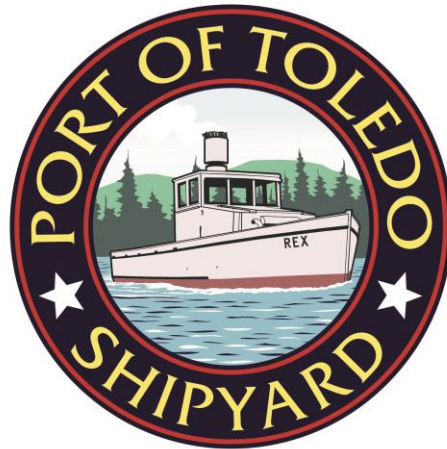


# THE PORT OF TOLEDO SHIPYARD



## POLICIES AND BEST MANAGEMENT PRACTICES (BMPs)

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**The Port of Toledo is pleased that you chose to use our shipyard. The Port's intent is to provide the best service possible.**

This document applies to vessel owners, approved vendors/contractors, and service providers (all referred herein as Users). It combines policy, best management practices (BMPs) and suggestions that can help make your shipyard experience as efficient and productive as possible, yet prevent air, water and soil contamination. Please read it carefully, since you will sign a document that states you understand and will comply.

**Got an issue?** We can't fix it or improve service without understanding your concerns. Let staff know or contact the Shipyard Manager or Port Manager directly with your feedback.

**Shipyard Staff** is responsible:

- **All** haul/block/launch of vessels
- **All** water-blasting
- **All** removal and application on antifouling bottom paints
- **All** welding/hot-work
- **Environmental/Safety Compliance Protocols**
- Approval of vendors

**Vessel owners** are responsible for:

- **Provide Work Plan** and Obtain Shipyard Manager or Designee (Project Manager) consent for vendor use.
- **Cleanliness** and safety of the immediate area surrounding their vessel.
- **Security** of their vessel
- **Safety** of crew and vendors at their vessel's work site
- **Complying** with Port of Toledo policies contained herein including compliance of their vendors and crew.

**Full voluntary compliance is expected.** Failure to adhere can result in unsafe actions and environmentally harmful activities. When violations occur, intentional or otherwise, work will be stopped until corrective measures are taken. Failure to properly follow and adhere to these practices and policies may result in suspension of user privileges, vessel impoundment, cleanup costs and/or fines.

Every user's full cooperation will help the Port of Toledo Shipyard maintain the facility with a minimal impact to the environment. The goal is to meet all regulatory requirements, prevent pollution, and provide a safe work environment for owner, crew, vendors and Port of Toledo staff. Any user who observes another individual in violation is encouraged to report it to the Shipyard Office and/or Shipyard Manager as soon as possible. The identity of anyone reporting a violation will be kept confidential.

Owners, crewmen and approved vendors performing work on boats shall comply with all applicable Federal (OSHA), State and Port of Toledo regulations, policies and procedures.

**Hours of operation:** The Shipyard and Large Vessel Building will be routinely manned between the hours of 8:00 a.m. and 4:30 p.m. Monday - Friday. Phone: 541-336-0333.

Port Staff presence is required for all use of Large Vessel Building. After hours work is to be pre-scheduled, at a minimum of 48 hours in advance.

Most boat haul outs and launches will be scheduled during regular business hours unless extenuating circumstances dictate otherwise. Overtime labor fees apply for haul outs, launches, and labor conducted outside of regular business hours.

**Security:** Vessel owners are responsible for their own security. When not actively working on a vessel, all tools, paints, and other materials should be secured to prevent vandalism and accidents.

Owner (and crew) agrees that the storing of any personal property upon Port property is at their own risk. The Port of Toledo does not assume responsibility for loss or damages to any property within the Port area. If for any reason the Port decides that the personal property is creating a hazard, the Port reserves the right to have the property removed from Port property without notifying the owner in advance. The Port reserves the right to remove the property and sell the property pursuant to Oregon law in the event the owner fails to pay applicable storage charges. Owner is responsible for any cost, plus ten percent including reasonable attorney fees incurred in removal or sale of the property due to a hazardous nature, non-payment and/or abandonment.

