



ENERGY TRANSFER

PORT MANUAL

HOUSTON TERMINAL (ETHT)



Houston Terminal Port Manual Rev. 01

Effective: 01-June-2023

Houston Terminal Port Manual Revision History

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01	Legal entity changes, and general revisions of terminal operations.	O.Hibbert	M.Franco	L Tran	B Benoit	M.Franco	01-June-23

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Contents

PREFACE	06
COMMUNICATION.....	07
1. <u>GENERAL INFORMATION</u>	
1.0. LOCATION	08
1.1. TIME BELT	08
1.2. VISIBILITY	09
1.3. WEATHER/PORT CLOSURE.....	09
1.4. WIND OPERATING PARAMETERS.....	09
1.5. ELECTRICAL STORMS	09
1.6. NAVIGATION-ARRIVAL NOTIFICATIONS	09
2. <u>TERMINAL SECURITY</u>	
2.0. ACCESS TO TERMINAL.....	11
2.1. PHOTOGRAPHY.....	11
2.2. GATE LIST.....	11
2.3. TRANSPORTATION	12
2.4. BAGGAGE	12
2.5. BOARDING VESSEL, VESSEL SHORE LEAVE, CREW CHANGE, REPATRIATION.....	12
2.6. ALCOHOL AND DRUG.....	12
3. <u>PORT SUPPORT SERVICES</u>	
3.0. AGENTS	13
3.1. PILOTAGE	13
3.2. TUGS AND SUPPORT CRAFT	13
3.3. MEDICAL FACILITIES	14
3.4. PROVISIONS, STORES, FRESH WATER.....	14
3.5. REPAIRS/DIVING OPERATION	14
3.6. BUNKERS.....	14
3.7. WASTE DISPOSAL.....	15
4. <u>MOORING LINE REQUIREMENTS</u>	
4.0 SHIPS AND OCEAN-GOING BARGES	15

4.0. INLAND / RIVER BARGES	15
4.1. MOORING LINE ATTENDANCE	16
4.2. WARPING	16
4.3. MOORING LINE GUIDELINES.....	16
5. <u>CARGO TRANSFER ARMS AND HOSES</u>	
5.0. TRANSFER ARMS AND HOSES.....	17
6. <u>VESSEL INSPECTION</u>	
6.0. ADVANCE NOTICE.....	17
7. <u>CARGO DOCUMENTATION</u>	
7.0. CRUDE OIL CARGO QUALITY AND QUANTITY.....	18
7.1. CARGO SAMPLING.....	19
8. <u>VESSEL PRE- ARRIVAL AND ARRIVAL</u>	
8.0. VESSEL VETTING.....	19
8.1. SCHEDULING	20
8.2. VESSEL ARRIVAL	20
9. <u>TERMINAL BERTH INFORMATION</u>	
9.0. TERMINAL REQUIREMENTS FOR VESSELS AT BERTH	20
9.1. SOUTH TERMINAL DOCK LAYOUT.....	23
9.2. RELATIVE POSITION OF SHIP DOCK#1 AND BARGE DOCK 2,3, AND 4.....	24
9.3. RELATIVE POSITION OF BARGE DOCK 6,7 AND 8.....	25
10. <u>INDIVIDUAL DOCK LAYOUT</u>	
10.0 SHIP DOCK #1 LAYOUT.....	26
10.1 SHIP DOCK #2 LAYOUT.....	27
10.2 SHIP DOCK #3 LAYOUT.....	28
10.3 SHIP DOCK #4 LAYOUT.....	29
10.4 SHIP DOCK #5 LAYOUT.....	30
10.5 BARGE DOCK #2 LAYOUT.....	32
10.6 BARGE DOCK #3 LAYOUT.....	33
10.7 BARGE DOCK #4 LAYOUT.....	34

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

10.8 BARGE DOCK #5 LAYOUT.....	35
10.9 BARGE DOCK #6 LAYOUT.....	36
10.10 BARGE DOCK #7 LAYOUT.....	37
10.11 BARGE DOCK #8 LAYOUT.....	38

11. CARGO TRANSFER OPERATIONS

11.0. PRE-ARRIVAL REQUIREMENTS	39
11.1. DOCK COMMUNICATION	39
11.2. CARGO TRANSFER	40
11.3. SHORE STOPS	40
11.4. TRANSFER RATES	40
11.5. MINIMUM/MAXIMUM TEMPERATURES & MAXIMUM PRESSURE LIMITS..	40
11.6. EMERGENCY SHUTDOWN DURING VESSEL LOADING.....	40
11.7. GANGWAY.....	41
11.8. VESSEL MOVEMENT.....	41

12. SAFETY 7 ENVIRONMENT

12.0. PRINCIPLES.....	41
12.1. MASTER’S RESPONSIBILITIES.....	42
12.2. OPERATIONAL SAFETY INSPECTIONS.....	42
12.3. SAFETY REGULATIONS.....	42
12.4. ENVIRONMENTAL COMPLIANCE.....	42
12.5. RADIOS.....	43
APPENDIX I MAXIMUM SHIP DOCK ALLOWANCE.....	44
APPENDIX II DOCK CHARGES AND SERVICE DOCUMENT.....	45
APPENDIX III ETHHT PRE- ARRIVAL QUESTIONAIRE.....	47
APPENDIX IV - BLOWBACK PROCEDURE.....	48

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

PREFACE

This Port Manual (the “Manual”) provides information to Owners, Charterers, Ship’ Masters, Barge Tanker men, Ship Operators and vessel Agents transferring cargo at the Energy Transfer Houston terminal (the “Terminal”). Energy Transfer Houston Terminal (ETHT) is owned and operated by HFOT LLC. This document serves as a guideline for use of the Terminal, services provided by ETHT and the facilities located at the Terminal. The material in these Manual supplements, but does not supersede, any regulations enacted by, state, federal, or other government agencies.

The Manual covers the guidelines applicable to all ships, tug and barge collectively termed “vessel” calling on ETHT. Nothing in this manual relieves the vessel Master, Barge Tanker man, or the designated Person in Charge of their responsibility to carry out their function in a safe and responsible manner. Vessels are required to comply with all applicable laws and regulations including the Port and Tanker Safety Act of 1978, OPA-90 and Industry accepted standards. Vessels out of compliance with the requirements set forth in the Terminal Manual may not be permitted to berth or may be required to immediately cease cargo operations, disconnect and vacate the berth.

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

COMMUNICATION

Official Address: **Energy Transfer Houston Terminal**
15855 Jacinto Port Blvd.
Houston TX 77015

Requests for Port Information should be addressed to:

Attn: Marine Scheduler
Energy Transfer Houston Terminal
15855 Jacinto Port Blvd
Houston TX 77015

Energy Transfer Houston Terminal Contact Information

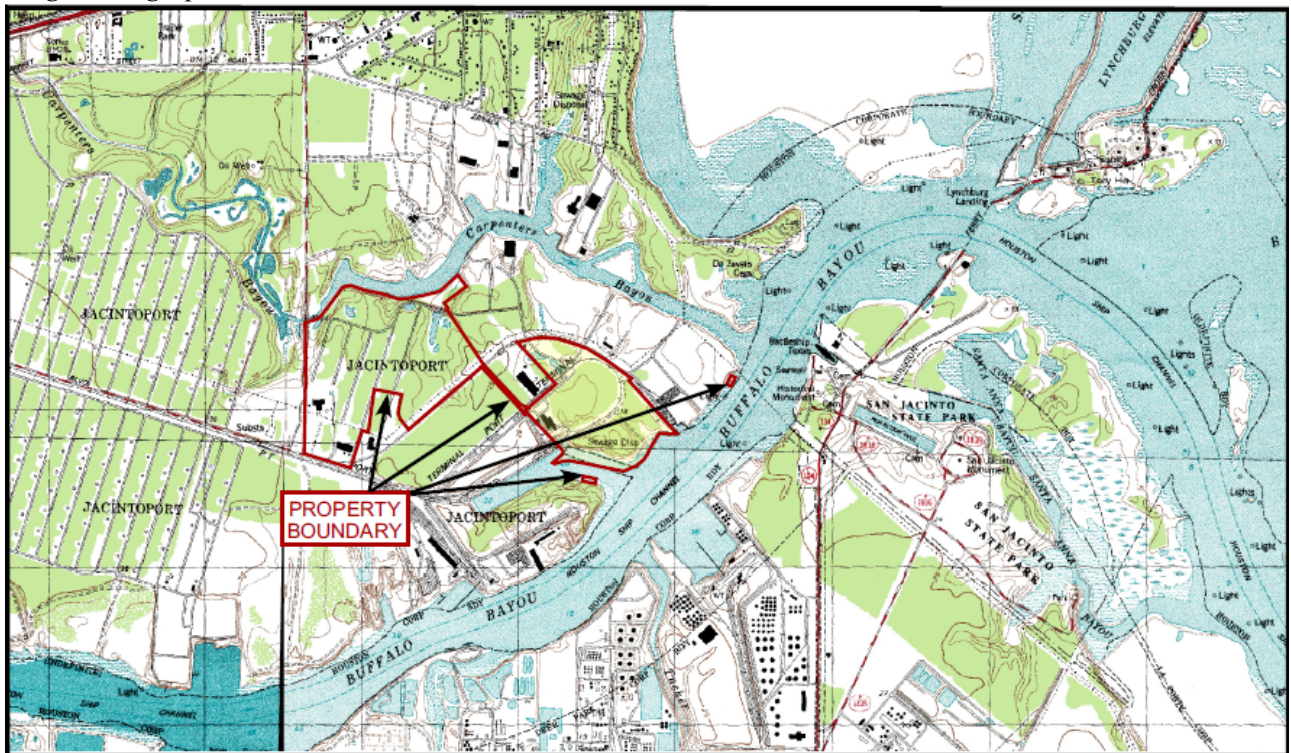
Main Telephone Number:	281-452-3390
<u>ETHT TRAFFIC</u>	
Joshua Fobare (Day)	713-948-7512
Marine dispatch (evening/weekend)	281-452-3390
Emergency	281-452-3390
<u>SECURITY OFFICER</u>	
Brandon Davis	713-948-6122
<u>CUSTOMER SERVICE</u>	
Eric Clugy	713-989-6252
<u>OPERATIONS</u>	
John Grider	713-948-7506
Charles Suggs	713-948-7544
<u>Marine Technical ADVISOR</u>	
O’Neil Hibbert	713-948-7530

GENERAL INFORMATION

1.0 LOCATION

The facility is located between mile marker 35&36 of the Houston Ship Channel, on the north side of the channel approximately seven miles east of Pasadena and seven and one-half miles west of Baytown near Station 558+05 and adjacent to Jacinto port Slip and Trinity Steel. The geographic location of the facility is identified on the *below fig 01*.

Fig.01 Geographic location



1.1 TIME BELT

- Local time – Central Standard Time (Minus 6 hours GMT)
- All communications to the Terminal Personnel should refer to local time.

Note: From the first Sunday in March to the first Sunday in November, this is modified by use of Daylight Time to minus 5 hours GMT.

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	 ENERGY TRANSFER
Rev. 01		

1.2 VISIBILITY

Fog in the South Texas regions is most frequent in the region midwinter and normally rarer in the summer. Fog usually dissipates before noon, however under stagnant conditions it may last into the afternoon. Along the coast fog may not develop until daybreak - but further inland, where radiation is more effective, fog may form before midnight.

1.3 WEATHER / PORT CLOSURES

The local weather is usually moderate, with average temperatures ranging between 40° F. and 85° F. The U.S. Coast Guard radio stations make special weather broadcasts as the situation requires on FM channels 21 and 22.

Port Closure – In the event the U.S. Coast Guard (USCG) issues a port closure due to an impending Tropical Storm or Hurricane, all vessels are required to immediately cease cargo transfer operations and vacate docks. For deep draft vessels expected to remain in port during a hurricane, a Heavy Weather Plan and Remaining in Port Checklist must be completed and submitted to MSU Houston at least 72 hours prior to the arrival of gale force winds.

- **In no event will a vessel be allowed to stay at ETHT docks during a Tropical Storm or Hurricane, including anchorage Layberths.** If a vessel fails or is unable for any reason to take appropriate action as prescribed by the severe weather circumstances, the vessel will be liable for any damages. In addition, ETHT will require the vessel Master to sign a Letter of Indemnity holding ETHT harmless from any damage to the vessel resulting from the storm. The vessel owner or his designee will also be liable for any damages to the ETHT dock as a result of the vessel being at the dock during the storm.
- ETHT will advise all customers when the U.S. Coast Guard has reopened the port and the Terminal is ready to resume operations.

1.4 WIND OPERATING PARAMETERS

ETHT reserves the right during inclement weather (i.e. lightning, high winds, etc.), to suspend cargo transfer operations for any vessels until such weather condition clears and ETHT management, at its sole discretion, has determined that operations may safely resume.

Note: Operational wind limits will be expressed as a sustained wind blowing for an average of 60 seconds or longer.

Fig. 2 Wind Operational Limits

Wind Operational Limits	
Winds sustained at 35 MPH (30 Knots) or greater	If winds are forecasted to build significantly, vessel should deploy all other available mooring lines ahead of the approaching storm. Terminal Supervisors and Marine Technical Advisors (MTA) should be notified if the winds are reaching 35 mph or more to discuss action to be taken if wind increases.
Winds sustained at 40 MPH (35 Knots)	Supervisor’s approval and assist tugs (at vessel owner’s expense) are required for transfer operations to continue. Tugs must be called in advance of winds reaching 35 MPH sustained and gusts to 40 MPH or greater for transfer to continue. Without assist tugs all transfers must be shut down and all valves closed.
Winds sustained at 45 MPH (40 Knots)	All transfer operations are to stop, close valves, drain arms/hoses, and disconnect. Unless permission is granted by the terminal, all vessels are to make immediate preparations to vacate the berth. If they are unable to vacate the berth as requested, a “Severe Weather Indemnity Agreement” will be required

Note: In any event, at the time that a vessel movement is due to be carried out, should the prevailing wind conditions be complicated by unusual tidal flows, cross currents, or any other environmental, traffic, or other issues, the vessel movement will be contingent upon the agreement of the ship’s Master and the pilot.

