



# **Bulk Liquid Cargo Management Guideline Port waters of the Port of Melbourne**

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## Revision history

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## Document Location:

The most up-to-date document and central source for referenced forms and additional guidelines can be located on the Ports Victoria website at <http://ports.vic.gov.au>

# Contents

Foreword.....	1
<b>1. Preliminary .....</b>	<b>2</b>
1.1. Purpose.....	2
1.2. Scope and Application .....	2
1.3. Requirements .....	2
1.4. Definitions .....	3
1.5. Referenced Documents .....	5
<b>2. Risk Management Process .....</b>	<b>5</b>
2.1. Hazard Identification .....	5
2.2. Risk Assessment .....	6
<b>3. Training &amp; Inspection Programs .....</b>	<b>6</b>
3.1. Training .....	6
3.2. Training Outcomes .....	7
3.3. Inspections.....	7
<b>4. Spill Containment .....</b>	<b>7</b>
<b>5. Impact of Spills .....</b>	<b>7</b>
<b>6. Hierarchy of control measures.....</b>	<b>8</b>
<b>7. Emergencies .....</b>	<b>8</b>
7.1. Emergency Procedures .....	8
7.2. Emergency Plans.....	8
7.3. Ship's Master .....	8
7.4. Cargo handling company.....	9
<b>8. Notification .....</b>	<b>9</b>
8.1. Advance Notification .....	9
8.2. Information to be provided in the notification:.....	9
8.3. Immobilisation .....	10
<b>9. Special categories .....</b>	<b>10</b>
9.1. Sampling .....	10
9.2. Openings in Cargo Tanks .....	10
9.3. Tank Washing/Gas Freeing .....	11
9.4. Handling of Odorous or Toxic Cargoes at all berths .....	11
9.5. Marpol Pre Washes .....	11
9.6. Cargo Tank Venting.....	11
9.7. Entry into Tanks .....	11
9.8. Hot Work.....	12
9.9. Berthing of Tankers at Ordinary Berths.....	12



- 9.10. Ship to Ship Transfers ..... 12
- 9.11. Bunkering Operations ..... 13
- 9.12. Ballasting Operations..... 14
- 9.13. Access to tanker by barge(s)..... 14

## Foreword

This document sets out the requirements and recommendations for the safe handling and transport of Bulk Liquid Cargoes in the port waters of the Port of Melbourne.

It is designed to assist ship owners (or their agents), ship management companies, ship's masters, and bulk liquid terminal operators to provide the minimum acceptable safety requirements for facilities and operating procedures when handling such cargoes to ensure the protection of individuals, installations, and the environment.

Ship owners, ship management companies, ship's masters and bulk liquid terminal operators must also comply with relevant sections of the Dangerous Goods Act 1985 (DG Act) and the Occupational Health and Safety Act 2004 (Act), particularly with reference to the prevention and reporting of incidents and the maintaining of a healthy and safe workplace.

WorkSafe regulates the handling and transfer of dangerous cargoes in the port area. These activities must be carried out in compliance with the:

- Australian Dangerous Goods Code (ADG) 7.8th edition
- The Port Management Act 1995
- Transport Integration Act 2010
- Transport Legislation Amendment (Ports Integration) Act 2010
- Transport Legislation Amendment (Hoon Boating and Other Amendments) Act 2009
- Port Management (Port of Melbourne Safety and Property) Regulations 2020
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2012
- Environmental Protection Act 2017
- Pollution of Waters by Oil and Noxious Substances Regulations 2022
- The International Maritime Dangerous Goods Code 2022 (IMDG Code)
- AS/NZS ISO 31000:2018 Risk management – Principles and guidelines.
- Australian Standard 3846-2005: The Handling and Transport of Dangerous Cargoes in Port Areas
- International Safety Guide for Oil Tankers & Terminals (ISGOTT) Sixth Edition
- MARPOL 73/78 (as amended)
- Ship to Ship transfer guide (Petroleum, Chemicals & Liquefied Gases) Fifth Edition

The Port Management Act 1995 and the Port Management (Port of Melbourne Safety and Property) Regulations 2020 now make the transfer of liquids in bulk a "Hazardous Port Activity". This requires the mandatory application for authorisation and notification of proposal to carry out any bulk liquid transfer.