### **Important Notice**

**Refusal of Service:** The Port of Toledo reserves the right to refuse service to vessels that:

- 1) do not have a current marine survey, are in poor condition, are unsafe to lift, or may be damaged by lifting
- 2) lack sufficient property and liability insurance
- 3) have an inadequate work plan
- 4) fail to comply with shipyard policies and best management practices
- 5) The Port of Toledo Shipyard may refuse to provide service to any vessel, person, or company, at the Port Manager's discretion

Such vessels may be lifted if the user signs a waiver and provides a performance bond in an amount equal to the yard fees plus the estimated cost to dispose of the vessel should removal become necessary.

**Disputes:** Disputes will be referred to a certified marine surveyor for a professional opinion of the vessel’s fitness for haul-out. The user shall pay the cost of the surveyor. The Shipyard Manager reserves the right to make the final decision.

**Vendors & Contractors** who do not meet the Port of Toledo’s minimum requirements for business licenses, insurance and professional certifications will not be allowed to offer services, other than to make deliveries.

**Lost time:** The Port of Toledo shall not be responsible for lost fishing time, or any other lost time to the vessel, while it is in the yard.

**Insurance:** Every vessel must provide proof of liability and property insurance that covers the vessel and crew during shipyard activities. **The Port of Toledo must be named as additional insured on the certificate.**

<b>Minimum coverage</b>	<b><u>Vendors</u></b>	<b><u>Vessels</u></b>
General liability, marine artisan liability, P & I	\$1,000,000	N/A
General aggregate limit	\$2,000,000	\$250,000
Products hazard/operations hazard aggregate limit	\$1,000,000	N/A
Personal injury	\$1,000,000	\$250,000
Damage to premises	\$250,000	\$250,000
Medical expense limit	\$5,000	N/A
Pollution liability	\$1,000,000	\$300,000
Hull and Machinery	N/A	\$ *

\*Sufficient to pay for disposal of the vessel should it become necessary

- At the Shipyard Manager or designee’s discretion, a performance bond may be required for major hull modification or other projects requiring four weeks or more to accomplish.
- If vessel is not insurable or does not have insurance, a waiver of liability would be required to be signed and approved by the Port Manager or designee before any work could begin.

**A. PLANNING A HAUL OUT**

**1. Scheduling.**

- **Initial Planning.** A boat haul-out begins with a discussion, paperwork, and initial deposit at the Shipyard Office. For projects beyond the basic water-blasting, bottom paint, and zincs, advance planning is necessary for an efficient shipyard experience. Plans to use outside vendors shall be discussed and approved by Shipyard Manager. A deposit may be required based on individual job requirements.
- **Required Documents.** User Agreement, Paint History Form, Vessel insurance, and if applicable, hull drawings, blocking/lifting plan, USCG documentation, or State documentation. Be prepared to discuss fluids, freight, and equipment that are aboard the vessel.
- **Lay-days/Dry Moorage.** Due to limited space, the Port of Toledo Shipyard cannot be used as a vessel storage site. The fee schedule encourages vessel owners to accomplish their boat

projects on an efficient and timely basis. If it becomes necessary that you need to stay in the yard longer than originally scheduled, coordinate your plans with the Shipyard Manager or designee to ensure that space will be available.

## 2. Lifting and Blocking Plans.

ASCOM Lift Specifications			ACME Lift Specifications	
Lift capacity	660 tons		Lift capacity	85 ton
Height	53 feet		Height	24 feet
Length	80 feet		Length	24 feet
Width	46 feet		Width	24 feet

- **Hull configuration.** Drawings/photos of the vessel's hull and the architect's blocking plan are very helpful and should be presented to, and discussed with, the Lift Operator and/or Shipyard Manager. A diver will be required to place the straps and to insert blocking for haul-outs on the Ascom Lift. A diver may be necessary for haul-outs on the Acme Lift to prevent damage to underwater hull structure.
- **Sling placement.** The boat owner must agree to placement of slings and that such placement will not cause damage to fixtures and structure below the waterline. If there is no agreement, the vessel will not be lifted. All of the above details should be discussed in advance with the Lift Operator, Shipyard Manager, or designee. If the lift operator has reason to believe that there is hull damage due to a grounding or accident, a diver shall be hired, at the owner's expense, to ensure that straps are placed to avoid damaging them. It may be necessary to secure items on deck, remove unnecessary deck equipment or freight, lower masts or empty/remove liquids prior to lifting.