1.5 ELECTRICAL STORMS

In the event of imminent electrical storm activity approaching the vicinity of the Terminal, cargo transfer operations must be suspended (decision to suspend can be made by either party) until such time as mutually agreed as safe to resume by the Terminal’s production shift supervisor (or other designated Terminal PIC on duty) and the vessel’s person-in-charge (PIC) of cargo operations.

Fig. 3: Lightning Procedures:

Lightning Procedures	
15 statute miles out	Vessel and terminal should be aware of impending weather.
10 statute miles out	All elevated and overhead work will stop until all clear is given. Marine operations personnel must be informed about threat and all deck activities of vessels must be suspended until threat has passed.
7 statute miles out	Transfer operations will be suspended until all clear is given. Take shelter.

1.6 NAVIGATION-ARRIVAL NOTIFICATIONS

Advance Notice of Arrival to USCG National Vessel Movement Center (NVMC) is required at least 96 hours in advance of arrival at any U.S. port. Consult your Agent for further information. The notice should be transmitted by the Vessel’s owner/operator, Agent, or Master directly to the NVMC in accordance with USCG regulations. Please refer to the Vessel’s owner, operator, and/or its U.S. Agent for the specific regulations and the required format and content of this notice. All

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

vessels calling at the Terminal are required to submit a 96-Hours advance notice of arrival to the USCG via the NVMC, as detailed in 33 CFR Part 160. The Master, owner/operator, or Agent shall submit an ENOA/D (Electronic Notice of Arrival/Departure) via the SANS system (SHIPS ARRIVAL NOTIFICATION SYSTEM) to the USCG’s NVMC, as outlined in the latest “Electronic Notice of Arrival/Departure (eNOA/D) User Guide” issued by the U.S. Department of Homeland Security.

Reference: <http://www.nvmc.uscg.gov>

“The information resources and Internet Web Links provided within this manual that are not controlled by the Terminal, are provided for your convenience ONLY and should always be verified with your Agent or directly with the party referred to as the source of the information.”

TERMINAL SECURITY

2.0 ACCESS TO TERMINAL

Access to the Terminal is strictly limited to EHTT personnel, government officers, and other visitors, contractors and customers with a valid reason for entry who have been pre-approved for Terminal access.

Transportation Workers Identification Cards (TWIC) cards are required for access into the facility. Authorized TWIC bearers are permitted to have facility access without escort. They are not allowed to serve as escorts to non-TWIC holders in this facility. Agents are not permitted to transport or escort crew members, owners, or superintendents through the facility. Escort services for owners and superintendents can be provided by the facility Security guards.

2.1 PHOTOGRAPHY

Photographs will not be allowed on the terminal.

2.2 GATE LIST

All vessel on-signers and off-signers must be at least 18 years of age and must be listed on a valid gate list. Your gate list must specifically list all personnel that will require shore leave. If they are not listed, they will not be allowed to leave the gangway. Crew lists are required but will not be applicable for the purpose of shore leave. Your gate list must be provided no later than 24 hours in advance of vessel arrival. Last minute changes are permitted. All visitors traversing to the vessel must submit their business purpose to security. This purpose must also be indicated on the gate list. Any visitor that does not have a stated valid purpose of business on the vessel will be denied access. Shore-side passage may be suspended at any time by the Facility Security Officer.

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

Please email the applicable information to the following:

Security:

Email:

Mailbox.Gate@energytransfer.com

Mailbox.gate2@energytransfer.com

Telephone:

713-948-7520

713-948-7565

2.3 TRANSPORTATION

Crewmember and visitor transportation can be secured through any agent recommended and facility approved transportation service. Unapproved transportation carriers will not be allowed in the facility. Agents will not be permitted to transport visitors to or from the vessel. Only crew members identified on the gate list as shore leave personnel will be allowed to exit the ship and board the transportation vehicle. Crew members must remain on the vessel until the transportation service arrives. Prior to entering the vehicle, crew members must present both a valid government ID and Shore Pass.

2.4 BAGGAGE

No unaccompanied luggage or packages are permitted in this facility. These materials must be transferred via waterside launch services. Luggage for crew member will be screened prior to boarding the transport vehicle designated for shore side access. Crew members will be allowed to bring packages from shore provided they are unopened, and the original receipt is available.

2.5 BOARDING VESSEL, SHORE LEAVE, CREW CHANGE, REPATRIATION.

Vessel personnel are not permitted ashore and shore personnel are not permitted aboard for any purpose whatsoever until vessel's agent has obtained approval from Customs and/or Immigrations, and the Facility Security Officer has been notified of the crew member's names that will go ashore.

The Ship's Master will need to contact the Agent for arranging the arrival or departure of crew members or company personnel. Security Personnel will contact the dock Person in Charge (PIC) to make arrangements to have the crew members picked up at the designated departure point at the dock. No person will be permitted to travel beyond the departure point at any time before or after being transported from or to the facility. There are no public phones or wireless internet provided at the ETHHT.

Note: *The Terminal has sole authority concerning access to or through the facility – including reserving the right to search and/or screen all visitors including their possession*

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

2.6 ALCOHOL AND DRUGS

Each Crew Member embarking or disembarking the Terminal is subject to a detailed screening and inspection of belongings without prior notice, screenings are conducted by Terminal Security. Alcohol, illegal drugs, weapons, and explosives are strictly prohibited within the ETHT limits. At no time will any individual be allowed into the Terminal who is suspected of being under the influence of drugs or alcohol.

If the Terminal reasonably suspects or determines that any member of the vessel’s crew are under the influence of drugs or alcohol, the Terminal will suspend all cargo operations, will notify the local USCG office, and will not resume cargo operations until an investigation by the Terminal and/or vessel and/or USCG is completed. Results of any investigation will be communicated in a timely manner to the shipper, charterer, customer, and the vessel’s operating company.

Nothing stated herein is meant to interfere with or to relieve the Vessel’s Master, operator, or owner of any responsibility for maintaining and enforcing the Vessel’s own Alcohol and Drug Abuse prevention policies

PORT SUPPORT SERVICES

3.0 AGENTS

Vessels calling on the Terminal should address all business matters through their local shipping agent. Many services are available in port, provided that arrangements have been made for them through the vessel’s agent and properly communicated to the Terminal when required. All outside services, including but not limited to mooring and unmooring, independent inspection and laboratory testing will be paid for by customer and shall not be the responsibility of the Terminal.

3.1 PILOTAGE

Pilotage is compulsory for all vessels transiting the Houston Ship Channel. Please contact the Houston Pilots or your agent for current channel and vessel restrictions. Pilotage is provided by the Houston Pilots and the dispatcher may be contacted at:

HOUSTON PILOTS

Phone: 713-645-9620
 Fax: 281-478-4324
 Website: contacthp@houston-pilots.com

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

3.2 TUGS AND SUPPORT CRAFT

Assist tugs are required for all ships and ocean-going barges, however, are not provided by the Terminal. It shall be the responsibility of the Vessel’s Master and/or docking pilot to determine the number and power of tugs necessary to ensure that these operations are carried out safely during mooring, un-mooring, and shifting operations.

Docking Pilots and assist tugs for berthing operations must be arranged through the vessel's agent. Assist tugs will not be allowed to come alongside or remain alongside a vessel while it is transferring cargo or anytime loading arms are connected unless granted permission by the Terminal.

Barges at the ETHHT berth shall have a tug or towboat “in attendance” at all times. Tug/Towboats are required to remain on standby with the “tow” while the barge is alongside the berth. Tug substitutions are not allowed without approval through the terminal Marine Operations group.

3.3 MEDICAL FACILITIES

There are no medical facilities at the Terminal. Transportation to local hospitals or clinics can be made through the vessel’s agent. Local ambulance services include:

EMERGENCY MEDICAL SERVICES

- Emergency Services 911

3.4 PROVISIONS, STORES, FRESH WATER

Stores deliveries must be coordinated with the terminal in advance of vessel arrival. All provisions must be transferred utilizing waterside launch. Delayed departure of vessel’s from the terminal berth due to stores or other deliveries, crew changes, personnel transfers between ship and shore, or any other such non-emergency or otherwise controllable delays will not be permitted.

Fresh Water delivery is available from the terminal. The agent must contact Marine Scheduler for each approval at least 24 hours in advance of arrival.

3.5 REPAIRS / DIVING OPERATIONS

Hot work activities are not allowed at any time while the vessel is at the dock. Certain repairs may be permitted at the dock at the approval of the Terminal Operations Manager, Marine Technical Advisor and Facility Security Officer. Technicians and agents will only be allowed to transport parts in packages that are hand sized and that can be safely transported via the gangway. Technicians will be granted access to the vessel with the approval of the Terminal Operations Manager.

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

3.6 BUNKERS

All bunker deliveries must be coordinated with the terminal at least 24 hours in advance of vessel arrival. All bunkers are to be delivered by X-Pipe from shore except for SD # 5 which may receive bunkers waterside. Ship crane operations are not permitted during cargo operations or anytime the loading arms are connected. Bunkering operations X-pipe will take place concurrently with cargo operations. Vessels are required to provide the cargo transfer hose when conducting MGO operation at ship docks 1, 2, and 3 which, must meet the following criteria

- Hose size will be 6" with a length capable of reaching terminal presentation flange.
- Must meet ANSI standards for 150-pound class flanges
- Must meet all applicable regulations and standards, including but not limited to USCG requirements.
- Have a MAWP of 150 psi or greater and be appropriately marked
- Be of non-metallic construction and resistant to abrasion and kinking. Collapsible hose assemblies are not permitted

Vessels requesting to bunker at the Terminal must submit a manifold arrangement showing the location of the bunker connections for consideration. Manifold arrangements can be submitted to the Marine Scheduler or Marine Technical Advisor (Port Captain).

3.7 WASTE DISPOSAL

Disposal of vessel garbage is permitted only by designated certified contractors. Garbage disposal is allowed waterside only, to be done concurrent with cargo transfer operations.

MOORING LINE REQUIREMENTS

4.0 SHIPS AND OCEAN GOING BARGE

All line handling services for ships and ocean-going barges are provided by third party contractors and must be arranged by agent. Mooring and unmooring shall be performed utilizing the same contractor.

Vessel crew and pilots will not be allowed to disembark vessel until “all fast” and the gangway is properly secured.

4.1 INLAND / RIVER BARGES

All line handling for inland/river barges will be performed by the Vessel’s crew. Terminal personnel may be used at the discretion of the dock PIC for assisting in mooring and unmooring operations.

Note: Pilots and Vessel crews will not be allowed to disembark vessel until “all fast” and the gangway is properly secured.

4.2 MOORING LINE ATTENDANTS

Vessel crews are required to continuously monitor the mooring lines in order to keep them tight, to maintain the vessels position on the dock. Mooring winches should be out of gear and set on manual brake. Vessels drift may occur during normal channel traffic so lines should be monitored on a frequent basis. The Terminal PIC has the authority to shut down cargo transfer if lines are not properly attended.

4.3 WARPING

Warping along the berth without authorization from the Terminal marine department is prohibited. If repositioning of a ship is required without the use of tugs and pilotage, it must be verified through a formal risk assessment and approved by the terminal.

Synthetic rope tails (mooring line pendants) of a suitable length and minimum-breaking load consistent with Oil Companies International Marine Forum (OCIMF) guidelines must be properly attached for use on all vessel mooring wires and high modulus (HMPE or similar) synthetic fiber mooring ropes. Generally, mooring lines of the same size and material should be used for all leads, if this is not possible due to the available equipment, all lines in the same service, i.e. breast lines, spring lines, headlines and stern lines should be of the same size and material.

The use of mixed moorings comprising full-length synthetic ropes used in conjunction with wire is prohibited at the Terminal. Any vessels utilizing a mooring system that solely consists of extremely low stiffness lines, such as nylon, will not be allowed to berth at the terminal.

4.4 MOORING LINE GUIDELINES

Fig 4. Reference: OCIMF “Mooring Equipment Guidelines”, 4th edition (2018)

Vessel Mooring Recommendations	
Ships-(All Ships)	For all SHIPS arriving at ETHT Docks, a minimum of sixteen (16) lines are required for mooring as follows: three (3) forward springs, three (3) aft springs, three (3) forward headlines, two (2) forward breast lines, three (3) stern lines and two (2) quarter stern lines.
Barges-(Greater Than 100,000 bbl. Capacity)	All barges with greater than 100,000 bbl. capacity arriving at ETHT docks, a minimum of twelve (12) lines are required as follows: two (2) forward springs, two (2) aft springs, two (2) forward headlines, two (2) forward breast lines, two (2) stern lines and two (2) quarter stern line.

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

Barges-(Less Than 100,000 bbl. Capacity)	All barges with less than 100,000 bbl. capacity arriving at ETHT docks, a minimum of six (6) lines are required as follows: two (2) from the stern, two (2) from the forward, and two (2) breasting. If barges are doubled at the dock, the outside barge is required to have four (4) lines to lash to the dockside barge as follows: one (1) cable forward, one (1) cable aft, and two (2) midship lines.
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Note: Mooring restrictions listed above are recommendations and considered a best practice at the Terminal, it remains the sole responsibility of the Vessel's Master, to maintain a safe and properly effective mooring configuration to secure the Vessel at the berth at all times. If a vessel cannot deploy the minimum number of required mooring lines, written notice must be given prior to arrival.

TRANSFER ARMS AND HOSES

5.0 TRANSFER ARMS, VAPOR ARMS AND HOSES

Transfer arm and hoses connection and disconnection services are currently provided by ETHT personnel. For any question or concern you may contact the dock Person-in-Charge (PIC) or the Supervisor of Terminal Operations.

SUPERVISOR TERMINAL OPERATIONS	
OFFICE:	713-948-7532
CELL :	832-374-9274
EMAIL :	dlopssupervisor@energytransfer.com

All vessels must be loaded through the vessel's manifold, not overhead. Vessels on arrival required to have risers capable of connecting to the following:

Connection and disconnection of cargo hoses, cargo arms and gangways on the ship will be provided by the Terminal. Vessels are required to have blanks removed from cargo and vapor manifold/lines in order to properly connect two or more transfer arms/hoses to the vessel.

Tank barge tow configuration consisting of two (2) tank barges are required to load in tandem using cross over hoses for crude oil and vapor recovery if needed.