For practical and operational purposes, Ports Victoria and Port of Melbourne require that any company or individual who is involved in the handling of bulk liquid cargoes, comply with the requirements of Australian Standard 3846-2005: The Handling and Transport of Dangerous Cargoes in Port Areas (the) company procedures and this guideline.

Where the requirements of the or this guideline conflict with Acts and Regulations, the Acts and Regulations shall apply.

Port operators, tenants, terminal operators, stevedores, ship owners, ship masters and shipping agents all share responsibility for safety in the port and the local community to

ensure that their operational activities are conducted in a safe, secure, and environmentally sustainable manner.

Key critical factors required when handling Bulk liquids include:

- Authorisation and notification requirements are all met
- Compliant separation and storage requirements always exist
- Safe infrastructure, procedures and work systems are in place
- Competent and trained staff undertake the operations
- A risk assessment covering all facets of the transfer operation is current
- Monitoring programs for safe and effective progression of the transfer operation are evident
- A coordinated reporting and investigation system is active
- Emergency, incident and recovery management processes and equipment are in place

Ports Victoria and Port of Melbourne Health & Safety are Port Authorised Officers who will inspect, at random, any operation or function associated with bulk liquid cargoes to ensure that the operation is being performed in accordance with the above requirements.

Ports Victoria reserves the right at any time to refuse or restrict the passage of goods deemed to be dangerous or hazardous through the port.

## 1. Preliminary

### 1.1. Purpose

This document sets out the requirements and recommendations for the safe handling and transport of bulk liquid cargoes in the port of Melbourne.

- It is designed to assist ship owners (or their agents), bulk liquid management companies, Vessel masters and bulk liquid terminal operators to provide minimum acceptable safety requirements for facilities and operating procedures when handling such cargoes to maximise the protection of individuals, installations, and the environment.
- A risk assessment process should be adopted when handling bulk liquid cargoes. The assessment may identify other specific safety treatments not covered by this guideline. In such circumstances, additional risk treatments or measures must be considered.

### 1.2. Scope and Application

This guideline covers:

- Bulk liquid dangerous cargoes, hazardous substances and harmful materials including environmentally hazardous substances (marine pollutants) and wastes, covered by the International Maritime Dangerous Goods Code (IMDG Code).
- Non-hazardous bulk liquid cargoes as they represent a risk to the environment, and operation of the port.

### 1.3. Requirements

Ports Victoria requires that any ship, terminal operator, company or individual, involved in the handling, transport, and storage of bulk liquid dangerous cargo, complies with the requirements of Legislation, the standard and this guideline.

Non-hazardous bulk liquid terminal operators are required to comply with the requirements of Legislation, the relevant sections of the standard and this guideline.

Certain sections of the standard may refer to other State, National and International codes, and regulations for further guidance. Where the requirements of the standard or this guideline conflict with Federal or State Dangerous Goods Acts and Regulations, the Acts and Regulations shall apply.

The Port of Melbourne reserves the right at any time to refuse or restrict the passage of goods deemed to be dangerous or hazardous through the port.

## 1.4. Definitions

### Agent

A person or organisation representing the ship owner, cargo owner and cargo receiver.

### AS3846

Australian Standard 3846–2005: The handling and transport of dangerous cargoes in port areas (the standard).

### Berth

Any dock, pier, jetty, quay, wharf, marine terminal, or similar structure (whether floating or not) at which a ship may tie up. It includes any plant or premises, other than a ship, used for purposes ancillary or incidental to the loading or unloading of dangerous cargoes.

### Correct technical name

Has the meaning given in the International Maritime Organisation (IMO) International Maritime Dangerous Goods Code (IMDG Code) and is synonymous with 'proper shipping name'.