## 3. Who is in charge?

- **The Lift Operator is in charge and responsible during all lifts. Owners, crewmen and vessel staff shall remain at a safe distance unless otherwise directed by the operator.**
- Crew and skipper shall depart the vessel as soon as practical once the vessel is lifted. No one shall ride in a vessel during mobile lift movement within the yard.
- Owner concerns regarding sling placement and crew involvement should be discussed with the Shipyard Manager or Lift Operator prior to commencement of a lift.

## 4. Work Plan (Large Projects)

- Owners or an authorized agent for the vessel must present a written work plan. The plan should include information as to the general nature of the work to be accomplished, materials required and a schedule. Major structural modifications should be designed by a certified marine architect.
- Only shipyard staff or pre-approved vendors may be hired to perform any service on vessels
- The Shipyard Manager or designee will read over and approve the work plan

## 5. Electrical Service: Standard 30 amp and 110-volt power is included in moorage prices.

- Service available upon request/Additional fees apply:  
480 volt, 3-phase / 120-volt, 30 amp / 208 volt, 3-phase / 240 volt, 3-phase

## 6. Materials.

- Port of Toledo Shipyard has an onsite retail store that carries paint, zincs, tarps and sundries; special request items can be ordered, often with one-day delivery. All paints and zincs must be purchased through the Shipyard. Small power tools, ladders, scaffolding, and other items may be rented through the store, please ask for availability.

### ANTIFOULING BOTTOM PAINTS

- All removal and application of antifouling bottom paints is to be done by Port of Toledo crew. This includes any removal; waterblasting, sanding, grinding, scraping, and any application; roller painting, spray painting, and brush painting. If it has bottom paint on it, please do not perform any work on it.

## 7. Other suggested arrangements to consider:

- Electrical requirements for vessel and approved vendors
- Sandblasting
- Special blocking and additional moves
- Rental of special equipment
- Lighting

## B. LAUNCHING

- All shipyard invoices must be paid prior to launch unless pre-approve by the Shipyard Manager
- Vessel launches must be planned much the same as the haul out. A minimum of 24 hours advance notice is required and must be coordinated with the Shipyard Manager/Lift operator
- Weather conditions must be considered since the lift will not be operated during high winds
- Your vessel must be ready to lift at the appointed time. Additional labor charges will apply if the vessel is not ready
- The vessel's work area must be clean of all debris (i.e. paint chips, metal, discarded equipment, engine blocks/parts, lines, scaffolding, etc.) before the vessel will be launched
- During a launch the lift operator is responsible and in charge. Owner concerns regarding sling placement and crew involvement should be discussed with the lift operator prior to the commencement of the lift. The captain and crew shall be ready to operate the vessel at the scheduled launch time. No one shall ride in a vessel during lift movement within the yard. **Owners, captain and crew shall remain at a safe distance unless otherwise directed by the operator.**

## C. HULL CLEANING, BLOCKING AND VERTICAL ACCESS

### 1. Waterblasting and scraping

- Waterblasting, hull scraping and cleanup is to be done by Port of Toledo staff. Please make sure to turn off all bilge pumps before your vessel is lifted to prevent contaminants from being discharged onto the ground or into the water.

## **2. Ground covers/tarps**

- Ground tarps are provided by the Port of Toledo Shipyard and must be on the ground before the vessel is blocked.
- Tarps should be swept or vacuumed daily by vessel owners and crew to avoid runoff and spreading of contaminants.
- Upon launching, all material from tarps must be collected and properly disposed of.

## **3. Blocking**

- Port of Toledo staff and the lift operator are responsible for all blocking. Once blocking is complete owners and crew are free to go to work.
- **Under no circumstances shall owners or crew move or shift the blocking.** If it is necessary to shift blocking, the lift operator and Port staff will do the work. Additional fees will apply.

## **4. Scaffolding, ladders, lifts, etc.**

- Ladders, scaffolding, man lifts and scissor lifts are available to rent through the Shipyard office. If a vessel owner chooses to use their own ladders and scaffolding they must be OSHA approved and used properly. Ladders should be secured to the vessel at all times.

## **D. SANDBLASTING, GRINDING, SANDING AND SPRAY PAINTING**

### **1. All Sandblasting and Spray Painting is to be done by Port of Toledo Staff**

- These activities will take place in predetermined containment areas, located in upland containment areas approved by the Shipyard Manager or designee.
- Sandblast above waterline of large vessels must be completed in Large Vessel Building.
- Every possible effort must be made to prevent overspray; therefore, Port of Toledo Staff will decide when the conditions are appropriate for spray painting activities.
- Personal protective clothing and respirators shall be used as appropriate.
- All applicable OSHA/DEQ standards must be followed.