Fig.5 Ship Dock Cargo Arms Specifications

<u>Dock</u>	<u>Cargo Arms / Vapor Connections</u>	<u>Vessel Manifold Air Draft (Max)</u>
#1 Ship Dock	Cargo – 3 x 12” ANSI 150#	58’
#1 Ship Dock	Vapor – 1 x 12” ANSI 150#	Recovery Connection
#2 Ship Dock	Cargo – 3 x 12” ANSI 150#	58’
#3 Ship Dock	Cargo – 3 x 12” ANSI 150#	68’
#3 Ship Dock	Vapor – 2 x 10” ANSI 150#	Recovery Connection
#4 Ship Dock	Cargo – 3 x 12” ANSI 150#	74’
#5 Ship Dock	Cargo – 2 x 16” ANSI 150#	74’

VESSEL INSPECTIONS

6.0 Advance Notice

The Terminal requires at least 24 hours advance notice of any inspections that will take place while the vessel is at the facility and are permitted at the sole discretion of the Terminal. In the event that inspections delay or otherwise disrupt the commencement of cargo operations, the NOR will not be accepted as valid until such inspections are complete and there are no other regulatory or class impediments.

Vessels requiring a United States Coast Guard, COC (Certification of Compliance) exam as per 46 U.S. Code § 3711, will not be permitted to conduct these inspections alongside the berth at ETHT, without authorization from the Terminal marine department. Vessels must submit request 72hrs before berthing.

Note: At no time while loading arms or hoses are connected will a vessel be permitted to energize or otherwise use the ships crane without permission from the Terminal. Failure to comply may result in cargo operations to be suspended with all delays for owner’s account.

CARGO DOCUMENTATION

7.0 CRUDE OIL CARGO QUALITY AND QUANTITY

Customer will provide the cargo name, properties and quantity for review and approval by ETHT. All cargo types require a cargo assay and/or current load port analysis to be approved by ETHT. The cargo assay must be most recent, not to exceed 2 years, and representative of the cargo that is to be discharged. A cargo assay must include the following properties:

- Gravity – API degree @ 60 F

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

- Viscosity – SUS @ 100 F and SUS @ 60 F
- Reid Vapor Pressure - psi
- Hydrogen Sulfide content – ppm (in liquid and vapor phase)
- Sulfur content – percent weight
- Pour Point – degree F
- Paraffin Content

ETHT reserves the right to request a cargo assay or load port analysis on previously approved cargo types to determine if cargo properties are within contractual limits. The following cargo types are subject to ETHT approval and may be require additional discharge conditions:

- High viscosity cargoes (as defined in customer terminal agreement) may require a cargo blend plan and/or line flush.
- High Pour Point cargoes may require injection of pour point depressant during discharge operations.
- High Hydrogen Sulfide cargoes may require injection of hydrogen sulfide scavenger during discharge operations. Hydrogen sulfide must not exceed 100 PPM.

The customer must supply the final total observed gross volume “TOV” in barrels on board vessel not less than 24 hours prior to vessel transit to ETHT docks. ETHT reserves the right to reject an inbound cargo vessel with a TOV that exceeds the customer’s tank available space.

7.1 Cargo Sampling

Open hatch samplings are permitted on Static Non-Accumulating cargo such as fuel oil and VGO. When performing open hatch sampling the following conditions must be met.

1. Hydrogen sulfide (H₂S) must be below 11 ppm.
2. Terminal Must be notified
3. Procedure and Equipment used for sampling must be in accordance with ISGOTT 12.8 (6th edition)

Open hatch sampling will not be permitted on crude oil cargoes.

Issue Date:01, June 2023	Energy Transfer Houston Terminal Port Manual	
Rev. 01		

VESSEL PRE- ARRIVAL AND ARRIVAL

8.0 VESSEL VETTING

All nominated vessels will be evaluated under the accepted vetting policies and procedures of ETHT. The ETHT Marine Scheduler will request vessel vetting information for the customer's nominated vessel. If the vessel meets the approved vetting criteria it will be accepted for cargo transfer at ETHT

In order to complete the nomination and scheduling process the customer is required to submit the following information:

- Requested Date WINDOW
- Customer Account
- Shipper
- Vessel Name or TBN
- Applicable Vessel Information (Q88, etc.)
- Daylight Transit (Yes/No)
- Vessel Lightered To/From
- Name of Cargo as stated in the Bill of Lading
- Quantity (TOV)
- Agent Name and Contact Information
- Owner Name and Contact Information
- Charter Name and Contact Information
- Inspector for Customer Name and Contact Information
- Inspector for Shipper Name and Contact Information
- Loss Control Representative (Customer / Shipper) Name and Contact Information

ETHT will not be required to receive any cargo at the Terminal with properties which would result, in ETHT sole discretion, non-compliance with federal, state or local regulatory requirements.

8.1 SCHEDULING

Vessels are Scheduled on a first come first serve basis. Pre- Arrival questionnaire (Appendix III and IV) must be filled out and return to terminal before vessel arrival.

8.2 VESSEL ARRIVAL

Notification to ETHT concerning the projected arrival date of vessels shall be considered as properly given if in writing via email to the Marine Scheduler.

Attn: Marine Scheduler
 Email address: dlhfotraffic@energytransfer.co

Issue Date:01, June 2023	Energy Transfer Houston	
Rev. 01	Terminal Port Manual	

TERMINAL BERTH INFORMATION

9.0 TERMINAL REQUIREMENTS FOR VESSELS AT THE BERTH

Each vessel calling at the Terminal must satisfy the following requirements at all times:

- a. The Master and owners/operators of each vessel utilizing the Terminal must ensure that its Master, officers, and crew comply with all applicable laws, including bylaws, rules, regulations, and ordinances enacted or issued by a competent authority, and that the vessel complies with applicable international vessel standards.
- b. Vessels nominated for transferring cargo at the Terminal shall be capable of safely operating within the limitations of the berth, its cargo transfer facility and interface with the facility, and associated mooring equipment as set forth in this Port Manual.
- c. The Master and the owners/operators of each vessel nominated for operating at the Terminal are responsible for ensuring safe and proper navigation and conduct of operations at the Terminal.
- d. Vessels shall be in accordance with international vessel standards and must be designed, constructed, equipped, operated, and maintained so as to remain in compliance with the applicable laws and regulations of the country where registered, the applicable laws and regulations of the U.S. (as applicable to either US-registered or foreign-registered vessels), and the provisions of the relevant and applicable “IMO Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk”, as amended; and remain continuously fully classed with an International Association of Classification Societies (IACS) member prior to and during operations and at all times while within the Terminal’s berth pocket basin.
- e. Each vessel shall have communication equipment complying with applicable regulations of governmental authorities and permitting such vessels to be in constant communication with the Terminal and with other vessels in the area when applicable.
- f. Vessels must have onboard sufficient and properly licensed and certificated personnel, including the Master, officers and crew - all of whom must be trained and qualified in accordance with the applicable provisions of the IMO’s “International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1995” as amended, and in accordance with the Vessel’s “Safe Manning” document as issued by its flag state.
- g. Masters should remain mindful of the provisions within any agreements specifically governing their vessel’s operations while at the terminal’s berth including, but not limited to requirements related to pumping time, loading or unloading time, demurrage, and berth time for their vessel

Fig.6 Ship dock parameters

	# 1 Ship Dock	#2 Ship Dock	#3 Ship Dock	#4 Ship Dock	#5 Ship Dock
Docking Options	Master's Option	Starboard Side Only	Starboard Side Only	Master's Option	Master's Option
Draft	See Terminal depth letter	See Terminal depth letter	See Terminal depth letter	See Terminal depth letter	See Terminal depth letter
Beam	165'	144'	165'	165'	165'
LOA	909'	900'*	910'*	900'	900'
Min PBL	242'***	242'***	242'*	242'***	202'***
Max Displacement	190,000 tons	190,000 tons	190,000 tons	190,000 tons	190,000 tons
DWT	145,000 tons	145,000 tons	145,000 tons	145,000 tons	145,000 tons

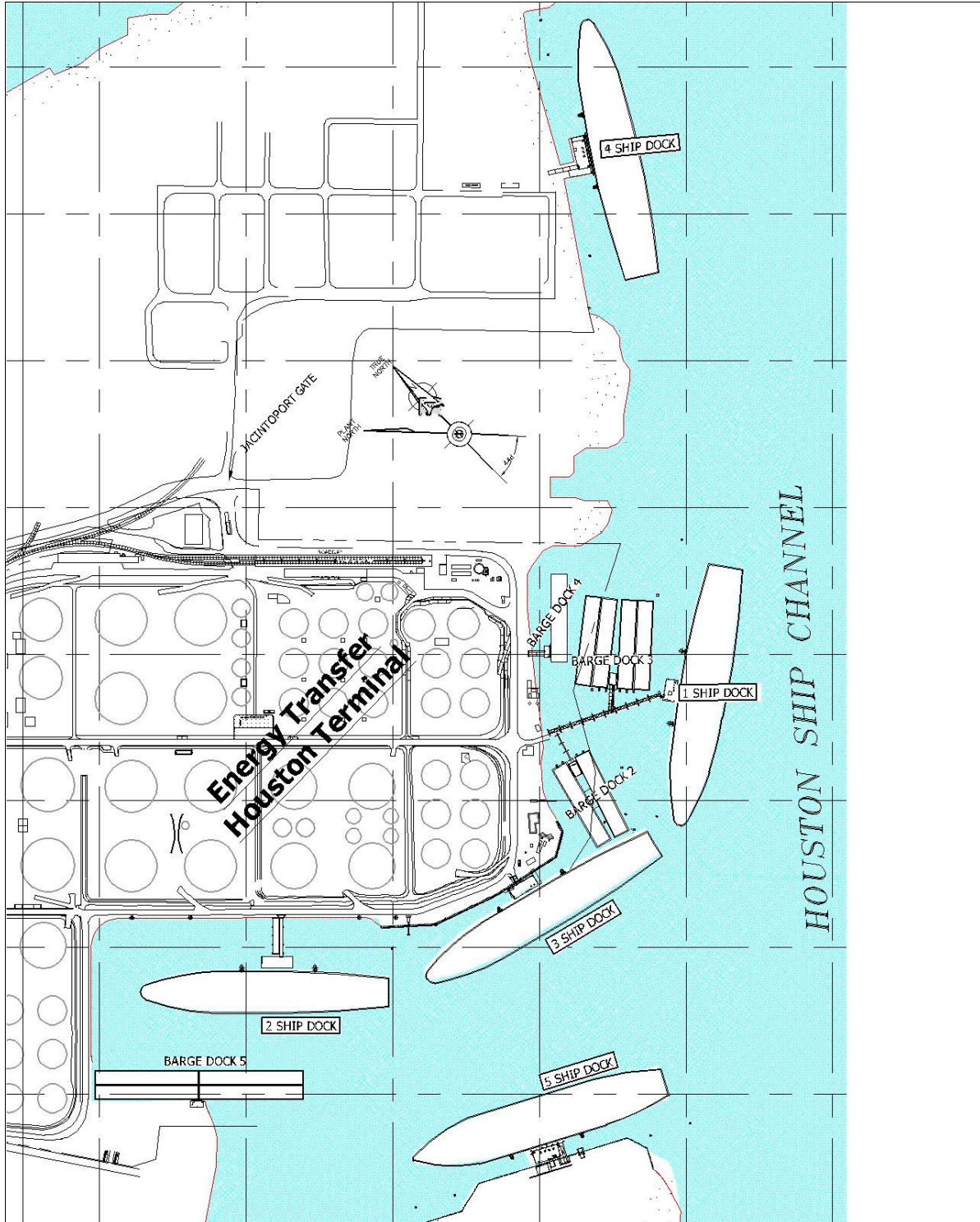
*Vessels at ETHT #2 and ETHT #3 may not exceed a combined LOA of 1700'

**Connections must be close to center of vessel

Note: ETHT will consider larger vessels on a case by case basis. Ocean Barge capabilities at all docks.