### Dangerous cargoes

Any of the following cargoes in bulk, and within the scope of the following:

- Oils covered by Annex I of MARPOL 73/78.
- Gases covered by the Codes for the Construction and Equipment of Ships carrying Liquefied Gases in Bulk.
- Noxious liquid substances or chemicals, including wastes, covered by the Codes for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk and Annex II of MARPOL 73/78.
- Dangerous goods, hazardous and harmful substances, materials, and articles including environmentally hazardous substances (marine pollutants) and wastes, covered by the International Maritime Dangerous Goods Code (IMDG Code).

The term 'dangerous cargoes' includes any empty, uncleaned packaging's (such as tank containers, receptacles, intermediate bulk containers (IBC's), bulk packaging's, portable tanks or tank vehicles) that previously contained dangerous cargoes, unless the packaging's have been sufficiently cleaned of residue of the dangerous cargoes and purged of vapours so as to nullify any hazard, or have been filled with a non-dangerous substance.

NOTES:

In assessing the hazard posed by the cargoes referred to above, the volatility, toxicity and pollution category of the cargo must be considered.

For this guide, coal is not considered a dangerous cargo.

### Department of Agriculture, Water and Environment

Federal Department managing quarantine controls at Australia's borders to minimise the risk of exotic pests and diseases entering the country.

### Handling

The operation of loading or unloading of a ship; transfer to, from, or within a terminal area or ship; or trans-shipment between ships or other modes of transport. This includes intermediate keeping, i.e. the temporary storage in the port area during their transport from the point of origin to their destination, for the purpose of changing the modes or means of transport.

Note: This is an important term, which relates to the actual physical operation of moving materials. It is a widely drawn scope to cover all the many operations, which relate to the transfer of bulk liquid cargoes in a port area.

### **Hazard**

Means anything, activity, occurrence, or circumstance of any kind that has the potential to cause injury to persons, to damage property or pollute the environment including:

- An explosion, fire, harmful reaction, or the evolution of flammable, corrosive or toxic vapours involving dangerous goods; or
- The escape, spillage, leakage, or the loss of containment of any bulk liquid cargo.

### **Hazardous port activity**

Means any activity involving the following:

- The transfer of dry or liquid cargoes to and from vessels and wharves.
- Hot works, being thermal or oxygen cutting or heating or any other heat or spark producing activity

### **IMDG Code**

The International Maritime Dangerous Goods Code, published by the International Maritime Organization.

### **MARPOL**

MARPOL 73/78 is the International Convention for the Prevention of Pollution from Ships,

### **Port of Melbourne Operations (Port of Melbourne)**

The private operator of the Port of Melbourne commercial operations following the conclusion of the Port of Melbourne Lease Transaction in 2016.

### **Port of Melbourne DPAO**

A Port of Melbourne Duty Port Authorised Officer tasked with monitoring Hazardous Port Activities on Port of Melbourne controlled areas to ensure the activity is conducted in accordance with the conditions of the issued authority.

### **Packing Group**

The division of dangerous goods, other than Classes 1, 2, 5.2, 6.2 & 7, into three hazard groups designated in decreasing order of hazard, by the Roman numerals 'I' (high danger), 'II' (medium danger) and 'III' (low danger).

### **Proper shipping name**

The name used to describe a dangerous good, as defined in the IMDG Code.

### **Regulatory authority**

WorkSafe is the regulatory authority that determines the conditions under which Dangerous Cargoes are handled and/or kept in operational areas within the port of Melbourne.

### **Risk**

Means the likelihood of injury to persons, damage to property or pollution of the environment being caused by a hazard.

### **Responsible Person**

A person appointed by an employer or the Master of the ship and empowered to take all decisions relating to a specific task, having the necessary knowledge and experience for that purpose.



## Reasonably Practicable

The severity of the hazard or risk

- the likelihood of significant injury or damage
- the state of knowledge about the hazard or risk
- information you know about the hazard or risk
- information provided to you about the hazard or risk
- ways to remove or mitigate the risk
- the availability and suitability of risk controls
- the cost of removing or mitigating the risk.

## Ship

Any seagoing or non-seagoing watercraft, including those used on inland waters, used for the transport of dangerous cargoes.

## Tanker Facilities Operations Manual

A Port of Melbourne manual outlining the operational requirements, roles and responsibilities of all parties involved in bulk liquid operations at Port of Melbourne controlled bulk liquid berths in the port of Melbourne.

