • tel. +358 (0)20 790 8800

