



**BRAINTREE MASSACHUSETTS PRODUCTS TERMINAL
PORT MANUAL
October 2023**

THE **EMERGENCY SIGNAL** FOR THIS TERMINAL IS A CONTINUOUS SIREN GREATER THAN 10 SECONDS - UPON HEARING THIS SIGNAL SHUT DOWN ALL TRANSFER OPERATIONS IMMEDIATELY AND AWAIT INSTRUCTIONS FROM CITGO PERSONNEL. DO NOT MOVE FROM THE VESSEL UNTIL ADVISED TO DO SO.

IN CASE OF POLLUTION INCIDENT:

- 1) SHUT DOWN ALL TRANSFER OPERATIONS
- 2) NOTIFY DOCK PERSON IN CHARGE IMMEDIATELY
- 3) INITIATE APPROPRIATE ACTIONS TO CONTAIN SPILL AND MINIMIZE IMPACT
- 4) FOLLOW INSTRUCTIONS FOR REPORTING INCIDENT AS REQUIRED IN YOUR SPILL RESPONSE MANUAL
- 5) REPORT INCIDENT TO U.S. COAST GUARD (See item 17 for contact information.)

IN THE EVENT OF PERSONNEL INJURY OR VESSEL EMERGENCY CONTACT SHORE PIC IMMEDIATELY.

THE OFFICIAL LANGUAGE OF THIS TERMINAL IS ENGLISH. VESSEL PERSONNEL MUST BE ABLE TO COMMUNICATE IN ENGLISH WITH THE SHORESIDE PERSONNEL.

WHEN CALLING THE DOCK, USE DOCK CHANNEL DESIGNATED BY THE TERMINAL ON THE SHORE RADIO:

CHANNEL # _____ TRANSMIT, "(Vessel's Name) TO CITGO DOCK."

Safety and environmental protection are the highest priority of the Terminal. The requirements outlined herein are presented to enable your vessel to comply with CITGO's safety standards and shall serve as your guide while calling at this terminal. These regulations are not all-inclusive.

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1) Introduction

Welcome to the CITGO Braintree Products Terminal. Please extend all professional courtesies to the Terminal personnel and the CITGO Marine representative during your port call. You can expect the same from the Terminal.

Safety and environmental protection are the highest priority at this Terminal. The requirements outlined herein are presented to enable your vessel to comply with CITGO's safety standards and shall serve as your guide while calling at this Terminal. These regulations are not all-inclusive. If there are questions or concerns, please address them to the Terminal personnel or the CITGO Marine representative in attendance.

CITGO Terminals adhere to all applicable rules and guidelines as set forth by Federal, State and local regulations and OCIMF / ISGOTT. The rules and regulations as defined by the U.S. Coast Guard will govern all vessel activities at this Terminal. The Master / Vessel PIC will be held responsible for observing all U.S. Coast Guard rules, CITGO safety standards, and the ISGOTT guidelines.

If at any time these rules, regulations, and guidelines are not met, all transfer operations will be suspended. If the vessel fails to come into compliance it will be asked to vacate the berth.

Remember "If in doubt, SHUT DOWN!"

2) Mooring / Safe Drafts

Vessel arrival and departure are restricted to daylight hours ONLY! Vessel arrival and departure are restricted to bridge hours of the Fore River Bridge (Ref: 33 CFR 117.621). Coordination between CITGO Terminal, Harbor Master, and Docking Pilots minimizes delays.

Vessels shall berth at this Terminal starboard side to ONLY! Vessel shall be moored securely alongside the berth at all times. At no time is the vessel to be allowed to drift off the berthing fenders. Any movement by the vessel while moored at this facility may mandate immediate suspension of all transfer operations. If transfer is suspended, operations shall not resume until the vessel is again securely moored.

Moorings must meet the satisfaction of the CITGO Marine representative in attendance or the Terminal PIC signing the DOI (Declaration of Inspection). Tension winches must be kept on manual brake mode and all wires and lines are to be in good condition. Vessels are advised to maintain an adequate watch for marine traffic and take prudent action when warranted. The approved safe draft at this facility may change from time to time and should be verified prior to the vessel's arrival. The approved safe draft allows for a minimum 1 foot under keel clearance. See Section 18 for CITGO dock specific approved safe drafts. Vessel may be further restricted by tidal conditions due to available transit or berth draft.

Trunk barges with freeboard less than one (1) meter at loaded draft, the berthing time will only be permitted on a rising tide. At no time will a barge with freeboard restrictions be allowed alongside when the tide is nearing low water, or when the height of the tide is on the tidal datum. Any barge that has external stiffeners placed on the barge side shell and running parallel to the waterline, will be required to use some means of fendering between the barge side shell, and the face of the dock fender panels. These fenders shall be tended at all times and with changing drafts and tidal heights. Barges are restricted by tonnage or dimensions depending on pilot association.