## Ports Victoria

Established on 1 July 2021, Ports Victoria is a statutory authority. Its statutory objects, powers and functions are carried out under the *Transport Integration Act 2010* (Vic) and are the combined objects, powers, and functions of the former Victorian Ports Corporation (Melbourne) and the Victorian Regional Channels Authority.

## Ports Victoria Duty Port Authorised Officer (DPAO)

A Ports Victoria Port Safety Officer tasked with issuing authorities and monitoring that Hazardous Port activities on port land and in port waters are conducted in accordance with the conditions of the issued authority.

## WorkSafe

The Victorian WorkCover Authority's WorkSafe Division.

## 1.5. Referenced Documents

Referenced documents such as Acts, Industry Codes of Practice, ISO Standards and Australian Standards have been referred to throughout this document. The latest editions should always be referenced to ensure that the latest safety developments and requirements are incorporated.

# 2. Risk Management Process

This is a process that assists ship's master's and berth operators in identifying hazards and implementing corrective treatments or measures to eliminate or reduce the risks associated with handling bulk liquid cargoes.

## 2.1. Hazard Identification

The entire handling and transfer process needs to be examined to identify any hazards associated with the cargo being handled, and the type of transfer operation being employed:

- A single hazard (explosive, flammability, toxicity)
- Multiple hazard (mixing of hazard classes)

- Cumulative hazard (fire, explosion, environmental impact).
- Other hazards also need to be considered which may be external to the process.
- These hazards can include:
  - Prevailing weather conditions
  - Proximity of other Goods on board the ship and terminal
  - Proximity of activities and facilities on board the vessel and terminal
  - Hot Work.
- Information for identifying hazards can be obtained from sources such as:
  - IMDG Code
  - Material Safety Data Sheets
  - WorkSafe Guidelines and Standards
  - Industry publications.

## 2.2. Risk Assessment

There are various methods of conducting a risk assessment. The purpose of the risk assessment is to determine the consequence of:

- likely injury to people from the transfer process
- likely damage to property from the transfer process
- likely pollution to the environment
- The risks that need to be controlled
- The order in which the risks need to be controlled
- A generic assessment can be used to minimise duplication and to streamline the process.

The person(s) responsible for conducting a risk assessment must ensure that the risk assessment is:

- Valid for that transfer process
- Reviewed and current
- Consistent with the Australian Standard AS/NZS ISO 31000:2018 - Risk Management: Principles and Guidelines

## 3. Training & Inspection Programs

### 3.1. Training

Based on risk assessments and the complexity of the handling and storage of bulk liquid cargo in port areas, port users must monitor that all staff involved in the handling and storage of bulk liquid cargo in port areas are provided with an appropriate formal training program.

The aim of the training should be to ensure that each person who may be involved achieve the requisite knowledge and competencies required to undertake the operation safely.

All staff involved with the handling and storage of bulk liquid cargo in port areas must be provided with adequate supervision until they can demonstrate they are competent in handling the operation in a safe manner.

Responsible parties should select training courses that cover the theoretical aspects of handling and storage of bulk liquid cargo including relevant, hazards, guidelines and regulations for all staff involved in these operations.

### 3.2. Training Outcomes

Ship and shore staff undertaking handling and storage of bulk liquid cargo operations should be:

- proficient in the handling process.
- have knowledge of the hazards that may arise from the process.
- conversant with and understand the information provided on the material safety data sheets for the product/s being handled.
- conversant with the requirements of the relevant guidelines and regulations; and
- be able to respond to any emergency and assist till emergency assistance arrives.

### 3.3. Inspections

All responsible parties involved in the handling transport and storage of bulk liquid cargo operations must develop and implement a comprehensive inspection program.

These inspections should be regularly undertaken and recorded. Regular inspections can identify faults and potential failures in the processes before incidents occur.

## 4. Spill Containment

Any spill during the handling and storage of a bulk liquid cargo operation, must be contained on the site.

The immediate action is to stop all operations, report the spill incident to **Emergency Services on 000 then Melbourne VTS on (03) 9644 9777**, take corrective action to contain and or minimise the impact on people the environment and property.