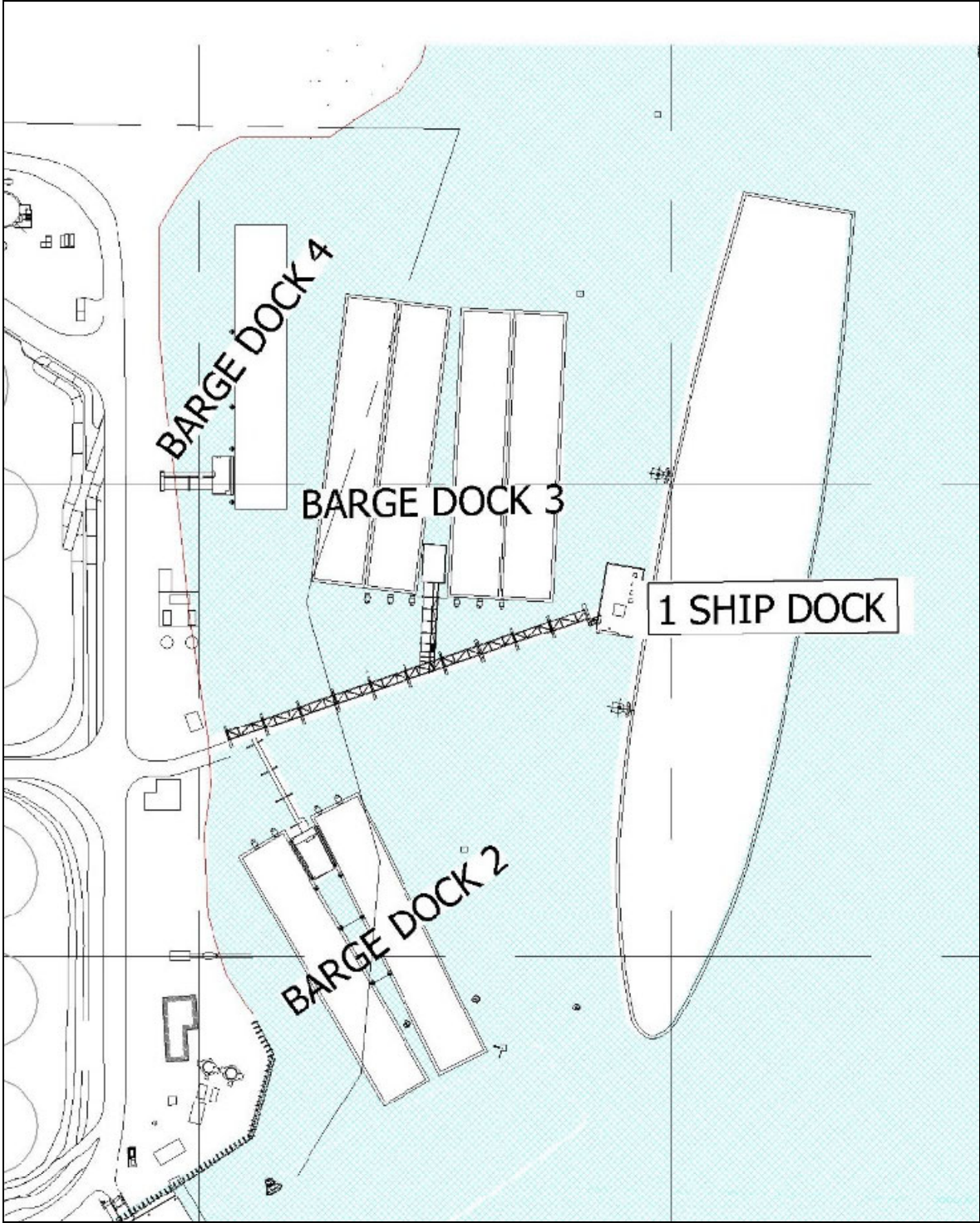
9.1 South Terminal dock layout

Fig 7: South Terminal Dock Locations



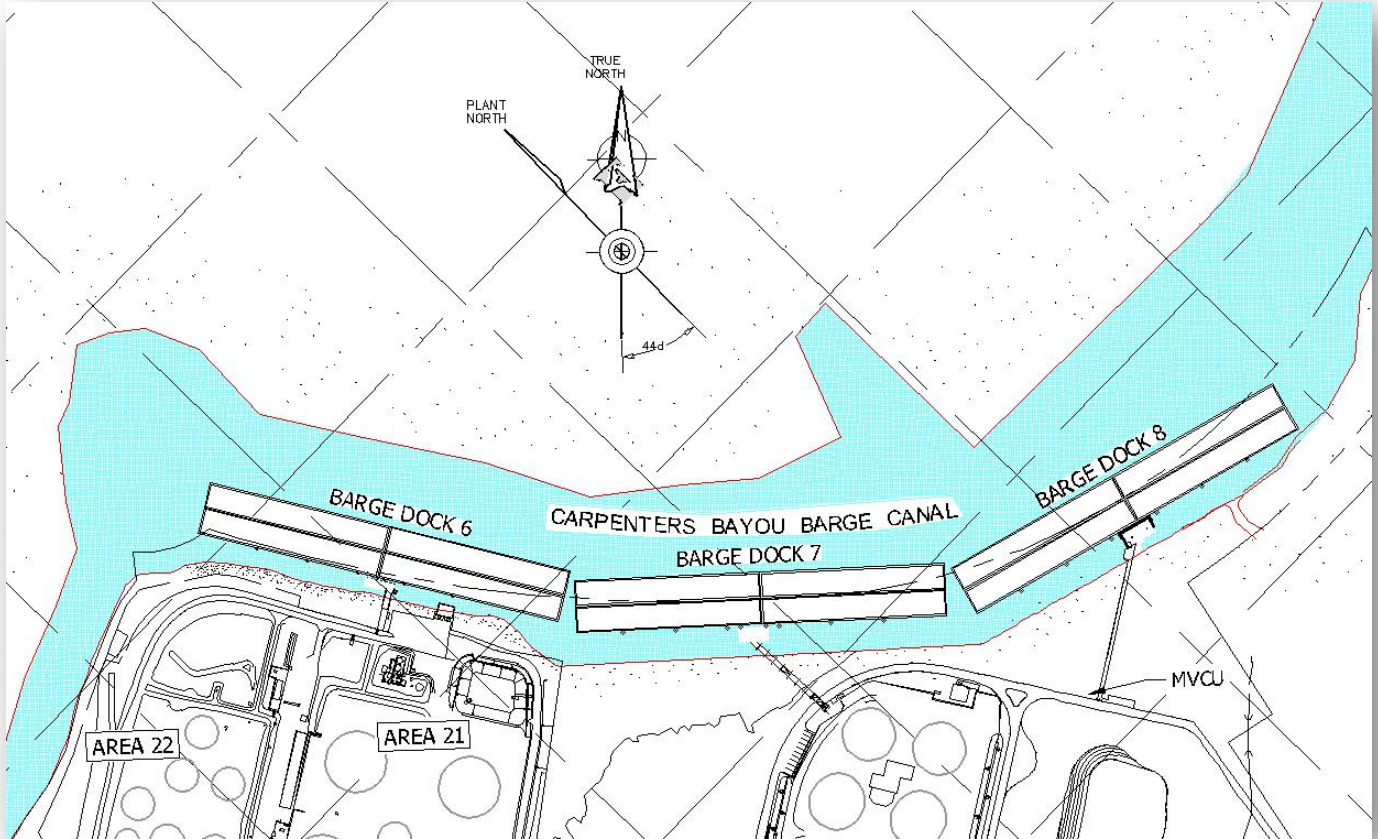
9.2 Relative position of ship dock #1 and barge dock 2, 3, and 4.

Fig. 8: #1 Ship Dock Area Overview



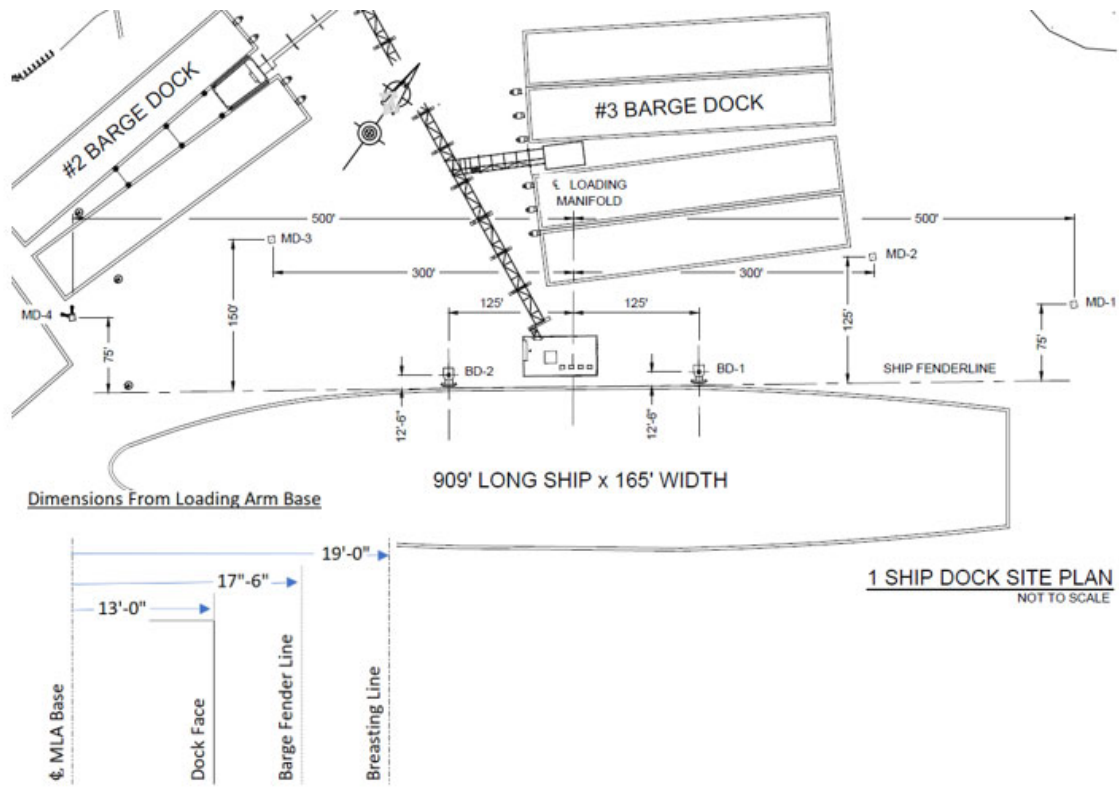
9.3 Relative position of Barge Dock # 6,7 and 8

Fig. 9 Carpenter Bayou Barge Docks Area View



Individual Dock layout

10.0 Ship Dock #1 Layout



Vessel Restrictions

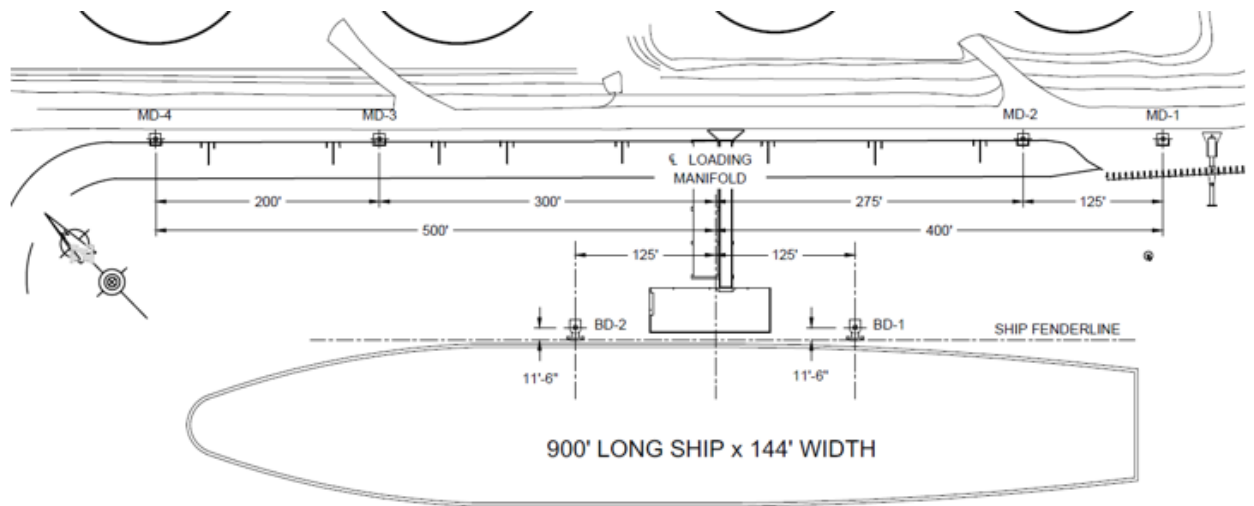
Max Length (LOA)	909' (277 m)
Min PBL	242' (74 m)
Max Beam	165' (50.3 m)
Max Allowable DWT	145,000 tons
Max Allowable Displacement	190,000 tons
Docking Options	Master's Option – Port or Starboard allowed, Port side to berth is normal.

Dock Information

Max / Min Manifold Height Above MLT	58' max 17.7m max
Transfer Arm Connection	3 x 12" ANSI 150#
Vapor Arm Connection	1 x 12" ANSI 150#
Gangway Information	Shore gangway is provided
Fuel / Bunkers	Available dockside, ex-pipe (4" MGO / 6" Bunker hose Connections.
Main Deck Height Above MLT	17' (5.2 m)
Lat / Long	N 29.7498 / E -95.1005

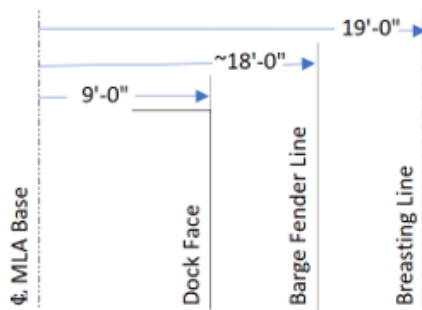
Notes:

10.1 Ship Dock#2 Layout



Dimensions From Loading Arm Base

2 SHIP DOCK SITE PLAN
NOT TO SCALE



Vessel Restrictions

Max Length (LOA)	900' (274.4 m)
Min PBL	242' (74 m)
Max Beam	144' (44 m)
Max Allowable DWT	145,000 tons
Max Allowable Displacement	190,000 tons
Docking Options	Starboard side to berth only.

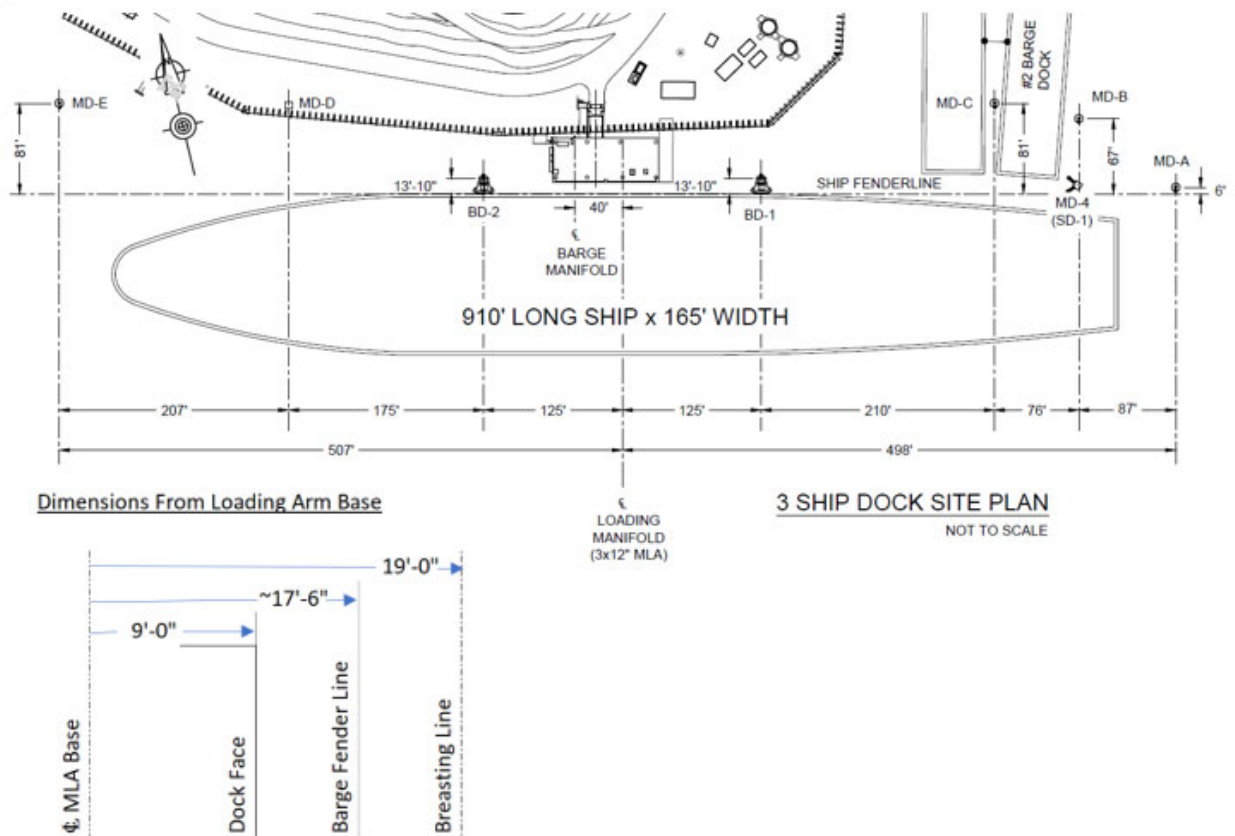
Dock Information

Max / Min Manifold Height Above MLT	58' / 12' (17.7 m / 3.7 m)
Transfer Arm Connection	3 x 12" ANSI 150#
Gangway Information	Shore gangway provided
Fuel / Bunkers	Available dockside, ex-pipe (4" MGO / 6" Bunker hose Connections.
Main Deck Height Above MLT	17'
Lat / Long	N 29.7508 / E -95.1005

Notes:

1. Maximum combined length LOA for #2 & #3 Ship Docks is 1700' (519 m)
2. When docking vessels 106 ft beam or over at #2 Ship Dock, no barge must be at #5 Barge Dock.