3) Ship / Shore Access / Gangway

Shore gangway is provided for ships. Ocean going barges are responsible for providing suitable accommodation ladder and maintaining a safe ladder between the vessel and shore throughout the transfer operations. A life ring fitted with a light and lifeline, provided by the vessel, must be available near the gangway. Access should be safely and properly illuminated during hours of darkness. Safe access between the ship and shore is the responsibility of both PIC's. All vessel personnel and visitors going to or from ashore must co-ordinate their movement through the facility with CITGO personnel prior to such activity taking place. **Gangway safety netting shall be rigged.**

4) Security Policies / DOS (Declaration of Security)

At all times, Vessel to comply with requirements per CITGO's USCG Security Plan and the Vessel's USCG Security Plan for applicable MARSEC level. At MARSEC Level 2 & 3, prior to arrival of Vessel, the FSO and the VSO or their designated

representatives, will discuss applicable MARSEC level, coordinate security needs, protocol, procedures and agree on contents. Declaration of Security (DOS) will be signed, when one is required, prior to embarking or disembarking of passengers and crew, and cargo transfer operations. All transfer operations will be discontinued if any of the requirements of a signed DOS are not complied with fully. Any change of MARSEC level must be communicated to each other and a new DOS executed.

Unauthorized access: Unauthorized access within the Terminal will constitute a breach of Security and will be reported to the USCG/authorities.

5) Pre-Transfer Conference / DOI (Declaration of Inspection)

The DOI will be completed during the pre-transfer conference and prior to commence of any cargo transfer at this facility. Cargo grade(s), quantities, line displacements, and anticipated rates as well as any restrictions or anticipated stoppages will be discussed. All transfer operations will be discontinued if any of the requirements of the DOI are not complied with fully.

6) Communications / Radios

This facility provides intrinsically safe radios for communications during transfer operations. These radios shall be checked on an hourly basis and at change of watch, by the vessel with the dock, to ensure they continue to function properly. If at any time communications fail, all transfer operations must be shut down until they are restored. The vessel is responsible for returning the shore radio at the conclusion of the cargo operations.

7) Cargo operations

Vessel's engines shall not be warmed-up while cargo hoses are connected or being disconnected. No "Dock Trials" will be conducted at this Terminal while any vessel is alongside. The maximum allowable working pressure at this facility is 150 PSI (10 Bar). Shore can provide up to 4 x 10" cargo hoses – and a hose handling crane.

ATB/Barges - For Gasoline and Gasoline blend stock transfers, the accompanying tug may remain in the notch or make up on the offshore side of the barge. If the tug does leave the barge, they must be able to be called back within 30 minutes. For tugs remaining with the barge the following shall be adhered to at all times.

1. Absolutely no smoking, vaping or electronic devices are to be used on the weather decks. Any smoking, vaping or use of electronic devices will be done with all watertight doors closed.
2. The tug main engines will not be run during connection / disconnection of the cargo hoses, during gauging or sampling or at any time during the transfer.
3. No maneuvering of the tug during connection / disconnection of the hoses or during the transfer operation.
4. Tug masters should be aware that with distillates, the tug and barge will be boomed in. Tug masters should plan accordingly.
5. All personnel transferring to and from the tug and the barge, shall wear an approved type of PFD at all times.

8) Cargo Connections / Reducers

All hose flanges and unused cargo manifold blanks, ship and shore, shall be completely bolted down with a fully threaded bolt and nut in each bolt hole, a fully threaded stud with nuts at both ends, or with other Terminal approved connections, including Camlocks. Skip-bolting (every other bolt hole) of any flange or manifold connection, being used or not, is strictly prohibited. Hose blanks are secured with US Standard (NOT METRIC). Utilize same bolts and nuts as supplied. Vessel crew is required to connect/disconnect cargo hoses at vessel manifold. The terminal will provide a new gasket for each hose connection. Terminal provides crane assistance. Proper hose support at rail must be maintained by vessel. Both ships and barges shall provide their own manifold reducers, and they shall be in suitable condition. The terminal does not supply reducers.

Vessel personnel will ensure that upon completion of cargo operations that the hose end blanks are properly bolted, all bolts tightened evenly, and that a new gasket has been inserted. This shall be verified before the hose is moved from the ship's manifold to the dock. Failure to properly secure the end blank as described above will result in the vessel / barge being deemed "Not Acceptable" by CITGO's Marine Technical Department for future port calls.