Response and clean-up operations thereafter will depend on:

- The nature of the product spilt
- The quantity of product spilt
- The potential impact to people, the immediate area, and the surrounding environment.

## 5. Impact of Spills

Spill Impacts spill may include people in the immediate vicinity, infrastructure in the area, marine and land-based areas, groundwater, and soil.

Measures to prevent or control the impact of a spill will require a risk assessment.

The hierarchy of controls will need to be employed to suit the containment and clean-up operations.

The hierarchy of control is a sequence of options which offer staff involved with the handling and storage of bulk liquid cargo a number of ways to approach the control of spill hazards, working down the list to implement the best measure possible.

## 6. Hierarchy of control measures

- Eliminate the hazard
- Substitute the hazard with a lesser risk
- Isolate the hazard
- Use engineering controls
- Use administrative controls
- Use personal protective equipment

## 7. Emergencies

Actions and systems used when dealing with bulk liquid cargo incidents may include the following.

### 7.1. Emergency Procedures

Emergency procedures are required for handling all foreseeable emergencies during a bulk liquid cargo operation. Emergency procedures may vary but must include as a minimum:

- Raising of an alarm
- Action by persons to ensure their own safety and the safety of those around them
- Action by persons to minimise the damage to people, property, and the environment
- A designated method of informing emergency services, Port of Melbourne, government agencies, adjacent properties, dangerous goods owners including charterers and their agents.

### 7.2. Emergency Plans

The purpose and scope of an emergency plan should be designed to manage and coordinate all aspects of the emergency. Emergency plans should include:

- Responsibilities of key personnel
- Circumstances and systems to activate the plan
- Outline teams and roles to handle various aspects of the emergency
- Additional resources such as emergency services, additional power.

For any emergency involving fire, injury, rescue or hazardous spill **Emergency Services 000 and Melbourne VTS must be contacted on (03) 9644 9777.**

### 7.3. Ship's Master

The master of a tanker moored at a tanker berth must ensure that, within their area of responsibility, dangerous cargo handling activities are conducted in accordance with:

- Ships specific procedures
- ISGOTT
- Australian Standard AS 3846
- Relevant sections of this guideline
- A fully completed ship shore operational and safety checklist.

## 7.4. Cargo handling company

The cargo handling company, within their area of responsibility, must ensure that hazardous cargo handling operations are conducted in accordance with:

- Operators' specific procedures
- ISGOTT
- Australian Standard AS 3846
- The Port of Melbourne Tanker Facility Operations Manual
- Relevant sections of this document.
- A fully completed ship shore operational and safety checklist.

Representatives from the ship and the cargo handling company must complete a ship/shore safety and operational agreement that is fully compliant with the Oil Companies International Marine Forum (OCIMF) guidelines and the requirements of the International Safety Guide for Oil Tankers and Terminals (ISGOTT). The agreement MUST be completed prior to the start of any ship/shore transfer of bulk liquid cargoes.

A Ports Victoria or Port of Melbourne Port Authorised Officer may audit the completed ship/shore safety and operational agreement at any time during cargo handling operations.

## 8. Notification

### 8.1. Advance Notification

Key elements of the Port Management (Port of Melbourne Safety and Property) Regulations 2020 in Division 1 and 2 requires that Ports Victoria receive both an application for authorisation and notification of the carriage of bulk liquid cargo at least 24 hours prior to arrival in the Port in the form of a properly prepared manifest.

Dangerous goods notifications will only be accepted by entry through Ports Victoria's 'DG Hub' interface at this website: [www.dghub.com.au](http://www.dghub.com.au).

DG Hub is Ports Victoria's mandatory notification process for the intention to undertake the ship/shore transfer of bulk liquids and gaseous dangerous cargoes.

Advance notification shall be provided to Ports Victoria at least 24 hours before a bulk liquid dangerous good is brought into the waters of a port area or onto the berth. This requirement shall apply to bulk liquid dangerous goods that are to be unloaded or loaded and those to be left on board.