10.2 Ship Dock # 3 Layout



Vessel Restrictions

Max Length (LOA)	910' (277.4 m)
Min PBL	242' (74 m)
Max Beam	165' (50.3 m)
Max Allowable DWT	145,000 tons
Max Allowable Displacement	190,000 tons
Docking Options	Starboard side to berth only.

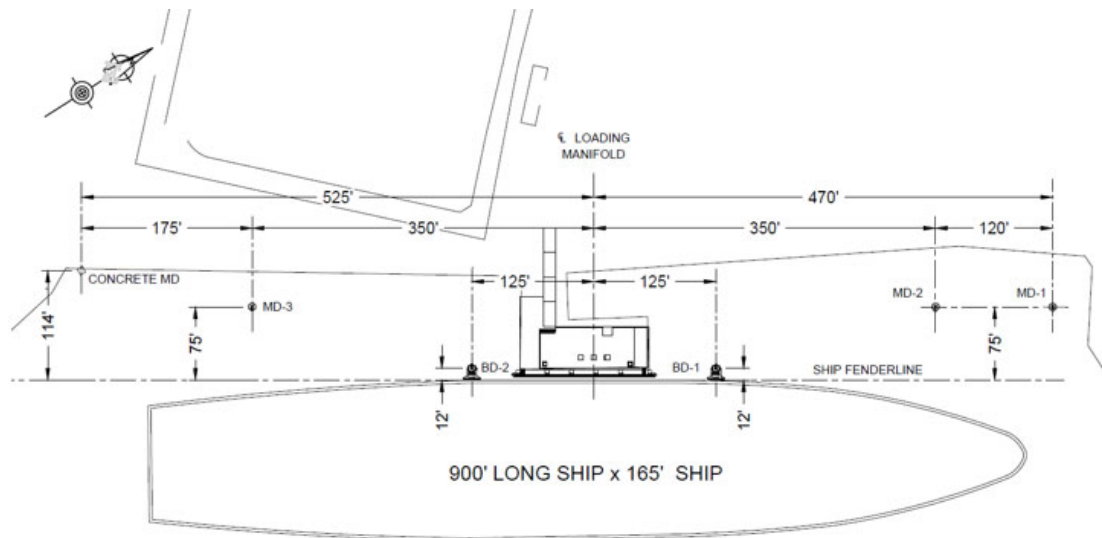
Dock Information

Max / Min Manifold Height Above MLT	68' max 20.7m max
Transfer Arm Connection	3 x 12" ANSI 150#
Vapor Arm Connection	2 x 10" ANSI 150#
Gangway Information	Shore gangway provided – placement by shore crane.
Fuel / Bunkers	Available dockside, ex-pipe (6" Bunker / 4" MGO hose connections)
Main Deck Height Above MLT	17' (5.2 m)
Lat / Long	N 29.7496 / E -95.1031

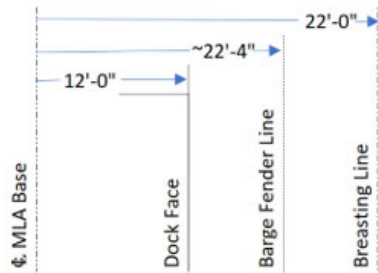
Notes:

1. Maximum combined length LOA for #2 & #3 Ship Docks is 1700' (519 m)

10.3 Ship Dock #4 Layout



Dimensions From Loading Arm Base



4 SHIP DOCK SITE PLAN

NOT TO SCALE

Vessel Restrictions

Max Length (LOA)	900' (277.4 m)
Min PBL	242' (74 m)
Max Beam	165' (50.3 m)
Max Allowable DWT	145,000 tons
Max Allowable Displacement	190,000 tons
Docking Options	Master's Option – Port or Starboard allowed

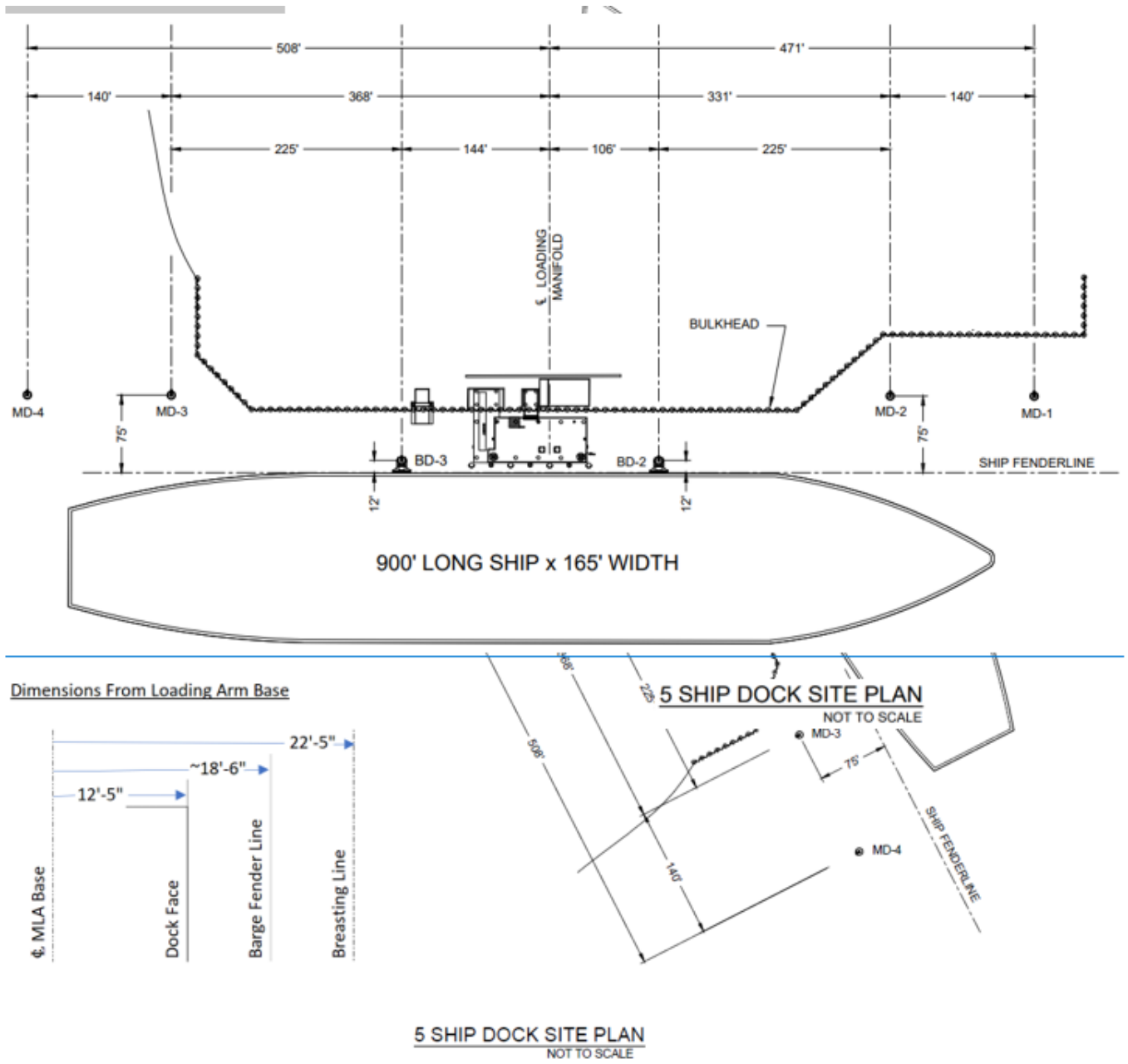
Dock Information

Max / Min Manifold Height Above MLT	74'-10 3/4" / 27' (22.8 m / 8.2 m)
Transfer Arm Connection	3 x 12" ANSI 150#
Gangway Information	Shore gangway provided – placement by shore crane.
Fuel / Bunkers	Available dockside, ex-pipe (6" LSFO hose connections)
Main Deck Height Above MLT	17' (5.2 m)
Lat / Long	N 29.7536 / E -95.0966

Notes:

1. No MGO is available at this dock.

10.4 Ship Dock #5 Layout



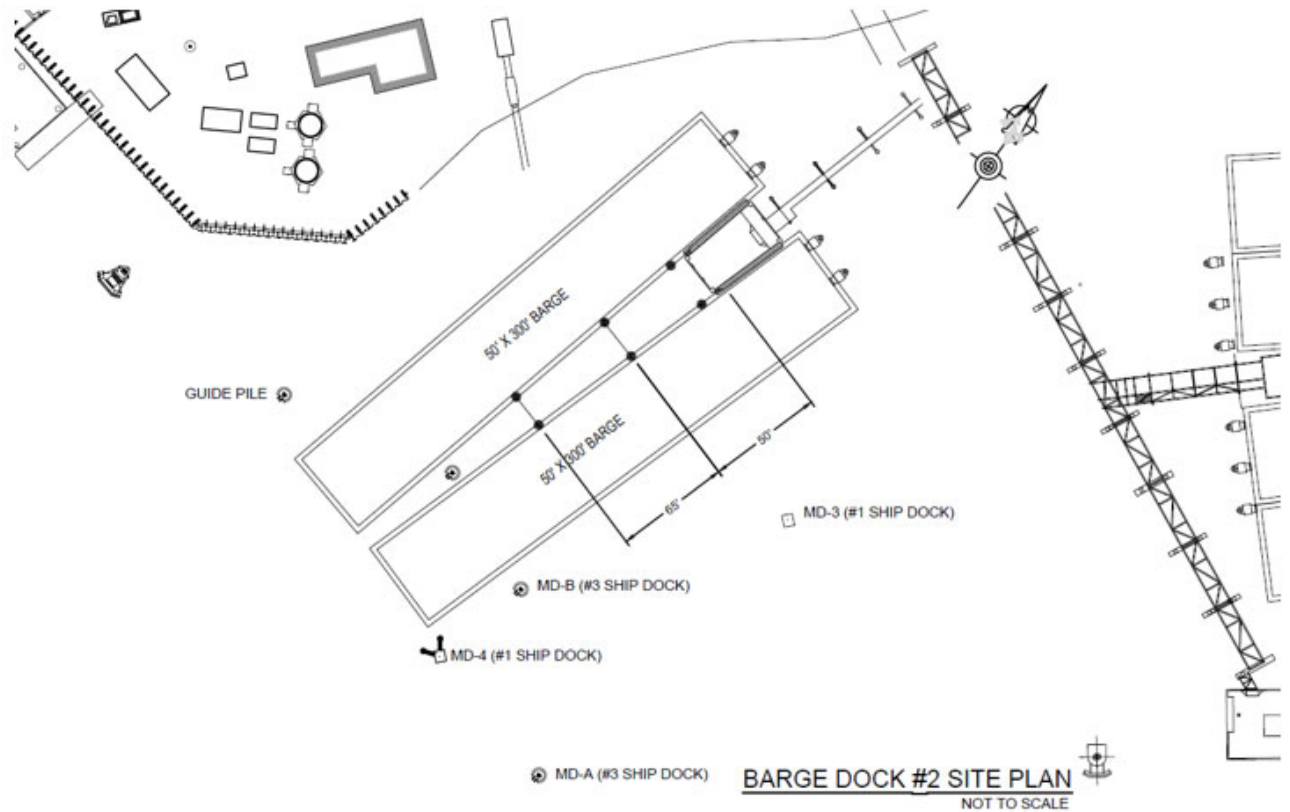
Vessel Restrictions

Max Length (LOA)	900' (277.4 m)
Min PBL	202' (74 m)
Max Beam	165' (50.3 m)
Max Allowable DWT	145,000 tons
Max Allowable Displacement	190,000 tons
Docking Options	Master's Option – Port or Starboard allowed

Dock Information

Max / Min Manifold Height Above MLT	74'-10 3/4" / 24' (22.8 m / 7.3 m)
Transfer Arm Connection	2 x 16" ANSI 150#
Gangway Information	Shore gangway provided – placement by shore crane.
Fuel / Bunkers	Available by barge only.
Main Deck Height Above MLT	17' (5.2 m)
Lat / Long	N 29.7477 / E -95.1049