9) Ballasting / Gas Freeing / Tank Washing / Air Emissions

Local, State, and Federal regulations severely restrict all air emissions at this Terminal. As such and as part of this facility's safety guidelines no tank washing, gas freeing, or ballasting of cargo spaces is allowed at this facility. Excessive smoke and/or visible air emissions from vessel's stack and pump engines are not permitted. Boiler tube blowing is not allowed at this facility. Vessels are required to restrict vapor emissions as per U.S. EPA.

Inert gas system, if equipped, must be operable, tested prior to arrival to ensure discharge of black carbon effluent does not occur, and maintain less than 8% Oxygen in the cargo spaces. For ships equipped with inert gas systems, the oxygen content of the ship's cargo tanks may be subject to measurement prior to commencing cargo operations. Vapor recovery operations shall be performed as required.

10) Slops / Water Removal / Vessel Garbage

Slops and/or water are not to be discharged into the product lines at this Terminal at any time. If disposal of water, slops or vessel garbage is required and with the prior approval of the Terminal Manager, arrangements utilizing private carriers can be made through the Vessel's agent. Slops cannot be transferred across the dock at this Terminal at any time.

11) Repairs / Hot work / Inspections / Vetting / Tests

No repairs, inspections or tests are to be performed at the facility without the prior approval of the Terminal Manager. No additional unapproved work is to take place that will prevent the ship from sailing. Absolutely no hot work is to be performed during transfer operations including hot work in engine spaces. Absolutely no inspections and tests are to be performed which disable any safety, operational or propulsion equipment or interferes with the duties of the Vessel PIC of cargo operations. Only one pre-approved vetting may be permitted during Vessel's call at this facility. A minimum 72 hrs advance notification request, by e-mail, from the Agent/Owner/Operator is required for pre-approval and is to include vetting organization, surveyor's name and proper identification such as TWIC card or passport, purpose for visiting the ship and that the Master is aware of their business aboard.

12) Stores

Vessels are not allowed to take stores in bulk at this Facility. Minimum personal stores such as groceries are permitted which can be carried over to vessel at individual's or owner's risk.

13) Bunkers/Lube Oil

Bunkering or reception of lube oils across the dock, or via barge alongside, is prohibited at this facility.

14) Weather / Manning / Vacating Berth

During lightning storms and during periods of severe weather, all cargo transfers will be shut down. Consideration should be given to the specific conditions onsite when adverse weather is forecast and should be discussed during the pre-transfer conference. Cargo operations will stop, and hoses disconnected if the weather condition is a safety concern. Under no circumstance will cargo operations be allowed to continue once sustained winds reach 30 MPH / 25 knots / 13 meters per second. If sustained winds of 30 MPH are forecast then cargo operations must be stopped well ahead of expected sustained winds to allow for all hoses/loading arms to be safely disconnected, if needed, a call for assist tugs will be made. See Section 18 for any additional port considerations, if applicable, that need to be considered.

The vessel is required to maintain at all times the engines, vessel trim, stability, and manning levels to vacate this berth on short notice and/or in case of emergency. Tug, if broken away from tow, shall be positioned to respond to the tow in case of emergency.

15) Visitors / Vehicles / Crew Shore Leave

Vehicles and visitors to the Terminal are permitted with prior approval of the Terminal. All visitors must provide proper identification and approval for entry verified against an agent / operator list previously supplied to the Terminal. All visitors must have a valid TWIC card or be escorted inside the terminal and on the dock.

CITGO reserves the right to conduct searches of all persons, vehicles, and personal property before entering and while on company property. All vehicles and visitors allowed entrance to this Terminal do so at the individual's/owner's risk.

CITGO assumes no responsibility for loss or damage to private vehicles or injury to visitors. The speed limit inside the Terminal is 10 MPH. At MARSEC 2 & 3, parking near vessel will be restricted.

Vessel business is conducted through the Marine Gate (Off Hill Avenue) ONLY! Transit is restricted to direct access to vessel only!

Vessel crew shore leave is allowed at this Terminal provided CITGO is given a copy of the crew list. Vessel crew must present proper identification to the Terminal PIC on duty prior to leaving the vessel and upon return.

16) Safety Policies

In addition to the recognized safety policies and procedures as mandated by the applicable rules and regulations, the following safety policies are in effect at this Terminal:

Smoking: The Terminal is designated as a non-smoking facility. Smoking including Vapor / electronic cigarettes is only allowed outside the boundaries of the Terminal or within designated smoking areas of the vessel.