### 8.2. Information to be provided in the notification:

The following minimum information shall be provided in the advance notification:

- a. Name and Lloyds/IMO number of ship.
- b. Estimated date and time of arrival (ETA) of ship, or delivery of goods to port area, as
- c. appropriate.
- d. Name of agent contact name and telephone number.
- e. Proper shipping name/correct technical name.
- f. UN number (where applicable).
- g. IMDG Code classification and any subsidiary risk, with Packing Group or MARPOL NLS category and flash point, as appropriate.
- h. Quantity of cargoes to be unloaded/loaded and those to be left on board.

- i. For solid bulk dangerous cargoes, a certificate of manufacture.
- j. For liquids and liquefied gases, whether the ship holds the following valid certificates, as appropriate:
  - i. International Oil Pollution Prevention Certificate.
  - ii. International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk.
  - iii. Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk.
  - iv. International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk.
  - v. Certificate of Fitness (Gas Carrier Code)
  - vi. International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk.
  - vii. Cargo inhibitor certificate (where applicable).
- k. The condition of the dangerous cargo and any known defect in the cargo containment, handling system, equipment or instrumentation that is related to the bulk cargo and that could lead to an abnormal hazard.
- l. Any known defect that could adversely affect the safety of the port area, the ship, or the environment.

### 8.3. Immobilisation

Where a tanker is required to be immobilised alongside a tanker berth, the agent is required to complete an application (Form 4) prior to immobilisation.

The completed form must be forwarded to:

Port Superintendent - Melbourne VTS: e-mail [EngineImmobilisation@ports.vic.gov.au](mailto:EngineImmobilisation@ports.vic.gov.au)

For a tanker vessel a completed copy of the engine immobilisation form must also be emailed to the Ports Victoria Health and Safety team: [PortSafety@ports.vic.gov.au](mailto:PortSafety@ports.vic.gov.au)

## 9. Special categories

### 9.1. Sampling

All sampling methods are to be agreed at the initial safety meeting and are not to be changed without agreement of the vessel and terminal shore officer. Closed or pump-stack sampling is the preferred method except in the case of non-hazardous products which may be open sampled subject to certain conditions.

In the case of a request for open sampling the vessel and terminal shore officer are to conduct a joint risk assessment to set the conditions that are required to ensure the safety of all operations and personnel in the port area.

Conditions may include but are not limited to:

- Number of tanks that may be sampled at one time
- Safety precautions to be observed
- Need for vapour monitoring.

### 9.2. Openings in Cargo Tanks

Whilst a tanker is alongside a tanker berth, and particularly during bulk liquid cargo handling, or while ballasting into ex-bulk dangerous cargo tanks, all cargo tank lids must be firmly closed and secured.

In the case of the need to open cargo tank lids the vessel and terminal shore officer are to conduct a joint risk assessment to set conditions that are required to ensure the safety of all operations and personnel in the port area.

### 9.3. Tank Washing/Gas Freeing

Washing and/or gas freeing of ex-toxic, carcinogenic or highly odorous cargo tanks is not permitted at any tanker berth in the port of Melbourne.

Washing and/or gas freeing of the above cargo tanks [if required] must take place in Port Phillip Bay at the outer anchorage southeast of Point Cook with the washing's remaining on board.

Where tank washing and/or gas freeing is carried out alongside, the operation must be carried out in accordance with, ISGOTT, the particular tanker's own operating manual and any other restrictions applied by the Port of Melbourne Tanker Facility Operation Manual, concurrent tank washing and or gas freeing are not permitted with cargo operations.

Concurrent crude oil washing, and cargo discharge operations are permitted. All washing must comply with:

'Tank washing & gas freeing at tanker berths - guide available from the Port of Melbourne website:  
<https://www.portofmelbourne.com/wp-content/uploads/guide-tank-wash-gas-free.pdf>

### 9.4. Handling of Odorous or Toxic Cargoes at all berths

The vessel and terminal shore officer are to ensure that no unplanned vapour escape occurs at any berth to ensure the safety of all operations and personnel in the port area.

### 9.5. MARPOL Pre Washes

Pre-Washing of cargo tanks under MARPOL requirements is considered a separate operation to washing / gas freeing.