### **2. Sanding & Grinding**

- Vacuum grinding and vacuum sanding is required. A vacuum sander, or other approved power tool, shall be used for topside paint removal or a full enclosure, with proper ventilation and filters, is required.
- Topside paint sanded, scraped, or sand blasted shall be prevented from contaminating the soil, or becoming airborne. Particulate materials must not become airborne beyond the enclosed vessel.
- Work will be stopped if airborne particulate materials are observed.

## **E. WELDING**

- **All Welding/Hot work is to be done by Port of Toledo staff.** Use of vendors for hot work is to be pre-approved by the Shipyard Manager. Vendors must be certified, licensed and insured.
- All OSHA standard welding practices must be followed.
- Fire watches and protective measures must be in place during all welding and cutting activities. The Port of Toledo staff can provide a fire watch as needed.
- Arc shields shall be used as appropriate and required.
- Gas free testing shall be done when appropriate. Fees apply.
- Welding on fuel tanks must comply with OSHA procedures.
- Mechanical ventilation shall be used when required by safety standards.

## **F. HOUSEKEEPING AND CLEANLINESS**

- 1. Area around each vessel.** The immediate area surrounding each vessel must be kept neat and clean at all times. No open trash cans, open containers of paint, oil, hazardous or other pollution-creating material shall be stored uncovered. All containers must be **closed** and stored under covers as may be appropriate.
- 2. Inspections.** Shipyard personnel will periodically inspect the shipyard facility to ensure cleanliness. Violations must be immediately fixed to the satisfaction of shipyard staff unless approved by the Shipyard Manager or designee. The area around the boat must pass inspection prior to launch to avoid additional cleanup charges. Storage of any hazardous materials on site must be approved in advance by the Shipyard staff.
- 3. Machinery.** Before removing machinery (i.e. engines, hydraulic motors and other equipment), all open fittings shall be sealed to prevent leakage of lubricating and cooling fluids. Through-hull fittings shall similarly be sealed to prevent leakage of contaminated bilge water or other liquids.
- 4. Hazardous materials and waste disposal.**
  - **General.** Everything must be properly and promptly disposed of at the time it is generated. Nothing should be left lying about. Ask if you need guidance for storage or disposal. Abandoned waste will be disposed of and billed to the vessel owner with applicable service fees. Empty cans, wood shavings, paper, or other debris must be placed in waste containers and the area cleaned on a daily basis and prior to departure.
  - **Liquid Waste.** Hazardous and non-hazardous wastes must be properly separated and properly stored and/or disposed of. Hazardous wastes include, but are not limited to, such products as paints, thinners, antifreeze and gasoline. Non-hazardous wastes include, but are not limited to, such products as used engine oil, hydraulic oil, diesel fuel and bilge water. No liquid wastes may be drained onto the ground, into the river, or into storm drains. Violations could result in substantial fines and restriction of such violators from working in the shipyard. A waste containment disposal area is located in the shipyard. All waste containers must be properly labeled and stored in this area. No open containers of any liquids are to be left in the open where they could be filled with rain or tipped over causing potential runoff into the ground and water. Abandoning wastes without proper disposal is prohibited. Please ask Shipyard staff to assist you with any disposal needs or questions.
  - **Solid Waste.** Filters, paint chips, paint cans, etc. may be disposed of into the large green trash dumpsters. These products, however, must be free of all liquids, have the lid firmly in place and the products must be inert. Ordinary trash generated in the shipyard facility should be placed in large green trash dumpsters. Recyclable products shall be placed in the designated blue recycle dumpsters. Please do not put recyclables in regular trash dumpsters. Dumpsters may not be used for disposal of any materials generated off-site. Covers on dumpsters shall remain **closed** except during the process of actual trash/recycle disposal in order to minimize rainwater entry. No solid wastes may be disposed of onto the ground, into the water, or into storm drains. Any such violations could result in substantial fines and restriction of such violators from working in the shipyard. Abandoning wastes without proper disposal is prohibited.
  - **Petroleum Waste.** Used oil and diesel may be disposed of at designated waste disposal area and will be recycled by the Port of Toledo, fees apply. Gasoline must be segregated from oil and disposed of in separate containers provided for that purpose. Other flammable materials like paint thinners and antifreeze must be segregated and properly disposed of in containers



so marked. Spills must be reported to staff immediately. Staff will provide cleanup materials and technical guidance. Fees may apply.