10.5 Barge Dock#2 Layout



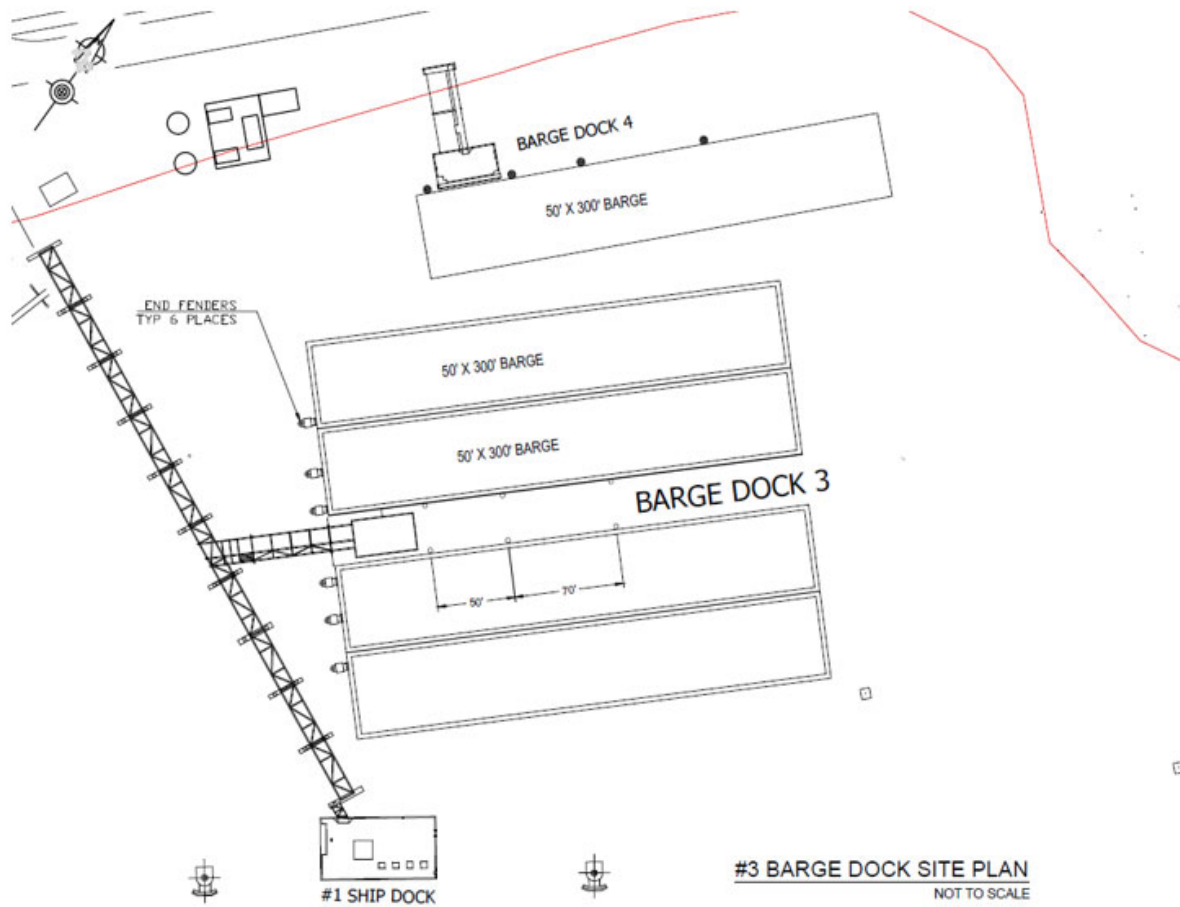
Vessel Restrictions

Max Barge Size	50' wide x 350' long
Barge Count @ Max Size	2 total as shown
Max Allowable DWT	
Max Allowable Displacement	
Max Barge Size	50' wide x 350' long

Dock Information

Max / Min Manifold Height Above MLT	
Transfer Arm Connection	
Vapor Arm Connection	
Gangway Information	
Fuel / Bunkers	
Main Deck Height Above MLT	13.5' (4.1 m)
Lat / Long	N 29.7500 / E -95.1018

10.6 Barge Dock #3 Layout



Vessel Restrictions

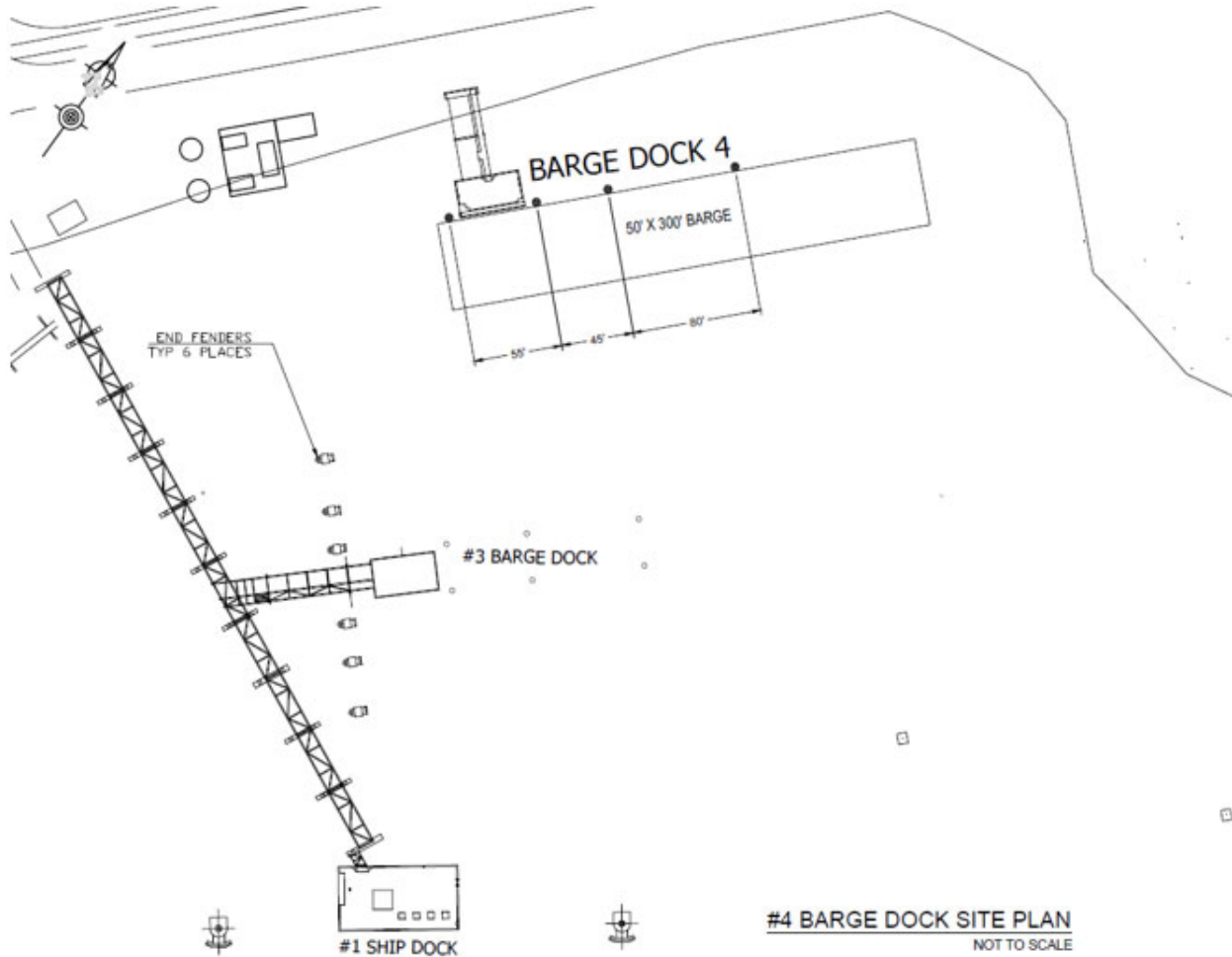
Max Barge Size	50' wide x 350' long
Barge Count @ Max Size	4 total as shown
Max Allowable DWT	
Max Allowable Displacement	
Max Barge Size	50' wide x 350' long

Dock Information

Max / Min Manifold Height Above MLT	
Transfer Arm Connection	
Vapor Arm Connection	
Gangway Information	
Fuel / Bunkers	
Main Deck Height Above MLT	13.5' (4.1 m)
Lat / Long	N 29.7502 / E -95.1008

Notes:

10.7 Barge Dock #4 Layout



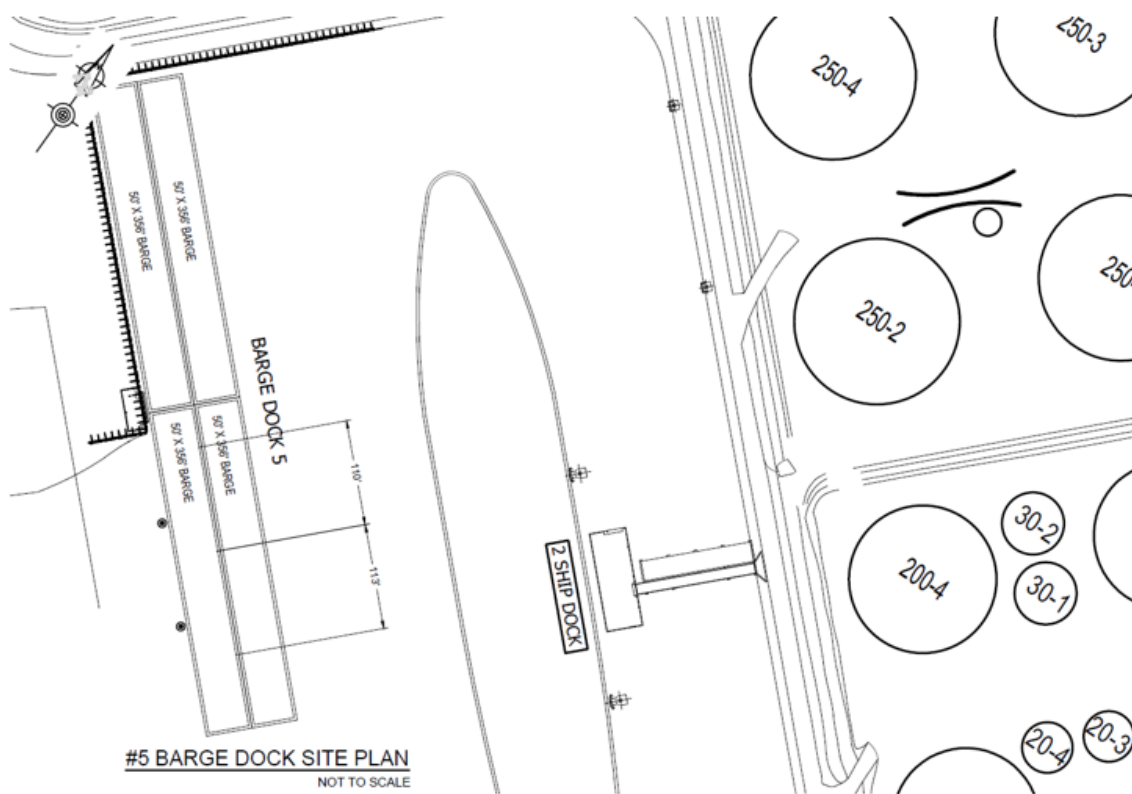
Vessel Restrictions

Max Barge Size	50' wide x 350' long
Barge Count @ Max Size	1 as shown
Max Allowable DWT	
Max Allowable Displacement	

Dock Information

Max / Min Manifold Height Above MLT	
Transfer Arm Connection	
Gangway Information	
Fuel / Bunkers	
Main Deck Height Above MLT	13.5' (4.1 m)
Lat / Long	N 29.7509 / E -95.1010

10.8 Barge Dock#5 Layout



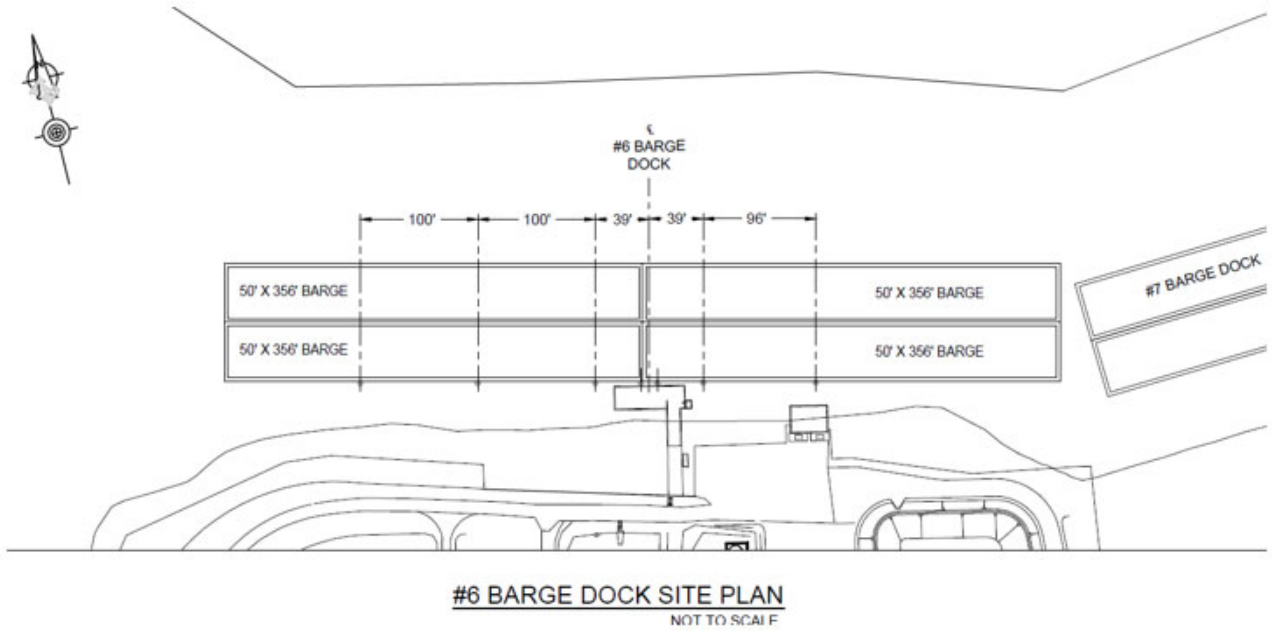
Vessel Restrictions

Max Barge Size	50' wide x 350' long
Barge Count @ Max Size	4 total, 2 x 2 arrangement
Max Allowable DWT	
Max Allowable Displacement	

Dock Information

Max / Min Manifold Height Above MLT	
Transfer Arm Connection	
Vapor Arm Connection	
Gangway Information	
Fuel / Bunkers	
Main Deck Height Above MLT	15' (4.6 m)
Lat / Long	N 29.7505 / E -95.1072