All MARPOL prewashes should be carried out in accordance with MARPOL guidelines, and any preconditions set by AMSA and/or Ports Victoria.

### 9.6. Cargo Tank Venting

Cargo tank venting must only be performed using the tankers approved venting system. Other forms of venting must be agreed between the vessel and terminal shore officer to ensure the safety of all operations and personnel in the port area.

Where certain cargo discharges require a vapour return system, the vessel and terminal shore officer must ensure that returning vapour is not released into the atmosphere.

### 9.7. Entry into Tanks

If man entry is required into a cargo tank or other confined space that has previously held a bulk liquid cargo or where the condition of the atmosphere is not known, the following procedures must apply when the tanker is alongside.

Where a member of the ship's crew is required to enter a cargo tank or confined space, the confined space entry procedure must be in accordance with the tankers own operating manual. This documentation should be available for viewing in the cargo control room before and during tank entry.

If a person other than a member of the ship's crew is required to enter a cargo tank or confined space, all persons who will be involved in the entry of the space must be appropriately trained and the entry must be in accordance with the Victorian Occupational Health and Safety Regulations 2007 Part 3.4 – Confined Spaces and the associated compliance code.

An independent chemist must issue a gas free certificate for that cargo tank or confined space, approving it "Safe for Man Entry"

## 9.8. Hot Work

Hot work cannot take place on board a tanker whilst it is alongside the berth or anywhere within the boundary of the berth without first seeking an authority from Ports Victoria via [portsafety@ports.vic.gov.au](mailto:portsafety@ports.vic.gov.au)

An authority to conduct "Hot Work" may be granted by Ports Victoria subject to any conditions set by the Port of Melbourne.

A Ports Victoria or Port of Melbourne Port Authorised Officer may conduct an inspection of the work site prior to Ports Victoria issuing an authority

A gas free certificate may be required.

## 9.9. Berthing of Tankers at Ordinary Berths

Tankers berthing at ordinary berths in the Port of Melbourne must comply with the Port of Melbourne document:

'Tankers Docked at non-tanker berths -minimum requirements' available from <https://www.portofmelbourne.com/wp-content/uploads/form-tankers-non-tanker-berths-1.pdf>

As non-tanker berths in port of Melbourne are not equipped with firefighting systems that comply with AS 3846-2005, any tankers berthing at ordinary berths must:

- Seek specific permission from Ports Victoria (minimum of 24Hrs notice in advance) by email to [portsafety@vicports.vic.gov.au](mailto:portsafety@vicports.vic.gov.au), prior to applying for an authority to conduct a bulk liquid transfer.
- Be free of "low flash point cargoes (<60°C), this includes cargo tanks, slops tanks, cargo lines and associated pipework.
- An independent chemist to verify the tank conditions to Ports Victoria safety at [portsafety@vicports.vic.gov.au](mailto:portsafety@vicports.vic.gov.au) a minimum of 24 hours prior to the tanker docking at, or shifting to, a non-tanker berth from a tanker berth, from anchorage, or arrival at the port.
- Tank condition certificates and/or gas free certificates must be renewed every 24 hours or immediately conditions alter. Any change of status must be immediately advised to the duty Ports Victoria officer on phone – 03 9644 9744.
- The vessel is required to maintain an active deck watch whilst alongside.

Note that any permission granted by Ports Victoria may be refused, or subject to conditions set by, the Port of Melbourne.

In this case the ships agent must arrange for additional resources that must consist of as a minimum:

- A fire fighting vehicle/pump with two portable monitors capable of delivering a foam solution to cover the manifold and deck areas of the vessel.
- Sufficient foam concentrate for 30 minutes application at a rate of 6%; and

## 9.10. Ship to Ship Transfers

Ship To Ship (STS) transfers are not generally conducted or permitted in port of Melbourne Waters. STS transfers may only occur in port of Melbourne waters with the express permission of the Harbour Master and if approved must be undertaken in accordance with relevant international, national, state, and local legislation, regulation and guidelines.

Guidance is available from:

- MARPOL Annex I - Regulations for the Prevention of Pollution by Oil Chapter 8 - Prevention of Pollution during Transfer of Oil Cargo Between Oil Tankers at Sea
- Ship to Ship transfer guide (Petroleum, Chemicals & Liquefied Gases) Fifth Edition.