- **Bilge Water.** Bilge water contaminated with oil, antifreeze, solvents or similar materials shall not be pumped overboard or emptied onto the ground of the shipyard or in river waters. It must be disposed of at the waste disposal area located in the shipyard. Vacuum truck service is available for bilge waste removal. Contact the shipyard Manager for assistance.
- **Sewage.** Direct discharge of sewage from vessel toilet facilities while in the shipyard facility is prohibited. All applicable systems shall be tagged and locked out to prevent accidental discharge while in the yard. Overboard through-hull ports must be plugged to prevent discharge. A private pump-out service is available for holding tank discharge. Contact the shipyard office for information or to schedule a pump-out. All substances prohibited by law from disposal in a sanitary sewer system (i.e., dangerous wastes, pesticides, flammable materials) shall not be disposed of in shipyard toilet facilities or into the sewer system, directly or indirectly, through vessel holding tanks.
- **Paint.** **Liquid paints, thinners, solvents and similar materials are considered hazardous waste and must be disposed of properly.** All containers must have lids that are capable of being sealed to prevent spillage during transport. They must be properly labeled. Accidental spills should be reported to staff for assistance and guidance in cleanup. Dry inert paint chips and dry empty containers may be disposed of in green trash dumpsters. Paint cans must be completely dry and have a lid on them before being placed in trash dumpsters. Paints and solvents shall be stored outside in proper sealed containers. Drip pans, tarps or other devices shall be used during the transferring of solvents or paints and during paint mixing. Please bring any used thinner to the Shipyard office for proper disposal.
- **Hazmat Storage.** Storage of oily rags, open paints, open solvents, open thinners, gasoline, or other flammable or explosive material is prohibited on or within the shipyard complex, except for gasoline stored aboard a vessel in U.L. or Coast Guard approved containers. Procedures involving hazardous or volatile materials which, when performed, can endanger other boats and persons or contaminate soils, ground water, or seawater are not permitted.

**5. Live-aboard policy.** Living aboard is prohibited while the vessel is in the shipyard. If the vessel has holding facilities for grey and black water onboard the Shipyard Manager may give approval. Oil stoves should never be left unattended when burning. No alcohol shall be consumed in the shipyard or aboard vessels in the shipyard.

## **G. SPILL PREVENTION**

1. Oil or hazardous material spills that occur despite preventive measures should be stopped at their source and then immediately contained. Shipyard users are required to report spills to shipyard personnel who may report the spill to additional authorities should such a measure be required.

2. In case of a spill users shall:

- Immediately stop the source of the spill.
- Shut off all ignition sources in the area.
- Immediately cease all smoking in the area.
- Contain the spill by using absorbent pads, booms and litter.
- Recover the spill as quickly as possible.
- Notify the Shipyard Manager or Port staff.

## **H. FIRE PREVENTION**

- Work sites should be left secure. Boats locked, tools put away, hazmat containers covered, electrical cords moved to safe locations.
- Each vessel must have at least one fire extinguisher on deck and/or on the ground when welding or cutting.
- No open fires are permitted aboard vessels or in the shipyard.
- Each welder must have a fire watch with fire extinguisher.

## **I. SAFETY.**

- Owners are responsible for the safety of their crew and workers.
- Approved Vendors are responsible for the safety of their employees and shall follow OSHA approved standards.
- Owners and Approved Vendors shall ensure that personal protective equipment and clothing will be provided and worn appropriate to each task.
- Ladders shall be secured to the vessel as near the top as practical.
- Significant winds can occur any time of the year. Any materials, equipment, scaffolding, etc. on the ground, on the vessel or on the scaffolding must be secured in such a manner as to not move during high wind events.
- Owner and Approved Vendor erected structures must safely withstand high winds and must be properly secured.

## **J. APPROVED VENDOR REQUIREMENTS**

- All vendors/contractors must have on file with the Shipyard Manager a current Certificate of Insurance to cover all of the services to be provided. All vendors must carry a minimum of \$1,000,000 per incident and \$2,000,000 in aggregate liability insurance. The Port of Toledo must be included as additional insured. Copies of the insurance policy must be on file with the Shipyard Manager before work may begin. Vendors must also provide proof of longshore and harbor worker workman's compensation insurance or proof that such coverage is waived and a current City of Toledo Business License.
- All vendors/contractors must agree in writing to comply with this policy document.