10.9 Barge Dock# 6 Layout



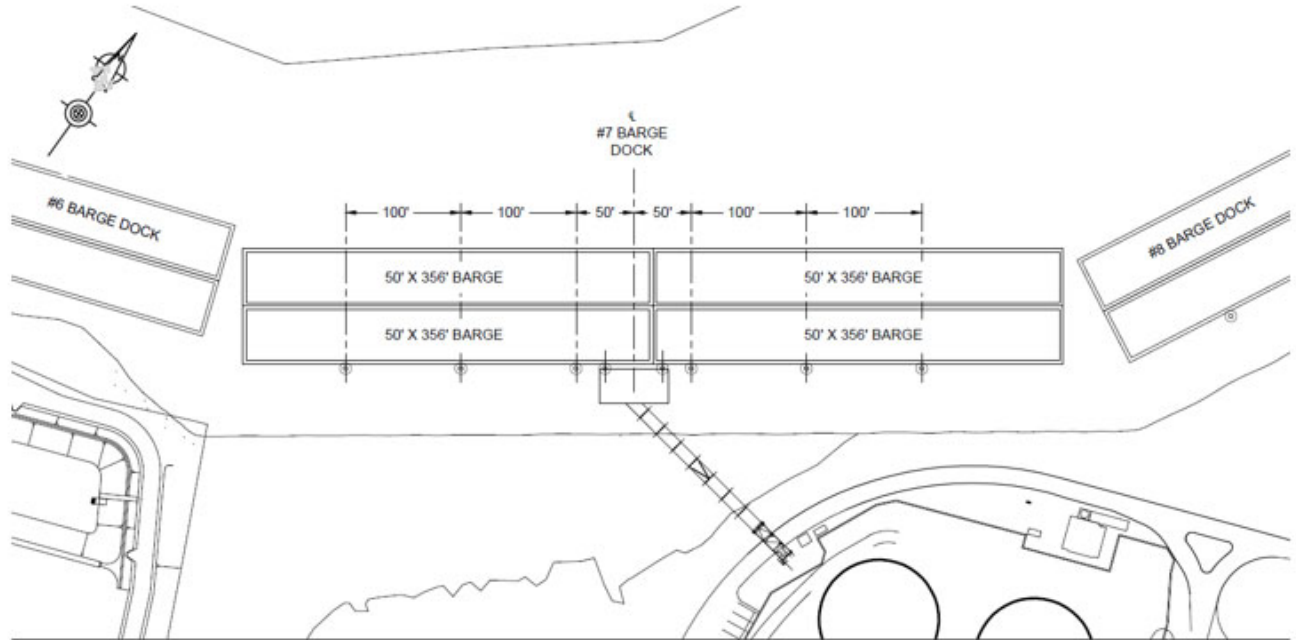
Vessel Restrictions

Max Barge Size	50' wide x 356' long
Barge Count (@ Max Size)	4 total, 2 x 2 arrangement
Max Allowable DWT	
Max Allowable Displacement	

Dock Information

Max / Min Manifold Height Above MLT	
Transfer Arm Connection	
Vapor Arm Connection	
Gangway Information	
Fuel / Bunkers	
Main Deck Height Above MLT	11' (3.4 m)
Lat / Long	N 29.7591 / E -95.1201

10.10 Barge Dock #7 Layout



#7 BARGE DOCK SITE PLAN
NOT TO SCALE

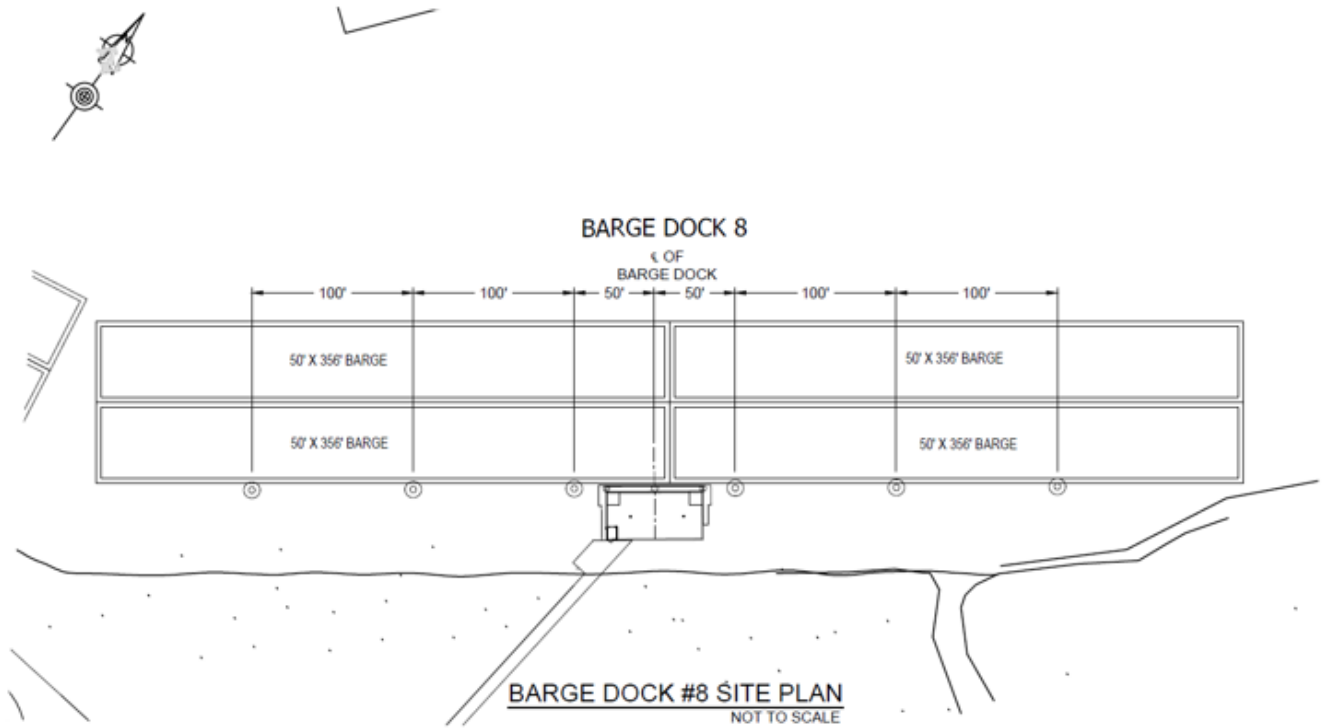
Vessel Restrictions

Max Barge Size	50' wide x 356' long
Barge Count @ Max Size	4 total, 2 x 2 arrangement
Max Allowable DWT	
Max Allowable Displacement	

Dock Information

Max / Min Manifold Height Above MLT	
Transfer Arm Connection	
Vapor Arm Connection	
Gangway Information	
Fuel / Bunkers	
Main Deck Height Above MLT	14' (4.3 m)
Lat / Long	N 29.7587 / E -95.1179

10.11 Barge Dock # 8 Layout



Vessel Restrictions

Max Barge Size	50' wide x 356' long
Barge Count @ Max Size	4 total, 2 x 2 arrangement
Max Allowable DWT	
Max Allowable Displacement	

Dock Information

Transfer Hose Connections	Crude Oil – 2 x 8" ANSI 150#
Transfer Hose Connections	4 total 8" ANSI 150# Each is dedicated to single product of Light / Mid / Heavy Distillate or Naphtha (4 total)
Vapor Hose Connection	2 x 8" ANSI 150#
Fuel / Bunkers	None at this dock.
Main Deck Height Above MLT	14.5' (4.4 m)
Lat / Long	N 29.7591 / E -95.1155

CARGO TRANSFER OPERATIONS

11.0 PRE-ARRIVAL REQUIREMENTS

In an effort to expedite arrival activities we request that the Chief Officer or designee have copies of the following documents prepared and ready for review by Terminal PIC and Cargo Inspectors upon arrival.

- *Most Recent OBQ report (vessel's and inspectors)*
- *Most Recent Ullage report (vessel's and inspectors)*
- *Most Recent Bill of Lading or Cargo Manifest*
- *Most Recent Certificate of Analysis (if available)*

In conjunction with the above documents, the Terminal also requests the following measures to be taken prior to arrival.

- *All ships are REQUIRED to complete the ETHT Pre-Arrival Questionnaire and return to MTA and Terminal scheduling department. Please contact the Marine Scheduler or your agent for the most recent version of the form.*
- *All Vessels requesting to take bunkers will be required to submit a manifold arrangement, showing the location and spacing of manifolds.*

11.1 DOCK COMMUNICATIONS

At all times while berthed at the Terminal, the vessel PIC (Person in Charge) must be able to effectively communicate in English with ETHT personnel. In the event of a communication barrier, the vessel agent will be required to secure a translator before any transfer operations will begin, with the costs of such services incurred to be at the expense of the vessel.

The Terminal docks are equipped with an intrinsically safe ship-to-shore radio communication system. On arrival, ETHT personnel will provide portable UHF radios which must be with an English-speaking person in charge at all times, and for which a signed receipt is required. Instructions will be provided for the proper use of the radios.

Backup batteries will be provided as needed by the terminal. Radios must be returned in the same good working condition in which they were received or a charge of \$1,500.00 will be applied for each radio.

Secondary ship / shore communications will be made via telephone at the numbers listed below. The vessels operators or agent are encouraged to provide an intrinsically safe or certified safe for "Class I Division 2" cell phone to both the Master and the cargo watch officer in the cargo control room (CCR) while the ship is berthed at the terminal. The vessel phone numbers should be provided to the terminal during the pre-transfer meeting.

Cell phones are NOT allowed to be in a 'powered-on' state whenever outside the internal accommodation space of a vessel, nor anywhere within the terminal's process area perimeter or

marine interface jetty and berth platform areas – except for specially-issued “intrinsically safe” or “Class I Division 2-rated” cell phones approved for use within the terminal.

11.2 CARGO TRANSFER

Prior to transfer, the Dock Operator and/or Shift Supervisor will board the vessel to sign the Declaration of Security indicating the current MARSEC Level, discuss the safe transfer of cargo along with Declaration of Inspection {ship / shore safety checklist} which must be signed by the designated representative of both the vessel and terminal thereby confirming agreement that all items are understood and agreed upon. During the cargo transfer, the Dock P.I.C. or other Terminal representative may board the vessel to ensure that safe working practices are being observed by both vessel and dock. Transfer rates and line pressures will be monitored continuously and documented hourly.

11.3 SHORE STOPS

Requests for ETHT to stop the transfer of cargo at a predetermined volume must be made in writing. Any such request must include the statement by the vessel's Master that ETHT will not be held responsible for any error in calculations or level determined for such shore stop. These calculations will be reported in Total Observed Volumes and performed by the customer's Third Party Inspector with the exception being a shore stop for bunker fuel deliveries which is calculated by the ETHT Bunker Operator. The vessel's Master will be held responsible for any spills or environmental releases caused by the vessel.

11.4 TRANSFER RATES

The pre-transfer conference will determine the agreed upon transfer rates, pressures and procedures. Transfer rate requirements must be strictly adhered to. Failure to maintain transfer rate established in the pre-transfer conference (minimum transfer rate as per agreement between vessel and ETHT may result in penalties.

****FOR YOUR BENEFIT, PLEASE REFER TO YOUR SPECIFIC CONTRACT LANGUAGE COVERING “TRANSFER RATES / PRESSURES / TEMPERATURES” TO ENSURE THAT IT IS IN ALIGNMENT WITH THE BELOW TERMINAL SPECIFICATIONS. IF THERE IS ANY VARIANCE CONTACT EITHER THE MARINE SCHEDULER, L.P.G. OPERATIONS SUPERVISOR OR THE MARINE OPERATIONS GROUP PRIOR TO ARRIVAL OF THE VESSEL TO THE TERMINAL****

11.5 MINIMUM / MAXIMUM TEMPERATURES & MAXIMUM PRESSURE LIMITS

Minimum and Maximum temperatures and pressure limits shall be determined at the pre-transfer conference

11.6 EMERGENCY SHUTDOWN DURING VESSEL LOADING

Ship Docks #1, #2, #3, #4, #5, Barge Docks 1,2,3,4,5,6,7 and 8. Has an emergency shutdown on the dock. Pushing this button will shut down all cargo loading pumps. In the event of an

emergency, no prior notice is required for operation of the emergency shutdown system, however, notification will be made to the vessel as soon as practical.

11.7 GANGWAY

The Terminal will provide shore gangways at all of the docks. The gangway will not be swung out or landed on the deck of the vessel until the “All Fast” order is given.

The gangway will normally be landed in a clear area on the main deck between the manifold and the accommodation block and attached to the rail if applicable on all ships, and for barges the gangway will be set at an agreed upon location by the Terminal P.I.C. and Vessel personnel.

The vessels crew is to secure the gangway to the ships rail, monitor the gangways position at all times and report any discrepancies to the facility Person in Charge (PIC). A continuous security watch must be maintained at all times aboard any manned vessel by competent and qualified shipboard personnel while the vessel is in port, in accordance with the regulations and requirements of the U.S. MTSA, IMO’s ISPS Code, and the vessel security plan.

Vessels will be required to install safety nets beneath gangways and will be held liable for damage caused by any gross negligence of the vessel’s crew. ETHT shall not be liable for the safety of gangways. The use of the vessel’s gangway will only be allowed if Terminal personnel determine that the facility gangway will not safely connect to vessel.

11.8 VESSEL MOVEMENT

As a matter of prudent seamanship, all vessels berthed at ETHT docks must keep mooring lines/cables taut and secure at all times. Vessels are cautioned to closely monitor their mooring lines tension while berthed at the Terminal and adjust as necessary in order for the vessel to safely maintain proper position alongside the Terminal’s berths.

SAFETY & ENVIRONMENT

12.0 PRINCIPLES

When a vessel is berthed at the Terminal, ETHT always expects the vessel’s Master to comply with all relevant safety regulations included in this Manual .

The Terminal reserves the absolute right to suspend cargo transfer operations or direct the removal of any Vessel, from any berth within the Terminal’s jurisdiction for:

- Disregard for applicable laws, regulations, or Terminal policies, procedures, and requirements.
- Failure of marine interface compatibility with the Terminal or failure of maintaining the safe and proper containment, monitoring, critical systems control, and transfer of cargo.
- Defects in the Vessel’s equipment, manning or operations that, in the reasonable opinion of the Terminal, present an unmitigated or imminent hazard to the Terminal,

- its personnel, or operations.
- Failure to continue to materially comply with any of the requirements contained within this manual.