Alcohol / Illegal Drugs / Intoxicated Individuals: Alcohol and illegal drugs are prohibited on CITGO premises. The consumption of alcoholic beverages is not allowed aboard any vessel moored to this facility. Anyone violating this policy will be barred from the premises and/or escorted out of the Terminal.

Fire Plan and International Shore Connection: A Fire Plan and International Shore Connection shall be positioned at the ship's end of the shore gangway. In addition to the location of firefighting equipment on the vessel, the Fire Plan shall also contain an up-to-date crew list, and stowage plan. The International Shore Connection should be readily available with mounting bolts, nuts and a spanner. Domestic barges should make every effort to have a Fire Plan with, at minimum a crew list and stowage plan contained within.

Firearms and/or Explosives: All weapons are prohibited on CITGO premises except by Law Enforcement Officers and approved CITGO personnel in the performance of their duty. Weapons include, but are not limited to, discharge devices, ammunition, switchblades, knife blades greater than 3 inches, mace, and blackjacks. Anyone violating this policy will be barred from the premises.

Flame Retardant Clothing (FRC): Several areas within the Terminal are recognized as restricted to those individuals wearing flame retardant clothing, eye protection, and hard hats. Please restrict all transits of the facility to direct access to the vessel. Vessel personnel and/or personal vehicles are not authorized access to the tank farm/laboratories/or the truck rack areas. Vessel personnel are requested to wear appropriate attire for an industrial area while in the Terminal. Any contractor on CITGO property must wear FRC and appropriate PPE.

Personal Floatation Devices (PFD): The dock face and mooring areas are recognized as areas requiring the donning of PFDs within 10 feet of unprotected water's edge. Please restrict your movements in these areas to that required for access and vessel operations.

Portable Phones, Bluetooth, and Electronic Devices: Non-intrinsically safe portable (cell) phones, Bluetooth ear buds, and other portable electronic devices are prohibited from use on the exterior decks of ships, barges, in and around the dock manifold area. Cameras / Video equipment / Camera phones / Drones are prohibited without prior written approval.

17) Contact Information (Local)

United States Coast Guard (Sector Boston): +1-617-223-5757, Emergency: +1-617-223-5757
National Response Center: +1-800-424-8802

Braintree Harbor Masters Office: +1-781-843-8601
Boston Docking Pilots – 24 Hour Dispatch: +1-978-778-8300
Boston Harbor Pilots Association: +1-617-569-4500

CITGO Terminal: +1-781-848-2595.

Ext 130 for the Guard Shack

Ext 115 for Operations and all after hours communications.

Ext 110, 114, 117, 111 may be available during the business week.

CITGO Port Captain: +1-401-297-5671

18) Dock Information

- If Vessel to arrive more than 6 months after listed date, check with Terminal for updated information.

CITGO Dock 1 – Below information current as of October 10, 2023.

Approved Safe Draft – 35' 04" FW / 10.77 M / Soundings show minimum water depth of 36' 04" MLLW

Dock salinity – 1012 average (Brackish)

Max LOA - 660 Ft. / 201.31 M

Max Beam - 106 Ft. / 32.3 M

Max BCM – 320 Ft. / 97.54 M

Min PBL – 124 Ft. / 37.80 M fwd of cargo manifold **and/or** 124 Ft. / 37.80 M aft of cargo manifold

Min Freeboard – 3.5 Ft. / 1.07 M

Cargo Hoses are 10 inch

Vessels dock starboard side-to ONLY.

General Notes:

The MAXIMUM DRAFT in the approach channel is 36'- 00" FW. (Confirm no changes prior to arrival.)

Vessel's whose freeboard will exceed 28'- 00" (8.53 meters) are advised that the shore gangway may be removed during periods of high water. Vessel's freeboard (fully loaded) must be at least 3' 06" or greater.

Daylight Restricted - All tankers and barges with a shell capacity greater than 85,000 barrels are restricted to daylight berthing/unberthing only.

Max Vessel Dimensions - Max Size (610' LOA x 106' Beam) or (660' LOA x 90' Beam) due to restriction of Weymouth Fore River Bridge span and approach constraints.

Vessels Parallel Midbody (PMB) length must be at least 124' forward and/or aft of the cargo manifold at empty or ballast condition.

For Ocean Going Barges: Use of the berth's middle fender together with one of the outside fenders is allowed as long as both vessel and facility manifolds are properly aligned. Ocean Going Barges with external stiffeners will require the use of Rope Fenders between barge and dock fender panels.

New Weymouth Fore River bridge was completed in the spring of 2019. The width fender to fender is 250'. Bridge deck height is 60' in closed position and 175' in the open position. Bridge cannot open if winds exceed 45 mph.



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