## 9.11. Bunkering Operations

Bunker transfer operations are cargo and ship dependant and must be clarified on a visit-to-visit basis.

The Master of a ship involved in non-cargo liquid transfer operations shall ensure that the transfer will only take place if:

- The vessel and terminal shore officer have conducted a joint risk assessment to ensure that cargo transfer and bunker operations are compatible and ensure the safety of operations and personnel.
- A bunker authority has been issued by Ports Victoria
- A transfer checklist has been completed in full and truthfully including the Ports Victoria authority number issued to the ship.
- Details in writing of the quantity and type of product are recorded on the operational sequence plan.
- The scuppers/wash ports are firmly plugged or sealed.
- Manifolds not in use are blanked.
- The product hoses are well supported and have sufficient play.
- There is a well-tightened bolt in every bolt hole of the manifold flange.
- The manifold connection has been provided with a good seal.
- There is a sufficiently large save all (drip tray) under the manifold connections.
- There is effective communication established and maintained with the ship's engineering department, to enable immediate shutdown if required.
- Any cargo handling in progress will not hinder transfer operations and vice versa.

The Master of a barge must provide sufficient notice to the receiving vessel and shall not begin the transfer operation unless he has ensured that:

- The vessel and terminal shore officer have conducted a joint risk assessment to ensure that cargo transfer and bunker operations are compatible and ensure the safety of operations and personnel.
- The barge is securely moored.
- A transfer checklist has been completed in full and truthfully including the quantity and type of product.
- There is effective communication established and maintained by the barge, to enable immediate shutdown if required.
- The product hoses are in good condition and in test in accordance with the appropriate Australian Standard, and the test certificate is available on request.
- The product hoses are well supported and have sufficient play.
- The manifold connection has been provided with a good seal.
- There is a well-tightened bolt in every bolt hole of the manifold flange.

Road tanker transfer operations may take place providing the following are complied with:

- The product hoses are in good condition and in test in accordance with appropriate Australian Standards, and the test certificate is available on request.
- Where required a transfer checklist has been completed in full and truthfully including the quantity and type of product.
- An appropriate drip tray is in place under hose connection points where required.
- All camlock fittings are locked, closed and secured.
- A responsible person or the driver remains adjacent to his vehicle at all times during the transfer operation.

- Effective communications have been established and maintained between ship and driver, or responsible person to enable immediate shutdown if required.
- Any length of hose spanning the water must be in a continuous length containing no joins or connections.
- Every length of hose must be securely blanked at both ends before deployment or recovery.
- It is compulsory to use radios as the communication medium where the line of sight between the ship and bunker vehicle is obstructed and or the distance is > 75 metres.

Once transfer has commenced:

- A constant visual watch is maintained throughout the entire transfer operation.
- Sufficient absorbent material is available on site to deal with any accidental spillage.
- If a spillage does occur all efforts must be made to stop or limit the spillage and immediately notify the vessel, terminal, and Melbourne VTS.

If any of the requirements laid down in these paragraphs cannot be fulfilled during bunker transfer operations, then the operations must stop immediately.

Ports Victoria and Port of Melbourne Port Authorised Officers (or their representatives) reserve the right to inspect all facets of the bunker transfer operations before commencement, and / or during the operations.

## **9.12. Ballasting Operations**

Discharge of ballast water from segregated/dedicated ballast or cargo tanks is not permitted except where there is written authorisation from:

- Department of Agriculture, Water, and the Environment for International ballast water (Ballast Water from International ports).
- EPA Victoria for Domestic ballast water (Ballast Water from Australian Ports); and
- The ballast water is discharged ashore for treatment.

## **9.13. Access to tanker by barge(s)**

Before any barge(s) or other waterborne craft come alongside a tanker permission must first be obtained from the vessel and terminal shore officer.

Note that the vessel and terminal shore officer must conduct a joint risk assessment to ensure that cargo transfer and barge operations are compatible and ensure the safety of all operations and personnel in the port area.

## **Ports Victoria**

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