If a vessel disregard any of the following safety regulations, ETHT personnel are authorized to stop cargo-transfer operations and require the vessel to vacate the berth. The vessel's Master has the right to shut down cargo transfer if dock operations are believed to be unsafe, provided the vessel's Master gives adequate advance notice to the Terminal Dock Operator.

12.1 MASTER'S RESPONSIBILITY

Vessel's Master shall have sufficient qualified officers and crew retained onboard at all times when within Terminal limits to ensure:

- Safe and efficient operations.
- The observance of proper mooring practices.
- The maintenance of adequate ship/shore liaison.
- The full capability to get underway immediately if necessary.
- The main engines of all vessels within terminal limits must always be kept ready for use within the shortest possible notice.

Masters and their delegated staff must ensure that any instructions and requirements stated by the terminal, and/or pursuant to this guide, are promptly attended to and performed with reasonable dispatch and in an appropriate manner.

12.2 OPERATIONAL SAFETY INSPECTIONS

ETHT reserves the right to conduct an Operational Safety Inspection of any vessel berthed at the facility by an appointed designated terminal representative(s) at the terminal's sole risk and expense. These inspections will be to ensure that the vessel is in continuing compliance with Terminal and regulatory requirements.

These inspections may be conducted at any time, before, during or after cargo transfer operations and only after the vessel has been cleared by U.S. Customs and Border Protection. The Terminal shall provide reasonable notice to the Master in advance of an inspection, additionally these inspections shall not interfere with the safe and efficient operation of the vessel.

12.3 SAFETY REGULATIONS

The provisions of 46 CFR, Chapter I, Subchapters D and O, "Operations", published by the United States Coast Guard, are in force at the Terminal and must be always observed.

12.4 ENVIRONMENTAL COMPLIANCE

11.5.1 The accidental spillage/discharge of oil into the navigable waters of the Houston Ship Channel while berthed at Terminal docks and/or layberths shall be reported in accordance with the rules and regulations of the:

- US Coast Guard (USCG) Houston/Galveston 281-464-4855
- National Response Center (800) 424-8802

Spills or discharges are required to be reported immediately to the Dock Operator and Shift Supervisor, at that time external notifications will be made.

11.5.2 The dumping of garbage refuse or the discharge of oily waste and bilge water is prohibited by the International Convention for the Prevention of Pollution from ships.

Prior notification to the Terminal Marine Scheduler of requirements to discharge waste at the Terminal as required within the USCG regulations governing Certificates of Adequacy must be adhered to 24 hours prior to arrival. The terminal is MARPOL Annex 1 and 5 compliant.

11.5.3 Excessive emissions from vessels, (especially when incomplete combustion in boilers or tube blow down) resulting in soot being deposited on land or in the waters of the state is a violation of the Texas Clean Air Act and must not occur while berthed at the Terminal Docks and/or Layberths.

11.5.4 There are no facilities available at the terminal for the reception or disposal of ballast water. While at the terminal, vessels must control their ballast to provide sufficient trim for efficient steering and maneuverability while partially discharged or loaded. Please refer to 33 CFR 151.2025 for domestic requirements of ballast water management.

Terminal Operations are subject to various Federal and State environmental protection laws and regulations, which have been promulgated under the following and other statutes:

12.5 RADIOS

\$1,500.00 replacement charge for broken, unreturned, lost or damaged radios.

ETHT will provide vessel/barge with a UHF radio for which a signed receipt is required. If these radios are not returned intact, a charge will be applied, or the radio must be replaced with a new radio of the same manufacturer

APPENDIX I

ENERGY TRANSFER HOUSTON TERMINAL

MAXIMUM SHIP DOCK ALLOWNACE

	<u># 1 Ship Dock</u>	<u>#2 Ship Dock</u>	<u>#3 Ship Dock</u>	<u>#4 Ship Dock</u>	<u>#5 Ship Dock</u>
Docking Options	Master's Option	Starboard Side Only	Starboard Side Only	Master's Option	Master's Option
Draft	See Terminal depth letter	See Terminal depth letter	See Terminal depth letter	See Terminal depth letter	See Terminal depth letter
Beam	165'	144'	165'	165'	165'
LOA	909'	900'*	910'*	900'	900'
Min PBL	242'***	242'***	242'*	242'***	202'***
Max Displacement	190,000 tons	190,000 tons	190,000 tons	190,000 tons	190,000 tons
DWT	145,000 tons	145,000 tons	145,000 tons	145,000 tons	145,000 tons

*Vessels at ETHT #2 and ETHT #3 may not exceed a combined LOA of 1700.'

**Connections must be close to center of vessel

Note: ETHT will consider larger vessels on a case-by-case basis. Ocean Barge capabilities at all docks.

Figure 5: Ship Dock Cargo Arm Specifications

<u>Dock</u>	<u>Cargo Arms / Vapor Connections</u>	<u>Vessel Manifold Air Draft (Max)</u>
#1 Ship Dock	Cargo – 3 x 12” ANSI 150#	58’
“	Vapor – 1 x 12” ANSI 150#	Recovery Connection
#2 Ship Dock	Cargo – 3 x 12” ANSI 150#	58’
#3 Ship Dock	Cargo – 3 x 12” ANSI 150#	68’
“	Vapor – 2 x 10” ANSI 150#	Recovery Connection
#4 Ship Dock	Cargo – 3 x 12” ANSI 150#	74’
#5 Ship Dock	Cargo – 2 x 16” ANSI 150#	74’

APPENDIX II

ENERGY TRANSFER HOUSTON TERMINAL

Dock Charges and Services Document (Effective 01/01/2022)

Date: _____	Vessel Name: _____	IMO No: _____
Vessel Owner: _____	Owner Agent: _____	
Vessel Charter: _____	Charter Agent: _____	
Email: dlhfotraffic@energytransfer.com		

The use of ETHT facilities constitutes an acceptance by the user of all charges, rules and regulations published in this Dock Charges and Services Document and the user agrees to pay all charges and be governed by all rules and regulations published in this Document. The charges, rules and regulations on this Document apply on all cargo moving across or utilizing ETHT docks.

- ETHT will be held harmless/blameless in any incident that may arise by allowing vessel and hired third parties to perform dockside service operation(s).
- Agree to pay Energy Transfer Houston Terminal a Vessel Service Charge invoiced to charterers agent.

Vessel Service Charge (includes the services listed below) ----- \$3900
Terminal Security Charge
Use of Gangway
Barge Alongside(s) - Bunkering from barge to vessel (only No. 2 oil, generator fuel, etc.)
Water
Dock Crane Use

- Agent to notify ETHT via email of all barges alongside, for Security reasons, water and dock crane use prior to vessel arrival. At no time should any barge alongside interfere with cargo operations or vessel departure after completion of cargo operations. Vessels are not allowed to discharge to a barge alongside except for MARPOL related slop removal. All MARPOL related procedures and forms remain unchanged.
- An unscheduled ship dock fee of \$3,125.00 per hour will be assessed (2 hours after completion of loading and unloading) by ETHT for delays caused by the Vessel or Vessel related activity. Notice of this charge will be given by ETHT via phone and or email.
- An unscheduled barge dock fee of \$520.00 per hour will be assessed (2 hours after completion of loading and unloading) by ETHT for delays caused by the Tug/Barge or Tug/Barge related activity. Notice of this charge will be given by ETHT via phone and or email.
- HFOTCO charges and user shall pay a ETHT administration charge equal to fifteen percent (15%) of the actual cost incurred by ETHT for all rebilled services or costs.
- Agent agrees to notify ETHT in writing if water, dock crane use or barge alongside are cancelled.

Agent/Owner (Required)

Signature of Representative (Required)

Note: All services and charges are subject to change at any time. EHTH reserves the right to refuse services pending payment of a previous invoice. Prompt payment is expected upon receiving all invoices. The information contained in this message may be proprietary, confidential, and privileged or subject to the work product doctrine and thus protected from disclosure. If the reader of this message is not the intended recipient, or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify EHTH immediately by calling 281-452-3390.
Revised: January 10, 2022

APPENDIX III

ENERGY TRANSFER		Energy Transfer Houston Terminal Vessel Pre-Arrival Questionnaire			
<small>Please note that all items in yellow must be completed by vessel and returned to terminal prior to arrival.</small>					
VESSEL:	IMO#:	VESSEL OWNER:	VESSEL OPERATOR:		
CHARTERER:	CARGO RECEIVER:	DOCK:	DATE:		
OWNER AGENT:	CHARTER AGENT:				
VESSEL GENERAL INFORMATION: <small>NOTE: (PLEASE LIST ALL DIMENSIONS IN U.S. FEET/INCHES)</small>					
1) What is the vessels LOA? Beam? Parallel Body Length? Deadweight Tonnage?		LOA:	BEAM:	PBL:	DWT:
2) Vessels anticipated ARRIVAL drafts in fresh water?		FWD:	AFT:		
3) Vessels anticipated DEPARTURE drafts in fresh water?		FWD:	AFT:		
4) What are the UKC requirements for this load? Please specify which requirements are being used.					
5) What is the vessels anticipated ballast condition?		Arrival:	Departure:		
6) Where was the vessels last load / discharge port?					
7) What is the expiration date of your US Coast Guard COC?		Date:	N/A	Date of your last COC Exam:	
MANIFOLDS: <small>NOTE: (PLEASE LIST ALL CARGO FIGURES IBBL)</small>					
8) Will vessel arrive with cargo tanks fully inerted? (If no, notify duty foreman)			N/A	YES:	NO:
9) Does the O ₂ contents of each tank meet ISGOTT recommendations?			N/A	YES:	NO:
10) Is the vessel equipped with audible / visual high level alarm system?				YES:	NO:
11) What type of cargo tank venting system is vessel equipped with?					
12) Date of last test for high velocity PV valves? What are their settings?					
13) Size (inches), number, and rating for all manifold connections?					
14) Height of manifold above water upon arrival / departure?		Arrival	Departure		
15) What is the anticipated transfer rate for the upcoming load / discharge?		Loading:	Discharge:		
15a) Vessels maximum loading /discharge rate through all manifolds?		Loading:	Discharge:		
CARGO INFORMATION: <small>NOTE: (PLEASE LIST ALL CARGO FIGURES IBBL)</small>					
16) What is the name and amount of cargo to be loaded/discharged?		NAME:	Loading:	Discharging:	
17) For vessels loading cargo, is vessel arriving with a measurable amount of prior cargo (OBQ)? What is the type and volume?					
18) For vessels loading, what is the H ₂ S content of previous cargo?		For discharging vessels, what is the H ₂ S content of cargo?			
19) For vessels loading what is the previous cargo?					
20) Government agencies:					
21) Cargo origin /destination					
22) Expected time required to load or discharge nominated cargo?					
MOORING: {Note: Vessel shall if at all possible, adhere to ISGOTT 23-4-1 recommendations on types and quality of mooring lines}					
23) Is vessel fitted with soft lines, or wire rope with tails?					
24) Size and breaking strain of lines/wire ropes/ tails?					
25) If fitted with wire rope and tails, what type of connection?					
26) Size and number of the following:		Bow Lines?	Aft. Breast Lines?	Fwd. Spring Lines?	
		Stern Lines?	Aft. Breast Lines?	Aft Spring Lines?	
BUNKERING: {All vessels requesting to bunker alongside ex-pipe, will be required to supply a manifold arrangement} {Terminal uses 6" and 4" manifolds and DOES NOT supply reducers}					
27) Does the vessel anticipate taking bunkers alongside, ex-pipe?					
28) List the LOCATION, SIZE (inches), and NUMBER of bunker connections (HFSO and MDO)?					
29) Vessel has reducers onboard to match terminals 6" and 4" connection?					
Does vessel intend on taking ship stores while alongside?					
[signature]					
TERMINAL PIC (signature)		VESSEL CHIEF OFFICER (signature)			
Shore Contact Telephone Numbers					
On-Duty Dock Supervisor					
Marine Dispatch	281-452-3390				
Terminal main Gate	713-948-7520				
Terminal Main Gate	713-948-7545				
Revision Date:	5-Oct-21	Issue:	O'neil hibbert	Issue Date:	5-Oct-21
				Note:	Valid until superseded by a later version

APPENDIX IV

Blow Back Procedure

SHIPS (CRUDE)

The purpose of this procedure is to clarify the process and steps to evacuate the dock loading arms/hoses after loading and discharging of ships and barges.

Once the ship/barge finished loading or discharging:

1. Blowing back the cargo arms/hoses, after cargo transfer, will be done with nitrogen. This will be discussed during the pre-transfer meeting.
2. After cargo transfer the Dock Operator will advise the chief mate to let the inspector gauge only one tank to receive the arms/hoses blow-back. After the vessel provides notification that their manifold valves are “open”, the Dock Operator will open the nitrogen valve to begin the blow-back, while watching the gauge start with 10-psi and increasing not to exceed 60-psi. The Dock Operator will continue this until the pressure drops back to near zero psi ensuring that the arm/hose has been evacuated. This procedure may be done to all arms/hoses at the same time.
3. After loading the procedure will be the same as after discharging except in this case the Dock Operator ensure not to pressure up the arms/hoses excessively due to the tanks being full.

CRUDE BARGES

1. Blowing back the cargo arms/hoses, after cargo transfer, will be done with nitrogen. This will be discussed and agreed upon during the pre-transfer meeting with the tanker man and/or captain.
2. After cargo transfer the Dock Operator will advise the tanker man to let the inspector gauge only one tank to receive the arms/hoses blowback. When approval is given by the tankerman that their manifold valve is “open”, the Dock Operator will open the nitrogen valve to begin the blow-back, while watching the gauge not to exceed 20-psi. The Dock Operator will continue this until the pressure drops back to near zero psi, to ensure that the arm/hose has been properly evacuated.
3. After loading the procedure will be the same as after discharging except in this case the Dock Operator will ensure not to pressure up the arms/hoses excessively due to the tanks being full.

CAUTION: Nitrogen can cause rapid asphyxiation and death if released in a poorly ventilated area or confined space. Use extreme caution - Do not enter area until all Nitrogen has been dissipated.

